

Hb Architects Limited

Brackley Town Council

Egerton Hall Internal Alterations

T02

02623-HBA-V1-ZZ-SH-A-PRELIM

Tender

T02

06-11-2023

Internal alterations to fit out the first floor to create a meeting room, music room and ancillary spaces.

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A10

Project particulars

Clauses

110 The Project

1. Name: Internal alterations to create additional accommodation at first floor.
2. Nature: Community
3. Location: Egerton Hall, Juno Cres, Brackley NN13 6GN
4. Timescale for construction work: Approximate Dec 2023 - April 2024

120 Employer (client)

1. Name: Brackley Town Council
2. Address: 20 High Street, Brackley, Northamptonshire, NN13 7DS
3. Contact: Mark Yates / Ali Moses
4. Telephone: 01280 702441 / 07803 519697
5. Email: facilities@brackleynorthants-tc.gov.uk

130 Principal contractor (CDM)

1. Name: The awarded contractor

140 Architect/ contract administrator

1. Name: HB Architects Ltd
2. Address: The Old Telephone Exchange, 32-42 Albert Street, Rugby, Warwickshire, CV32 2SA
3. Contact: David Coles
4. Telephone: 01788 567 137 / 07905 466 959
5. Email: davidc@hb-architects.co.uk

150 Principal designer

1. Name: As Clause A10/140

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are: As listed on drawing issue sheets

120 Contract drawings

1. The contract drawings: The same as the tender drawings.

160 Pre-construction information

1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

A12

The site/ existing buildings

Clauses

110 The site

1. **Description:** The first floor of Egerton Hall, part of the ground floor for the new stairs.

120 Existing buildings on/ adjacent to the site

1. **Description:** Egerton Hall was built around 2013-2015 it is of brick / stone cavity wall construction with a pitched roof. The first floor is built to shell only. The Hall is separate from any buildings on its own site with parking. There is The Radstone Primary School adjacent to the site and some residential properties close by.

140 Existing utilities and services

1. **Other information:** Services enter the building in the plant room on ground floor. See drawings and information in the H&S File.

180 Health and safety file

1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: Egerton Hall.
2. **Arrangements for inspection:** Mark Yates

200 Access to the site

1. **Description:** Access is gained via the gates off Juno Crescent accessed from Poppyfields Way. See drawing
2. **Limitations:** Maximum width of 4.5m
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Leave as many spaces as possible free for building users. See site plan

220 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the Works.
2. **Limitations:** An area for compound is noted on drawings

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows: School and residential dwellings.

240 Health and safety hazards

1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **Site staff:** Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** Made with Mark Yates

Ω End of Section

A13

Description of the work

Clauses

120 The works

1. **Description:** Proposed internal alterations to form additional community rooms, with toilets at first floor, new access from ground floor all with associated mechanical and electrical works.

Ω End of Section

A20

JCT intermediate building contract with contractor's design (ICD) REVISED

Clauses

Intermediate building contract with contractor's design (ICD)

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

The recitals

First - The Works

- Comprise: Proposed internal alterations to form additional community rooms, with toilets at first floor, new access from ground floor all with associated mechanical and electrical works.
- Location: Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Second - Contractor's designed portion

- The Works include the design and construction of
 - Completion of the Mechanical & Electrical installations.

Third - Contract drawings

- The Contract Drawings: As listed in clause A11/120.

Fourth - Other documents supplied by the Employer

- Comprise: The Work Schedules

Fifth A - Pricing by the Contractor

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
 - Bills of Quantities, Specification.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted.

Ninth - Information release schedule

- The Ninth Recital will be deleted.

Eleventh - Division of the works into sections

- The Eleventh Recital will be deleted.

Articles

3 - Architect/ Contract Administrator

- Architect/ Contract Administrator: See clause A10/140.

5 - Principal Designer

- Principal designer: See clause A10/150.

6 - Principal Contractor

- Principal contractor: See clause A10/130.

9 - Legal proceedings

- Amendments: None

Contract particulars

Fourth Recital - Employer's Requirements

- Comprise: See drawing issue sheets

Sixth Recital - Contractor's Proposals/ CDP Analysis

- Comprise: TO BE COMPLETED BY CONTRACTOR

Eighth Recital and Clause 4.6 - Construction industry scheme

- Employer at Base Date is not a 'contractor' for the purposes of the CIS.

Tenth Recital - CDM Regulations

- The project is not notifiable.
- Assuming that works will not exceed 500 persons days of construction work, otherwise the project will be notifiable.

Thirteenth Recital and Schedule 5 - Supplemental provisions

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are
 - Employer's nominee: To Be Agreed
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR. Or such replacement as each party may notify to the other from time to time.

Article 8 - Arbitration

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

Clause 1.1 - Base Date

- Base Date: 25th September 2023

Clause 1.1 - Date for completion of the Works

- Date for completion of the Works (where completion by sections does not apply): Friday 29th March 2024, subject to contractors programme.

Clause 1.7 - Addresses for service of notices

- Employer
 - Address: See clause A10/120
- Contractor
 - Address: TO BE COMPLETED BY CONTRACTOR
 - Fax Number: TO BE COMPLETED BY CONTRACTOR

Clause 2.4 - Date of possession of the site

- Date of Possession of the site: TBC with tender return and agreement with client

Clause 2.5 - Deferment of possession of the site

- Clause 2.5 applies.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is 2 weeks.

Clause 2.23.2 - Liquidated Damages **REVISED**

- Damages: At the rate of £575 per week.

Clause 2.30 - Rectification period

- Period: Twelve months from the date of practical completion of the Works.

Clause 2.34.3 - Contractor's designed portion

- Limit of Contractor's liability for loss of use: £5 million

Clause 4.3 and 4.9 - Fluctuations Provision

- Fluctuations provision: no Fluctuations Provision applies

Clause 4.7 - Advance payment and advance payment bond

- Advance payment: Clause 4.7 does not apply.

Clause 4.9.1 - Interim payments - percentage of value

- Not achieved practical completion: Where the works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.10.4 - Listed items - uniquely identified

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 - Listed items - not uniquely identified

- Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £5 million

Clause 6.5.1 - Insurance - liability of Employer

- Insurance may be required.
- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event:

Clause 6.7 and Schedule 1 - Works Insurance - insurance options

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR
- Where Insurance Option C applies, Paragraph C1: applies

Clause 6.15 - Joint Fire Code

- Joint Fire Code: Does not apply.
- Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': No.

Clause 6.19 - Contractor's Design Portion - Professional Indemnity Insurance

- Level of cover: Amount of indemnity required:
 - relates to claims or series of claims arising out of one even;
 - and is £ 2 million.
- Cover for pollution and contamination claims: Is required, with a sub-limit of indemnity of £1 million
- Expiry of required period of CDP Professional Indemnity Insurance: 6 years

Clause 8.9.2 - Period of suspension (termination by Contractor)

- Period of suspension: One month

Clauses 8.11.1.1 to 8.11.1.5 - Period of suspension (termination by either Party)

- Period of suspension: One month

Clause 9.2.1 - Adjudication

- The Adjudicator is: TBC
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institute of British Architects, The Royal Institution of Chartered Surveyors, Association of Independent Construction Adjudicators, Chartered Institute of Arbitrators

Clause 9.4.1 - Arbitration

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the

The conditions - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Variations - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

Execution

Execution

- The contract: Will be executed under hand.

Ω End of Section

A30 Tendering/ subletting/ supply

Main contract tendering

110 Scope

1. **General:** These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 Tendering procedure

1. **Arithmetical errors:** Overall price is dominant.

160 Exclusions

1. **Inability to tender:** Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
2. **Relevant parts of the work:** Define those parts, stating reasons for the inability to tender.

170 Acceptance of tender

1. **Acceptance:** No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender.

190 Period of validity

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than one month.
2. **Date for possession/ commencement:** See section A20.

Pricing/ submission of documents

210 Preliminaries in the specification

1. **Measurement rules:** Preliminaries/ General Conditions have must not be relied on as having been prepared in accordance with RICS NRM.

310 Tender

1. **General:** Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 Schedule of rates

1. **Schedule of rates (unpriced):** Included with the tender documents. The contractor may insert additional items.
2. **Fully priced copy**
 - 2.1. **Submittal date:**

480 Programme

1. **Programme of work:** Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. **Submit:** With tender

520 Design documents

1. **Scope:** Include the following in the Contractor's Proposals:
 - 1.1. Design drawings:
 - 1.2. Technical information:
2. **Submit:** With tender.

530 Substitute products

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 Quality control resources

1. **Statement:** Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submit:** With the Tender

550 Health and safety information

1. **Content:** Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** Within one week of request

570 Outline construction phase health and safety plan

1. **Content:** Submit the following information within one week of request:
 - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - 1.2. Details of the management structure and responsibilities.
 - 1.3. Arrangements for issuing health and safety directions.
 - 1.4. Procedures for informing other contractors and employees of health and safety hazards.
 - 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - 1.6. Procedures for communications between the project team, other contractors and site operatives.
 - 1.7. Arrangements for cooperation and coordination between contractors.
 - 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.9. Emergency procedures including those for fire prevention and escape.
 - 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

- 1.11. Arrangements for welfare facilities.
- 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- 1.13. Arrangements for consulting with and taking the views of people on site.
- 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- 1.16. Review procedures to obtain feedback.

599 Freedom of Information Act

1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
3. **Confidentiality:** Maintain at all times.

Subletting/ supply

630 Domestic subcontracts

1. **General:** Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
2. **Details:** Provide details of all subcontractors and the work for which they will be responsible.
3. **Submit:** Within one week of request

Ω End of Section

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

1. **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

120 Communication

1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
2. **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
3. **Response:** Do not proceed until response has been received.

130 Products

1. **Definition:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
2. **Includes:** Goods, plant, materials, site materials and things for incorporation into the Works.

135 Site equipment

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

145 Contractor's choice

1. **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.

150 Contractor's Design

1. **Meaning:** Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 Submit proposals

1. **Meaning:** Submit information in response to specified requirements.

160 Terms used in specification

1. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.
2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.

4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
 - 3.1. manufacturer and product reference;
 - 3.2. cost;
 - 3.3. availability;
 - 3.4. relevant standards;
 - 3.5. performance;
 - 3.6. function;
 - 3.7. compatibility of accessories;
 - 3.8. proposed revisions to drawings and specification;
 - 3.9. compatibility with adjacent work;
 - 3.10. appearance;
 - 3.11. copy of warranty/ guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.

5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

1. **Accuracy:** Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
2. **Related terminology:** Where a numerical cross reference is not given, the relevant sections and clauses of the specification will apply.
3. **Relevant clauses:** Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
4. **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

220 Referenced documents

1. **Conflicts:** Specification prevails over referenced documents.

230 Equivalent products

1. **Inadvertent omission:** Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 Substitution of standards

1. **Specification to British Standard or European Standard:** Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
2. **Before ordering:** Submit notification of all such substitutions.
3. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 Currency of documents and information

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 Sizes

1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **Timber:** Cross section dimensions shown on drawings are:
 - 2.1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - 2.2. Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

Documents provided on behalf of employer

410 Additional copies of drawings/ documents

1. **Additional copies:** Issued free of charge.

440 Dimensions

1. **Scaled dimensions:** Do not rely on.

460 The specification

1. **Coordination:** All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

Documents provided by contractor/ subcontractors/ suppliers

510 Design and production information

1. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
2. **Design/ production information:** Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
3. **Contractor's changes to Employer's Requirements:** Support request for substitution or variation with all relevant information.
4. **Employer's amendments to Employer's Requirements:** If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
5. **Final version of design/ production information:** Submit

600 Contractor's Design information

1. **General:** Complete the design and detailing of parts of the Works as specified.
2. **Provide**
 - 2.1. Production information based on the drawings, specification and other information.
 - 2.2. Liaison to ensure coordination of the work with related building elements and services.
3. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
4. **Information required:** Completion of design for M&E installations
5. **Submit:** Within one week of request.

620 As-built drawings and information

1. **Contractor designed work:** Provide drawings/ information:
2. **Submit:** At least two weeks before date for completion.

630 Technical literature

1. **Information:** Keep on site for reference by all supervisory personnel:
 - 1.1. Manufacturers' current literature relating to all products to be used in the Works.
 - 1.2. Relevant British, EN or ISO Standards.

640 Maintenance instructions and guarantees

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.
3. **Emergency call out services:** Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

Document/ data interchange - No Amendments

Ω End of Section

A32 Management of the works

Generally

110 Supervision

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **Coordination:** Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

120 Insurance

1. **Documentary evidence:** Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 Insurance claims

1. **Notice:** If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/ client, the person administering the Contract on their behalf and the Insurers.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

1. **Information:** Record accurately and retain:
 - 1.1. Daily maximum and minimum air temperatures (including overnight).
 - 1.2. Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 Ownership

1. **Alteration/ clearance work:** Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

Programme/ progress

210 Programme

1. **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the works, which must include details of:
 - 1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).
 - 1.2. Planning and mobilization by the contractor.
 - 1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
 - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)

- 1.6. Work by or on behalf of the employer and concurrent with the contract (see section A50).
The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the contract documents.
2. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.

230 Submission of programme

1. Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

250 Monitoring

1. Progress: Record on a copy of the programme kept on site.
2. Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 Site meetings

1. General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. Frequency: Every two weeks
3. Location: On Site
4. Accommodation: Ensure availability at the time of such meetings.
5. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
6. Chairperson (who will also take and distribute minutes): Architect

265 Contractor's progress report

1. General: Submit a progress report at least one day before the site meeting.
2. Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - 2.1. A progress statement by reference to the master programme for the Works.
 - 2.2. Details of any matters materially affecting the regular progress of the Works.
 - 2.3. Subcontractors' and suppliers' progress reports.
 - 2.4. Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 Contractor's site meetings

1. General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 Photographs

1. Number of locations: up to 10 to show the entire works
2. Frequency of intervals: Weekly
3. Image format: jpg
4. Number of images from each location: 1

285 Partial possession by Employer

1. Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 Notice of completion

1. **Requirement:** Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. **Associated works:** Ensure necessary access, services and facilities are complete.
3. **Period of notice (minimum):** Two weeks

310 Extensions of time

1. **Notice:** When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
2. **Details:** As soon as possible submit:
 - 2.1. Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - 2.2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - 2.3. All other relevant information required.

Control of cost

420 Removal/ replacement of existing work

1. **Extent and location:** Agree before commencement.
2. **Execution:** Carry out in ways that minimize the extent of work.

430 Proposed instructions

1. **Estimates:** If a proposed instruction requests an estimate of cost, submit without delay, and in any case within seven days.
2. **Include**
 - 2.1. A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - 2.2. Details of any additional resources required.
 - 2.3. Details of any adjustments to be made to the programme for the Works.
 - 2.4. Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
3. **Inability to comply:** Inform immediately if it is not possible to comply with any of the above requirements.

470 Products not incorporated into the Works

1. **Ownership:** At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

Ω End of Section

A33 Quality standards/ control

Standards of products and executions

110 Incomplete documentation

1. General: Where and to the extent that products or work are not fully documented, they are to be:
 - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 Workmanship skills

1. Operatives: Appropriately skilled and experienced for the type and quality of work.
2. Registration: With Construction Skills Certification Scheme.
3. Verification: When requested, operatives must produce evidence of skills/ qualifications.

130 Quality of products

1. Generally: New. (Proposals for recycled products may be considered).
2. Supply of each product: From the same source or manufacturer.
3. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
4. Tolerances: Where critical, measure a sufficient quantity to determine compliance.
5. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 Quality of execution

1. Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. Colour batching: Do not use different colour batches where they can be seen together.
3. Dimensions: Check on-site dimensions.
4. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
5. Location and fixing of products: Adjust joints open to view so they are even and regular.

140 Evidence of Compliance

1. Proprietary products: Retain on site evidence that the proprietary product specified has been supplied.
2. Performance specification: Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.
 - 2.5. Identity of testing agency.
 - 2.6. Test dates and times.
 - 2.7. Identities of witnesses.
 - 2.8. Analysis of results.

150 Inspections

1. **Products and executions:** Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - 1.1. Date of inspection.
 - 1.2. Part of the work inspected.
 - 1.3. Respects or characteristics which are approved.
 - 1.4. Extent and purpose of the approval.
 - 1.5. Any associated conditions.

160 Related work

1. **Details:** Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - 1.1. Appropriately complete.
 - 1.2. In accordance with the project documents.
 - 1.3. To a suitable standard.
 - 1.4. In a suitable condition to receive the new work.
2. **Preparatory work:** Ensure all necessary preparatory work has been carried out.

170 Manufacturer's recommendations/ instructions

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

180 Water for the works

1. **Mains supply:** Clean and uncontaminated.

Samples/ approvals

210 Samples

1. **Products or executions:** Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - 1.1. To an express approval.
 - 1.2. To match a sample expressly approved as a standard for the purpose.

220 Approval of products

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally

320 Setting out

1. **General:** Submit details of methods and equipment to be used in setting out the Works.

2. Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
3. Inform: When complete and before commencing construction.

330 Appearance and fit

1. Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - 1.1. Submit proposals; or
 - 1.2. Arrange for inspection of appearance of relevant aspects of partially finished work.
2. General tolerances (maximum): To BS 5606, tables 1 and 2.

340 Critical dimensions

1. Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
2. Location: Detailed on drawings

Services generally

410 Services regulations

1. New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

435 Electrical installation certificate

1. Submit: When relevant electrical work is completed.
2. Original certificate: To be lodged in the Building Manual.

445 Service runs

1. General: Provide adequate space and support for services, including unobstructed routes and fixings.
2. Ducts, chases and holes: Form during construction rather than cut.
3. Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 Mechanical and electrical services

1. Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
2. Building Regulations notice: Copy to be lodged in the Building Manual.

Supervision/ inspection/ defective work

510 Supervision

1. General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
2. Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
3. Submittal date:
4. Replacement: Give maximum possible notice before changing person in charge or site agent.

520 Coordination of engineering services

1. **Suitability:** Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
2. **Evidence:** Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:**
2. **Concealed work:** If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 Defects in existing work

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may:
 - 2.1. Hinder access to defective products or work; or
 - 2.2. Be rendered abortive by remedial work.

560 Tests and inspections

1. **Timing:** Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
2. **Confirmation:** One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
3. **Records:** Submit a copy of test certificates and retain copies on site.

610 Proposals for rectification of defective products/ executions

1. **Proposals:** Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
2. **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

620 Measures to establish acceptability

1. **General:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - 1.1. Will be at the expense of the Contractor.
 - 1.2. Will not be considered as grounds for revision of the completion date.

630 Quality control

1. **Procedures:** Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
2. **Records:** Maintain full records, keep copies on site for inspection, and submit copies on request.
3. **Content of records**
 - 3.1. Identification of the element, item, batch or lot including location in the Works.
 - 3.2. Nature and dates of inspections, tests and approvals.
 - 3.3. Nature and extent of nonconforming work found.

3.4. Details of corrective action.

Work at or after completion

710 Work before completion

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
7. **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 Security at completion

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

1. **Remedial work:** Arrange access with Employer.
2. **Rectification:** Give reasonable notice for access to the various parts of the Works.
3. **Completion:** Notify when remedial works have been completed.

Ω End of Section

A34 Security/ safety/ protection

Security, health and safety

110 Pre-construction information

1. Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. Description of project: Sections A10 and A11.
 - 1.2. Client's consideration and management requirements: Sections A12, A13 and A36.
 - 1.3. Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - 1.4. Significant design and construction hazards: Section A34.
 - 1.5. The health and safety file: Section A37.

120 Execution hazards

1. Common hazards: Not listed. Control by good management and site practice.

130 Product hazards

1. Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. Common hazards: Not listed. Control by good management and site practice.

140 Construction phase health and safety plan

1. Submission: Present to the employer/ client no later than one week before commencement of works on site.
2. Confirmation: Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. Content: Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 Stability

1. Responsibility: Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. Design loads: Obtain details, support as necessary and prevent overloading.

170 Occupied premises

1. Extent: Existing buildings will be occupied and/ or used during the contract as follows: library below works area.
2. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

210 Safety provisions for site visits

1. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

Protect against the following

340 Pollution

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

360 Nuisance

1. **Duty:** Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
2. **Surface water:** Prevent hazardous build-up on-site, in excavations and to surrounding areas and roads.

370 Asbestos containing materials

1. **Duty:** Report immediately any suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or encapsulation.

371 Dangerous or hazardous substances

1. **Duty:** Report immediately suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or remediation.

375 Antiquities

1. **Duty:** Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. **Preservation:** Keep objects in the exact position and condition in which they were found.
3. **Special requirements:**

380 Fire prevention

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **Standard:** Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 Smoking on-site

1. **Smoking on-site:** Not permitted.

400 Burning on-site

1. **Burning on-site:** Not permitted.

410 Moisture

1. **Wetness or dampness:** Prevent, where this may cause damage to the Works.
2. **Drying out:** Control humidity and the application of heat to prevent:
 - 2.1. Blistering and failure of adhesion.
 - 2.2. Damage due to trapped moisture.
 - 2.3. Excessive movement.

430 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

440 Electromagnetic interference

1. **Duty:** Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
3. **Class 3R and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

Protect the following

510 Existing services

1. **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services**
 - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
 - 3.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth;
 - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
 - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.

- 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage caused by site traffic or otherwise consequent upon the Works:** Make good to the satisfaction of the Employer, Local Authority or other owner.

530 Existing topsoil/ subsoil

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures.

540 Retained trees/ shrubs/ grassed areas

1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 Retained trees

1. **Protected area:** Unless agreed otherwise, do not:
 - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
 - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
 - 1.3. Change level of ground within an area 3 m beyond branch spread.

560 Existing features

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
2. **Special requirements:**

570 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

580 Building interiors

1. **Protection:** Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

625 Adjoining property restrictions

1. **Precautions**
 - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.

- 1.2. Pay all charges.
- 1.3. Remove and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

630 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
 - 2.1. Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
 - 2.2. Do not remove until new work is strong enough to support existing structure.
 - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

640 Materials for recycling/ reuse

1. **Duty:** Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
2. **Storage:** Stack neatly and protect until required by the Employer or for use in the Works as instructed.

Ω End of Section

A36

Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

1. Location: Give notice and details of intended siting.
2. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

Accommodation

220 Site Accommodation

1. Purpose: Contractors Welfare and Facilities
2. Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
 - 2.1. Status: May be part of the contractor's own accommodation
 - 2.2. Location: As drawings
 - 2.3. Sanitary facilities: Required for site operatives

260 Sanitary accommodation

1. Requirement: Provide sanitary accommodation for the site operatives, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

280 Accommodation Use/ Location

1. Restrictions
 - 1.1. Location Meeting Room, toilets and kitchen below works area and Hall.
 - 1.2. Timing: Days and evenings and weekends.

Temporary works

320 Temporary works

1. Employer's specific requirements: Provide: protection to existing finishes to be retained adjacent to works or those required for access during the works.

Services and facilities

420 Lighting and power

1. Supply: Electricity from the existing mains may be used for the Works as follows:
 - 1.1. Metering: Free of charge
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

430 Water

1. Supply: The existing mains may be used for the Works as follows: The existing mains may be used for the Works as follows:
 - 1.1. Metering: Free of charge
 - 1.2. Source:

- 1.3. Location of supply point: To be agreed
- 1.4. Conditions/ Restrictions:
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Mobile telephones

1. Direct communication: As soon as practicable after the start on site:
 - 1.1. provide the Contractor's person in charge with a mobile telephone.
 - 1.2. pay all charges reasonably incurred.

520 Use of permanent heating system

1. Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
2. Installation: If used:
 - 2.1. Take responsibility for operation, maintenance and remedial work.
 - 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors.
 - 2.3. Pay costs arising.

Ω End of Section

A37

Operation/ maintenance of the finished works

Generally

110 The building manual A

1. **Purpose:** The manual is to be a comprehensive information source and guide for owners and users of the completed works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. **Part 1: General:** content as clause 120.
 - 2.2. **Part 3: Services:** content as clause 140.
 - 2.3. **Part 4: The Health and Safety File:** content as clause 150.
 - 2.4. **Part 5: Building User Guide:** content as clause 151.
3. **Responsibility:** The building manual is to be produced by the contractor and must be complete no later than one week before handover.
4. **Information provided by others:** Details: CDP works.
5. **Compilation**
 - 5.1. Prepare all information for contractor designed or performance specified work including as-built drawings.
 - 5.2. Obtain or prepare all other information to be included in the manual.
6. **Reviewing the manual:** Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
7. **Final copies of the manual**
 - 7.1. **Number of copies:** 1
 - 7.2. **Format:** PDF
 - 7.3. **Latest date for submission:** one weeks before the date for completion stated in the contract.
8. **As-built drawings and schedules**
 - 8.1. **Number of copies:** 1
 - 8.2. **Format:** PDF

115 The Health and Safety File

1. **Responsibility:** the contractor
2. **Content:** Obtain and provide the following information: HSE guidance L153.
3. **Format:** PDF
4. **Delivery to:** Employer and PD By (date): 14 days following PC.

120 Content of the building manual part 1: General

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. **Index:** list the constituent parts of the manual, together with their location in the document.
3. **The Works**
 - 3.1. Description of the buildings and facilities.
 - 3.2. Ownership and tenancy, where relevant
 - 3.3. Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.

4. The Contract
 - 4.1. Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - 4.2. Overall design criteria.
 - 4.3. Environmental performance requirements
 - 4.4. Relevant authorities, consents and approvals.
 - 4.5. Third party certification, such as those made by “competent” persons in accordance with the Building Regulations
5. Operational requirements and constraints of a general nature
 - 5.1. Maintenance contracts and contractors.
 - 5.2. Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - 5.3. Emergency procedures and contact details in case of emergency.

140 Content of the building manual part 3: Building services

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria and description of the systems, including
 - 2.1. Services capacity, loadings and restrictions
 - 2.2. Services instructions.
 - 2.3. Services log sheets.
 - 2.4. Manufacturers’ instruction manuals and leaflets index.
 - 2.5. Fixtures, fittings and component schedule index.
3. Detailed description of methods and materials used.
4. As-built drawings for each system recording the construction, together with an index, including
 - 4.1. Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - 4.2. Record drawings showing overall installation
 - 4.3. Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - 4.4. Identification of services – a legend for colour coded services.
5. Product details, including for each item of plant and equipment
 - 5.1. Name, address and contact details of the manufacturer.
 - 5.2. Catalogue number or reference
 - 5.3. Manufacturer’s technical literature, including detailed operating and maintenance instructions.
 - 5.4. Information and guidance concerning dismantling, repair, renovation or decommissioning.
6. **Operation:** A description of the operation of each system, including:
 - 6.1. Starting up, operation and shutting down
 - 6.2. Control sequences
 - 6.3. Procedures for seasonal changeover
 - 6.4. Procedures for diagnostics, troubleshooting and faultfinding.
7. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
8. Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including
 - 8.1. Electrical circuit tests.

- 8.2. Corrosion tests.
- 8.3. Type tests.
- 8.4. Work tests.
- 8.5. Start and commissioning tests.
9. **Equipment settings:** Schedules of fixed and variable equipment settings established during commissioning.
10. **Preventative maintenance:** Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
11. **Lubrication:** Schedules of all lubricated items
12. **Consumables:** A list of all consumable items and their source.
13. **Spares:** A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
14. Emergency procedures for all systems, significant items of plant and equipment.
15. Annual maintenance summary chart.

150 Content of the building manual part 4: the Health and Safety File

1. **Content:** obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - 1.1. residual hazards and how they have been dealt with
 - 1.2. hazardous materials used
 - 1.3. information regarding the removal or dismantling of installed plant and equipment
 - 1.4. health and safety information about equipment provided for cleaning or maintaining the structure;
 - 1.5. the nature, location and markings of significant services,
 - 1.6. information and as-built drawings of the structure, its plant and equipment

151 Content of the building manual part 5: the building user guide

1. **Content:** Obtain and provide the following:
 - 1.1. Building services information.
 - 1.2. Emergency information.
 - 1.3. Energy & environmental strategy.
 - 1.4. Water use.
 - 1.5. Transport facilities.
 - 1.6. Materials & waste policy.
 - 1.7. Re-fit/ re-arrangement considerations.
 - 1.8. Reporting provision.
 - 1.9. Training.
 - 1.10. Links & references.

160 Presentation of building manual

1. **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. **Selected drawings needed to illustrate or locate items mentioned in the Manual:** Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
3. **As-built drawings:** The main sets may form annexes to the Manual.

220 Training

1. **Objective:** Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
2. Level of training understanding of operation and maintenance frequency.
3. Time allowance: Include a minimum of one days.

230 Spare parts

1. **General:** Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
2. **Content:** Include in the priced schedule for:
 - 2.1. Manufacturers' current prices, including packaging and delivery to site.
 - 2.2. Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - 2.3. Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - 2.4. Painting, greasing, etc. and packing to prevent deterioration during storage.
3. Latest date for submission:

Ω End of Section

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

1. Details: Site accommodation required or made/ not made available by the Employer: See section A36.
2. Cost significant items: Contractors site accommodation

Ω End of Section

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary works

1. Details: Temporary works required or made/ not made available by the Employer: See section A36.

Ω End of Section



Specification created using NBS Chorus

Client: Brackley Town Council
Project: Egerton Hall Internal Alterations
Project no.: 026-23
Sheet: Cover Sheet

| Item | Description | Total | Notes |
|-------------------|----------------------|--------------------|-------|
| 0 | Prelims | £ - | |
| 1 | Demolition | £ - | |
| 2 | Substructure | £ - | |
| 3 | Superstructure | £ - | |
| 4 | Finishes | £ - | |
| 5 | Fittings | £ - | |
| 6 | Equipment & Services | £ - | |
| 7 | Contingency | £ 20,000.00 | |
| Collection | | £ 20,000.00 | |

Instructions

Add prices to items as detailed in the schedule of works, this can be in a lump sum or quantified with a rate.
Add in any further lines if necessary if contractor requires further space to describe / price the works.
Under each heading collect the total sum for that section of works and collate the total in this sheet.
Note any significant qualifications on which the price is based.

Notes

Install means supply, fit, install, fix all in accordance with manufacturers instructions and specifications. Where noted contractor is to install client direct items (those supplied by client for incorporation into the works).

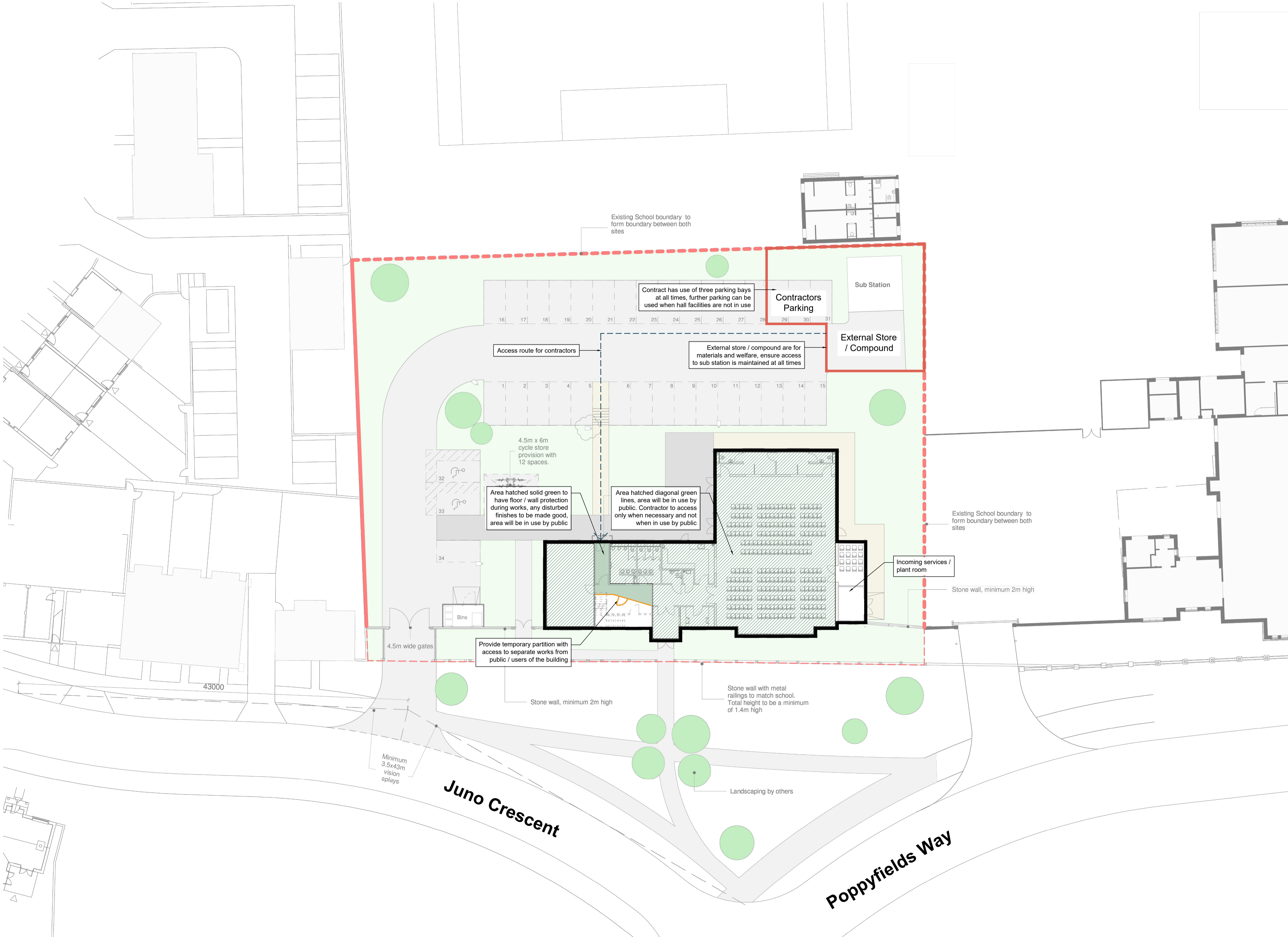
Client: Brackley Town Council
Project: Egerton Hall Internal Alterations
Project no.: 026-23
Sheet: 1 of 3

| Item | Description | Quantity | Unit | Rate | Total |
|---------------------|---|----------|------|------|------------|
| Prelims | | | | | |
| 0.1 | See 02623-HBA-V1-ZZ-SH-A-PRELIM_Contract Preliminaries and price any temporary accommodation or temporary works as needed to execute the works. | | | | £ - |
| 0.2 | Temporary fire resistant wall to separate works on ground floor to enable existing facilities to operate unimpeded. Protection of retained finishes. | | | | £ - |
| 0.3 | Contractor to carry out a photographic condition survey of all areas where works are to take place, including access routes and areas for temporary works / accommodation prior to commencement of works to record the current condition and forward to Client and Architect. Any damage occurring to those areas is to be made good at project completion. | | | | £ - |
| Collection | | | | | £ - |
| Demolition | | | | | |
| 1.1 | Removal of ground floor vinyl floor finish and lay in grid ceiling to area of new stairs and platform lift. Set aside for re-use materials that can be incorporated into the works. | | | | £ - |
| 1.2 | Removal of first floor chipboard deck and floor joists to area of new stairs and platform lift. Assumption is there is a knock out panel of approx. 1.8x1.8m for the lift and floor trimmers to define the stair opening. | | | | £ - |
| 1.3 | Removal of the netting supporting the roof insulation, set aside all roof insulation for re-use in the roof space. | | | | £ - |
| 1.4 | Isolate and make safe any existing services affect by the works. | | | | £ - |
| Collection | | | | | £ - |
| Substructure | | | | | |
| 2.1 | Contractor to investigate the Health and Safety File and by means of visual inspections and other means necessary to establish the presence and correct load bearing in the ground floor slab is provided for the platform lift. Make good any disturbances. | | | | £ - |
| Collection | | | | | £ - |
| Substructure | | | | | |
| 3.1 | Install new internal partitions as detailed on drawings, all to be installed in accordance with British Gypsum specifications and instructions. Generally double board each side of metal studs and 50mm insulation. Contractor can price for timber studs, however same fire and acoustic performance to be achieved. | | | | £ - |
| 3.2 | Installation of new timber staircase with handrails to each side. Including any structural support as required by staircase manufacturer. | | | | £ - |
| 3.3 | Install new Stannah platform lift to suit the existing floor to floor heights and existing knock out panel sizes. Installation to be in accordance with manufacturers details. | | | | £ - |
| 3.4 | Make good to disturbed floor deck around existing / adjusted opening for stairs and lift. Install a apron to exposed floor edge and adjusting ceiling at ground floor to suit opening. | | | | £ - |
| 3.5 | Install new chipboard walkways to roof space, with any additional treated softwood timber supports to ensure insulation is not crushed. | | | | £ - |
| 3.6 | Install new plasterboard ceiling to underside of existing trusses, in accordance with board manufacturers details. | | | | £ - |
| 3.7 | Relay retained existing roof insulation and install additional new layer(s) to overall depth of 300mm. | | | | £ - |
| 3.8 | Install Jeld-Wen FD30 Real Wood Veneer framed 44mm internal fire doors to match existing in painted wood frames in accordance with manufacturers details. Ensure intumescent strips are installed to frames. All ironmongery to match existing as noted on drawings for each door type. Hinges to be Safehinge Primera integral finger guard alumax installed in accordance with manufacturers details. | | | | £ - |
| 3.9 | Line existing external block walls to entire first floor and around stairs at ground floor with dot and dab fixed plasterboard / or two coat Thistle plaster system. | | | | £ - |
| 3.10 | Install boxing in to existing services with allowance for plastered in flush access panels to all switches, access covers as required. | | | | £ - |
| 3.11 | Install new roof space access ladders and insulated loft hatch. | | | | £ - |
| Collection | | | | | £ - |

| Item | Description | Quantity | Unit | Rate | Total |
|-------------------|---|----------|------|------|------------|
| Finishes | | | | | |
| 4.1 | Prepare and decorate plastered walls and ceiling surfaces with emulsion paint, allowance for 1 mist coat and two final coats and paint manufacturers details. Paint colours to be agreed with client. | | | | £ - |
| 4.2 | Wall tiles to toilets and kitchen splash back, generally to match existing tiles with samples to be provided and agreed with client. Allow for all grout, trims and sundry items to complete the works. | | | | £ - |
| 4.3 | Wood effect vinyl flooring to match existing to new areas as indicated. Slip resistance and pendulum test information to be provided ahead of ordering to ensure suitable protection is provided to general public. | | | | £ - |
| 4.4 | Regupol or equal and approved acoustic underlay to Music Room to assist in limited noise transfer. | | | | £ - |
| 4.5 | Polysafe standard PUR safety vinyl to wet areas as indicated with coved skirting, sample of flooring to be provide for client approval. | | | | £ - |
| 4.6 | Installation of primed MDF skirtings and architraves all decorated with 2 coats of Dulux gloss paint to match existing. | | | | £ - |
| 4.7 | Make good / repair and replace as necessary existing window boards and surrounds. Fill any gaps, sand and caulk and redecorate with 2 coats of Dulux gloss paint. | | | | £ - |
| 4.8 | Installation of lay-in grid ceiling with smooth white tiles to match existing. | | | | £ - |
| 4.9 | Vinyl flooring to stairs with Gradus aluminium nosings in accordance with Building Regulations, with coloured infill to contrast visually with vinyl. | | | | £ - |
| Collection | | | | | £ - |
| Fittings | | | | | |
| 5.1 | Installation of IPS system to toilets, generally to match existing. Allow for solid core laminate supplied by TBS Amwell or equal approved | | | | £ - |
| 5.2 | Install sanitaryware and brassware as identified on drawings to Male and Female toilets including all hot and cold water supplies and wastes. Final specification to be agreed with client, generally to match existing fittings, Armitage Shanks or equal approved manufacturer. | | | | £ - |
| 5.3 | Install sanitaryware and brassware as identified on drawings to Disabled toilet including all hot and cold water supplies and wastes. Final specification to be agreed with client, generally to match existing fittings, Armitage Shanks or equal approved manufacturer Doc M pack including grab rails. | | | | £ - |
| 5.4 | Baby change units e-changer plus to match existing to be installed to all new toilets. Contractor to allow for suitable pattressing to stud walls to provide suitable grounds for fixing. | | | | £ - |
| 5.5 | Install mirrors, accessories as noted on drawings. Client to provide sanitary bins and fittings from their own direct supplier, contractor to allow for fitting if required. | | | | £ - |
| 5.6 | Supply and fit domestic kitchen units and worktop as drawings. Specification to be Howdens matt J handle doors or equal approved. | | | | £ - |
| 5.7 | Install stainless single bowl steel sink with drainer, waste and overflow, and kitchen mixer tap. | | | | £ - |
| 5.8 | Supply and fit appliances - Bosch or equal A rated dishwasher and fridge, Zip water Econoboil 5 litre tap. | | | | £ - |
| 5.9 | Install all necessary fire escape signage and fire door keep shut signs as required with appropriate pattress to fire existinguishes as needed. | | | | £ - |
| Collection | | | | | £ - |

Client: Brackley Town Council
Project: Egerton Hall Internal Alterations
Project no.: 026-23
Sheet: 3 of 3

| Item | Description | Quantity | Unit | Rate | Total |
|---------------------------------|--|----------|------|------|--------------------|
| Equipment & Services | | | | | |
| 6.1 | Modify and extend existing power to match existing fittings and specification. The drawings show the principle of the number of fittings, contractor to complete the design to satisfy those requirements. | | | | £ - |
| 6.2 | Modify and extend existing lighting installations with new ceiling mounted luminaires and/or recessed lights to grid ceilings. Allowance for emergency lighting with 3 hour back-up. The drawings show the principle of the number of fittings, contractor to complete the design to satisfy those | | | | £ - |
| 6.4 | Modify and extend existing smoke detection, sounders, beacons and call points in accordance fire safety regulations to suit new arrangement. Include for void detection to roof space and any void over 750mm. | | | | £ - |
| 6.5 | Modify and extend existing Mechanical Ventilation supply and extract ductwork and all associated controls to serve new layout. | | | | £ - |
| 6.6 | Install air conditioning to serve the Music Room and Board Room. Location of external plant to be confirmed by specialist sub-contractor and be advised to Architect. | | | | £ - |
| 6.7 | Modify and extend existing heating installations to provide space heating to new layout. | | | | £ - |
| 6.8 | 4k ceiling mounted projector on proprietary fixing to ceiling. Ceiling mounted manual protection screen to be installed in Board Room. HDMI input to be located on wall adjacent to screen. | | | | £ - |
| 6.9 | Cat 6 data cables installed to new layout and additional Cat 6 24 port network switch to existing cabinet. | | | | £ - |
| | Collection | | | | £ - |
| Contingency | | | | | |
| 6.1 | Allow for a contingency sum of £20,000.00 of the tendered sum to be expended in part or whole as directed by the architect / CA | | | | £ 20,000.00 |
| | Collection | | | | £ 20,000.00 |



T01 26.10.2023 Tender Issue DC DC
 revision date description drw chk

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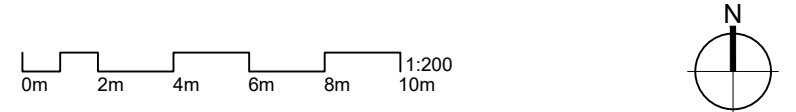
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 Internal Alterations
 Egerton Hall, Juno Crescent, Brackley, NN13 6GN

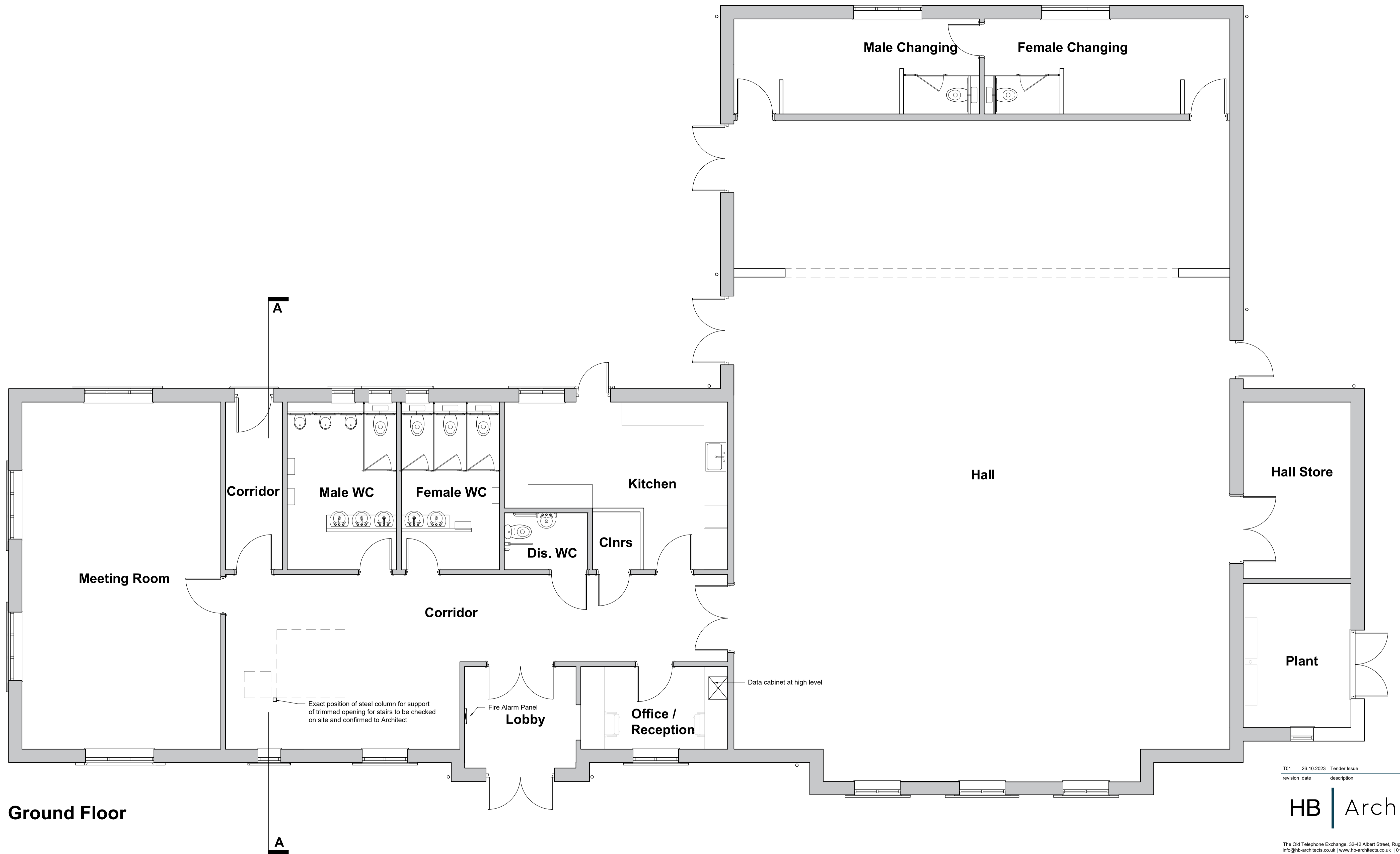
Client
 Brackley Town Council

Drawing Title
 Site Plan with
 Contractors Setup

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| Date | Project Number | Drawn | Checked |
| 25.09.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | Revision |
| Tender Issue | 1:200 | A1 | |
| Drawing Number | | | |

02623-HBA-V1-ZZ-DR-A-100 T01





Ground Floor

| | | | | |
|----------|------------|--------------|-----|-----|
| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drw | chk |

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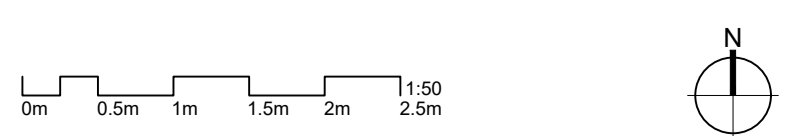
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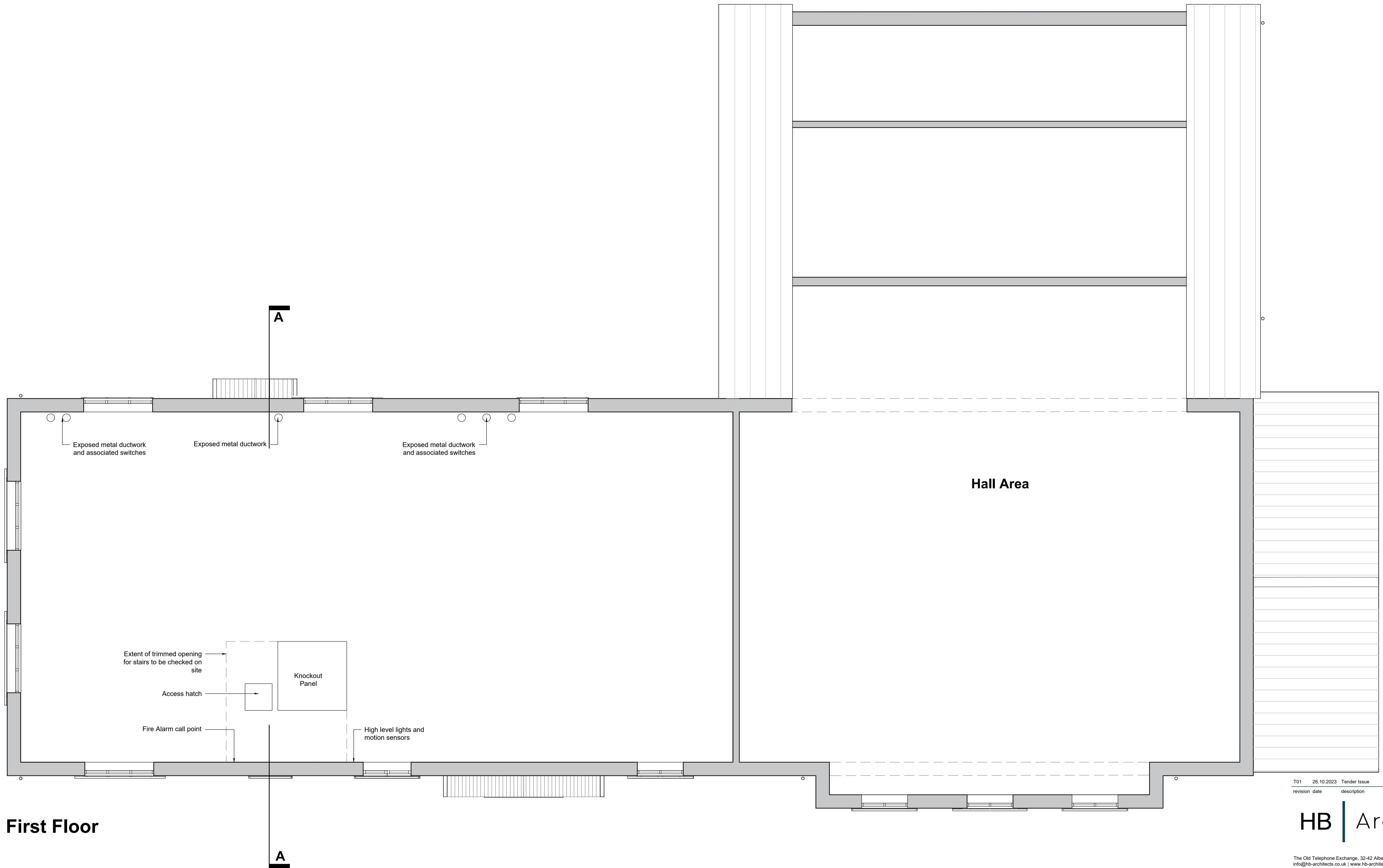
Client
Brackley Town Council

Drawing Title
Existing Ground Floor Plan

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| Date | Project Number | Drawn | Checked |
| 25.09.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:50 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-00-DR-A-101 T01





First Floor

| | | | | |
|----------|------------|--------------|-----|-----|
| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drw | chk |

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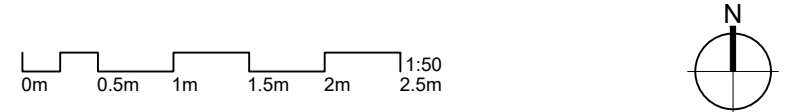
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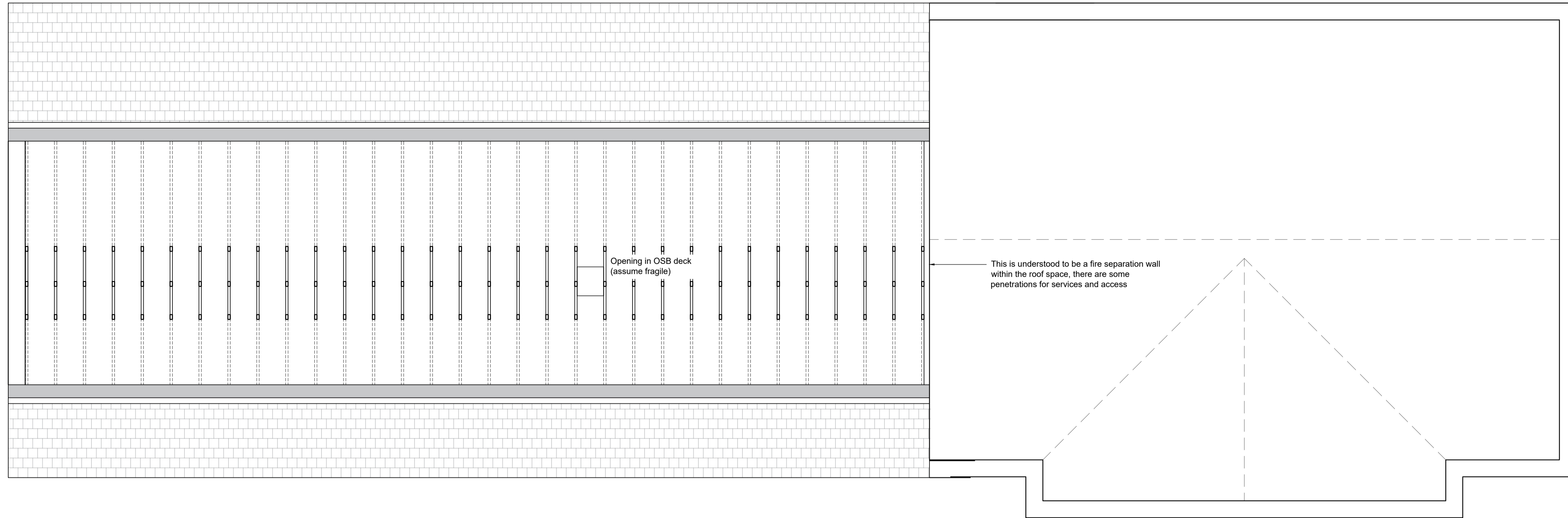
Client
Brackley Town Council

Drawing Title
Existing First Floor Plan

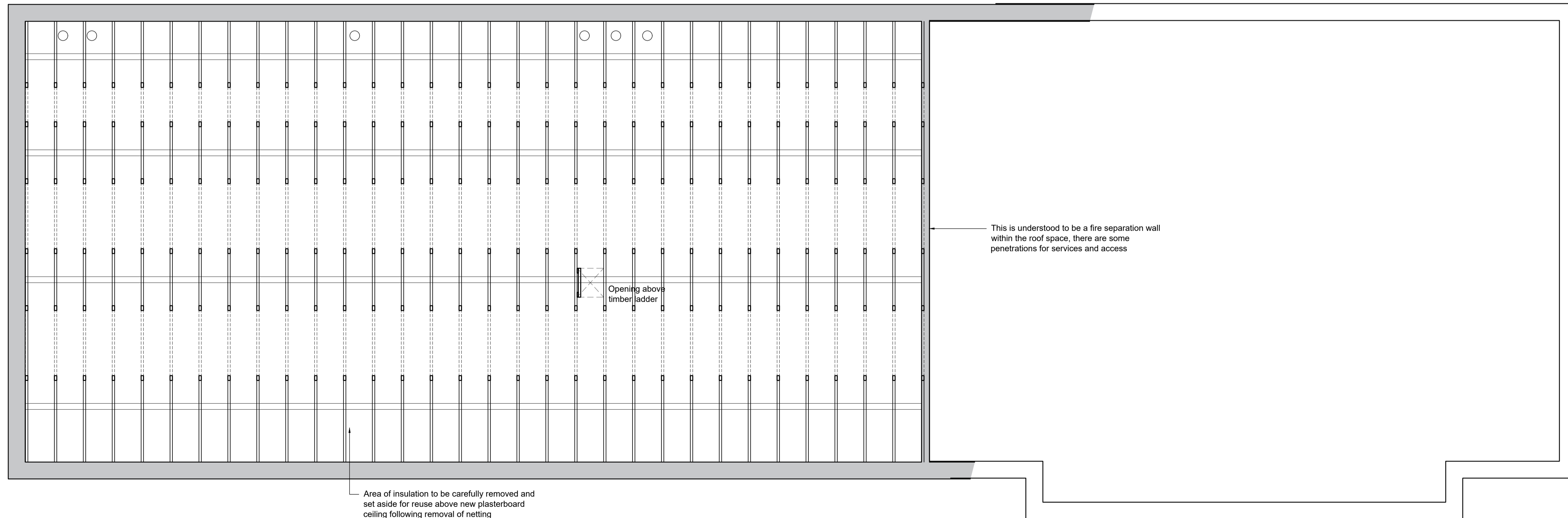
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| Status | Scale | Sheet Size | |
| Tender Issue | 1:50 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-01-DR-A-102 T01





Upper Roof Space



Lower Roof Space

| | | | | |
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| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drw | chk |

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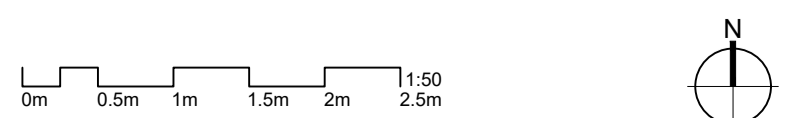
Project
Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Client
Brackley Town Council

Drawing Title
Existing Roof Spaces Plan

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| Date | Project Number | Drawn | Checked |
| 25.09.2023 | 026-23 | WP | DC |
| Status | Tender Issue | Scale | Sheet Size |
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| Drawing Number | Revision | | |

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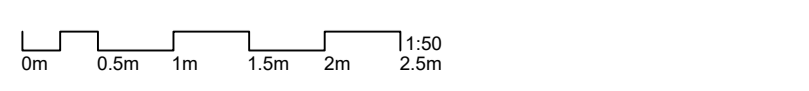
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Brackley Town Council

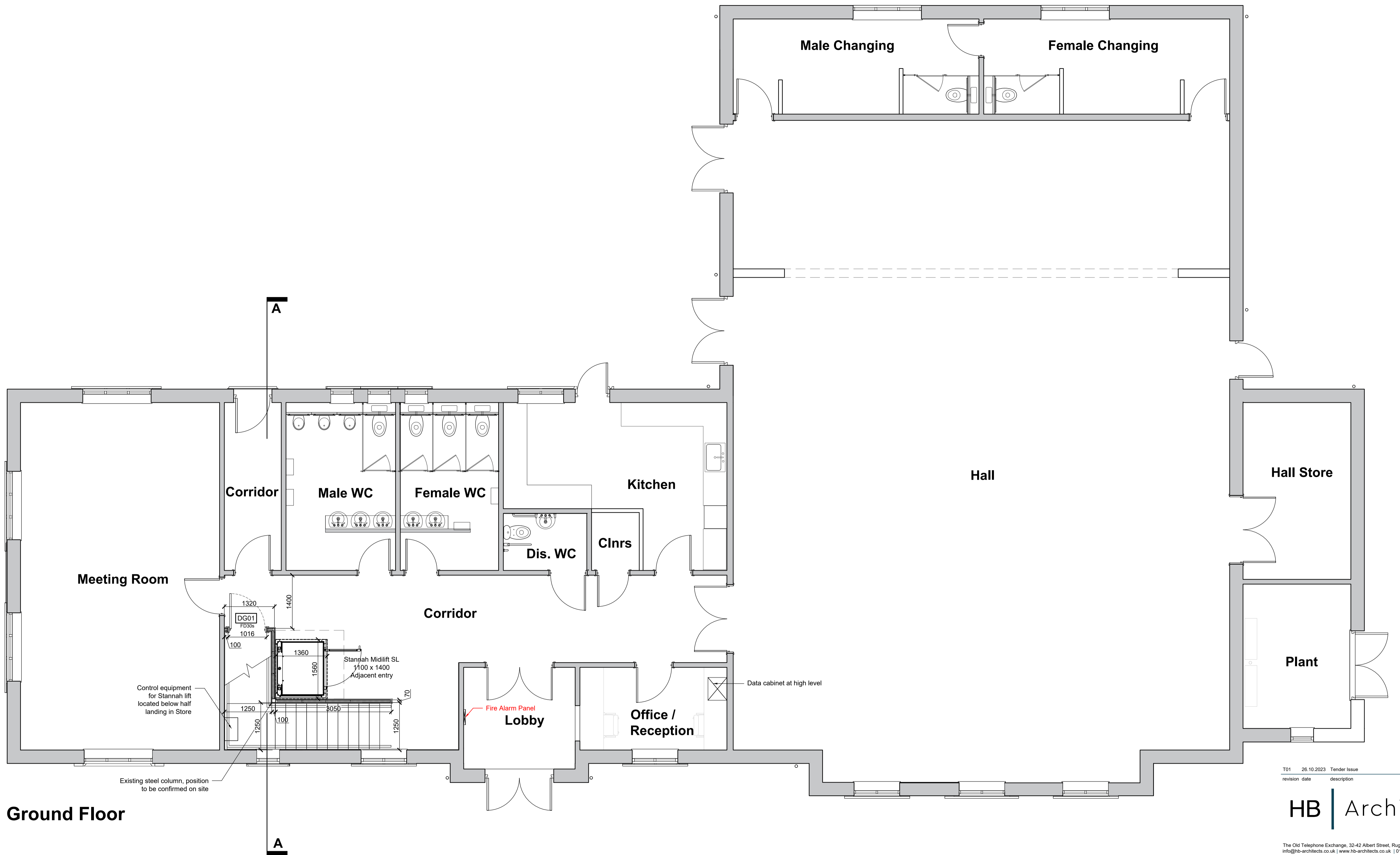
Drawing Title
Existing Section

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| Status | Scale | Sheet Size | |
| Tender Issue | 1:50 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-ZZ-DR-A-104 **T01**

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Ground Floor

Materials & Workmanship:

All building works to be constructed in accordance with the latest Building Regulations including all latest revisions. All dimensions/levels are to be checked prior to commencement of work. Any discrepancies or incomplete dimensions should be reported to the client/Architect for further instructions before proceeding further with work.

All dimensions are to structural faces and exclusive of finishes unless otherwise stated.

All materials are to be proved fit for incorporation in the works by conformity with relevant provisions of an appropriate British Standard and/or conform with the relevant standards set out in an agreement issued by the B.B.A. Workmanship shall be carried out in accordance with the recommendations of an appropriate British Standard code of practice and/or with the recommendation for use contained in an appropriate agreement certificate. The contractor should confirm with the Local Authority that, where not specified by reference to a particular manufacturer, materials and workmanship are appropriate for the locality and that, where necessary, approval of such materials/workmanship is obtained from the LABC or Approved Inspector.

Drainage:

It is assumed the existing drainage is a separate foul and storm water systems.

New toilets and kitchen facilities to connect into the existing system via the internal soil and vent pipes. If venting pipe work needs extended due to new works this is to be incorporated.

Condensate pipe work from extract / mechanical services to connect into foul drainage system.

Ground Floor:
Investigate the presence of the slab recess / base for the platform lift meet with platform lift manufacturers requirements.

External Walls:
Exposed blockwork walls at first floor and around new stairs to have plasterboard applied or have two coat plaster finish. Make good to existing window surrounds / boards.

Internal Partitions
Two layers of Gyproc WallBoard 12.5mm each side of Gypframe 70mm metal studs at 600mm centres. 50mm

Isover Acoustic Partition Roll (APR 1200) in the cavity. For heights up to 3600mm (to be checked on site). All to achieve 60 mins fire protection and sound reduction of 50 RW(dB) and Duty Rating of Severe. All to be installed in accordance with manufacturers instructions.

To the toilets the outer face of wallboard is to be replaced with Gyproc Moisture Resistant board to the side facing into the wet area.

Where required for fixing of fixtures and fittings contractor to allow for plywood pattresses between studs.

Internal Doors:
Real wood veneer FD30 fire doors to match existing with finger safe hinges. Doors & frames to be installed strictly in accordance with manufacturers instructions / door fire certification. Ironmongery generally to match existing.

Roof:
The existing roof insulation is to be carefully set aside for reuse, existing netting to be removed. Install one layer of 15mm plasterboard to underside of existing trusses. Relay existing roof insulation between truss bottom chord with the next layers perpendicular. Allowance to increase the overall depth of insulation to be at least

300mm or deeper to achieve u-value of 0.16 W/m²K.

Within the roof spaces install 22mm chipboard deck on timber supports set above level of insulation at lower roof level and directly onto lower chord or upper level trusses to provide safe access for maintenance. Install aluminium ladders to provide access from first floor to roof space and from roof space to upper level (check height for each). Ladders to be installed in accordance with manufacturers details and each top have a handrail. Insulated loft hatch to be installed.

Stairs & Lift:
New timber staircase with wall attached strings and half landing and wall fixed handrail each side. Stairs to be finished with sheet vinyl finish and aluminium nosings with 55mm wide contrasting colour infill strips. Stairs to have rise of no less than 150mm and no greater than 170mm, with going of 275mm (no less than 250mm). Min. 1100mm clear between strings. Stairs to comply with Approved Doc K General Access Stair.

Wall fixed handrail each side set at 900mm above the pitchline and 1000mm at landings, handrail to extend 300mm past the end risers.

New Stannah platform lift installed in existing structural opening, with adjustment made to trimmed opening to suit required structural opening size. Platform lift to be installed in accordance with manufacturers details and instructions.

Ceiling:
To WC's install lay in grid ceiling to match existing.

M&E:
The existing M&E strategy is to be extended into the proposed layout using similar fixtures and fittings. Ventilation for supply and extract to be provided into the new spaces, with new function rooms also provided with air conditioning. The contractor is responsible for the completion of the design, installation and commissioning of all new mechanical and electric services with the relevant certifications and details provided to building control to prove compliance.

| | | | | |
|----------|------------|--------------|-------|---------|
| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drawn | checked |

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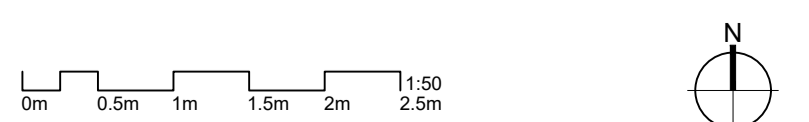
Project
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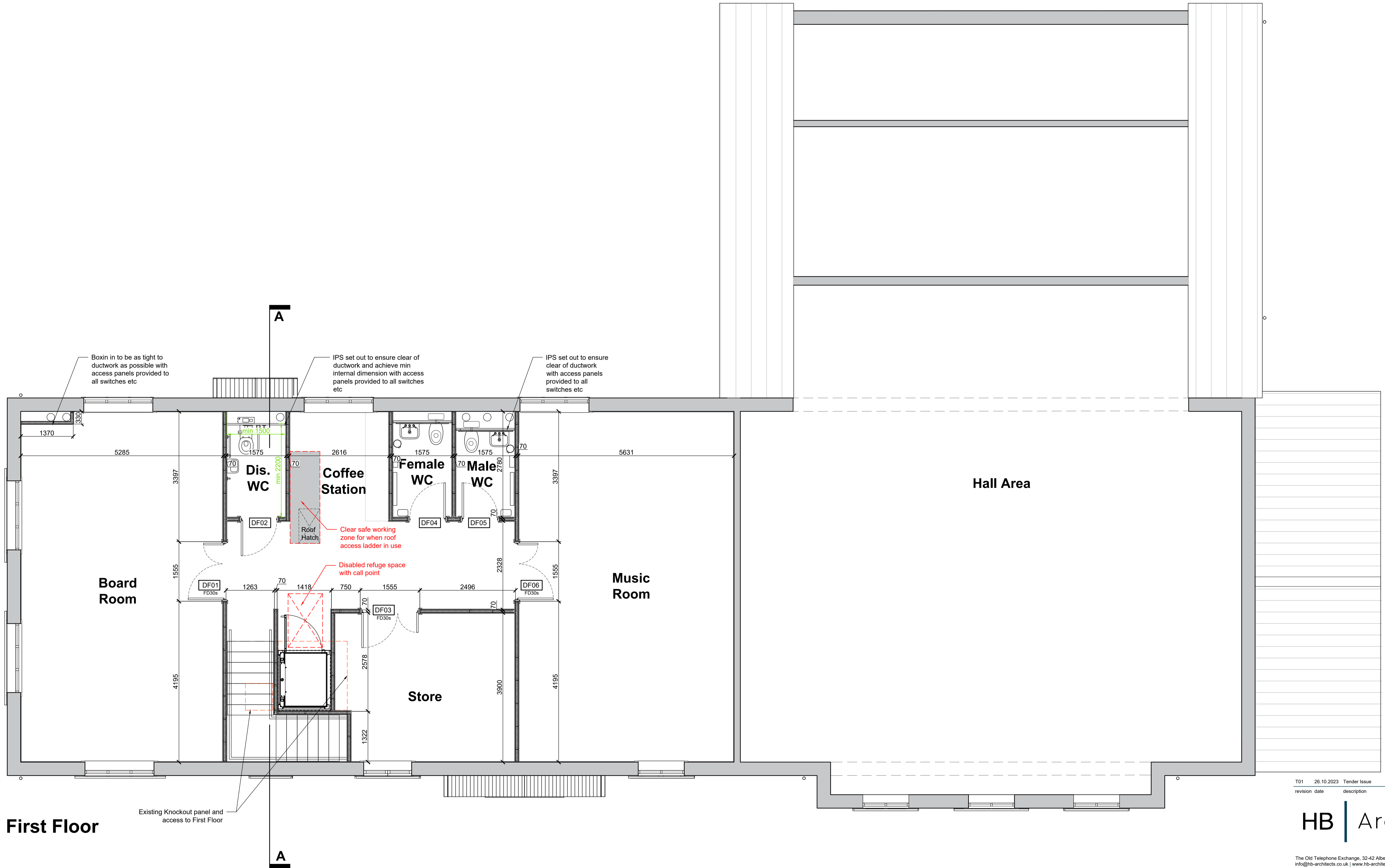
Client
Brackley Town Council

Drawing Title
Ground Floor Plan General Arrangement

| | | | |
|----------------|----------------|------------|---------|
| Date | Project Number | Drawn | Checked |
| 25.09.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:50 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-00-DR-A-105 T01





First Floor

Materials & Workmanship:
 All building works to be constructed in accordance with the latest Building Regulations including all latest revisions. All dimensions/levels are to be checked prior to commencement of work. Any discrepancies or incomplete dimensions should be reported to the client/Architect for further instructions before proceeding further with work.

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Ground Floor:
 Investigate the presence of the slab recess / base for the platform lift meet with platform lift manufacturers requirements.

External Walls:
 Exposed blockwork walls at first floor and around new stairs to have plasterboard applied or have two coat plaster finish. Make good to existing window surrounds / boards.

Internal Partitions
 Two layers of Gyproc WallBoard 12.5mm each side of Gyframe 70mm metal studs at 600mm centres. 50mm

Isover Acoustic Partition Roll (APR 1200) in the cavity. For heights up to 3600mm (to be checked on site). All to achieve 60 mins fire protection and sound reduction of 50 RW(dB) and Duty Rating of Severe. All to be installed in accordance with manufacturers instructions.

To the toilets the outer face of wallboard is to be replaced with Gyproc Moisture Resistant board to the side facing into the wet area.

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300mm or deeper to achieve u-value of 0.16 W/m²K.

Within the roof spaces install 22mm chipboard deck on timber supports set above level of insulation at lower roof level and directly onto lower chord or upper level trusses to provide safe access for maintenance. Install aluminium ladders to provide access from first floor to roof space and from roof space to upper level (check height for each). Ladders to be installed in accordance with manufacturers details and each top have a handrail. Insulated loft hatch to be installed.

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M&E:
 The existing M&E strategy is to be extended into the proposed layout using similar fixtures and fittings. Ventilation for supply and extract to be provided into the new spaces, with new function rooms also provided with air conditioning. The contractor is responsible for the completion of the design, installation and commissioning of all new mechanical and electric services with the relevant certifications and details provided to building control to prove compliance.

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| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drawn | checked |

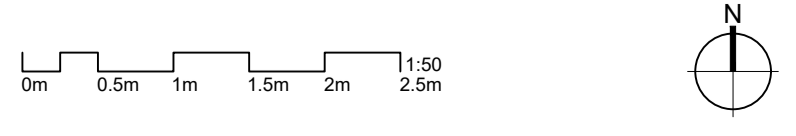
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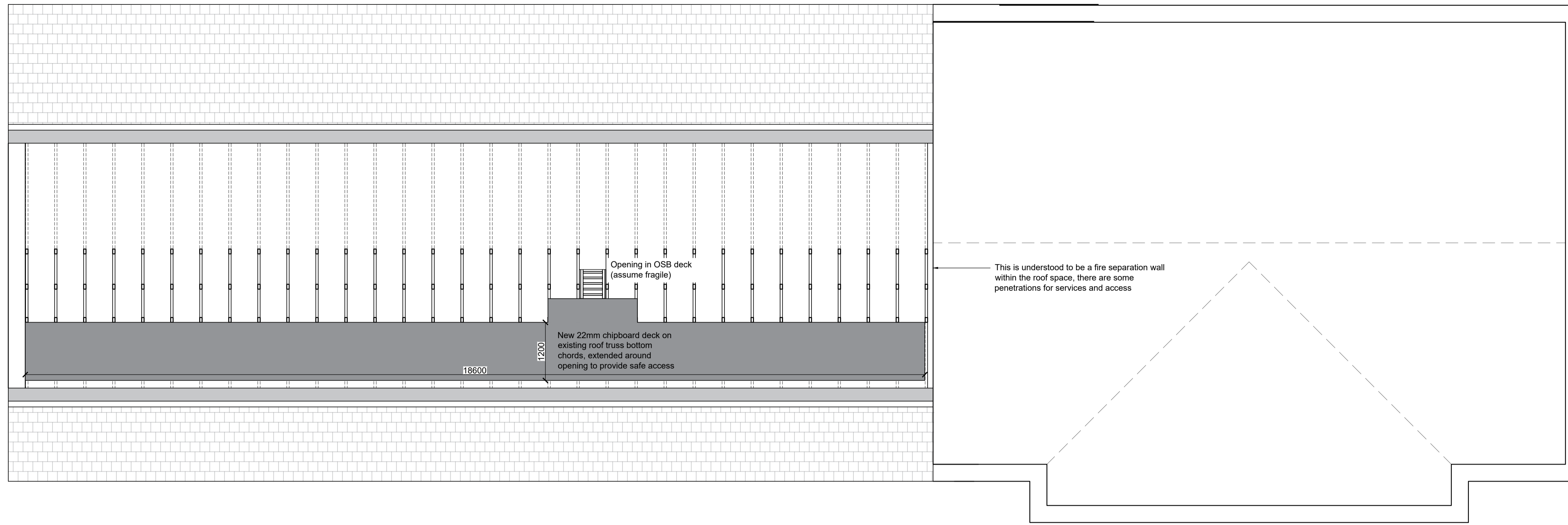
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Project: Internal Alterations
 Egerton Hall, Juno Crescent, Brackley, NN13 6GN

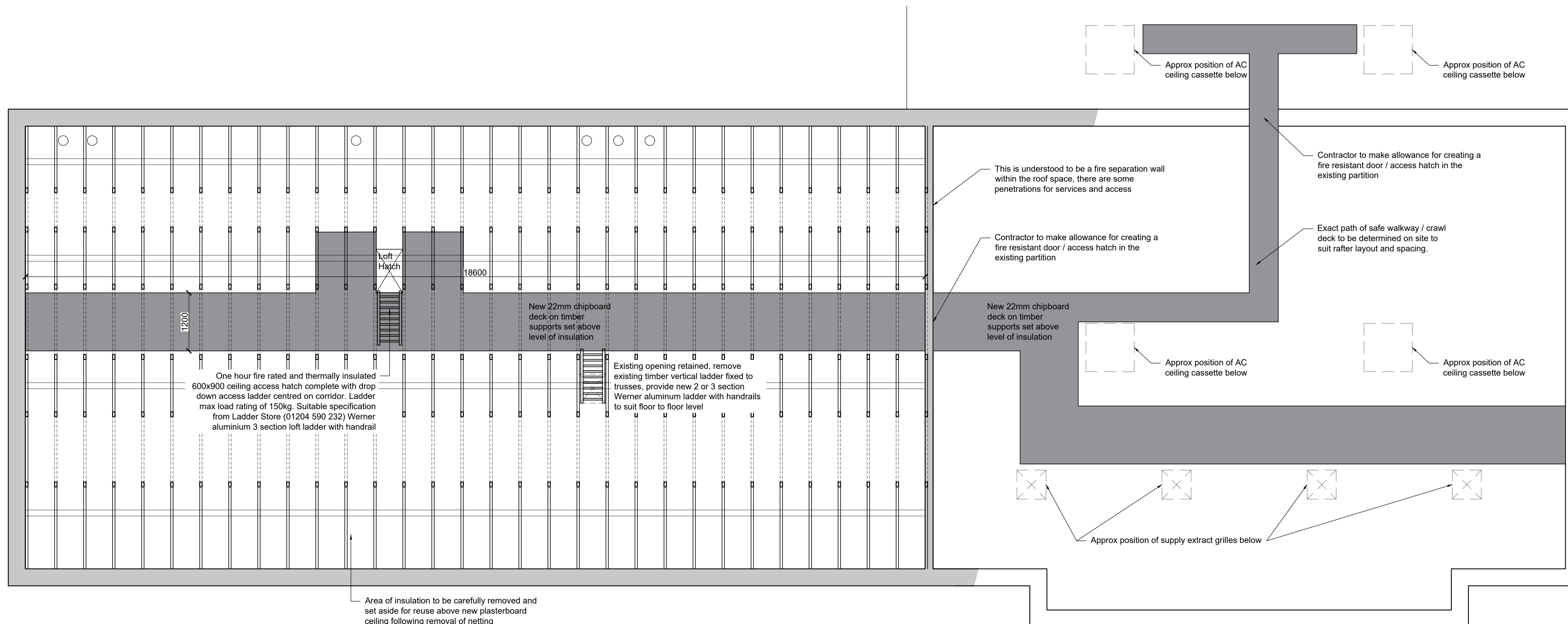
Client: Brackley Town Council
 Drawing Title: First Floor Plan General Arrangement

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| Date | Project Number | Drawn | Checked |
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| Drawing Number | Revision | | |
| 02623-HBA-V1-01-DR-A-106 | T01 | | |





Upper Roof Space



Lower Roof Space

T01 26.10.2023 Tender Issue DC DC
revision date description drw chk

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Project
Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Client
Brackley Town Council

Drawing Title
Roof Spaces Plan General Arrangement

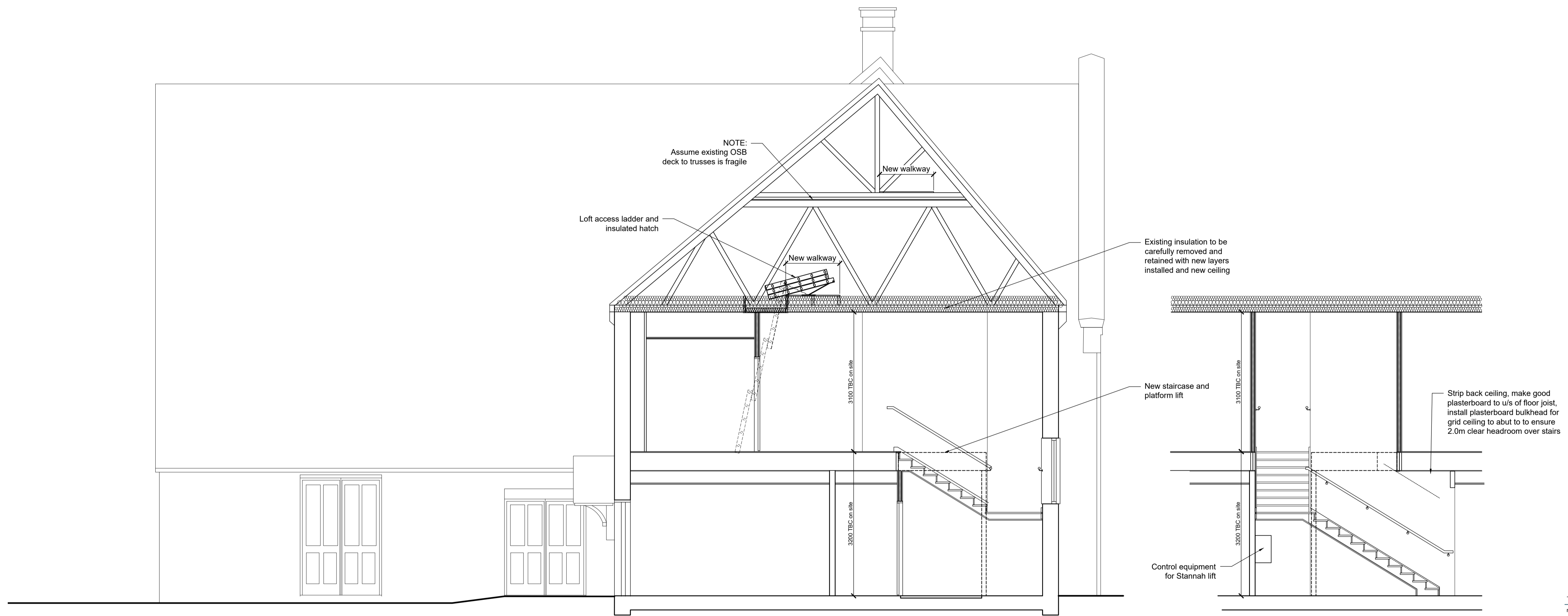
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T01

0m 0.5m 1m 1.5m 2m 2.5m





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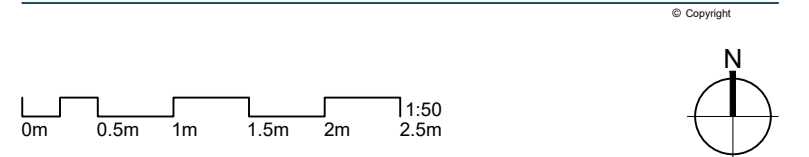
Project
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 Egerton Hall, Juno Crescent, Brackley, NN13 6GN

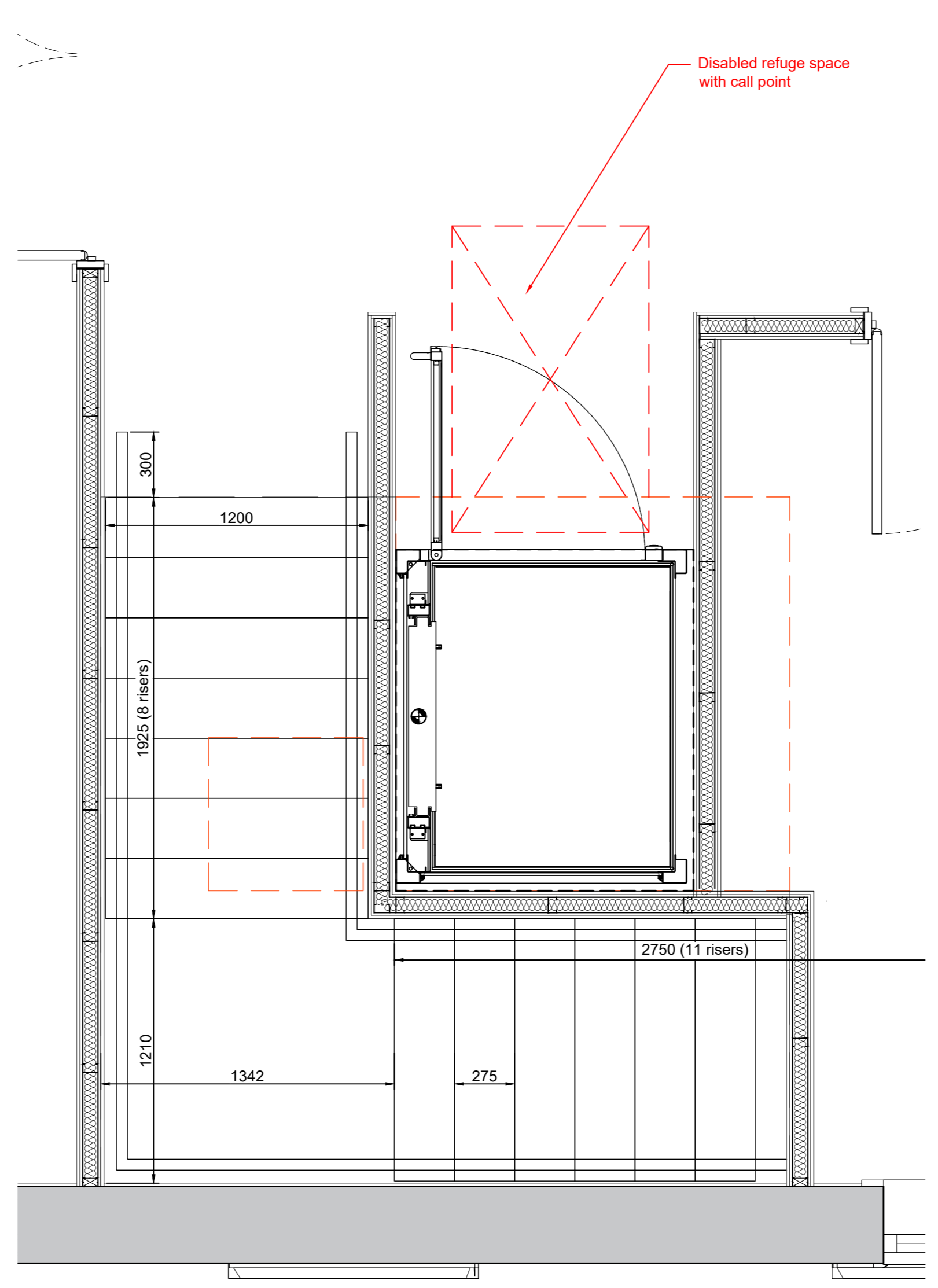
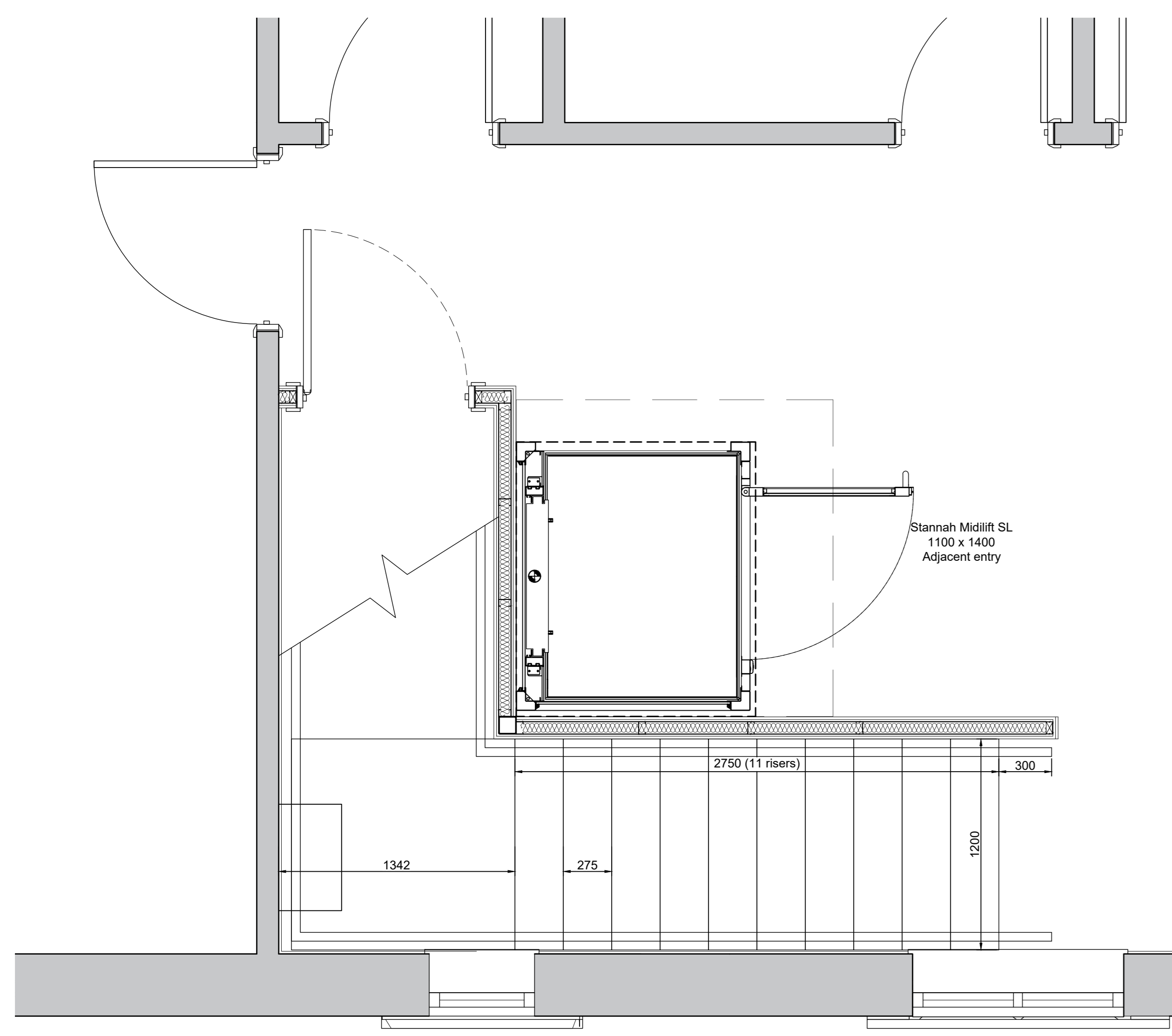
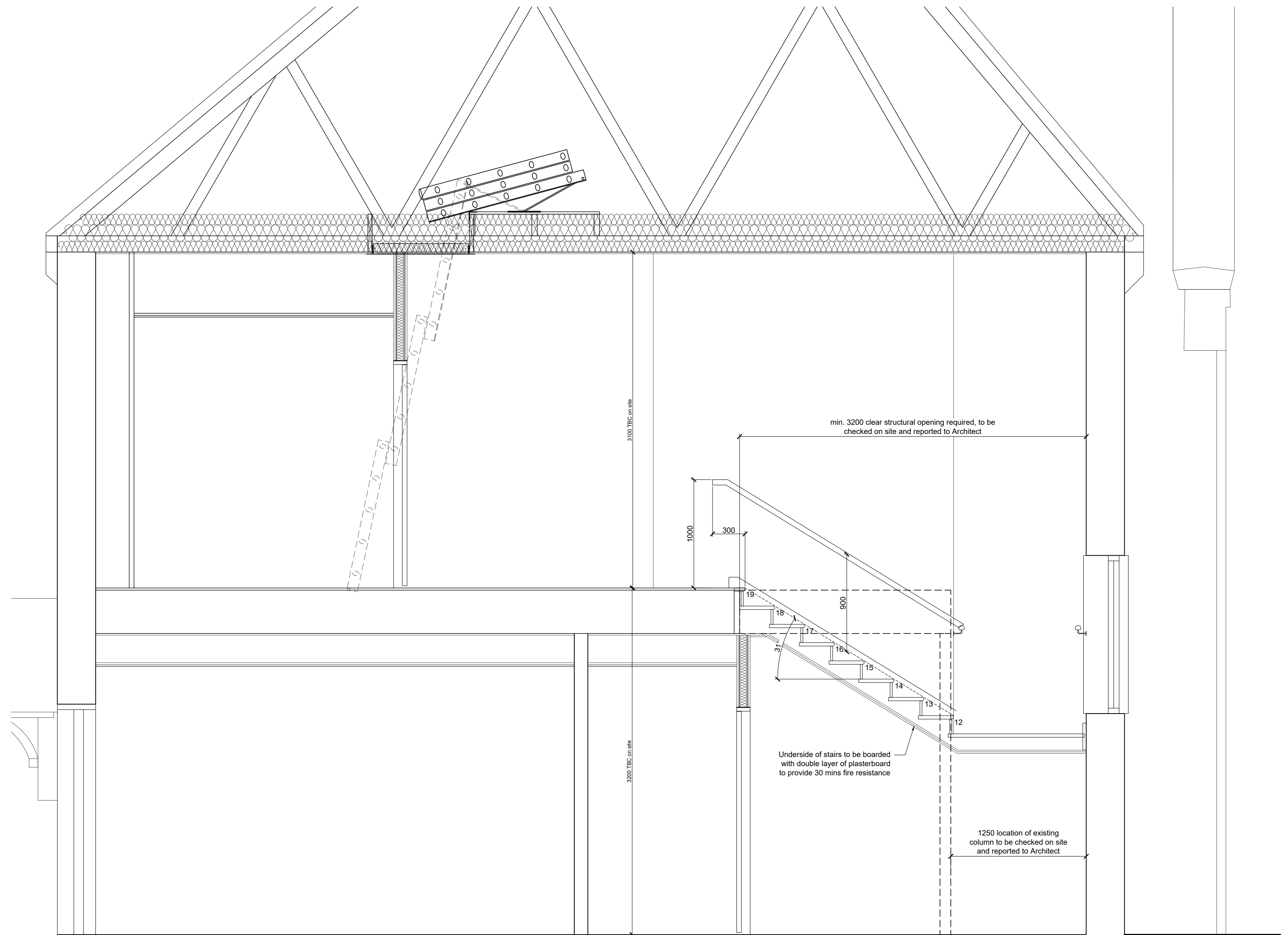
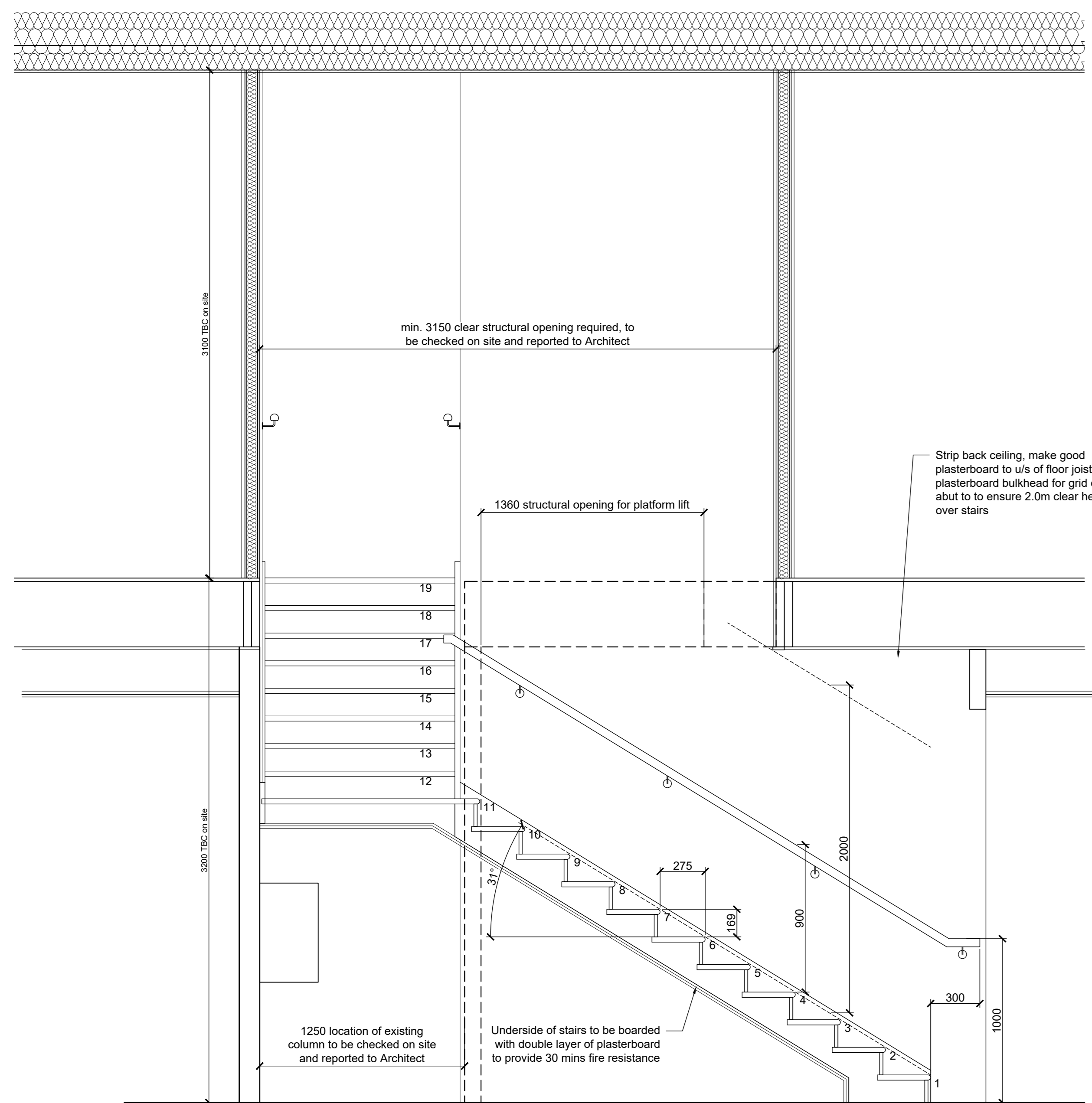
Client
 Brackley Town Council

Drawing Title
 Section General Arrangement

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Stairs & Lift:
 New timber staircase with wall attached strings and half landing and wall fixed handrail each side. Stairs to be finished with sheet vinyl finish and aluminium nosings with 55mm wide contrasting colour infill strips. Stairs to have rise of no less than 150mm and no greater than 170mm, with going of 275mm (no less than 250mm). Min. 1100mm clear between strings. Stairs to comply with Approved Doc K General Access Stair.

Wall fixed handrail each side set at 900mm above the pitchline and 1000mm at landings, handrail to extend 300mm past the end risers.

New Stannah platform lift installed in existing structural opening, with adjustment made to trimmed opening to suit required structural opening size. Platform lift to be installed in accordance with manufacturers details and instructions.

T01 25.09.2023 Tender Issue DC DC
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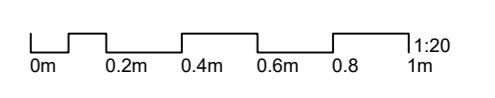
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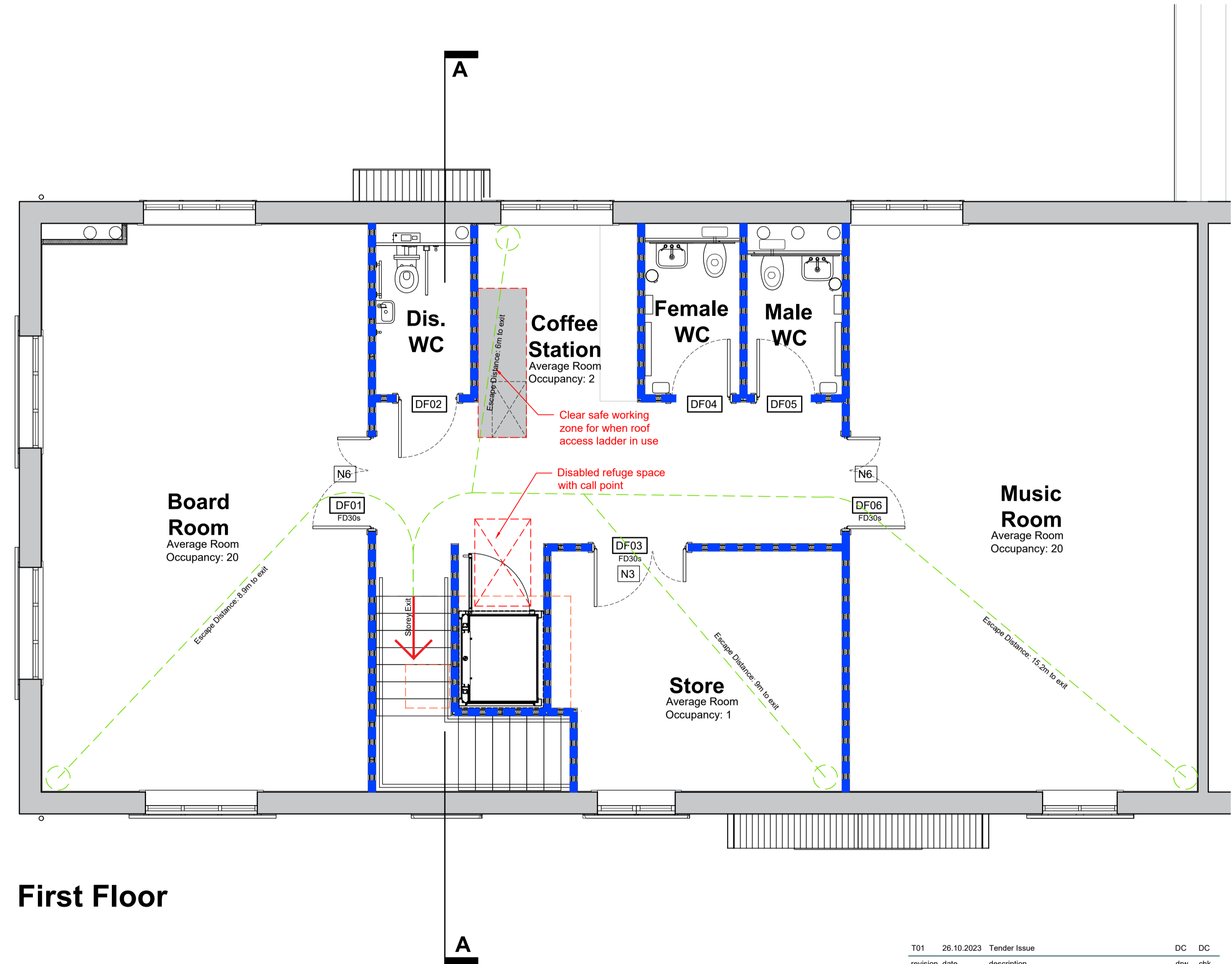
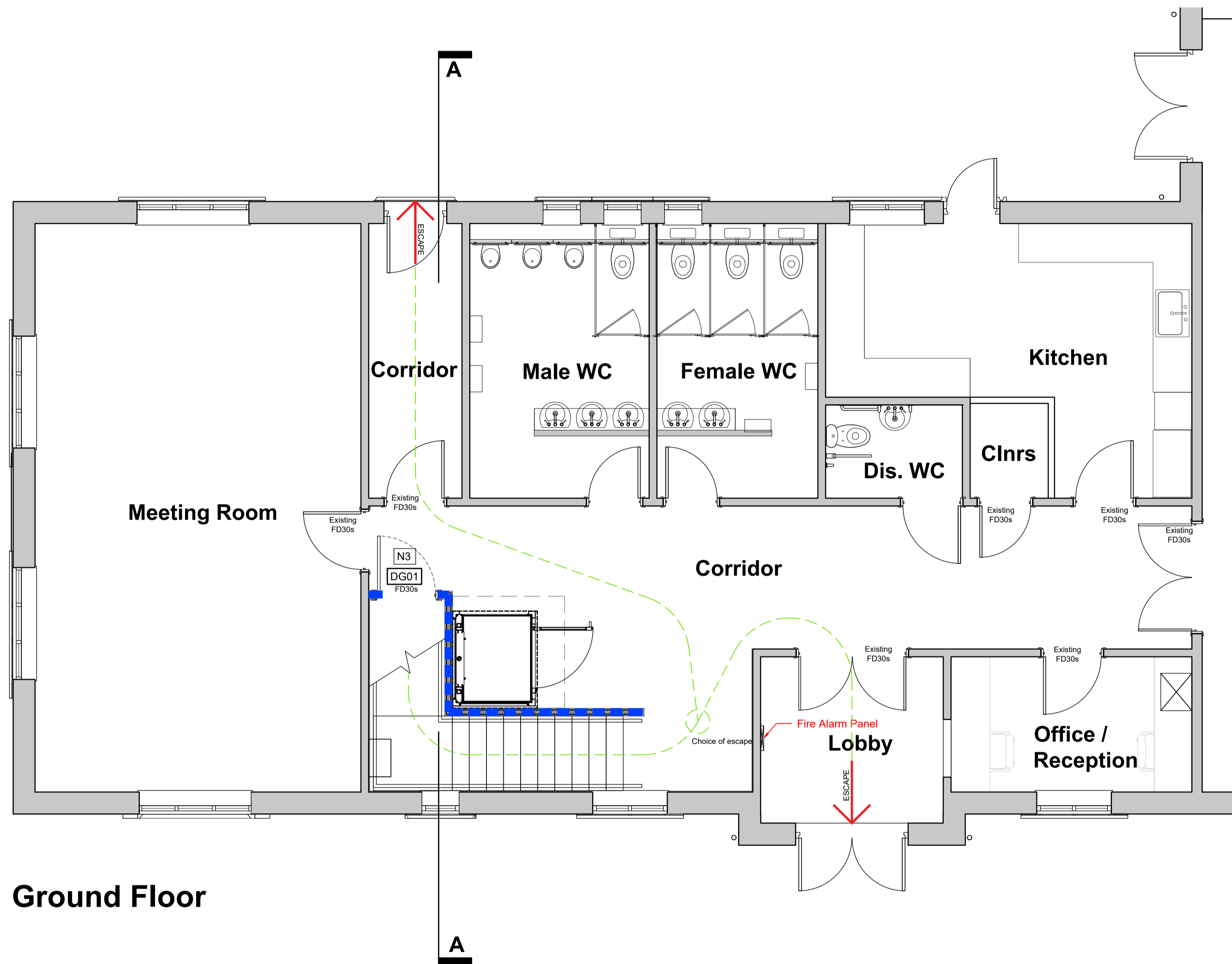
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Project: Internal Alterations, Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Client: Brackley Town Council
 Drawing Title: Stair Details

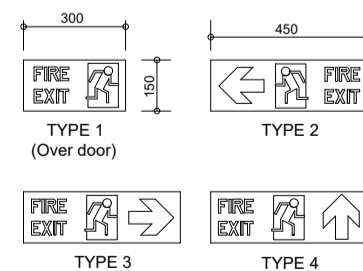
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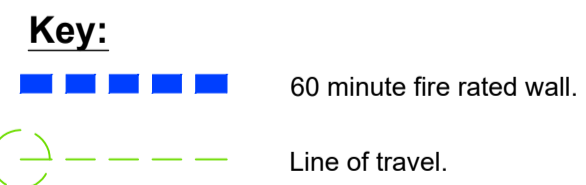
Typical Fire Exit Signs:

Signs to comprise of white lettering/symbols on a green background with 90mm "running man" symbol to BS5839-Part 1. Final position to be agreed on site. Contractor to provide samples for approval.



Typical Fire Door Signs:

N3 - "Fire Door Keep Locked Shut" in 5mm white lettering on blue background.
N6 - "Fire Door Keep Shut" in 5mm white lettering on blue background.



Notes:

- Electrical.**
Refer to electrical drawings for emergency lighting, break glass points, fire detection, alarm system & fire exit signage.
- Spread of flame.**
Class 0 wall and ceiling surfaces required in circulation spaces.
Class 1 wall and ceiling surfaces required in rooms generally.
- Structural Frame & Floors**
60 mins. fire protection required to all ground floor columns & beams supporting first floor together with columns supporting elements of structure.

Penetrations through fire walls by services to be fire stopped as appropriate. Ducts to be fire stopped and fire rated or fitted with dampers. No requirement at floors except small areas of compartment floors.
Fire walls to be taken up to underside of floor / roof and fire stopped.
- Fire Doors.**
Fire doors to be FD30S certified having combined intumescent brush smoke seals set into frame - whole assembly to be in accordance with fire test certificate. Doors to be fitted with overhead closers.
Vision panels to be safety glass as BS 6206 and AD K. No vision panels to wc's, stores, cleaners, risers. Apply intumescent flexible fire stop sealant at joint between frame and plasterboard (behind architrave), locks to receive intumescent paste
Door signs:
FDKS to self-closers.
FDKL to locked stores.
- Stairs**
1400x900mm wheelchair refuge to escape staircase as shown; blue 'Refuge - keep clear' signage.

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| revision | date | description | drawn | checked |

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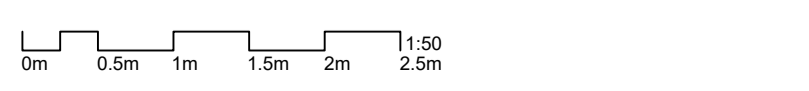
Project: Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

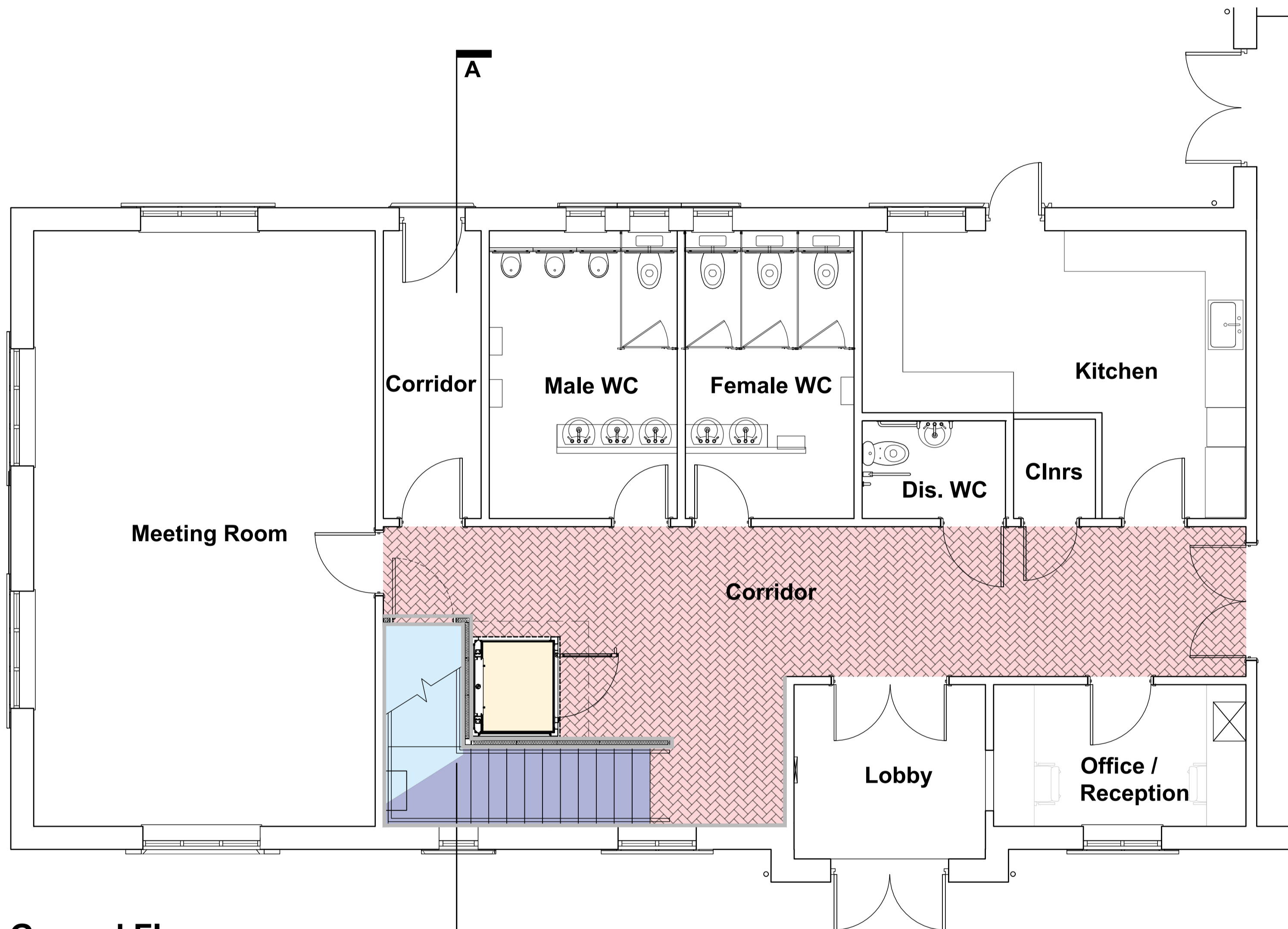
Client: Brackley Town Council

Drawing Title: Fire Strategy Plans

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| Date | Project Number | Drawn | Checked |
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| Drawing Number | Revision | | |

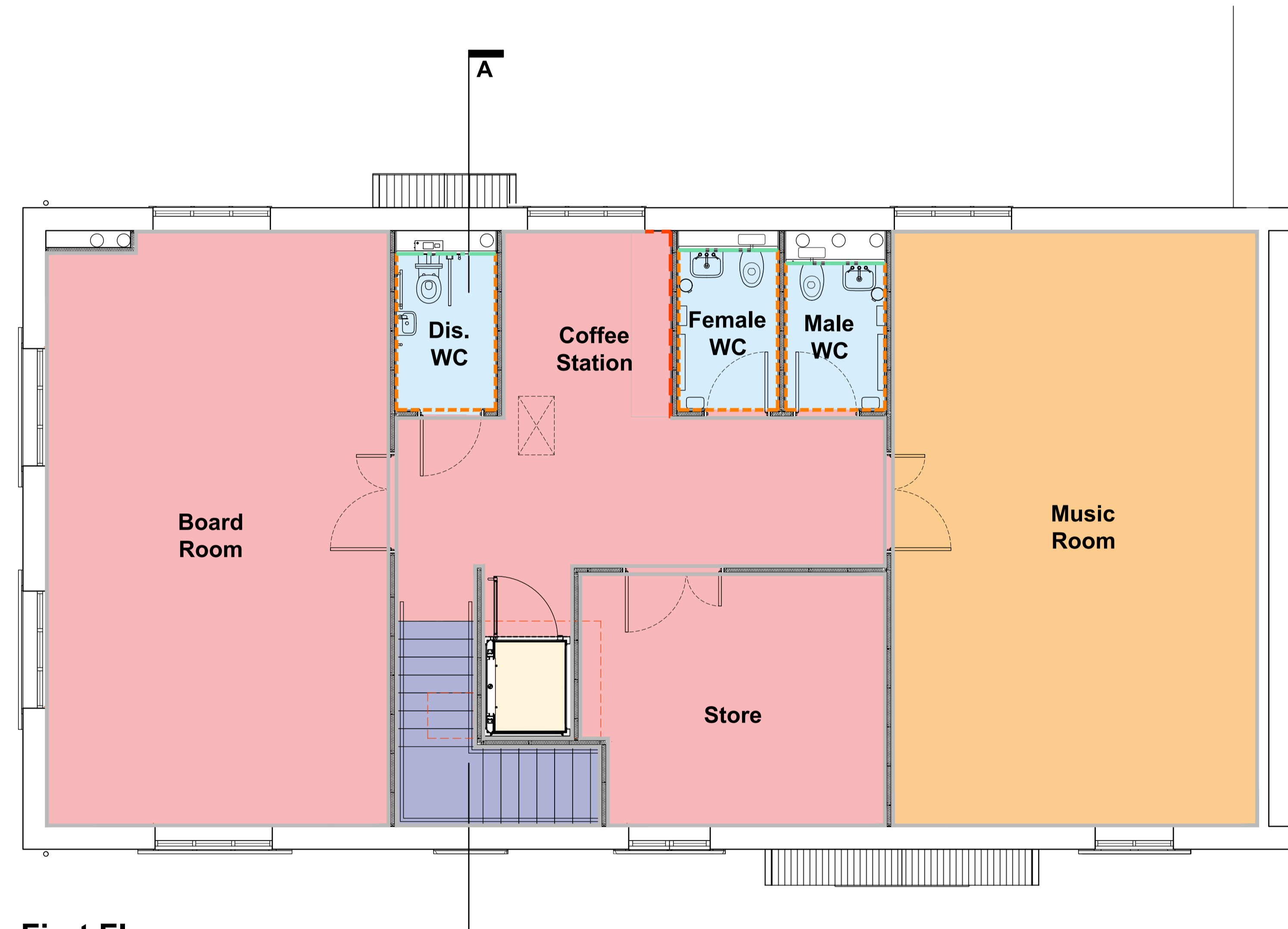
02623-HBA-V1-ZZ-DR-A-110 T01





Ground Floor

- Floor Finish A: Wood effect vinyl to match existing, new painted timber skirting's to match existing.
- Floor Finish B: Polysafe standard PUR safety vinyl, colour to match existing subject to sample approval, with coved skirting.
- Floor Finish A1: As Floor Finish A as above but with layer of Regupol underlay to limit acoustic transfer.
- Floor Finish A2: As Floor Finish A as above but with aluminium nosings to stair with contrasting inserts.
- Floor Finish C: Existing wood effect vinyl to be protect during works, or replaced if suitable protection cannot be provided.
- Floor Finish D: As Floor Finish A if possible within base of lift or flooring to be agreed with client from lift manufacturers standard range.
- Wall Finish A: Walls to be painted with one mist coat and two full coats in emulsion, colour generally to match existing subject to client approval.
- Wall Finish B: Wall tiles, colour generally to match existing subject to client approval.
- Wall Finish C: Compact laminate splash back to client approval
- Wall Finish D: IPS System, colour generally to match existing subject to client approval.



First Floor

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Project
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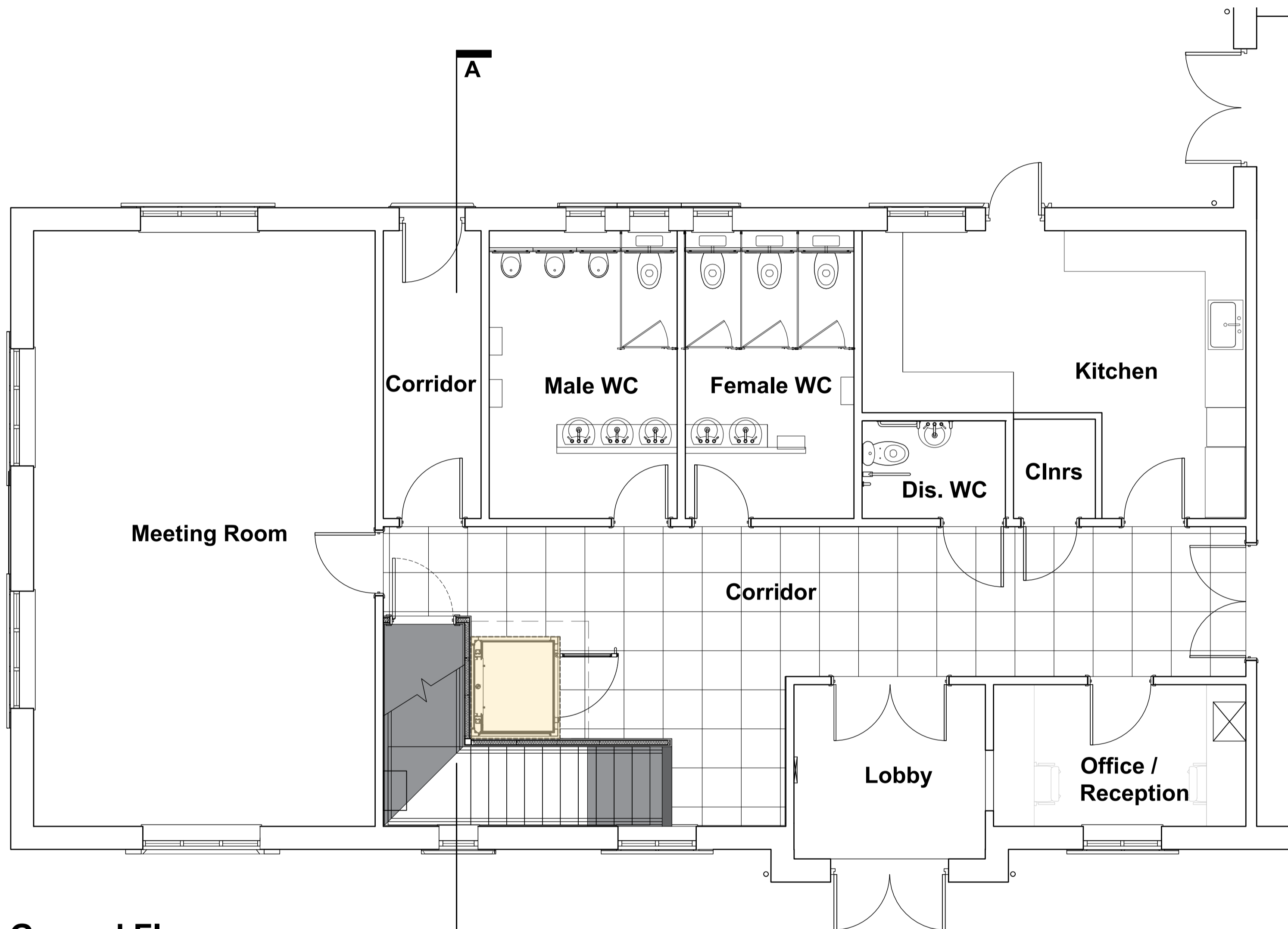
Client
 Brackley Town Council

Drawing Title
Floor and Wall Finishes Plans

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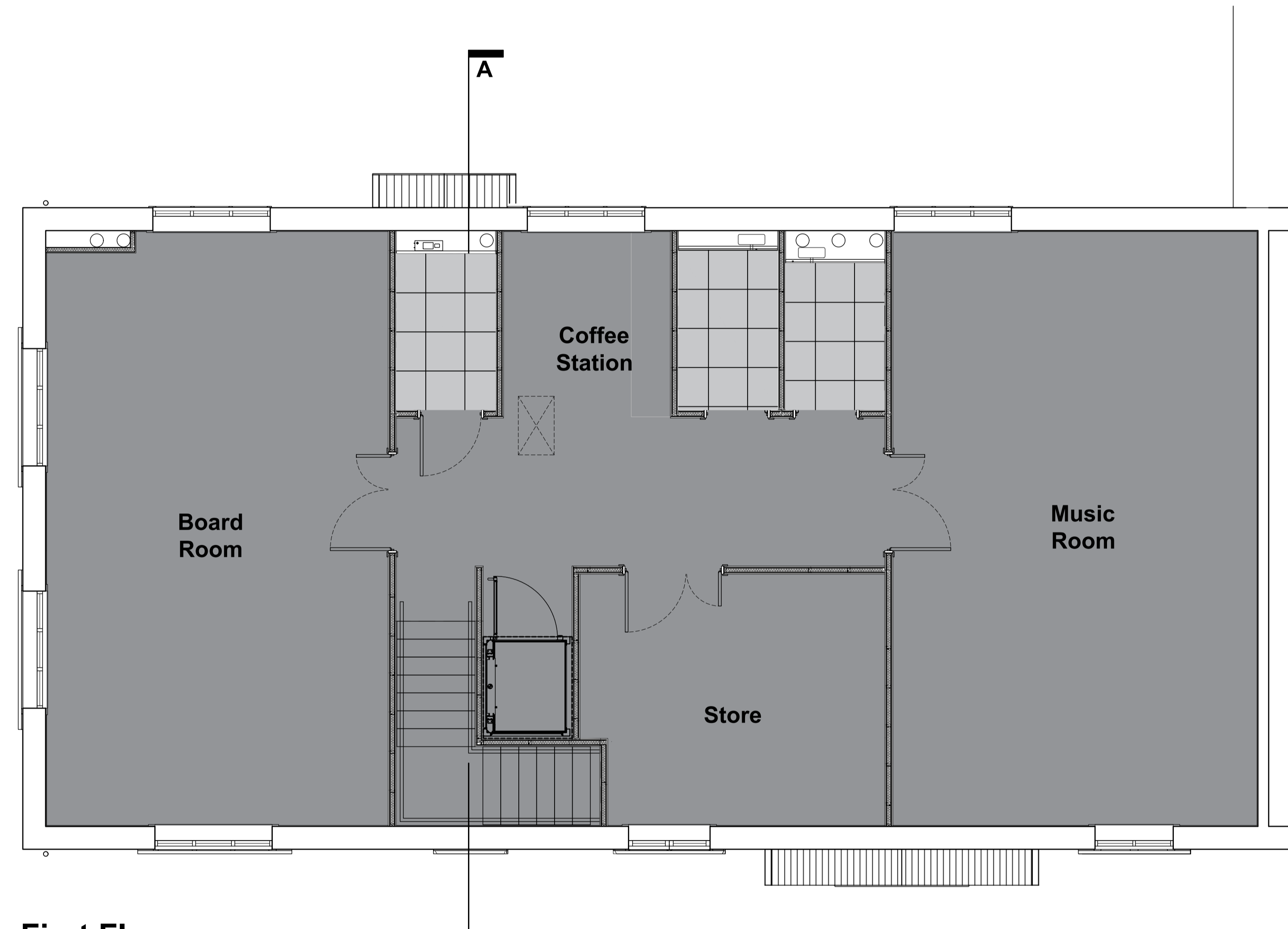
02623-HBA-V1-ZZ-DR-A-111 T01





Ground Floor

- Ceiling Finish A: Painted plasterboard
- Ceiling Finish B: Underside of lift as manufacturers standard or painted plasterboard
- Ceiling Finish C: Existing grid ceiling retained and adjusted for new layout
- Ceiling Finish A1: Painted plasterboard bulkhead
- Ceiling Finish D: New lay in grid suspended ceiling to match existing, set at 2.4m above FFL with plasterboard ceiling above to u/s of joist



First Floor

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| revision | date | description | drawn | checked |

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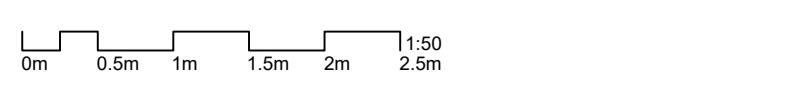
Project: Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

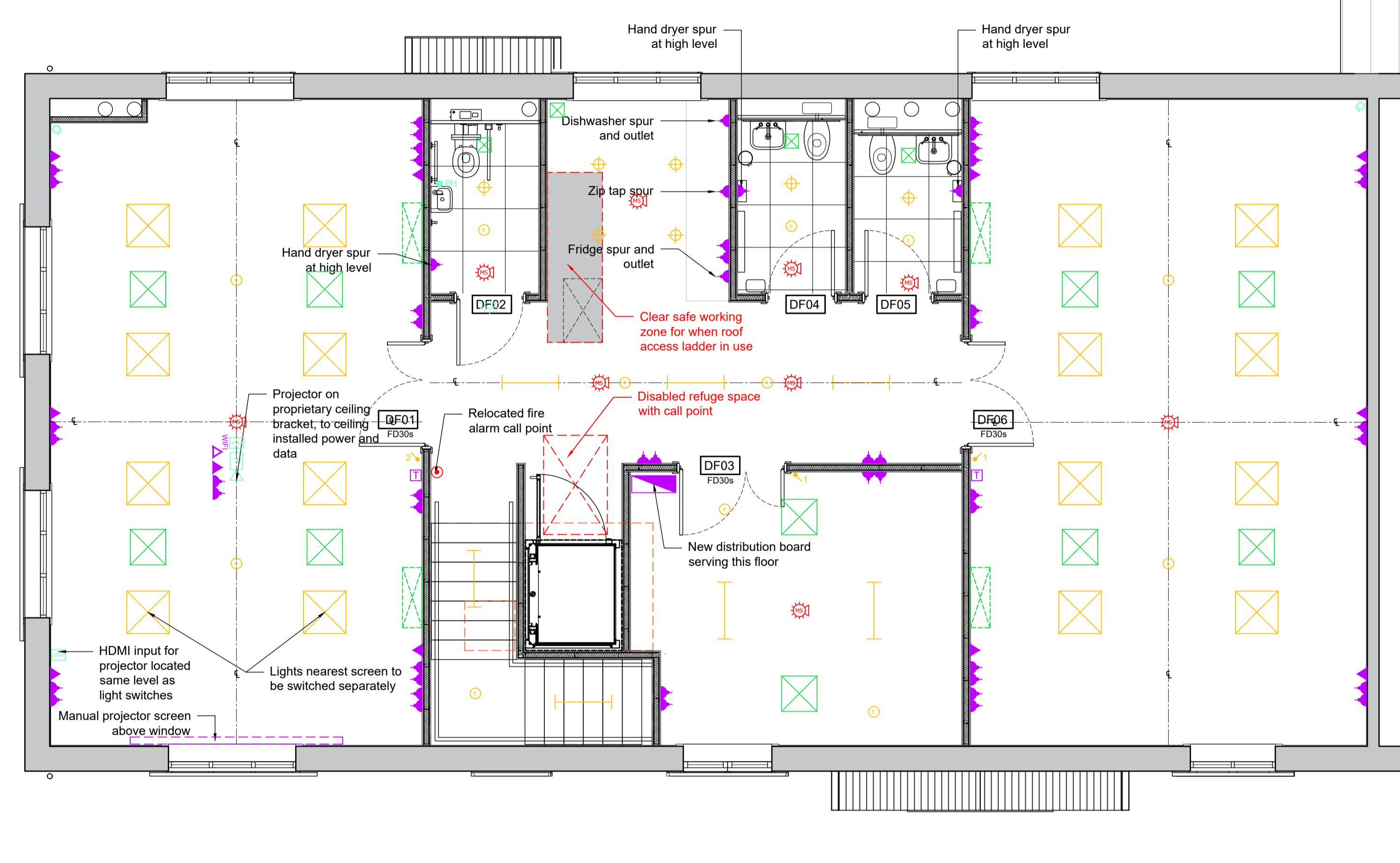
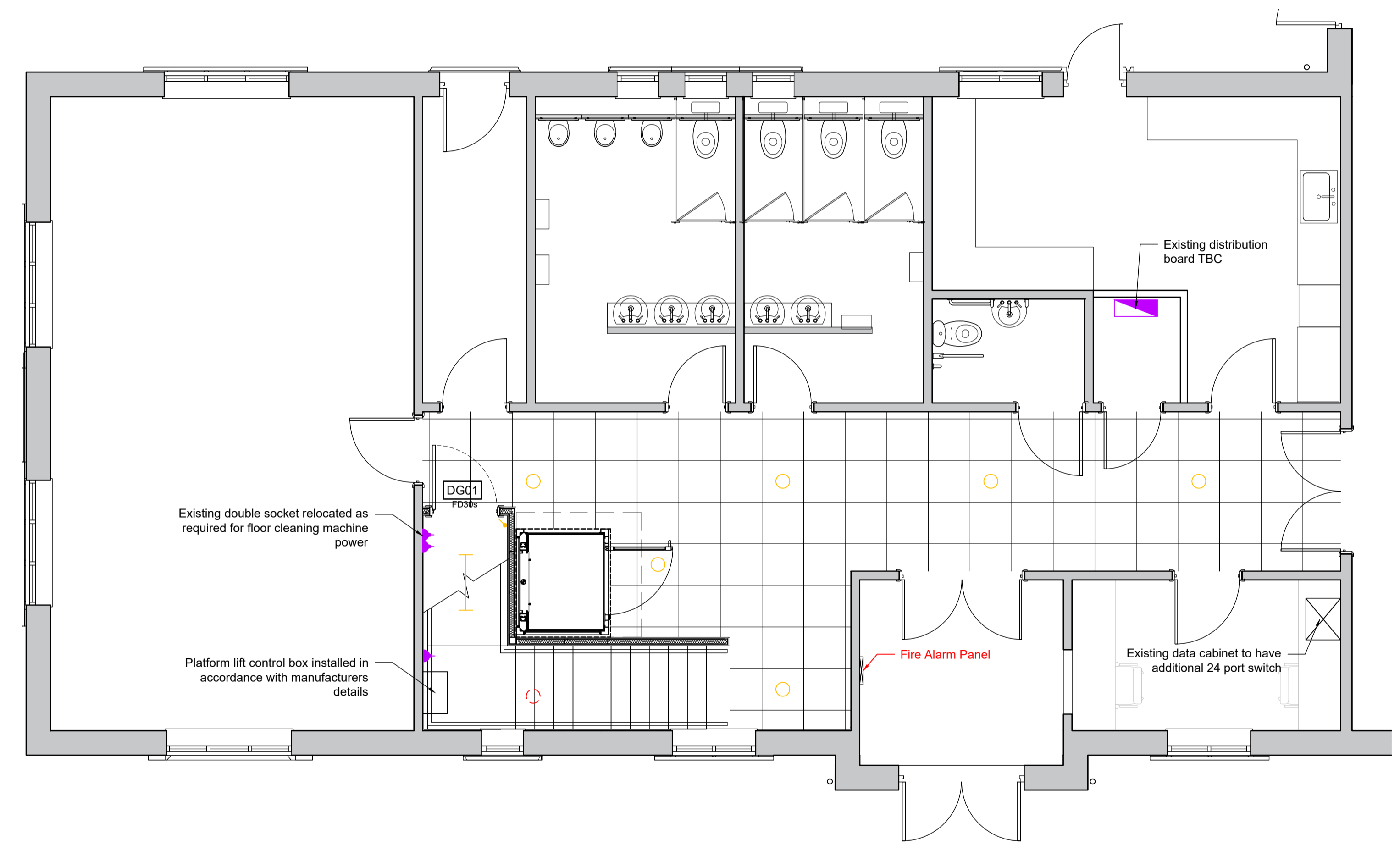
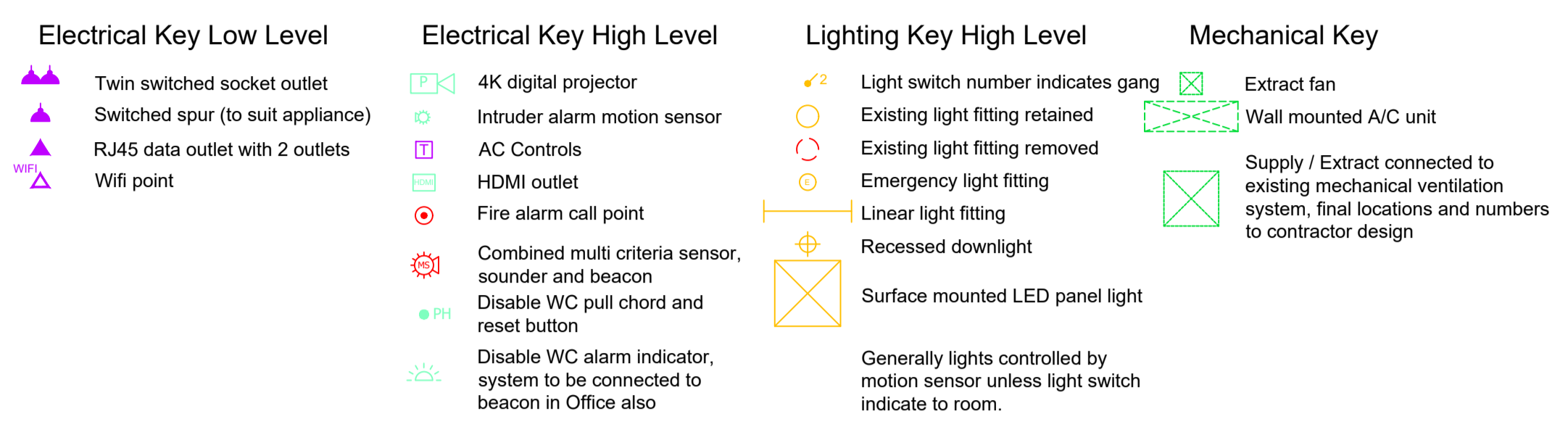
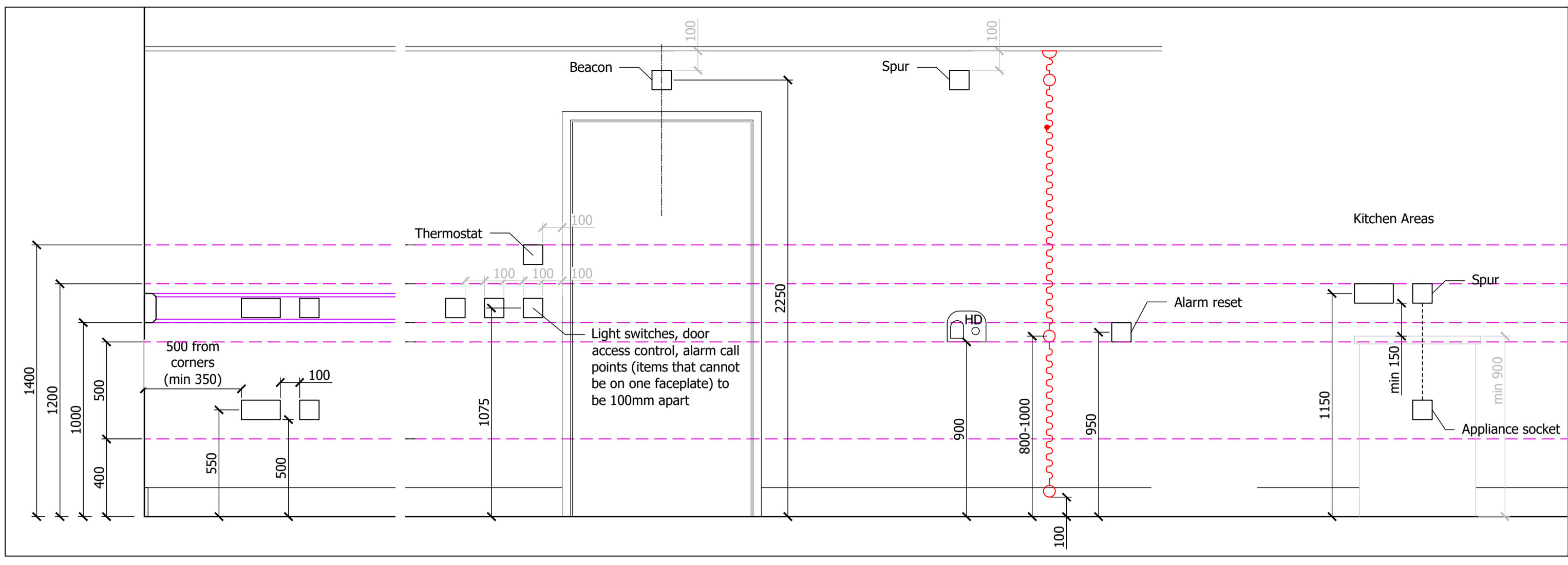
Client: Brackley Town Council

Drawing Title: Reflected Ceiling Plans

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| Drawing Number | | | |

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M&E Services

Scope:
The works detailed are to be carried out as a full design with the Contractor and subcontractors having full design responsibilities. To this end the Contractors will be responsible for the complete supply, installation, testing and commissioning of the electrical services as indicated on the layout drawings.

Materials, Workmanship and Manufacturers:
The Contractors shall include for the supply and fixing of all materials whether specified herein or not, to provide a complete installation. The work shall be carried out by skilled tradesman under the supervision of a competent Foreman. All material and workmanship shall be in-line with the current respective British Standard specifications and industry standard codes of practice. Manufacturers have been specified to indicate the level of quality desired. For tender purposes the Contractors shall use the manufacturers identified on the tender documents. Where manufacturers are not detailed the Contractors may select a good quality compatible manufacturer of his choice. Once appointed the Electrical Contractor may suggest alternative manufacturers where a cost saving or benefit can be offered to the Client. Alternatives must be presented in written form and in the form of samples

with adequate time for the Client, Architect and the Engineer to approve prior to order and the alternatives are not guaranteed to be accepted.

Co-ordination, Liaison and Wiring Attendances
The general approximate routes and locations of services and equipment are shown on the tender drawings for guidance only. Prior to installation, the Contractors shall co-operate with; the Client, the Main Contractor and other Subcontractors, to agree the detailed arrangement and sequencing for the purposes of onsite co-ordination of their equipment and their subcontractors equipment. The Contractors shall be responsible for providing detailed information to the Main Contractor for any builders works and access equipment required for the installation of their equipment and their subcontractors equipment. It is the responsibility of the Contractors to liaise with each other at tender stage to ensure the full extent power and control wiring and equipment for mechanical services is covered within the tenders. Any costs associated due to lack of co-ordination of mechanical wiring will be borne by the Contractors.

Regulations and Design Standards:
All works are to be designed and installed in strict

accordance with the current Building Regulations, The 18th edition of the IET wiring regulations, The Electrical Safety, Quality and Continuity Regulations and The Electricity at Work Act. Particular attention must be paid to; the additional requirements of special locations, the earthing of exposed conductive parts and the bonding of extraneous conductive parts. As well as the regulations detailed above the following guidance standards are to be followed where applicable:

- The CIBSE guides, Technical Memorandum and Codes
- BS5839 design, installation, commissioning and maintenance of fire detection and fire alarm systems.
- BS5266: Codes of practice on emergency lighting.
- BS6701: Telecommunications equipment and telecommunications cabling-specification for installation, operation and maintenance.
- BS EN 50173 series: Information Technology - Generic Cabling Systems.
- BS EN 50174 series: Information Technology - Cabling Installation.
- All other relevant British Standards
- The BSRIA Commissioning Codes
- The Health and Safety at Work Act

- The Electricity at Work Regulations
- The COSHH Regulations
- NICEIC guidance standards
- The ICEL Guides
- The Electricity Safety, Quality and Continuity Regulations
- The Factories Act with amendments
- Offices, Shops and Railways Premises Act
- Control of Pollution Act
- Fire Precautions Act
- The Regulatory Reform Act (Fire Safety)
- The Construction (Design and Management) Regulations
- Building Act
- Building Regulations
- Clean Air Act.
- Model Water Bylaws.
- Bedrooms Shops and Railway Premises Act
- Water Act
- The provision and use of Work Equipment Regulations
- The Personal Protection Equipment at Work Regulations
- Recommendations as published by the Chartered Institute of Building Services Engineers.
- a)CIBSE Design Guides, Volumes A,B,C,D & E.

- b) CIBSE Technical Memorandums.
- c) CIBSE Application Guides.
- NICEIC guidance standards
- d) CIBSE Lighting Guides.
- BSRIA Technical Memorandums and manuals.
- HVCA Association Guides.

O&M Manuals, As Built Drawings and Hand Over:
The Mechanical and Electrical Contractors shall provide operation and maintenance manuals for the installation works including 'As Built' drawings. This shall be provided in the form of 3 No. hard copies and a single electronic copy. The manuals shall detail the full purpose and method of operation of systems and equipment and shall in detail set out the extent and frequency of maintenance required. The Contractors shall allow within his tender for 2no. visits of his commissioning engineer/specialist engineers to demonstrate to the clients and the clients maintenance team the operation and maintenance procedures for the newly installed or modified systems.

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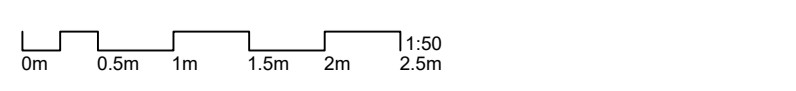
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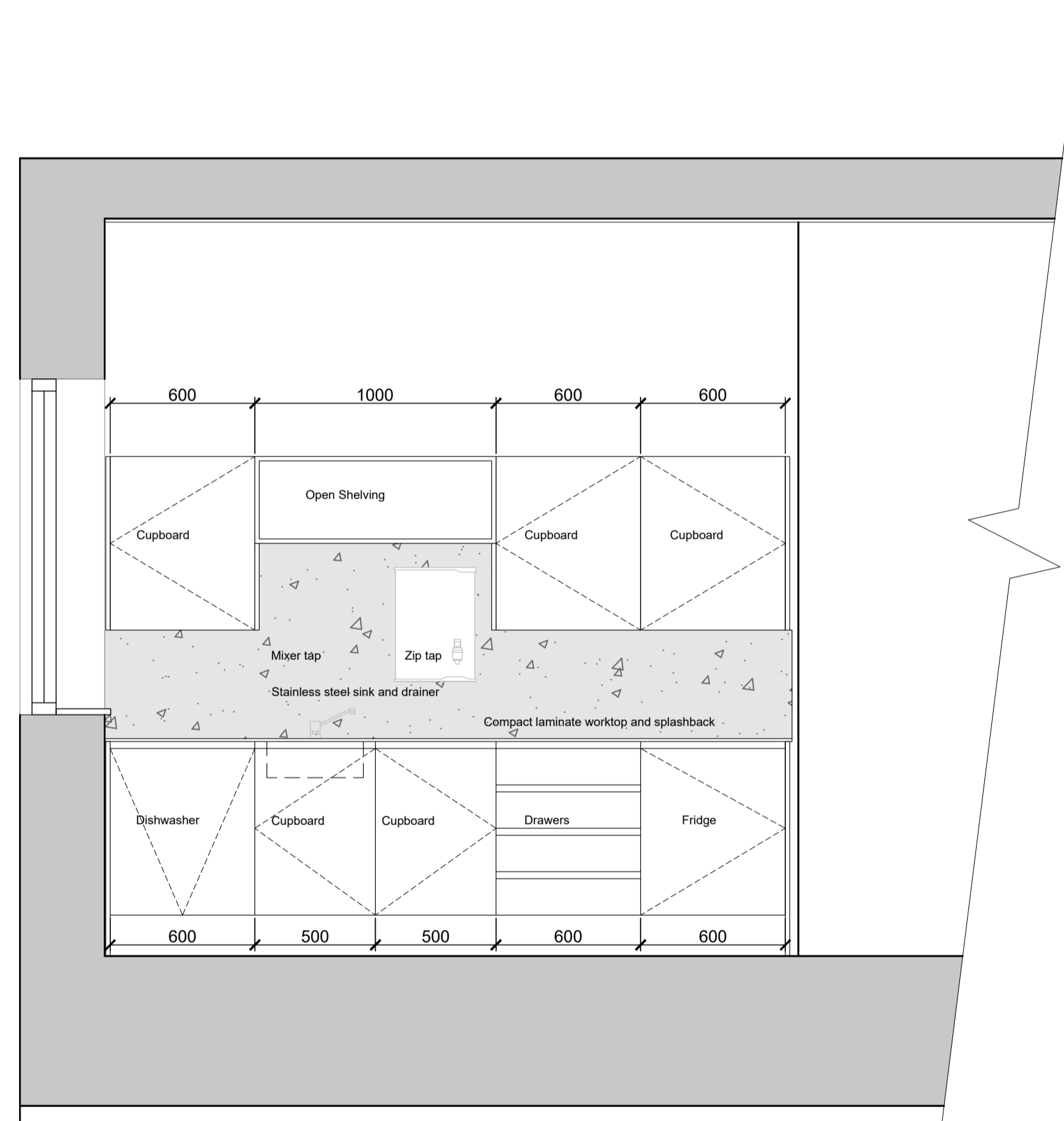
Project: Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Client: Brackley Town Council
Drawing Title: M&E Layouts

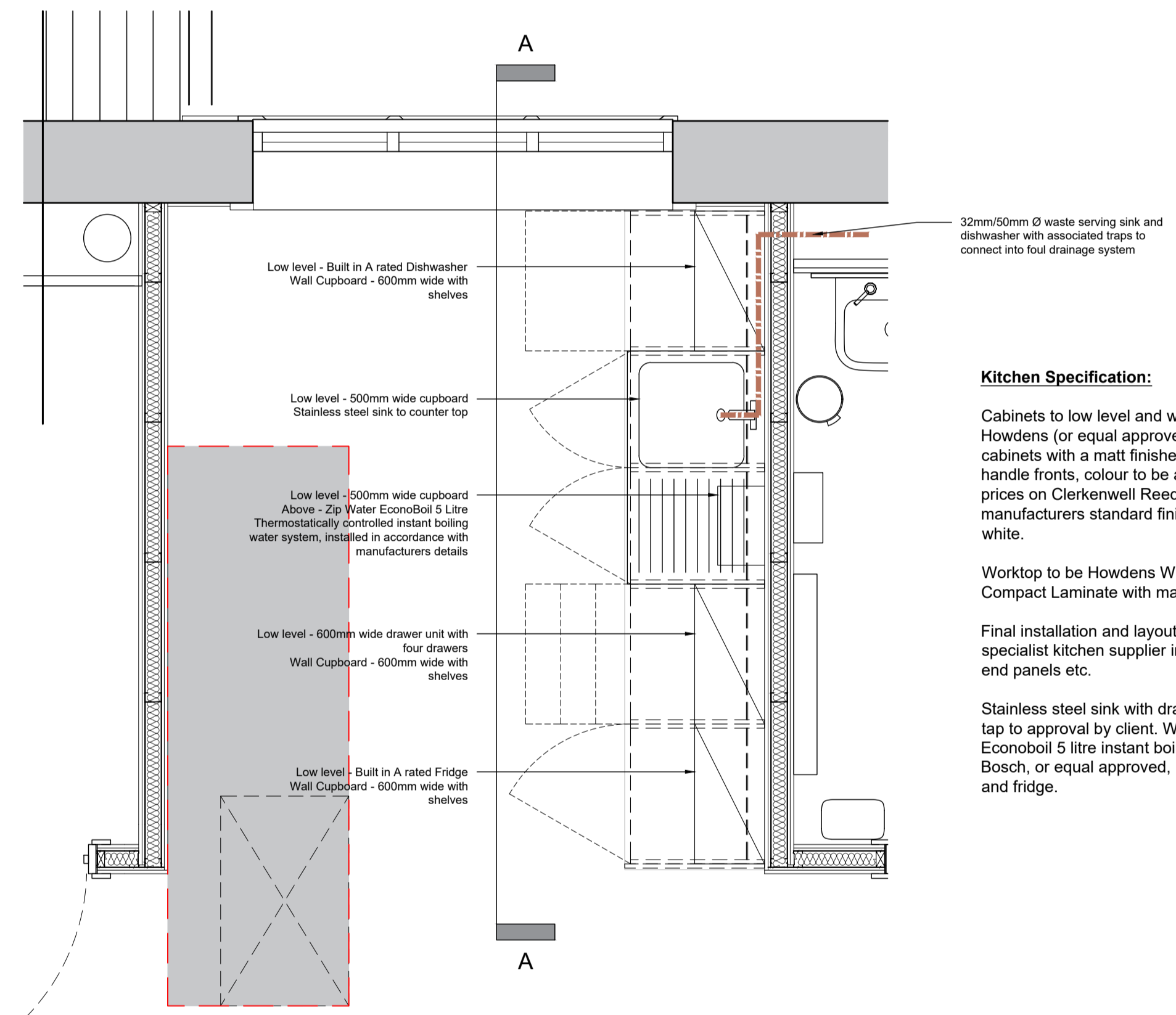
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| Tender Issue | 1:50 | A1 | |
| Drawing Number | | | |

02623-HBA-V1-ZZ-DR-A-113 T01





Elevation AA



Kitchen Specification:

Cabinets to low level and wall cupboard to be Howdens (or equal approved supplier) kitchen cabinets with a matt finished smooth integrated handle fronts, colour to be agreed with client, base prices on Clerkenwell Reed Green. Carcasses to be manufacturers standard finish internally, generally white.

Worktop to be Howdens White Marble Effect Compact Laminate with matching splashback.

Final installation and layout to be completed by specialist kitchen supplier including all accessories, end panels etc.

Stainless steel sink with drainer and kitchen mixer tap to approval by client. Wall mounted Zip Water EconoBoil 5 litre instant boiler water system. A rated Bosch, or equal approved, integrated dishwasher and fridge.

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| revision | date | description | draw | chk |

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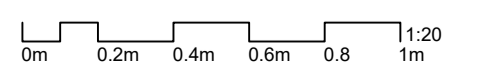
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Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

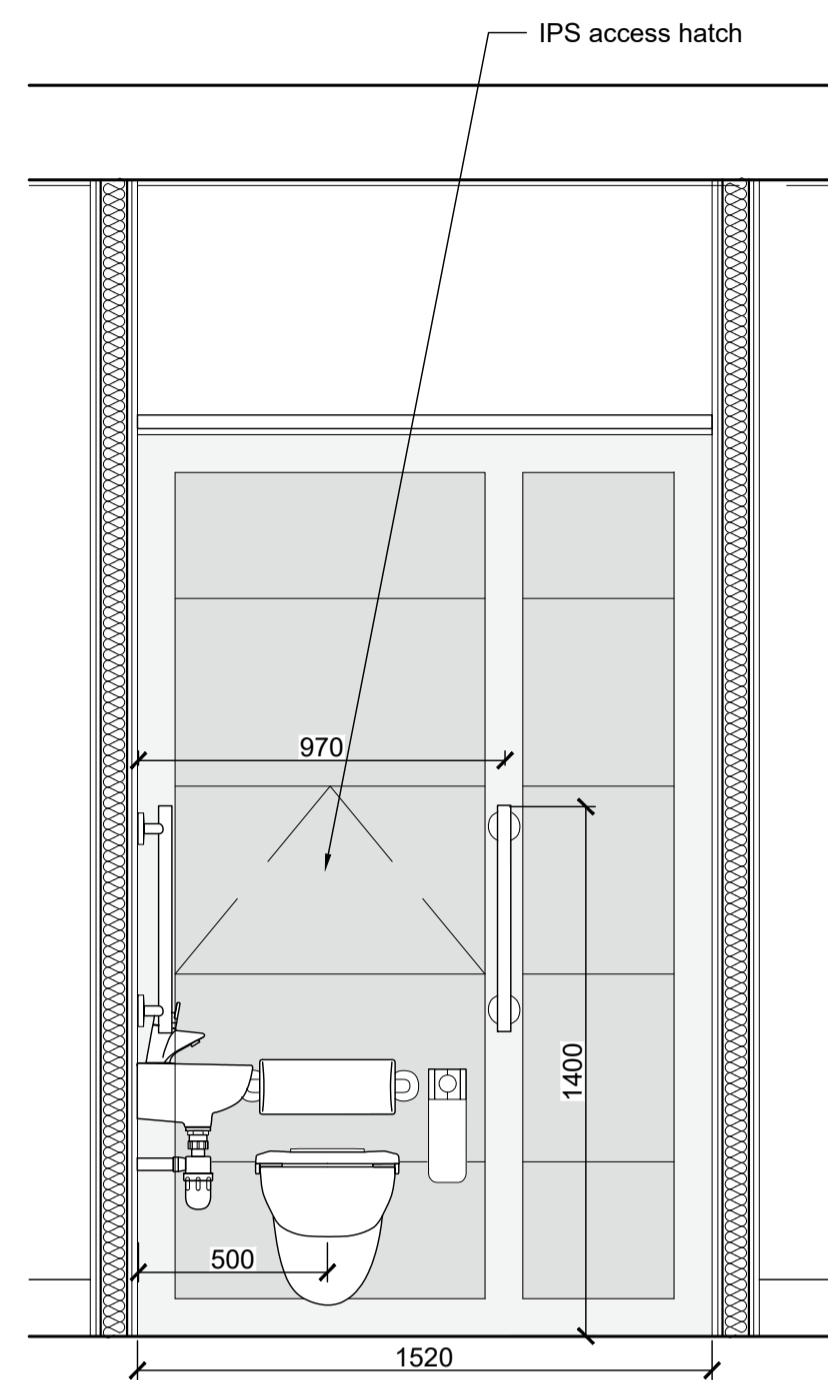
Client
Brackley Town Council

Drawing Title
Room Details- Coffee Station

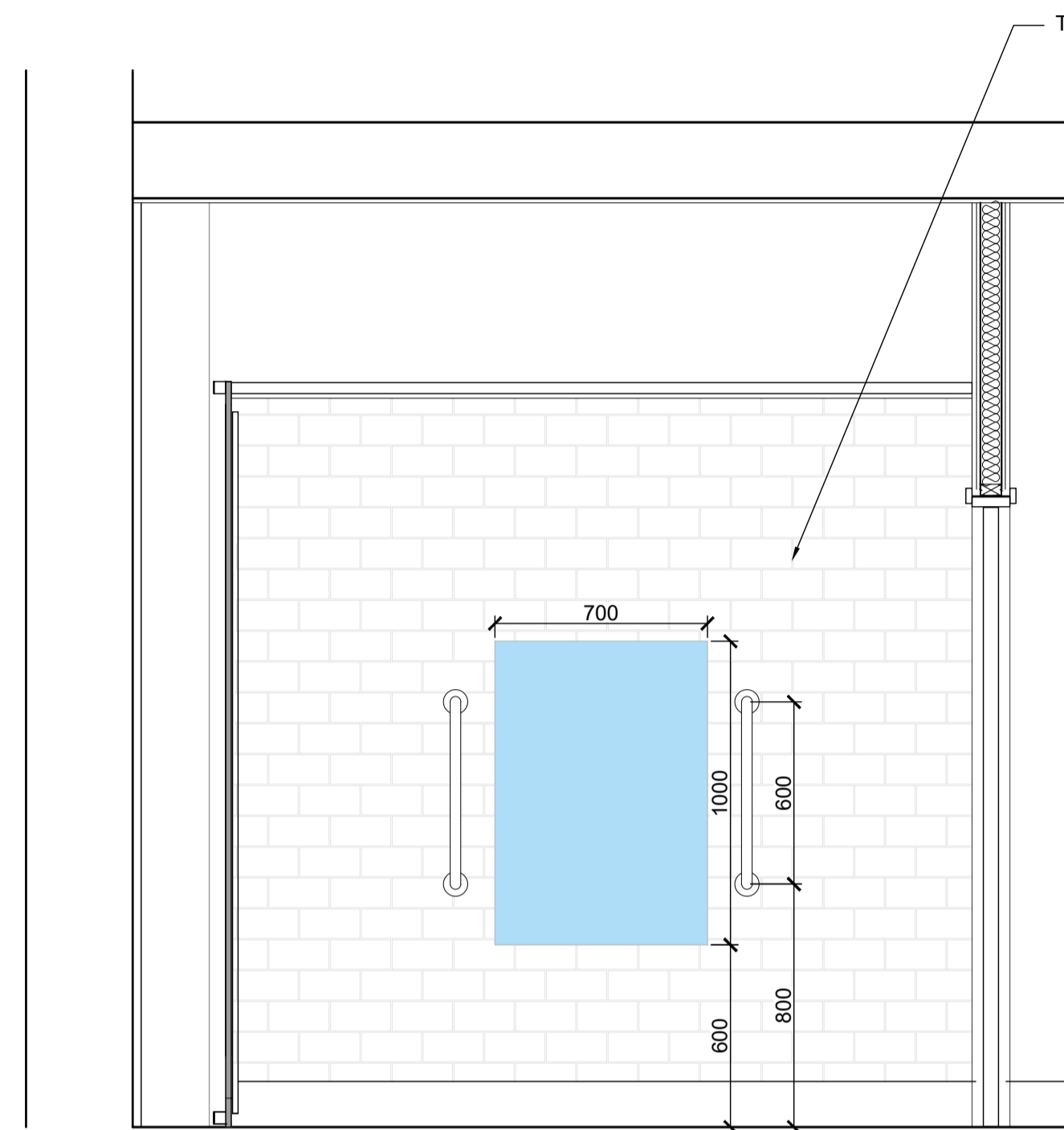
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| Date | Project Number | Drawn | Checked |
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| Drawing Number | Revision | | |

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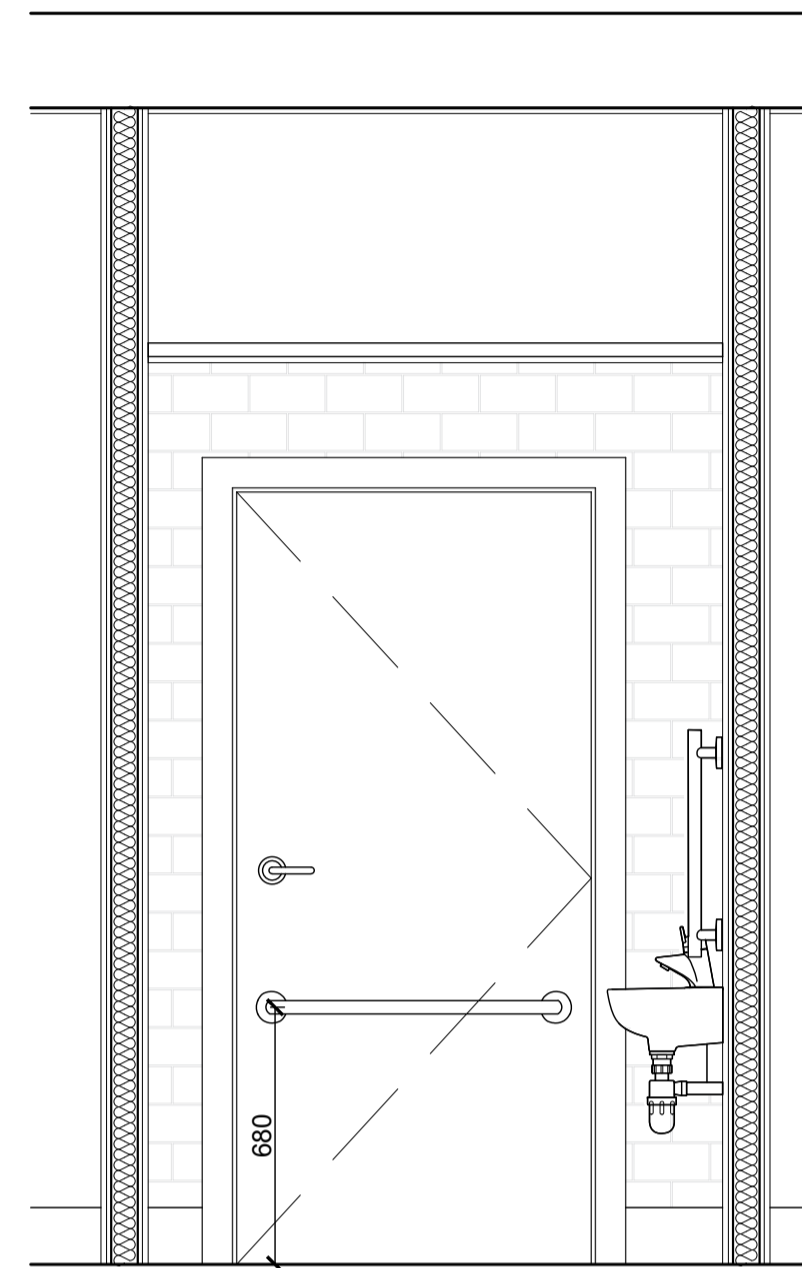




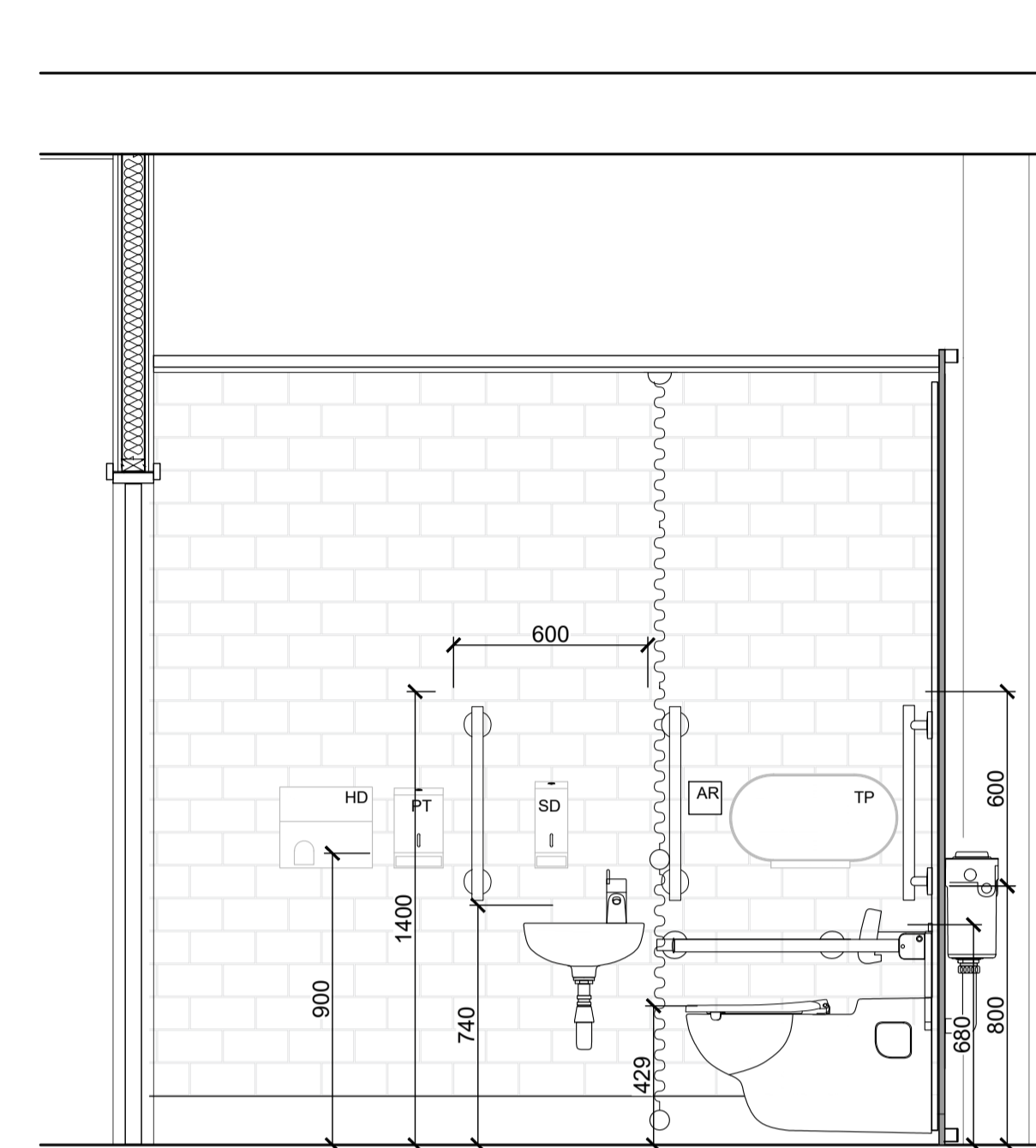
Elevation A



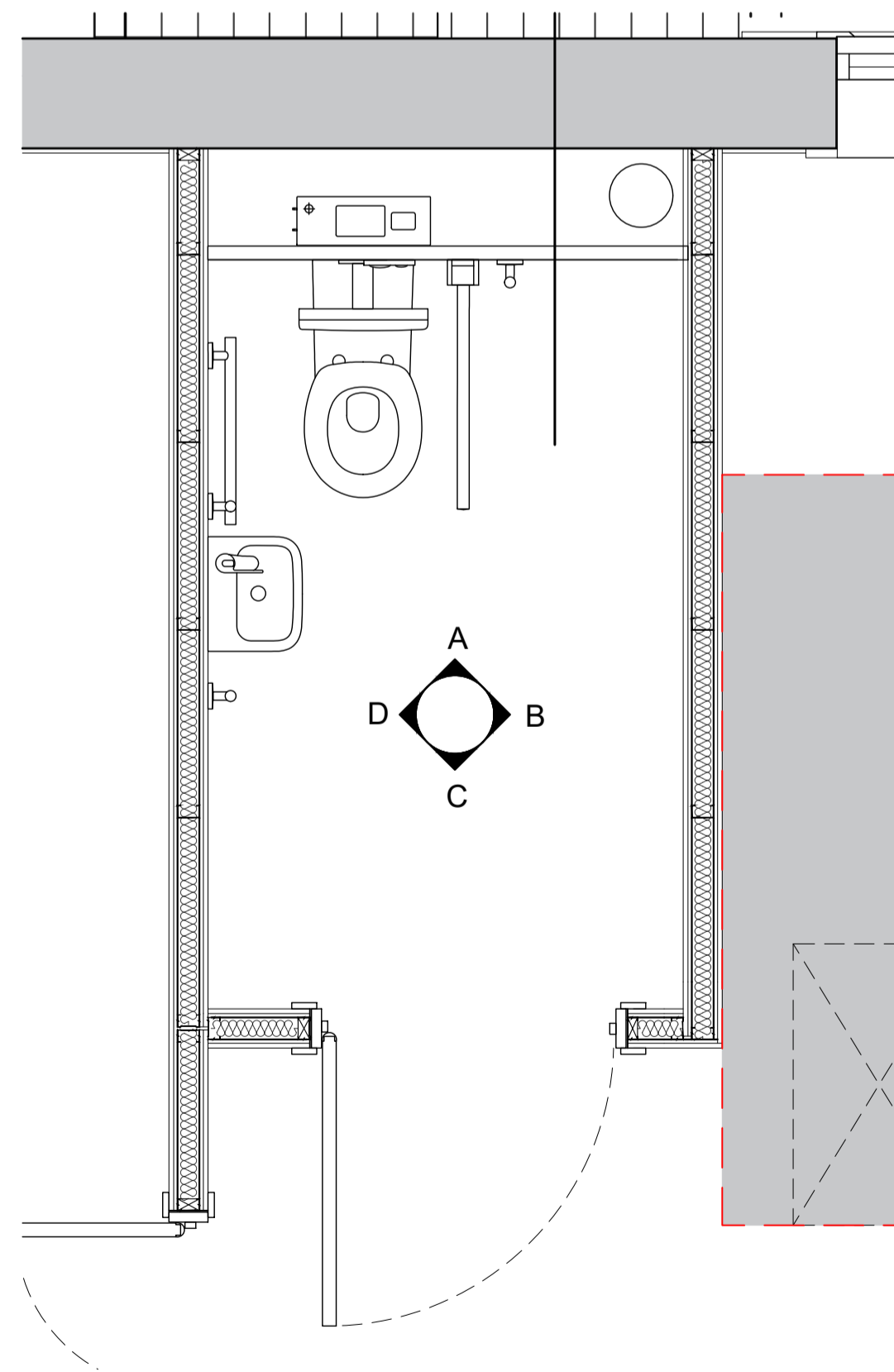
Elevation B



Elevation C



Elevation D



Disabled WC Specification:

Doc M Pack to match existing as best as possible, otherwise generally to be Armitage Shanks Contour 21+ Back to Wall Pack. Ensure handing is opposite to ground floor disabled wc as indicated. Flush of toilet to be 4.5l/min.

Generally all fittings to be white with contrasting grab rails (blue). Walls to be tiled full height in white ceramic tiles with grey grout to match existing.

Behind WC a full height IPS by TBS Amwell or equal with hinged access panels.

All colours of finishes, grab rails, IPS to have samples provided for approval by client. Where required finishes to be visually contrasting in accordance with Part M of the Building Regulations.

Emergency pull chord to activate external beacon and to raise alarm in the office on Ground Floor.

Contractor to supply and fit other accessories as noted, with final selection to be agreed with the client.

- HD - Automatic Hand Dryer
- PT - Paper Towel Dispenser
- SD - Soap Dispenser
- AR - Alarm Reset Button
- TP - Toilet Paper Dispenser
- SB - Sanitary Disposal Bin (By Others)

| revision | date | description | drawn | checked |
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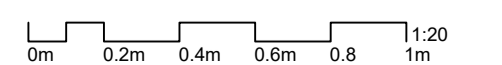
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Egerton Hall, Juno Crescent, Brackley, NN13 6GN

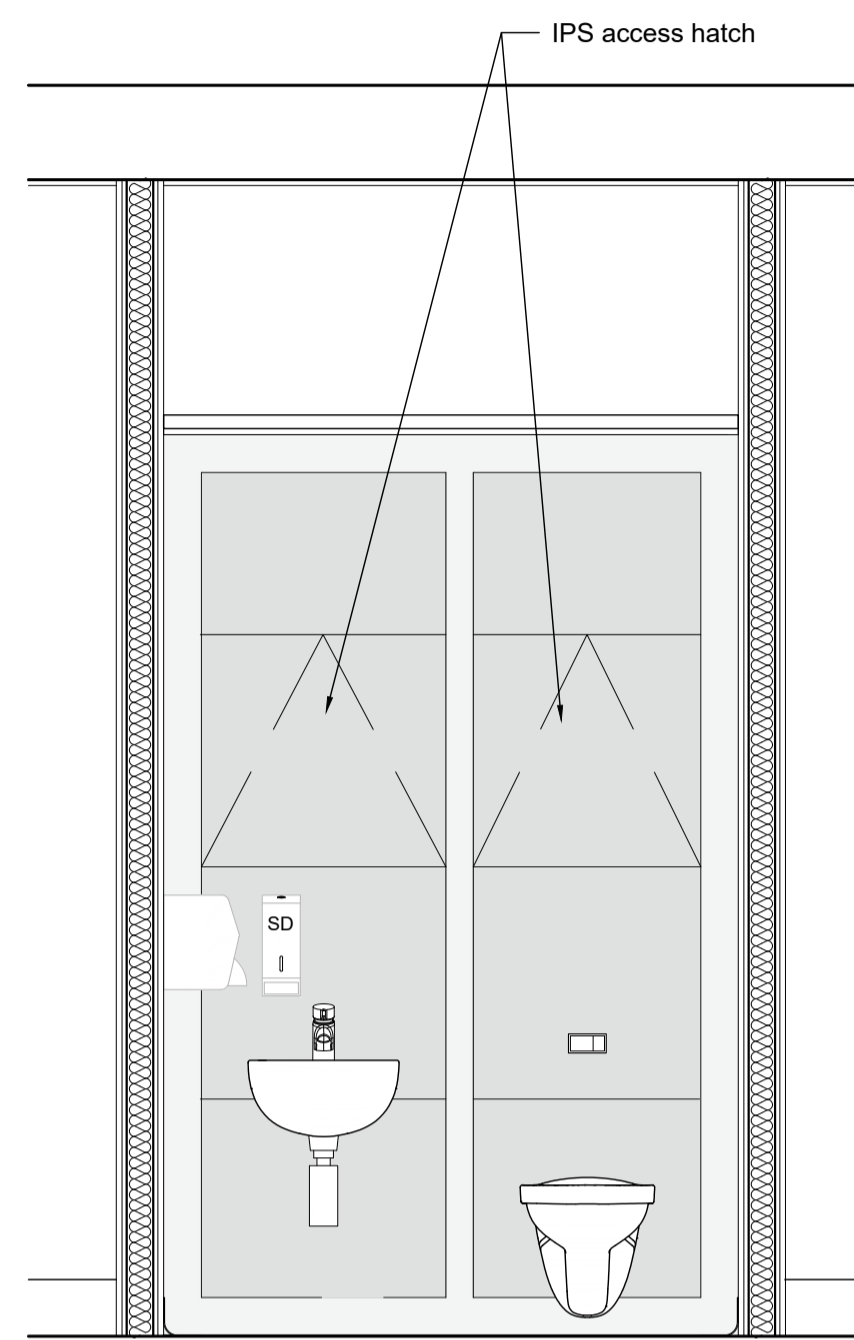
Client
Brackley Town Council

Drawing Title
Room Details- Disabled WC

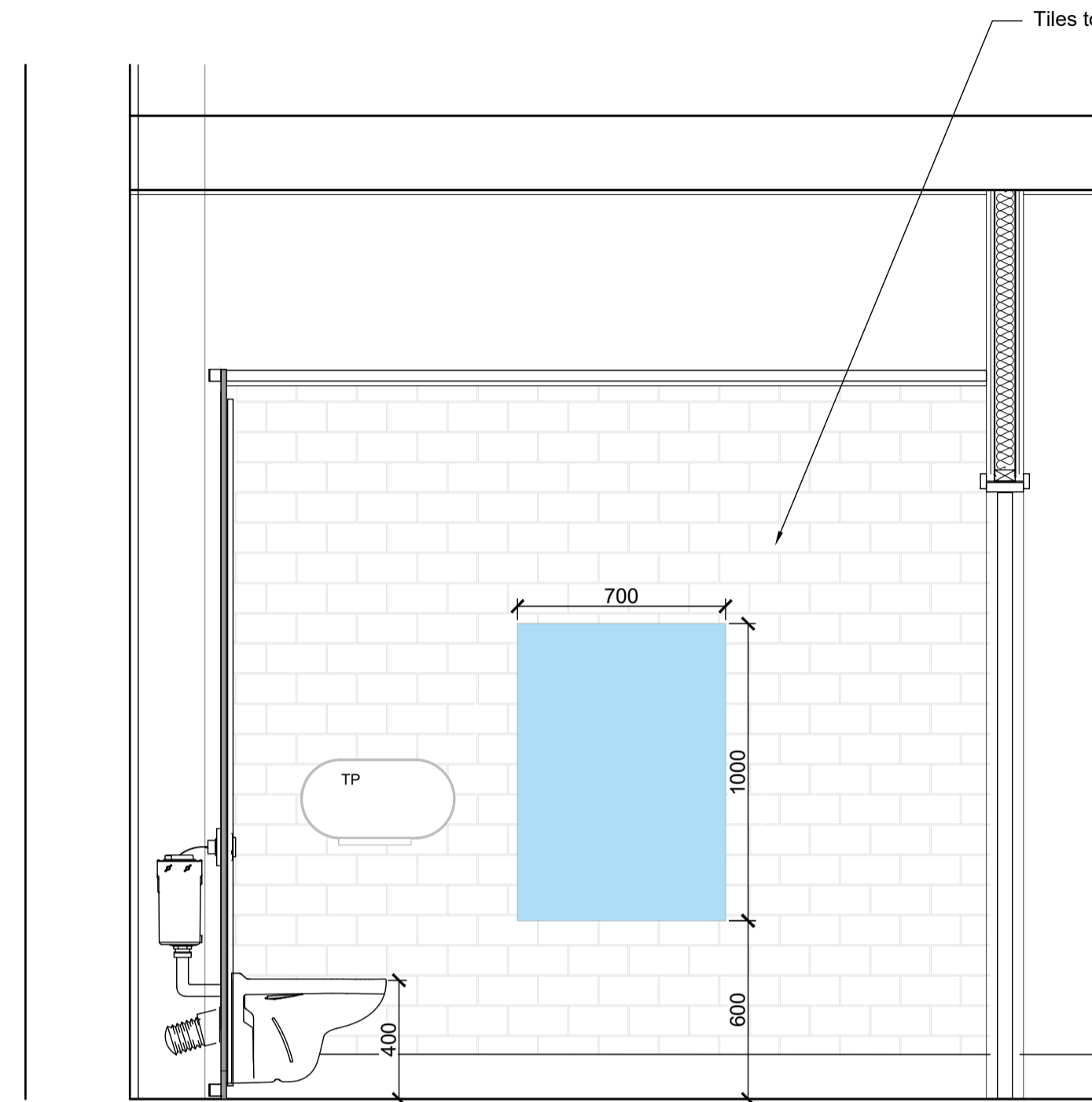
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| Date | Project Number | Drawn | Checked |
| 10.10.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:20 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-ZZ-DR-A-115 T01

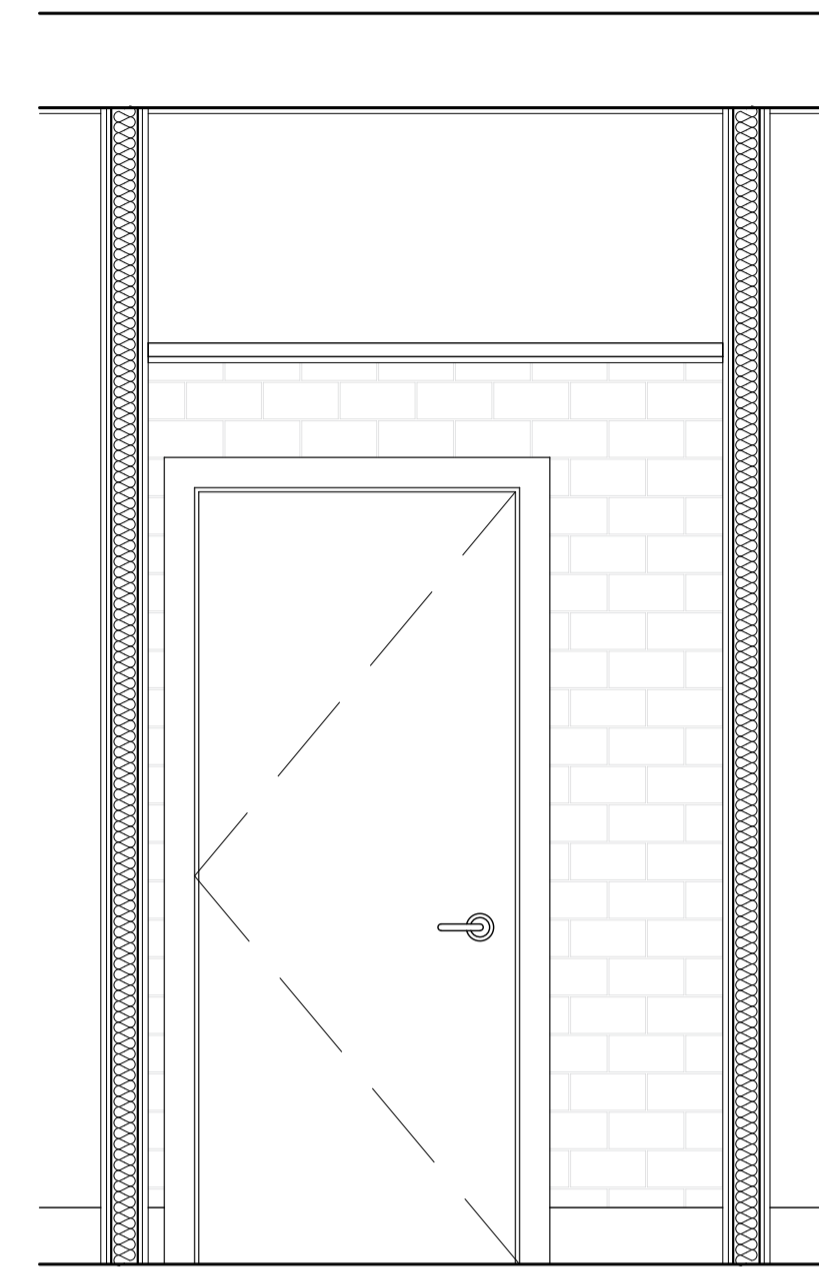




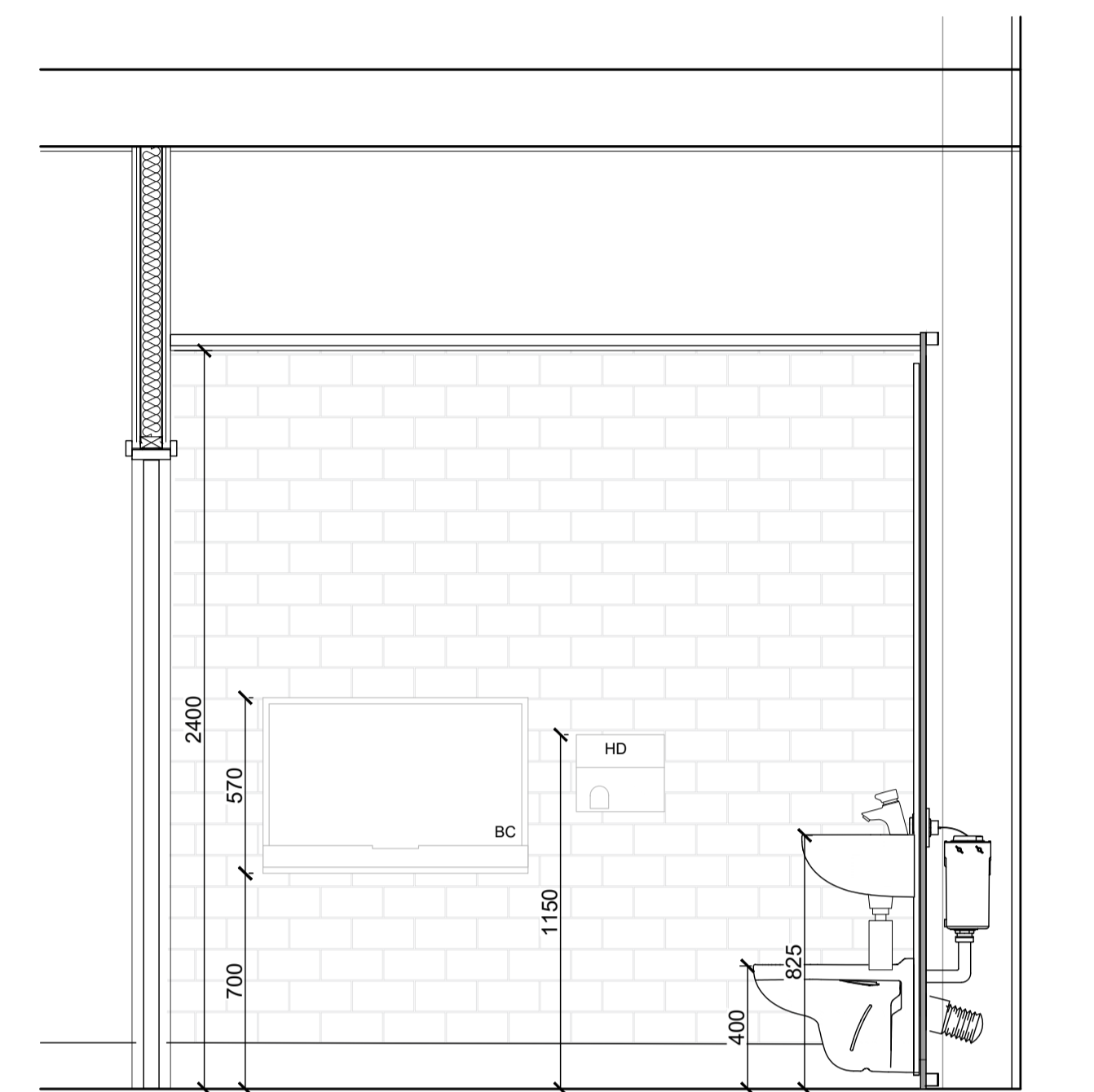
Elevation A



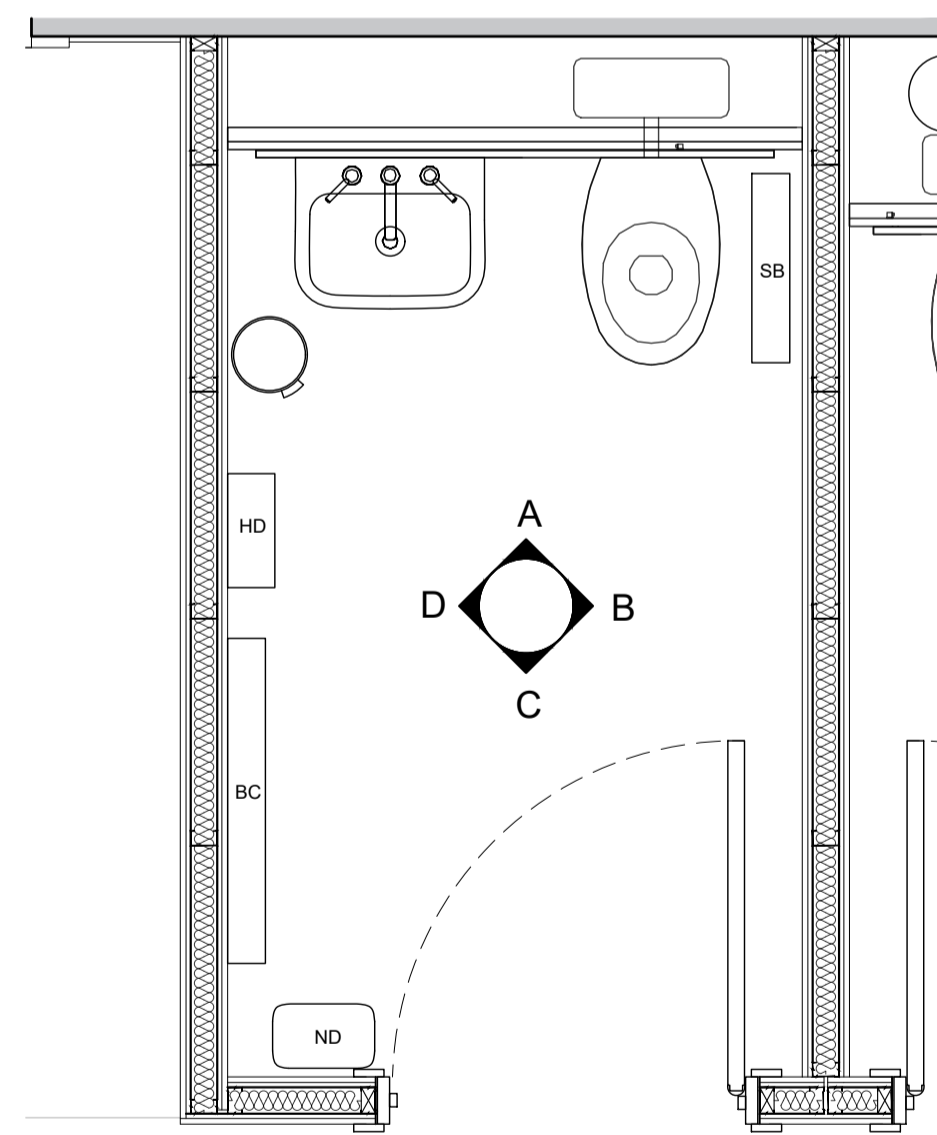
Elevation B



Elevation C



Elevation D



WC Specification:

Sanitary fittings to match existing as best as possible, otherwise generally to be Armitage Shanks Sandringham 21 Wall Hung Toilet, Contour 21 37 handrinse basin with Contour 21+ 1 hole thermostatic basin mixer. Baby change units e-changer plus to match existing.

Generally all fittings to be white. Walls to be tiled full height in white ceramic tiles with grey grout to match existing.

Behind WC a full height IPS by TBS Amwell or equal with hinged access panels.

All colours of finishes, IPS to have samples provided for approval by client. Where required finishes to be visually contrasting in accordance with Part M of the Building Regulations.

Contractor to supply and fit other accessories as noted including flush wall fixed mirror, with final selection to be agreed with the client.

- HD - Automatic Hand Dryer
- SD - Soap Dispenser
- TP - Toilet Paper Dispenser
- BC - Baby Change Station
- ND - Nappy Disposal Bin
- SB - Sanitary Disposal Bin (By Others)

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| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drawn | checked |

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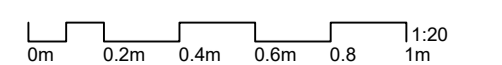
Project
Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

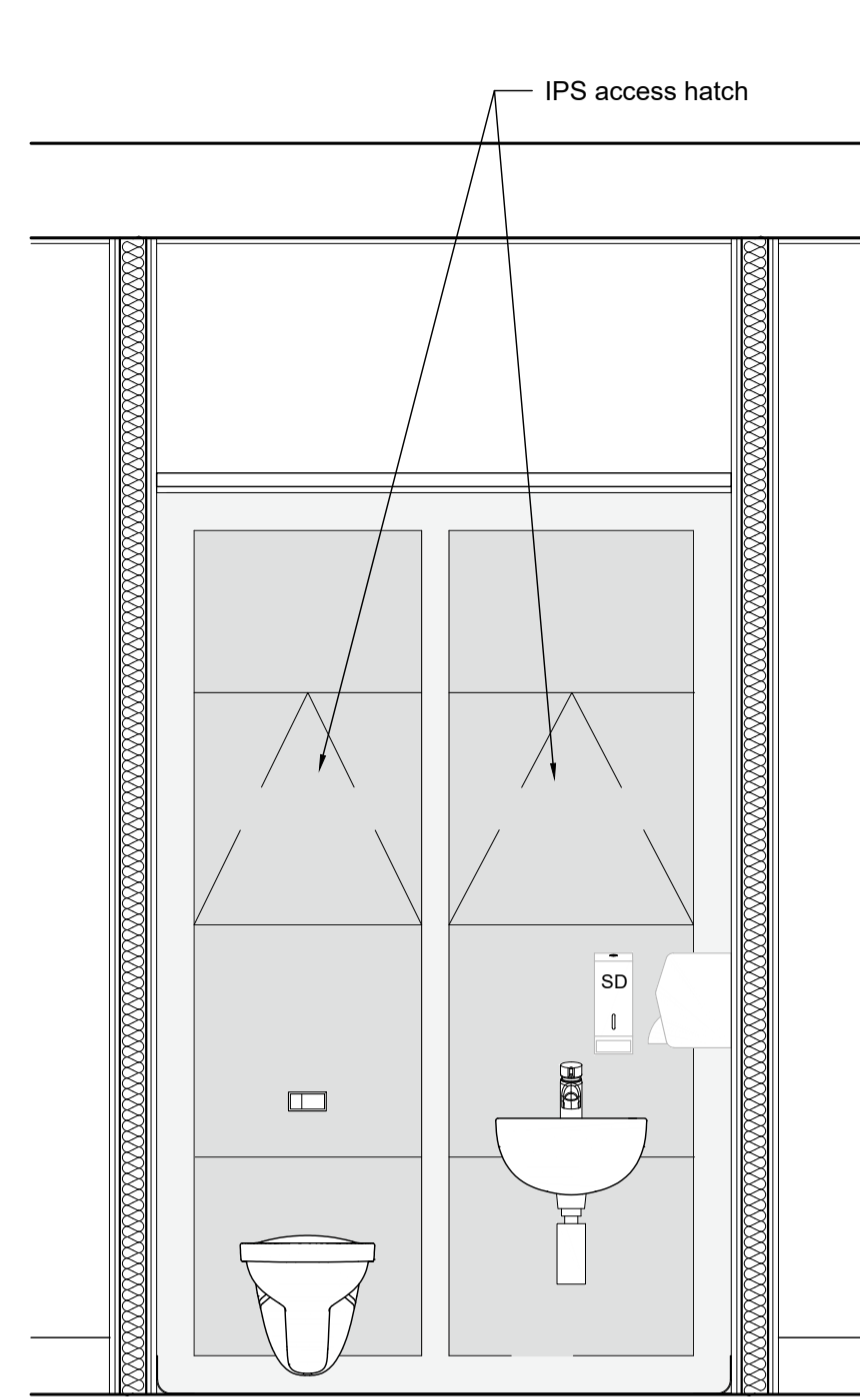
Client
Brackley Town Council

Drawing Title
Room Details- Female WC

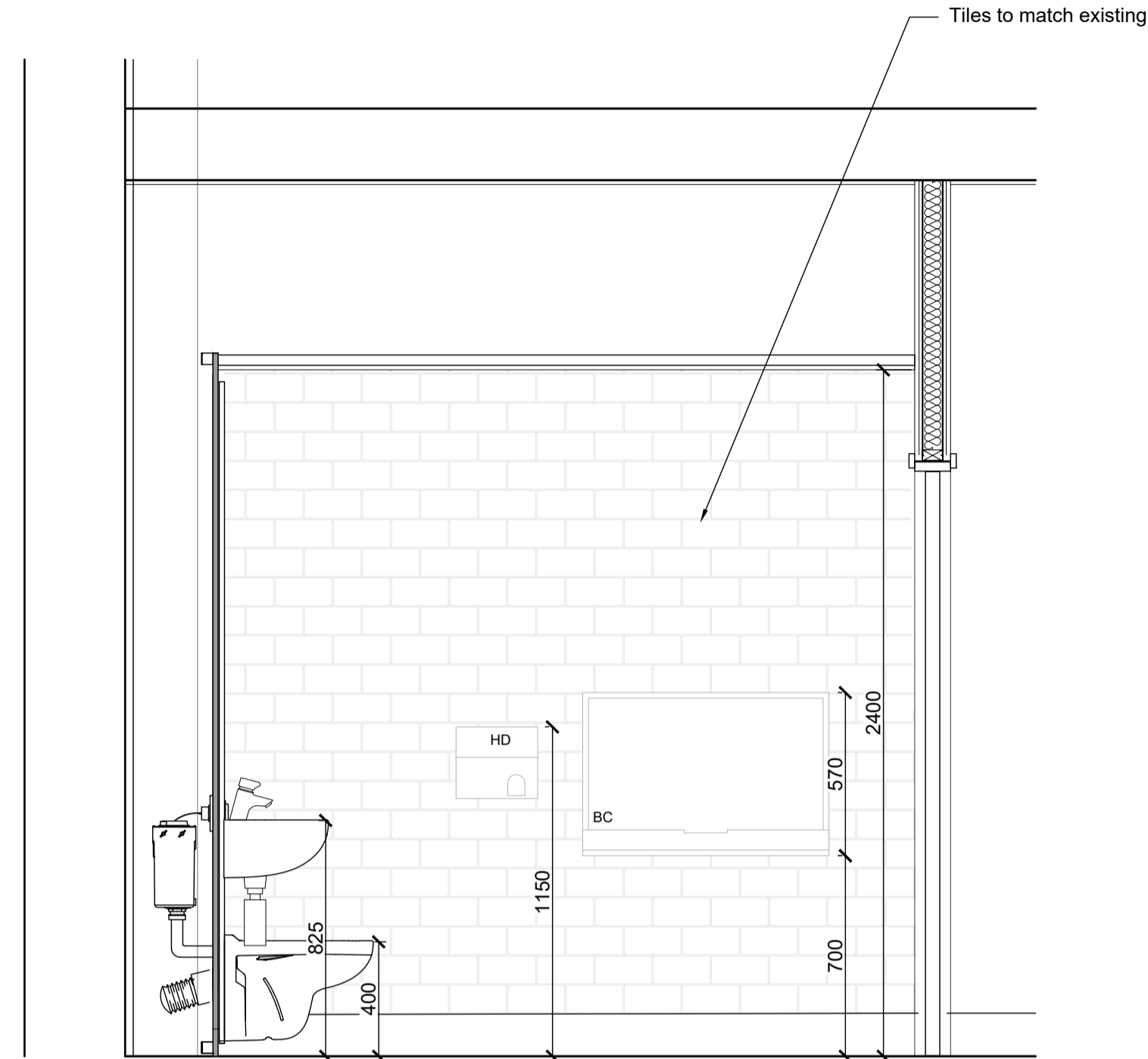
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| Date | Project Number | Drawn | Checked |
| 10.10.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:20 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-ZZ-DR-A-116 T01

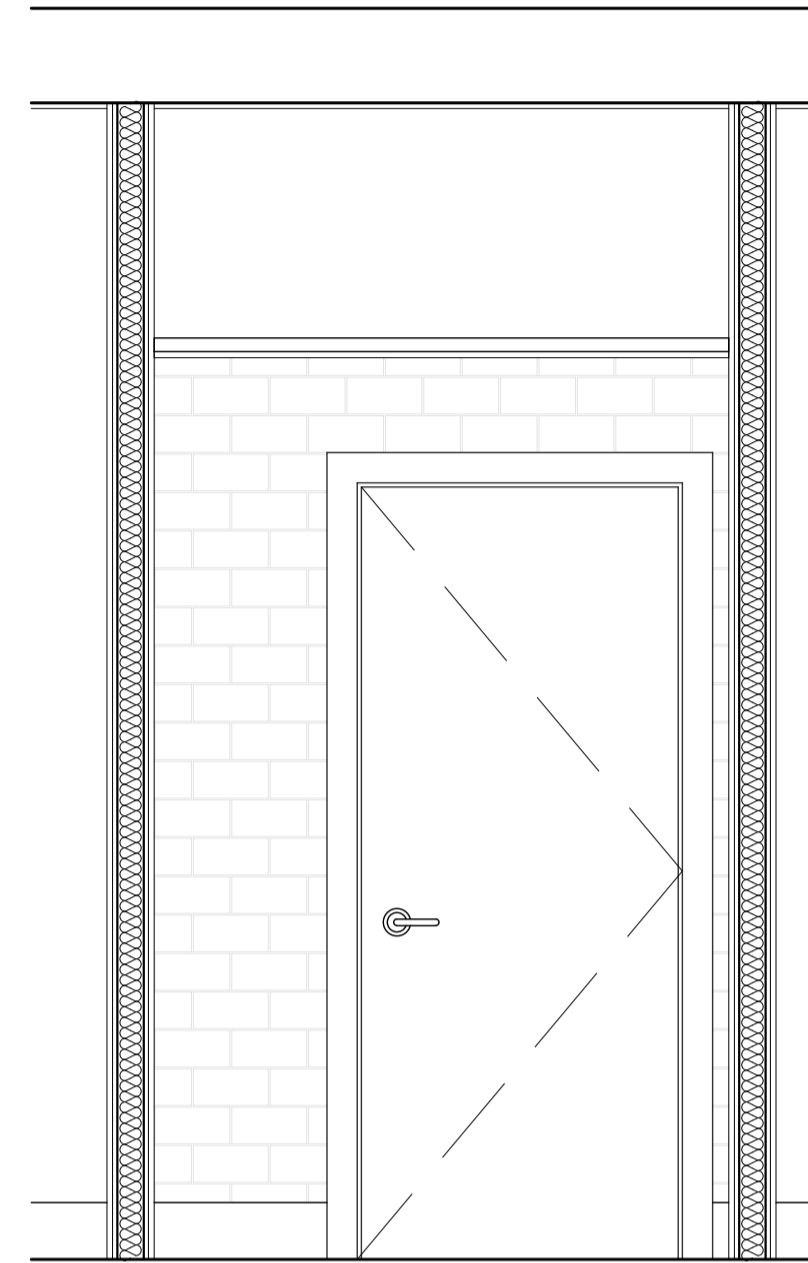




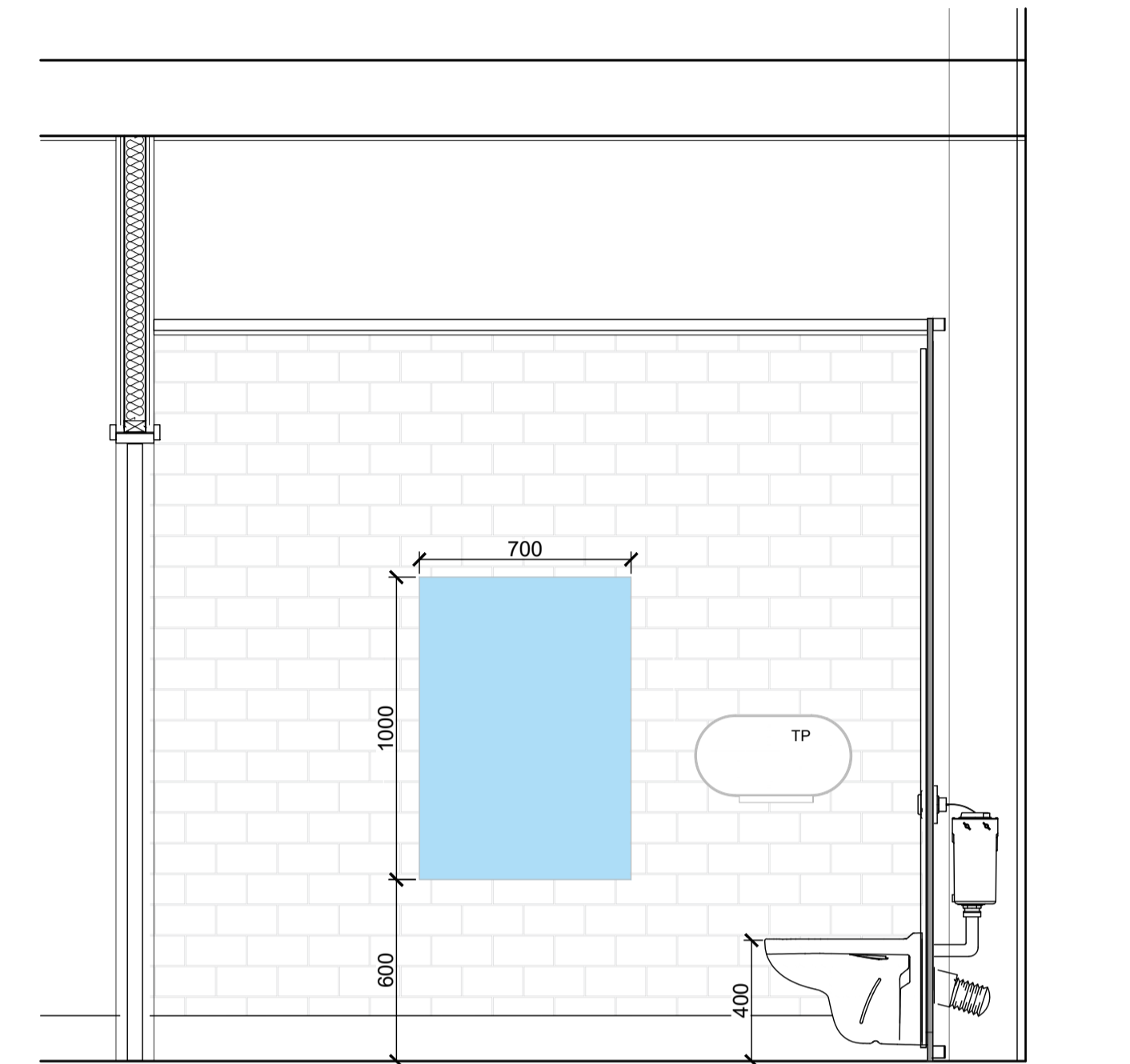
Elevation A



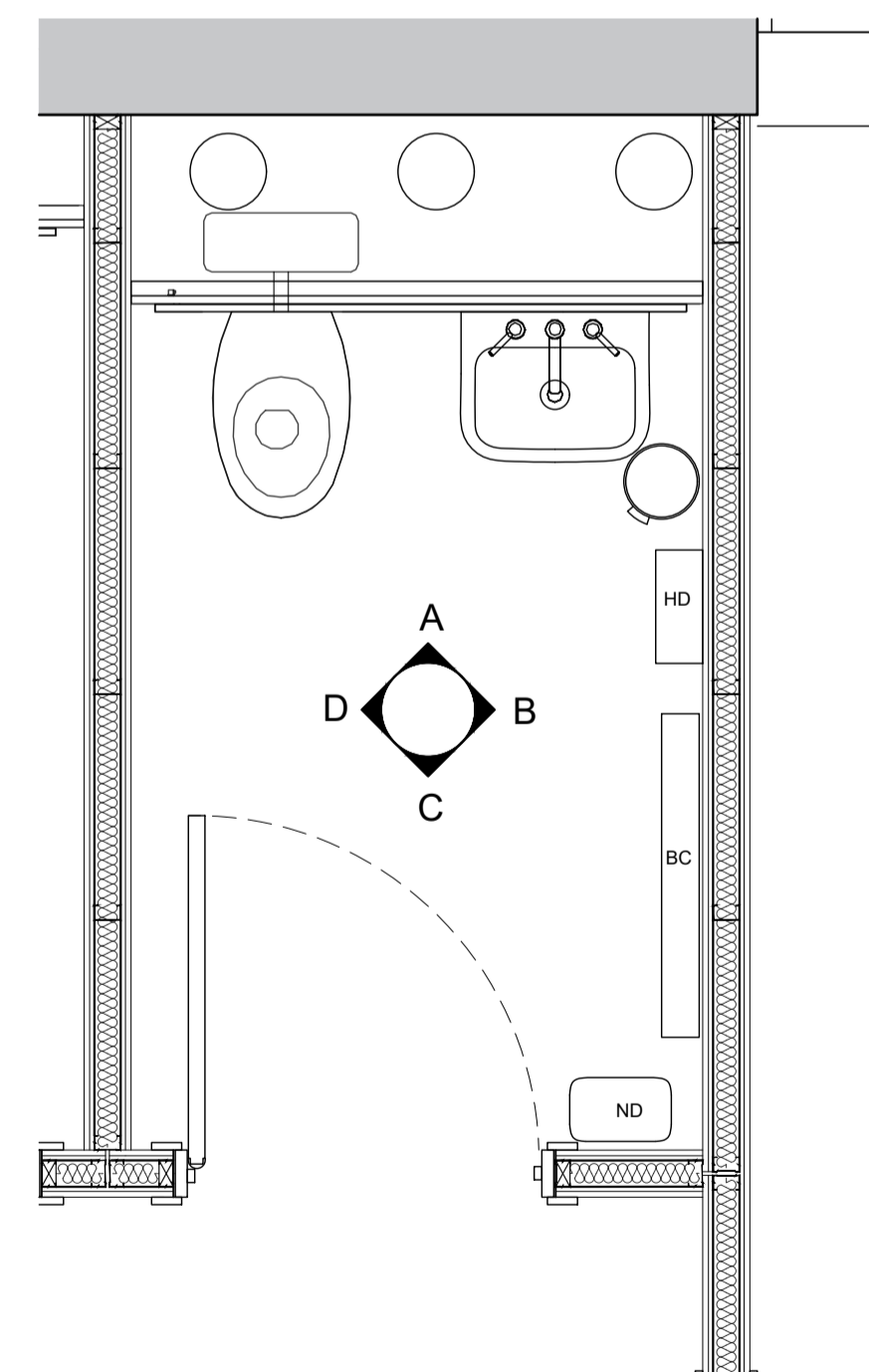
Elevation B



Elevation C



Elevation D



WC Specification:

Sanitary fittings to match existing as best as possible, otherwise generally to be Armitage Shanks Sandringham 21 Wall Hung Toilet, Contour 21 37 handrinse basin with Contour 21+ 1 hole thermostatic basin mixer. Baby change units e-changer plus to match existing.

Generally all fittings to be white. Walls to be tiled full height in white ceramic tiles with grey grout to match existing.

Behind WC a full height IPS by TBS Amwell or equal with hinged access panels.

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- SD - Soap Dispenser
- TP - Toilet Paper Dispenser
- BC - Baby Change Station
- ND - Nappy Disposal Bin

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| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | drawn | checked |

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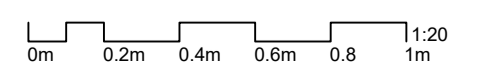
Project
Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

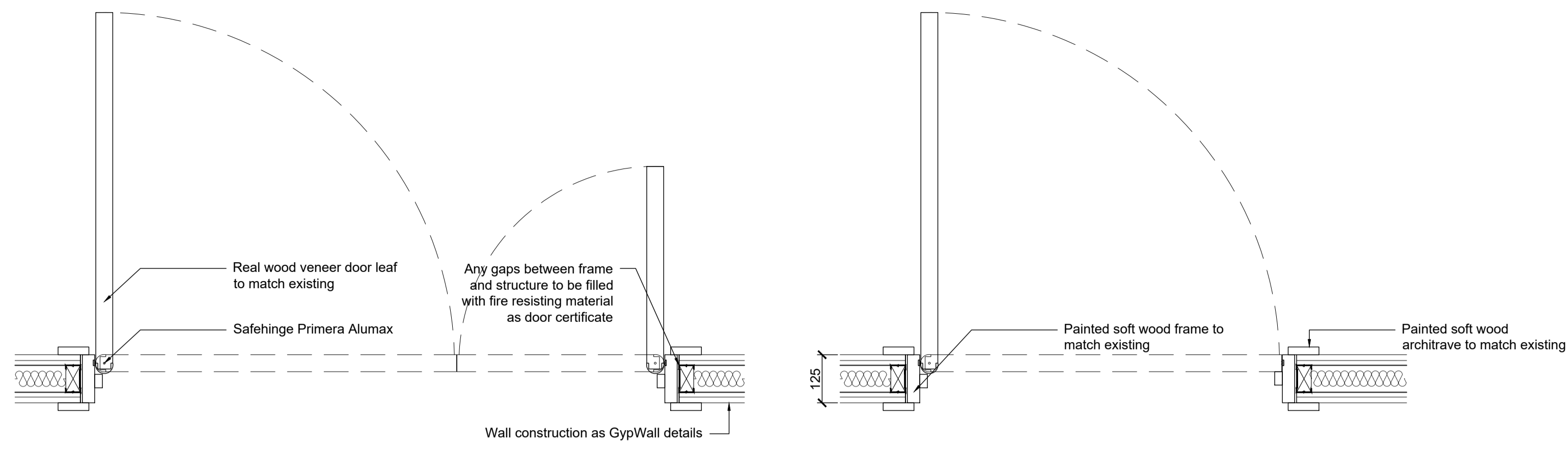
Client
Brackley Town Council

Drawing Title
Room Details- Male WC

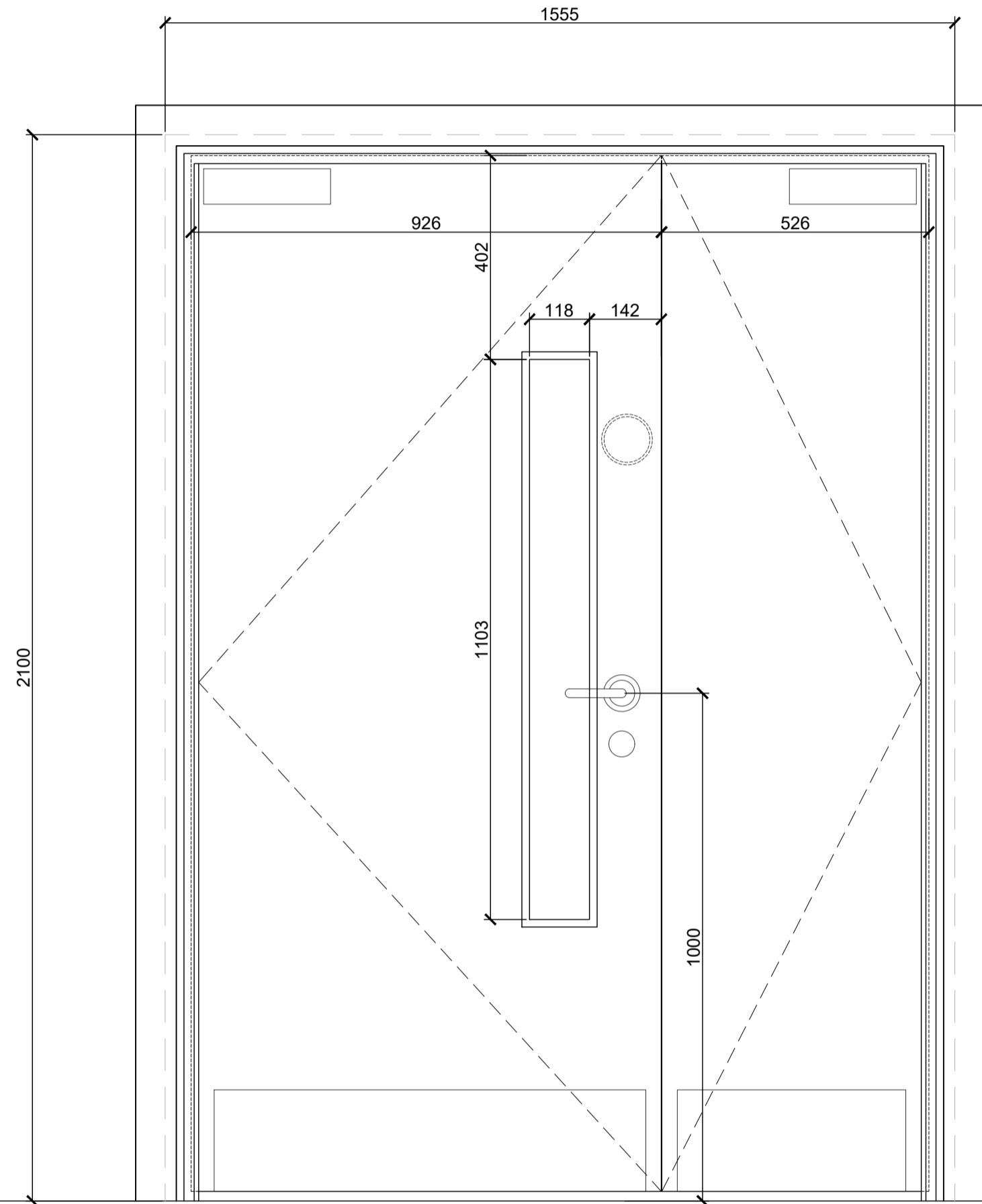
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| Date | Project Number | Drawn | Checked |
| 10.10.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:20 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-ZZ-DR-A-117 T01



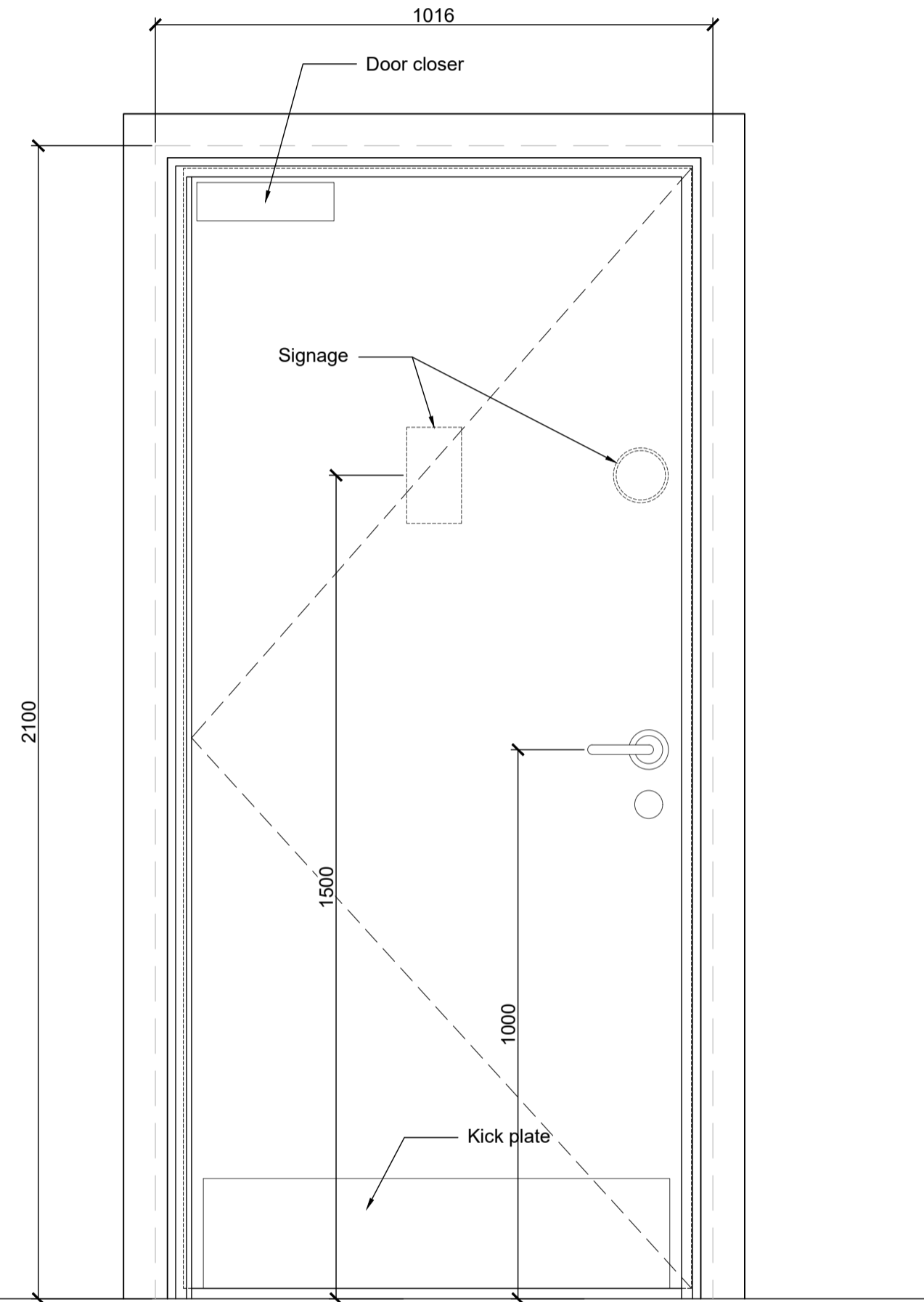


Door Details 1:10



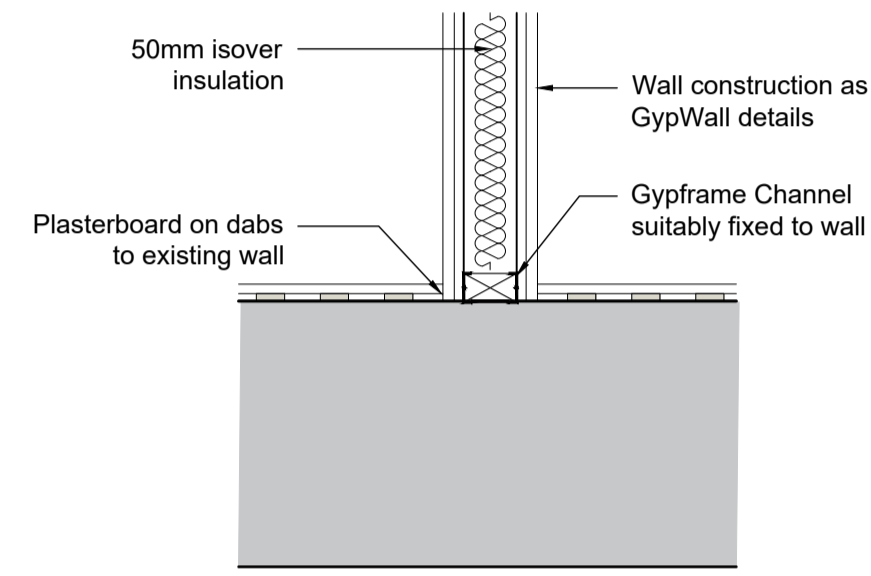
Door Elevation 1:10

For Doors: DF01, DF03, DF06

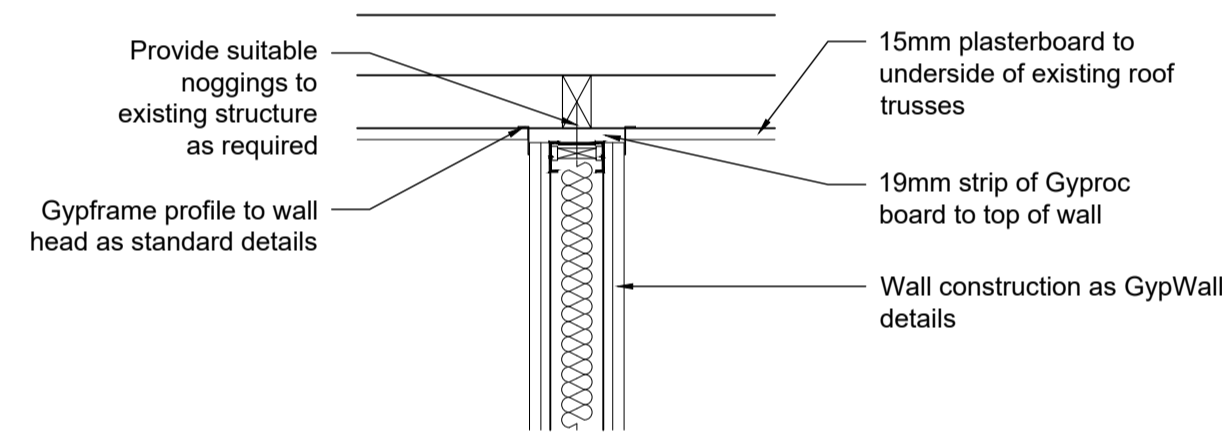


Door Elevation 1:10

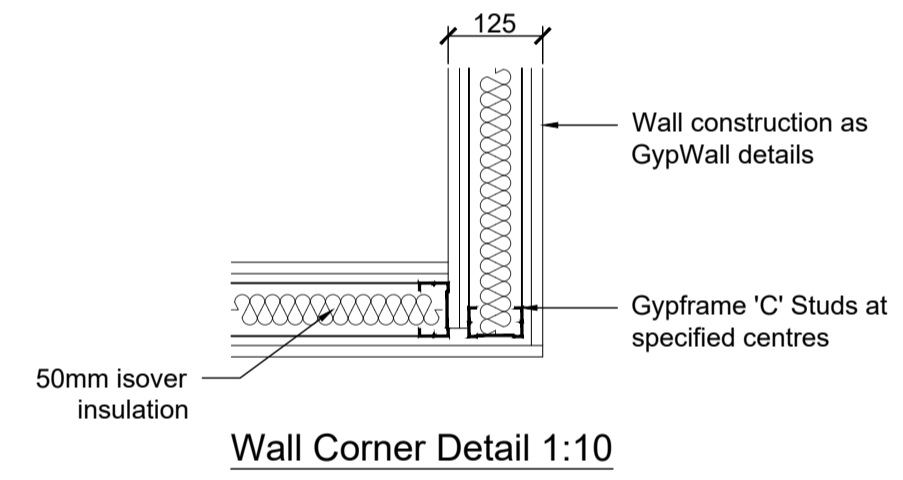
For Doors: DG01, DF02, DF04, DF05



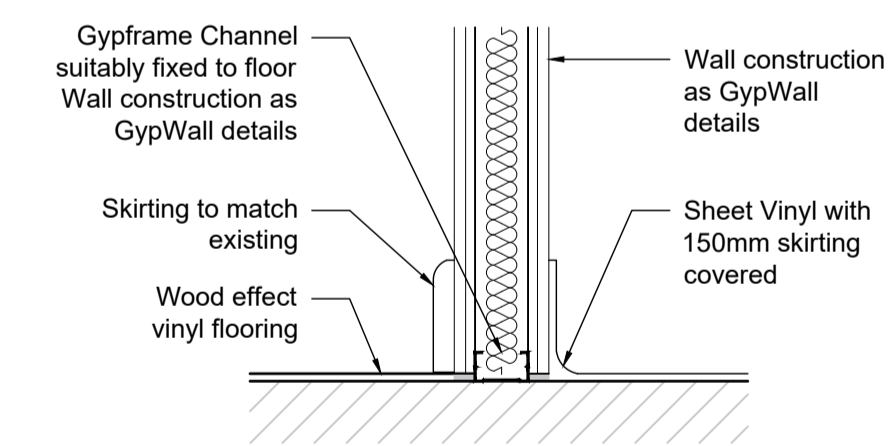
Wall Abutment Detail 1:10



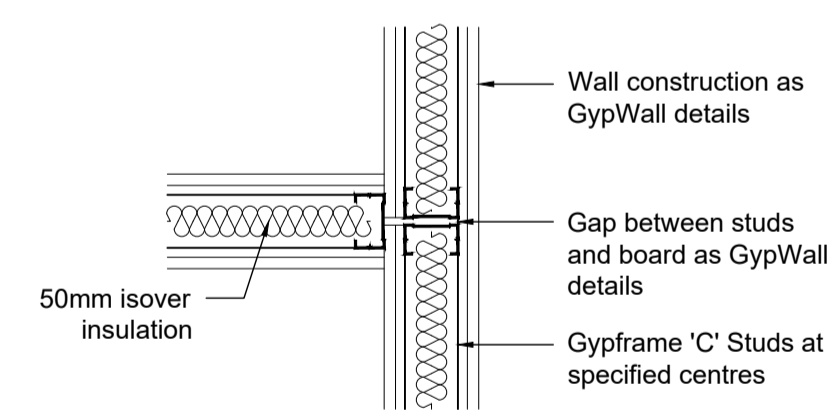
Deflection Head Detail 1:10



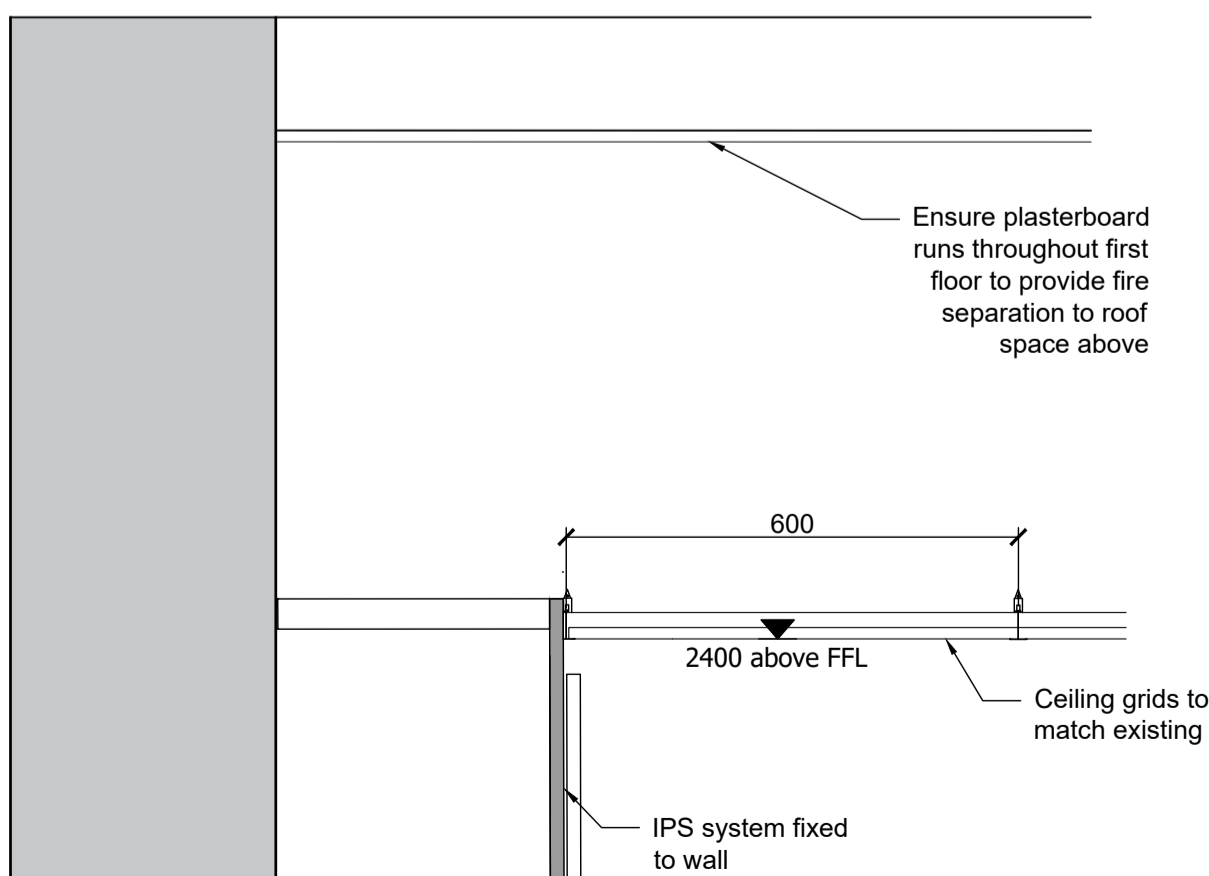
Wall Corner Detail 1:10



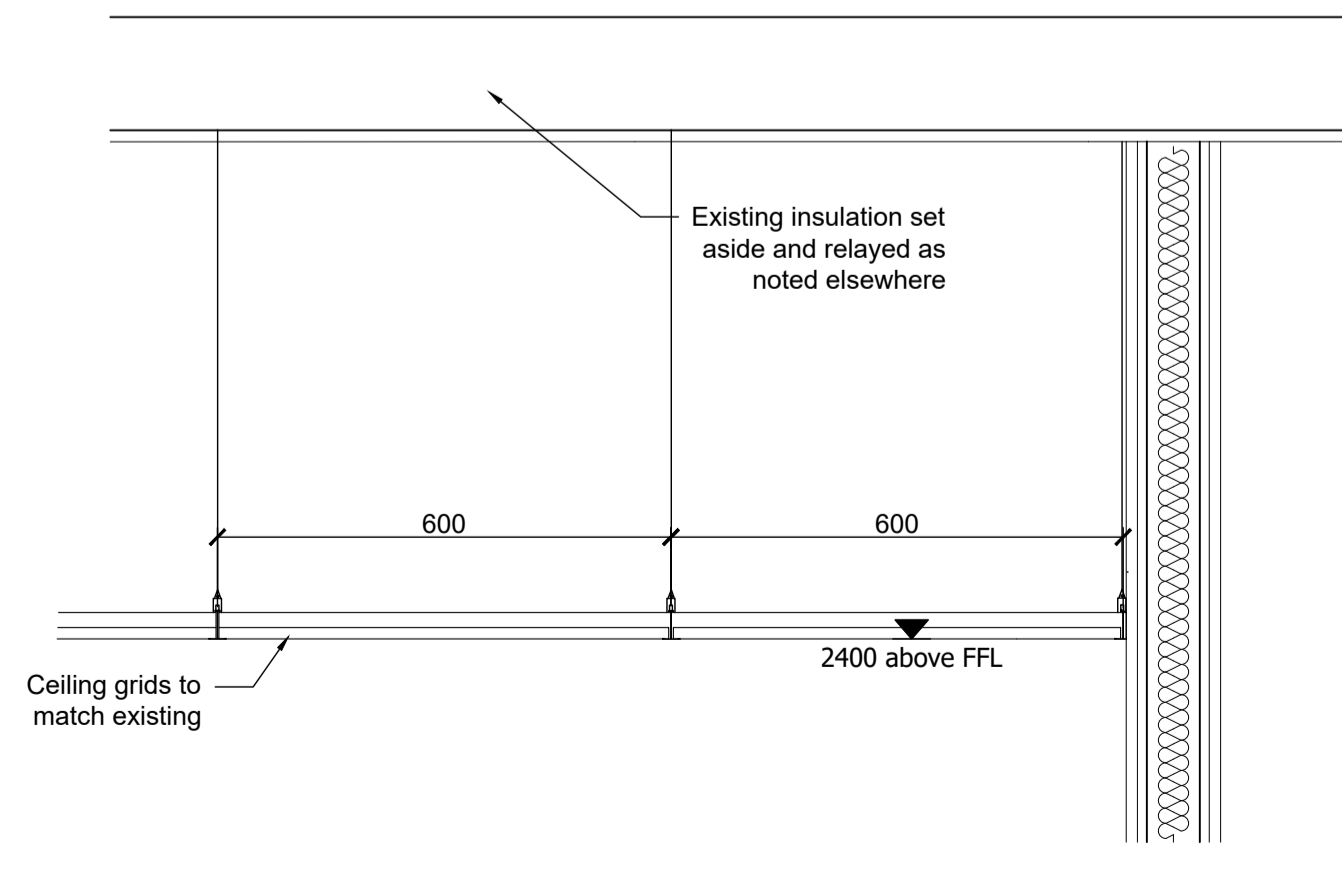
Wall Base Detail 1:10



Wall T junction Detail 1:10



Ceiling Details 1:10



A206142 (EN) Wall Details 1:10

| | | | | |
|----------|------------|--------------|------|-----|
| T01 | 26.10.2023 | Tender Issue | DC | DC |
| revision | date | description | draw | chk |

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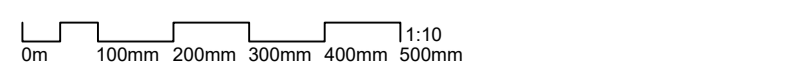
Project: Internal Alterations
Egerton Hall, Juno Crescent, Brackley, NN13 6GN

Client: Brackley Town Council

Drawing Title: Wall, Ceiling & Door Details

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| Date | Project Number | Drawn | Checked |
| 10.10.2023 | 026-23 | WP | DC |
| Status | Scale | Sheet Size | |
| Tender Issue | 1:10 | A1 | |
| Drawing Number | Revision | | |

02623-HBA-V1-ZZ-DR-A-118 T01



Client: Brackley Town Council
Project: Egerton Hall Internal Alterations
Project no.: 026-36

| Door Ref | Location | Structural Opening Size | Door Leaf Size | Door Type | Door Frame | Fire Rating | Acoustic Rating | Vision Panel | Ironmongery | | | | | Notes |
|--------------|---|-------------------------|------------------------------------|--|--|-------------|-----------------|--------------|--|----------------------------|-------------------------|---------------|-----------------------|--|
| | | | | | | | | | Locking | Handle | Closer | Kick Plate | Signs | |
| DG01 | GF Corridor / Store | 1016 x 2100 | 926 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | No | Keyed from outside | Level handle to both sides | Overhead | To both sides | Fire Door Keep Locked | |
| DF01 | Hallway/ Board Room | 1555 x 2100 | 926 x 2040 x 44 526 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | Yes | Keyed from outside, thumb turn to inside | Level handle to both sides | Overhead to both leaves | To both sides | Fire Door Keep Shut | Clear fire rated glass to vision panel. Recessed level action bolt to slave leaf. |
| DF02 | Disabled WC/ Hallway | 1016 x 2100 | 926 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | No | Accessible handle lock to inside with indicator to outside | Level handle to both sides | No | To both sides | Disabled symbol | Grab rails to inside as Doc M pack and drawings. |
| DF03 | Store / Hallway | 1555 x 2100 | 926 x 2040 x 44 526 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | Yes | Keyed from outside | Level handle to both sides | Overhead to both leaves | To both sides | Fire Door Keep Shut | Clear fire rated glass to vision panel. Recessed level action bolt to slave leaf. |
| DF04 | Female WC / Hallway | 1016 x 2100 | 926 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | No | Thumb turn to inside with indicator to outside | Level handle to both sides | No | To both sides | Female symbol | |
| DF05 | Male WC / Hallway | 1016 x 2100 | 926 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | No | Thumb turn to inside with indicator to outside | Level handle to both sides | No | To both sides | Male symbol | |
| DF06 | Music Room / Hallway | 1535 x 2100 | 926 x 2040 x 44 526 x 2040 x 44 | Solid door with real wood veneer to match existing | Painted timber frame to match existing | FD30S | RW33db | Yes | Keyed from outside, thumb turn to inside | Level handle to both sides | Overhead to both leaves | To both sides | Fire Door Keep Shut | Clear fire rated glass to vision panel. Recessed level action bolt to slave leaf. |
| Notes | <p>All new doors to be finished to match the existing ground floor doors, existing doors understood to be Jeld-wen FD30 44mm flush face doors with hardwood linings, solid core with Beech real wood veneer.</p> <p>Ironmongery Packs relate to existing doors in Egerton Hall other than the hinges which are to be Safehinge Primera integral finger guard (Alumax).</p> <p>Door edges to be treated as per manufacturers instructions after any adjustment.</p> <p>Door frame/lining materials, door closers, ironmongery and all associated fixings to be in accordance with the Fire Door Certificate. Modifications to fire doors is not permitted on site to ensure fire certification is maintained</p> <p>Ensure all fire doors have a maximum gap between the U/S of the door and the threshold strip of 6mm. All gaps between jambs/head of lining and door leaf to be 3mm.</p> <p>Ensure all gaps to fire doors between door linings and the timber frame are consistent and do not exceed 15mm. Refer to product specifications for the minimum required gaps.</p> | | | | | | | | | | | | | |