

# Tabulated work sections

## I Preliminaries (main contract)

### Part A: Information and requirements

#### I.1 Project particulars

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
I Project particulars	1 Name of project.	Short project title to be stated.	
	2 Nature of project.	Short description to be stated.	
	3 Location of project.	Full postal address to be stated.	
	4 Length of contract.	Period, in weeks, to be stated.	Where to be stated by the contractor; insert 'To be confirmed'.
	5 Names, addresses and points of contact of employer and consultants.	<p>Function (e.g. architect), name of organisation, address, point of contact, telephone number and email address to be stated</p> <p>To include:</p> <p>(1) Employer.</p> <p>(2) Project sponsor (e.g. employer's internal project manager).</p> <p>(3) Project manager (if applicable).</p> <p>(4) Principal contractor (under CDM Regulations).</p> <p>(5) Person empowered by the contract to act on behalf of the employer (person's title to be given (e.g. contract administrator)).</p> <p>(6) CDM co-ordinator.</p> <p>(7) Quantity surveyor.</p> <p>(8) Consultants (separately identified).</p> <p>(9) Clerk of works (if required by the employer).</p>	

## 1.2 Drawings

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Drawings	1 List of drawings from which the bill of quantities was prepared.	Drawing number, including revision status, drawing title, and author to be stated.	Exceptions to be stated.
2 Other documents	1 Pre-construction information.	Explain how pre-construction information is dealt with (i.e. within the preliminaries bill or as a separate document). Cross-reference to pre-construction information document if separate document.	
	2 List of drawings and other documents relating to the contract but not included in the tender documents.	(1) Provide a list of drawings and other documents relating to the contract but not included in the tender documents, which may be seen by the contractor during the tender period. (2) Document title, reference, revision, date of issue and author to be stated. (3) Details of where documents can be seen to be stated.	

## 1.3 The site and existing buildings

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 The site		(1) Description of the site. (2) Reference to drawing, or drawings, showing the site boundaries and contractor's working area(s).	
2 Existing buildings on or adjacent to the site		Description of existing buildings on or adjacent to the site.	
3 Surrounding land/building uses	1 Address.	(1) Sub-heading 2 to identify land or building. (2) Use or activities carried out on the land or in building(s).	
4 Existing mains services	1 On the site.	List drawings and other applicable information.	
	2 Adjacent to the site.		
5 Soils and ground water		State information provided and where included in documentation (e.g. 'Annex B of the BQ' or 'as a separate document'). Cross-reference as necessary.	
6 Site investigation			

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
7 Health and safety file	1 Health and safety file.	(1) Availability for inspection.	
	2 Other documents.	(2) Arrangements for inspection.	
8 Health and safety hazards		Details of hazards that are or may be present on the site.	Where information provided in the pre-construction information, cross-reference accordingly.
9 Access to the site		(1) Description. (2) Limitations.	
10 Parking		Details of employer's requirements in respect of parking and payments of fees and charges in connection of parking, including parking bay and parking meter suspensions.	
11 Use of the site		Details of any limitations.	
12 Site visits		(1) Purpose. (2) Arrangements for site visit.	

#### I.4 Description of the Works

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 The Works		Description of the Works.	
2 Preparatory work by others		Description of any work that will be carried out by others under a separate contract before the start of work on site for this contract.	
3 Work by others concurrent with the contract		Description of the Works.	
4 Completion work by others			

## I.5 The contract conditions

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
I Conditions of contract	I Form of contract title to be stated.	<p>(1) Full title of the standard or bespoke form of contract, including edition, revision, and standard amendments applicable.</p> <p>(2) Schedule of clause/condition headings in the standard form of contract (see note (1)).</p> <p>(3) Reference to any amendments to clauses/conditions to standard form of contract (see note (1)).</p> <p>(4) Reference to any supplementary or special clauses/conditions to standard form of contract.</p> <p>(5) Insertions relating to articles of agreement, articles, recitals and contract particulars or abstract of particulars (see note (1)).</p> <p>(6) Employer's insurance responsibility.</p> <p>(7) Employer's requirements in respect of performance bonds.</p> <p>(8) Employer's requirements in respect of parent company guarantees.</p> <p>(9) Employer's requirements in respect of collateral warranties.</p>	<p>(1) Neither a schedule of clause/condition headings in the standard form of contract nor reference to any supplementary or special clauses/conditions to standard form of contract or details of insertions relating to articles of agreement, articles, recitals and contract particulars or abstract of particulars is required where addressed through a schedule of amendments to the standard conditions of contract. Notwithstanding this, reference to the schedule of amendments is to be made in this section of the preliminaries bill.</p> <p>(2) Where bespoke, or uncommon, forms of contract are used – a copy is to be appended to the bill of quantities or included as part of the tender.</p>

## I.6 Employer's requirements: Provision, content and use of documents

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
I Definitions and interpretations	I Definitions.	Explain how to interpret key words, terms, phrases and synonyms used in the preliminaries and specification.	
	2 Communication.	Definition and format of communications, and timing of response.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes	
	3 Products.	Definition and/or meaning.		
	4 Site equipment.			
	5 Drawings.			
	6 Contractor's choice.			
	7 Contractor's designed work.			
	8 Submit proposals.			
	9 Terms used in specification.	Definitions and/or meaning of key words, terms, phrases and synonyms used in the specification.		
	10 Manufacturer and product references.	(1) Definition of terms. (2) Version of manufacturer's technical literature applicable to tender and contract (e.g. current on the date of invitation to tender).		
	11 Substitution of products.	(1) Definition and/or meaning of substitute/alternative products. (2) Process for acceptance and rejection of substitute/alternative products.		
	12 Cross-references.	Explain method of cross referencing used.		
	13 Referenced documents.	Order of precedence of referenced documents.		
	14 Equivalent products.	Definition and/or meaning.		
	15 Substitution of standards.	(1) Definition and/or meaning. (2) Process for acceptance and rejection of substitute standards.		
	16 Currency of documents.	Version of published documents, including revisions and amendments, applicable to tender and contract (e.g. current on the date of invitation to tender).		
	17 Product sizes.	(1) General definition of product sizes. (2) Exceptions to general definition.		Products to be specified by their co-ordinating size. Exceptions to this rule to be stated.

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
2 Documents provided on behalf of employer	1 Additional copies of drawings and documents.	Describe procedure.	
	2 Dimensions.	Explain ownership of scaled dimensions	
	3 Measured quantities.	Explain precedence of measured quantities.	
	4 The specification.	(1) Reference the specification, or specifications, the preliminaries. (2) Explain the method used to cross reference specification clauses on or in other tender/contract documents.	
	5 Divergence from the statutory requirements.	Method for dealing with divergence from the statutory requirements should they occur:	
	6 Employer's policy documents.	Requirements in respect of compliance with the employer's policies. Examples include: – environmental. – sustainability. – corporate social responsibilities (CSR). – health and safety.	
3 Documents provided by the contractor, subcontractors and suppliers	1 Design information.	(1) General requirements, including design management and programming requirements. (2) Specific requirements in respect of design documents and information. (3) Format. (4) Number of copies. (5) Submission requirements.	
	2 Production information.	(1) General requirements in respect of production information. (2) Format. (3) Number of copies. (4) Submission requirements.	
	3 As-built/as-installed drawings and information.	(1) General requirements. (2) Submission requirements. (3) Number of copies.	
	4 Technical literature.	(1) Literature to be maintained. (2) Requirements for literature to be available on site.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	5 Maintenance instructions and guarantees.	(1) Information requirements. (2) Format. (3) Number of copies. (4) Submission requirements. (5) Storage and information management. (6) Requirements in respect of emergency and/or out of normal working call-out services, including requirements for contact details and extent of cover.	Requirements relating to 'management information systems' to be stated under storage and information management requirements.
	6 Energy rating calculations.	(1) Information requirements. (2) Number of copies. (3) Submission requirements.	
	7 Environmental assessment information.	(1) Scheme type. (2) Environmental targets (in respect of site activities and the works). (3) Information requirements. (4) Format. (5) Number of copies. (6) Submission requirements.	
	8 Documents required before Practical Completion.	Specific requirements.	
4 Document and data interchange	1 Electronic data interchange (EDI).	(1) Types and classes of communication. (2) Parties communication between. (3) Requirements.	

## I.7 Employer's requirements: Management of the works

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Employer's requirements – generally	1 Supervision.	Specific requirements.	
	2 Considerate constructors scheme.	(1) Registration requirements. (2) Contact details. (3) Compliance requirements.	
	3 Insurance.	(1) Documentary evidence required. (2) When required.	
	4 Insurance claims.	(1) Requirements for notifying events. (2) Requirements for indemnifying the employer.	
	5 Climatic conditions.	Records to be maintained by contractor.	
	6 Ownership of materials/products arising from the works.	Requirements in respect of ownership, and removal from site.	
2 Programme/progress	1 Programme.	(1) Format and content. (2) Exclusions. (3) Document control requirements. (4) Submission requirements.	
	2 Revised programme.	Specific requirements for re-profiling and reissuing programme.	
	4 Commencement of work.	Notice period to be given before the commencement of work on site.	
	5 Monitoring progress.	(1) Employer's specific requirements in respect of reporting and avoiding potential delay. (2) List and description of key performance indicators (KPIs) to be maintained by contractor. (3) Requirements for reporting against KPIs. (4) Actions of contractor if KPIs not achieved.	
	6 Notification of compensation event(s).	Employer's specific requirements in respect of contractor notifying events that compensate potential delay.	



Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	7 Project progress meetings.	(1) General requirements. (2) Proposed agenda. (3) Frequency. (4) Location. (5) Accommodation availability. (6) Attendees. (7) Chairperson.	
	8 Contractor's progress report.	(1) Form and content of report. (2) Method of presentation. (3) Submission requirements.	
	9 Contractor's site meetings.	General requirements.	
	10 Photographic records.	(1) Image format. (2) Frequency. (3) Number of locations. (4) Number of images from each location. (5) Other requirements.	
	11 Early possession.	Employer's specific requirements for early possession and taking over parts of the works before practical completion.	
	12 Notice of completion.	(1) General requirements. (2) Minimum period of notice to be given by contractor to be stated.	
	13 Extensions of time.	(1) Requirements in respect of notification by the contractor. (2) Submission requirements.	
3 Cost control	1 Cash flow forecast.	(1) Basis of cash flow forecast. (2) Frequency. (3) Submission requirements.	
	2 Removal/replacement of existing work.	(1) Location. (2) Extent. (3) Requirements in respect of execution.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	3 Proposed instructions.	(1) Requirements in respect of estimates. (2) Content of estimates. (3) Other requirements.	
	4 Measurement of covered work.	(1) General requirements. (2) Notice period to be given by contractor before covering works which are to be measured.	
	5 Daywork vouchers.	(1) Notice period to be given by contractor before commencement of work to be carried out on a daywork basis. (2) Submission requirements.	
	6 Interim applications, valuations and payments.	(1) Process for agreeing interim payments and payment dates. (2) Content and submission requirements for contractor's interim applications for payment. (3) Employer's specific invoicing requirements.	
	7 Payment for products not incorporated into the works.	Information/evidence of freedom from title required from contractor in respect of products stored on-site before payment is to be considered by employer.	
	8 Payment for products stored off-site.	Information/evidence of freedom from title required from contractor in respect of products stored off-site before payment is to be considered by employer.	
	9 Labour and equipment returns.	(1) Records to be maintained by the contractor. (2) Content of records. (3) Submission of records.	

## I.8 Employer's requirements: Quality standards and quality control

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
I Standards of products and executions	1 Incomplete information.	(1) Requirements for dealing with products/materials are not fully specified. (2) Status of works where the extent is not fully documented. (3) Status of omissions or errors in description and/or quantity.	
	2 Workmanship skills.	Requirements in respect of: (1) Appropriateness of contractor's operatives. (2) Registration schemes to which contractor's operatives should belong. (3) Evidence of scheme registration requirements. (4) Other requirements.	
	3 Quality of products.	Requirements in respect of: (1) Using new and recycled products. (2) Supply of products. (3) Tolerances. (4) Deterioration prevention. (5) Other requirements.	
	4 Quality of execution.	Requirements in respect of: (1) Fixing, application and installation of products, including alignment. (2) Colour batching. (3) Dimensions. (4) Finished work. (5) Location and fixing of products. (6) Other requirements.	
	5 Compliance.	Requirements in respect of: (1) Compliance with proprietary specifications. (2) Compliance with performance specifications. (3) Other requirements.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	6 Inspections.	Requirements for inspecting products and work executed.	
	7 Related work.	Requirements in respect of co-ordinating workmanship of trades.	
	8 Manufacturer's recommendations/instructions.	(1) Requirements in respect of compliance. (2) Version of manufacturer's recommendations/instructions applicable to tender and contract (e.g. current on the date of invitation to tender).	
	9 Water for the works.	General requirements.	
2 Samples/Approvals	1 Samples.	Requirements in respect of samples of products, work executed and mock-ups.	
	2 Approval of product samples.	(1) General requirements (including programming requirements) for submission of, inspection of, and tests on samples. (2) Definition of approval in context of samples. (3) Retention of complying samples, including storage requirements. (4) Other requirements.	
	3 Approval of work executed/mock-ups.	(1) General requirements (including programming requirements) for submission of, inspection of, tests on, work executed and mock-ups. (2) Definition of approval in context of work executed and mock-ups. (3) Retention of complying work executed and mock-ups, including storage requirements. (4) Other requirements.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
3 Accuracy/Setting out	1 Accuracy of instruments.	General requirements.	
	2 Setting out.		
	3 Appearance and fit.	Requirements in respect of tolerances and dimensions.	
	4 Critical dimensions.	Details of critical dimensions.	
	5 Levels of structural floors.	Maximum tolerances for designed levels to be stated.	
	6 Record drawings.	(1) Requirements in respect of recording details of grid lines, setting-out stations, benchmarks and profiles. (2) Information retention requirements. (3) Submission requirements. (4) Other requirements.	
4 Services	1 Services regulations.	General requirements.	
	2 Water regulations/byelaws notification.		
	3 Water regulations/byelaws contractor's certificate.	(1) Content of certificate. (2) Submission requirements. (3) Other requirements.	
	4 Electrical installation certificate.	(1) Submission requirements. (2) Other requirements.	
	5 Gas, oil and solid fuel appliance installation certificate.	(1) Content of certificate. (2) Submission requirements. (3) Other requirements.	
	6 Mechanical and electrical services.	(1) Requirements in respect of final tests and commissioning. (2) Requirements in respect of Building Regulations notice. (3) Other requirements.	
5 Supervision/inspection/defective work	1 Supervision.	(1) General requirements. (2) Notice period for replacement of contractor's person in charge by contractor.	
	2 Co-ordination of mechanical and electrical engineering services.	(1) General requirements. (2) Requirements for documentary evidence of contractor's staff.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	3 Overtime working.	General requirements.	
	4 Defects in existing work.	(1) Process for dealing with undocumented defects. (2) Process for dealing with documented remedial work.	
	5 Access for inspection.	General requirements.	
	6 Tests and inspections.	(1) Timing requirements. (2) Records required. (3) Submission requirements. (4) Other requirements.	
	7 Air permeability.	(1) Method. (2) Performance requirements. (3) Submission requirements (results). (4) Other requirements.	
	8 Continuity of thermal insulation.	(1) General requirements. (2) Content of reports. (3) Submission requirements. (4) Number of copies. (5) Other requirements.	
	9 Resistance to passage of sound.	(1) Method. (2) Compliance requirements. (3) Submission requirements. (4) Other requirements.	
	10 Energy performance certificate.	(1) General requirements. (2) Format of certificate and report. (3) Submission requirements. (4) Other requirements.	
	11 Proposals for rectification of defective products/executions.	General requirements.	
	12 Measures to establish acceptability.		

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	13 Quality control.	(1) Procedural requirements. (2) Records required. (3) Content of records. (4) Other requirements.	
6 Work at or after completion	1 Work before completion.	(1) General requirements. (2) Cleaning requirements, including cleaning materials and methods of cleaning. (3) Requirements for rectifying minor faults. (4) Requirements in respect of moving parts. (5) Other requirements.	
	2 Security at completion.	(1) General requirements. (2) Requirements in respect of keys.	
	3 Making good/rectification of defects.	(1) Access arrangements. (2) Notice periods. (3) Completion requirements.	
	4 Highway/sewer adoption.	(1) Description of work to be adopted. (2) Requirements in respect of work for adoption.	

## I.9 Employer's requirements: Security, safety and protection

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Security/health and safety	1 Pre-construction information.	Location of information.	
	2 Execution hazards.	(1) Management requirements for common hazards. (2) Details of significant hazards incorporated in the design of the project.	
	3 Product hazards.	(1) Requirements in respect of hazardous substances. (2) Management requirements for common hazards. (3) Details of significant hazards in specified construction materials.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	4 Construction phase health and safety plan.	(1) General requirements. (2) Content. (3) Submission requirements.	
	5 Security.	(1) Requirements for protecting the site, the works, products, materials, and existing buildings affected by the works, from damage and theft. (2) Requirements for preventing unauthorised access to the site, the works, and adjoining property. (3) Description of any special security requirements.	
	6 Stability.	Requirements for maintaining the stability and structural integrity of the works and adjoining property during the contract.	
	7 Occupied premises.	(1) Extent existing buildings will be occupied and/or used during the contract. (2) Method of working. (3) Requirements in respect of overtime working.	
	8 Passes.	(1) Details of controlled areas. (2) Procedures for obtaining and returning passes.	
	9 Occupier's rules and regulations.	(1) General requirements. (2) Location of rules and regulations. (3) Arrangements for inspection.	
	10 Use of mobile telephones.	Requirements relating to use of mobile telephones on-site.	
	11 Employer's representatives site visits.	(1) Safety requirements. (2) Protective clothing and/or equipment requirements.	
	12 Working precautions/restrictions.	(1) Details of hazardous areas. (2) Permit to work requirements.	
2 Protection against	1 Explosives.	(1) Use. (2) Details of restrictions.	



Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	2 Noise consent by local authority.	(1) General requirements.	
	3 Noise control.	(2) Special requirements.	
	4 Pollution control.		
	5 Pesticides.	(1) Use. (2) Details of restrictions. (3) Disposal requirements. (4) Operatives competency requirements.	
	6 Nuisance.	(1) General requirements.	
	7 Asbestos containing materials (ACM)s.	(2) Special requirements.	
	8 Antiquities.		
	9 Fire prevention.	(1) General requirements. (2) Details of standards to which contractor is to comply.	
	10 Smoking on-site.	(1) General requirements.	
	11 Burning on-site.	(2) Special requirements.	
	12 Moisture.	(1) Requirements for preventing wetness and dampness. (2) Requirements for drying out.	
	13 Infected timber/contaminated materials.	General requirements.	
	14 Waste.	(1) Definition of waste. (2) General requirements, including minimizing waste, removing waste and excluding waste from voids and cavities in the construction. (3) Requirements in respect of 'site waste management plans' (SWMP). (4) Documentation requirements. (5) Details of key performance indicator (KPI) data to be provided. (6) Information and documentation submission requirements.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	15 Electromagnetic interference.	General requirements.	
	16 Laser equipment.		
	17 Power actuated fixing systems.		
	18 Invasive species.	(1) General requirements for the prevention of invasive species (e.g. plants and animals). (2) Details of any special precautions required. (3) Requirements in respect of discovery and reporting.	
3 Protection	1 Existing services.	(1) Requirements in respect of notifying services authorities, statutory undertakers and/or adjoining adjacent owners. (2) Requirements for identification of existing services. (3) Requirements should damage occur to existing services. (4) Other requirements.	
	2 Roads and footpaths.	(1) General requirements. (2) Requirements should damage occur to existing roads and/or footpaths. (3) Other requirements.	
	3 Existing topsoil and subsoil.	(1) Requirements for preventing over compaction of existing topsoil and subsoil. (2) Details of protective measures.	
	4 Retained trees, shrubs and grassed areas.	(1) Details of protective measures. (2) Requirements should damage occur to retained trees, shrubs and grassed areas. (3) Other requirements.	
	5 Areas of retained trees.	Details of protective measures.	
	6 Wildlife species and habitats.	(1) General requirements. (2) Details of protective measures. (3) Other requirements.	
	7 Existing features.	(1) Details of protective measures. (2) Special requirements.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	8 Existing work.	(1) Details of protective measures. (2) Requirements for removing and replacing existing work.	
	9 Building interiors.	Details of protective measures.	
	10 Existing furniture, fittings and equipment.	(1) Details of protective measures. (2) Extent of removal work to be carried out by the employer.	
	11 Especially valuable and vulnerable items.	(1) Details of protective measures. (2) Extent of removal work to be carried out by the employer.	
	12 Adjoining property.	Permission requirements.	
	13 Adjoining property restrictions.	(1) Precautions to be taken by the contractor. (2) Consequence of damage.	
	14 Existing structures.	General requirements.	
	15 Materials for recycling and/or reuse.	(1) Sorting and damage prevention requirements. (2) Storage requirements.	

### 1.10 Employer's requirements: Specific limitations on method, sequence and timing

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 General		Statement explaining that limitations described in this section of the preliminaries bill are supplementary to limitations described or implicit in information given in other sections or on the drawings.	
2 Design constraints		Details of any design constraints.	
3 Method/sequence of work		Specific limitations relating to method and sequence of working, including phasing requirements to be included in the programme.	
4 Use or disposal of materials found		Specific limitations.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
5 Use or disposal of materials found		Specific limitations.	
6 Working hours		(1) Definition of work hours. (2) Definition of normal working hours.	
7 Completion of any section or part of the works	1 Employer requirements for possession.	(1) General requirements. (2) Special requirements.	
	2 Remainder of the works.	Requirements in respect of: (1) Provision of services. (2) Fire precautions. (3) Means of escape and safe access. (4) Other requirements.	

### 1.11 Employer's requirements: Site accommodation/services/facilities/temporary work

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Generally	1 Spoil heaps, temporary works and services.	Requirements in respect of the siting of spoil heaps and the maintenance, alteration, movement and removal of temporary works.	
2 Site accommodation	1 Room for meetings.	(1) Specific requirements, including furniture and equipment, to be stated.	
	2 Site offices.	(2) Cleaning and maintenance requirements.	
	3 Off-site offices/room for meetings.	(1) Specific requirements, including furniture and equipment. (2) Preparatory works, including painting, decoration and applied finishings (e.g. carpet). (3) Cleaning and maintenance requirements.	
	4 Sanitary accommodation.	Specific requirements, including furniture and equipment.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	5 Use of accommodation/land not included in the site.	(1) Identification of accommodation and or land that may be used by the contractor for the duration of the contract without charge. (2) Limitations/restrictions on use. (3) Requirements for temporary adaptations. (4) Cleaning and maintenance requirements. (5) Accommodation/land use. (6) Location of accommodation/land. (7) Reinstatement requirements on vacation of accommodation/land.	
	6 Car parking.	Specific requirements for the provision of car parking for representatives of the employer.	
3 Services and facilities	1 Lighting.	Specific requirements for the provision temporary lighting for finishing work and inspection.	
	2 Lighting and power.	(1) Requirements in respect of: (a) Use of employer's mains supply. (b) Responsibility for continuity of supply. (2) Metering requirements. (3) Location of supply point. (4) Available capacity, frequency, phase and current type. (5) Conditions/restrictions imposed on the contractor.	
	3 Water.	(1) Requirements to be stated in respect of (a) Use of employer's mains supply. (b) Responsibility for continuity of supply. (2) Metering requirements. (3) Source of supply. (4) Location of supply point. (5) Conditions/restrictions imposed on the contractor.	
	4 Contractor's on-site telephones.	(1) Date to be installed. (2) Responsibility for paying installation and all rental charges, including paying the cost of calls. (3) Requirements for disseminating telephone number. (4) Other requirements.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	5 Mobile telephones.	Requirements in respect of: (1) Contractor's staff required to be provided with mobile telephones. (2) Responsibility for paying installation and all rental charges, including paying the cost of calls. (3) Requirement for disseminating telephone numbers. (4) Other requirements.	
	6 Telephones.	(1) System requirements. (2) Date to be installed. (3) Responsibility for paying installation and all rental charges, including paying the cost of calls. (4) Other requirements.	
	7 Fax installation.	(1) System requirements. (2) Date to be installed. (3) Responsibility for paying installation and all rental charges, including paying the cost of calls. (4) Other requirements.	
	8 Computers.	(1) System requirements, including computers, software, printers, cables and consumables. (2) Responsibility for paying the cost of consumables. (3) Date to be installed. (4) Other requirements.	
	9 Email and internet facilities.	(1) System requirements. (2) Date to be installed. (3) Responsibility for paying installation and all rental charges. (4) Other requirements.	
	10 Photocopier:	Employer's requirements.	
	11 Temperature and humidity.	Levels to be maintained by the contractor.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	12 Use of permanent heating systems.	(1) Confirmation or otherwise that the contractor is permitted to use permanent heating systems for drying out the works, services and controlling temperature and humidity levels. (2) Requirements for operation, maintenance and remedial work. (3) Requirements for contractor to arrange supervision of use by subcontractor and indemnification of subcontractor. (4) Other requirements.	
	13 Beneficial use of permanent installed systems.	Details of services systems, including lifts and sanitary installations, which can be used by the contractor to complete the works.	
	14 Meter readings.	Requirements for obtaining meter readings.	
	15 Thermometers.	Requirements for providing maximum and minimum thermometers for measuring atmospheric shade temperature.	
	16 Surveying equipment.	Requirements for providing surveying equipment.	
	17 Personal protective equipment.	Specific requirements for those acting on behalf of the employer.	
	18 Other requirements.	Specific requirements.	
4 Temporary works	1 Roads, hard standings and footpaths.	Requirements in respect of permanent roads, hard standings and footpaths on the site, including restrictions on use and protective and/or remedial measures.	
	2 Temporary works.	Specific requirements (e.g. fences, hoardings, screens and roofs).	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	3 Temporary protection measures to existing trees/vegetation.	(1) Location of temporary protection (by reference to drawing) (2) Standards of protective barriers and any other applicable physical protection measures. (3) Design details of physical protection measures (by reference to drawing). (4) Areas of structural landscaping to be protected from construction operations. (5) Requirements for maintaining integrity of protection for the duration of the works. (6) Requirements for removing protection on completion of the works.	
	4 Name boards.	Specific requirements.	
	5 Advertising.		
	6 Other requirements.		

## 1.12 Employer's requirements: Operation/maintenance of finished building

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Operation and maintenance manual	1 Generally.	(1) Purpose. (2) Scope. (3) Responsibility for preparation. (4) Information to be provided by others. (5) Review process. (6) Number of copies. (7) Latest date for submission of final manual. (8) As-built/as-installed drawings: (a) format and standard (b) number of copies.	The operation and maintenance information, the health and safety file, and all other information can be combined as a single document. In this case, the document can be referred to as the 'building manual'.
	2 Content.	Specific requirements.	



Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
2 Health and safety file	1 Generally.	(1) Purpose. (2) Scope. (3) Responsibility for preparation. (4) Information to be provided by the contractor, where not responsible for preparation. (5) Review process. (6) Number of copies. (7) Latest date for submission of final file.	
	2 Content.	Specific requirements.	
3 Web-based information management system		Specific requirements.	
4 Presentation of documents	1 Operation and maintenance manual.	Specific requirements in respect of format and presentation.	
	2 Health and safety file.		
	3 Other documents.	Specific requirements.	
5 Other employer specific requirements	1 Maintenance services.	Specific requirements for post completion maintenance (planned and reactive).	
	2 Information for commissioning services.	Specific requirements.	
	3 Training.		
	4 Spare parts.		
	5 Tools.		
6 Other information		Specific requirements.	

# I Preliminaries (main contract)

## Part B: Pricing schedule

### I.1 Employer's requirements

#### I.1.1 Site accommodation

Component	Included/notes on pricing	Unit	Pricing method	Excluded
I Site accommodation	Site accommodation for the employer and the employer's representatives where separate from main contractor's site accommodation, including: <ul style="list-style-type: none"> <li>– site offices.</li> <li>– sanitary accommodation.</li> <li>– welfare facilities.</li> <li>– foundations to site accommodation.</li> <li>– temporary drainage to accommodation.</li> <li>– temporary services.</li> <li>– intruder alarms.</li> </ul> Type and extent of accommodation to be provided to be stated; with each type separately quantified.	item	Fixed charge.	Site accommodation, furniture and equipment, telecommunication and IT systems for the employer and the employer representatives where an integral part of the main contractor's site accommodation (included in section I.2: in contractor's cost items, as appropriate).
	1 Bringing to site and installing, including all temporary drainage, services and intruder alarms.			
	2 Adaptations/alterations during works.			
	3 Dismantling and removing from site, including rectifying any damage.	weeks	Time-related charge.	
	4 Maintaining.			
	5 Cleaning.			
	6 Charges.			
	7 Off-site rented temporary accommodation.	item	Fixed charge.	
8 Rectifying damage to off-site rented temporary accommodation.				

Component	Included/notes on pricing	Unit	Pricing method	Excluded
2 Furniture and equipment	Furniture and equipment for the employer and the employer's representatives where separate from main contractor's site accommodation. For example, desks, chairs, meeting table and chairs, cupboards, kettles, coffee maker; photocopier and consumables.			
	1 Bringing to site and installing.	item	Fixed charge.	
	2 Cleaning.	week	Time-related charge.	
	3 Charges.			
4 Dismantling and removing from site.	item	Fixed charge.		
3 Telecommunications and IT systems	Telecommunication and IT systems for the employer and the employer's representatives where separate from main contractor's site accommodation, including telephones, fax machines, photocopier, computers, printers and consumables.			
	1 Purchase charges.	nr	Fixed charge.	
	2 Hire charges.	week	Time-related charge.	
3 Consumables.				

### 1.1.2 Site records

Component	Included	Unit	Pricing method	Excluded
1 Site records	1 Operation and maintenance manuals.	item	Fixed charge.	
	2 Compilation of health and safety file.			
2 Web-based information management system	1 Provision of system.			
	2 Uploading of data.			
	3 Training of building user's staff in the operation of the web-based management system.			

### 1.1.3 Completion and post-completion requirements

Component	Included	Unit	Pricing method	Excluded
1 Handover requirements	1 Training of building user's staff in the operation and maintenance of the building engineering services systems.	item	Fixed charge.	
	2 Provision of spare parts for maintenance of building engineering services.			
	3 Provision of tools and portable indicating instruments for the operation and maintenance of building engineering services systems.			
2 Operation and maintenance services	1 Operation and maintenance of building engineering services installations, mechanical plant and equipment and the like during the defects liability period, period for rectifying defects, maintenance period or other specified period (i.e. additional services that are normally required by the contract).	week	Time-related charge.	
3 Landscape management services	1 Maintenance of internal and external planting.			

## 1.2 Main Contractor's cost items

### 1.2.1 Management and staff

Component	Included	Unit	Pricing method	Excluded
1 Project-specific management and staff	Main contractor's project specific management and staff such as:	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	1 Security staff (included in section 1.2.4: Security).
	1 Project manager/director.			
	2 Construction manager.			
	3 Supervisors, including works/trade package managers, building services engineering managers/co-ordinators and off-site production managers.			
	4 Health and safety manager/officers.			
5 Commissioning manager (building engineering services).				

Component	Included	Unit	Pricing method	Excluded
	6 Planning/programming manager and staff. 7 Senior/managing quantity surveyor. 8 Project/package quantity surveyors. 9 Procurement manager. 10 Design manager. 11 Project engineers. 12 Environmental manager. 13 Temporary works design engineers. 14 Materials management staff (e.g. storeman). 15 Administrative staff, including secretary, document controllers, finance clerks and the like. 16 Other management and staff.			
2 Visiting management and staff	1 Managing director; regional director; operations director; commercial director and the like. 2 Quality manager. 3 Contracts/commercial manager. 4 Health and safety manager. 5 Environmental manager/consultant. 6 Other visiting management and staff.			1 Visiting management and staff for which an allowance has been made within the main contractor's overheads.
3 Extraordinary support costs	1 Legal advice costs (i.e. solicitors). 2 Recruitment costs. 3 Team building costs. 4 Other extraordinary support costs. 5 Day transport. 6 Personnel transport (i.e. transportation of work operatives to site).	item     week (number of days per week by number of weeks)	Fixed charge.    Time-related charge.	1 Extraordinary support costs for which an allowance has been made within the main contractor's overheads.

Component	Included	Unit	Pricing method	Excluded
	7 Temporary living accommodation (e.g. long/medium term accommodation costs).	week (number of staff by number of days per week by number of weeks)		
	8 Subsistence payments.			
	9 Out of normal hours working, including non-productive overtime allowances.			
4 Staff travel	Costs associated with off-site visits such as: 1 Visits to employer's and consultants' offices.	nr (number of occasions)	Fixed charge.	
	2 Visits to subcontractors' offices/works.			
	3 Overseas visits.			
	4 Accommodation charges and overnight expenses.			

### 1.2.2 Site establishment

Component	Included	Unit	Pricing method	Excluded
1 Site accommodation	Main contractor's and common user temporary site accommodation such as: <ul style="list-style-type: none"> <li>– offices.</li> <li>– conference/meeting rooms.</li> <li>– canteens and kitchens.</li> <li>– drying rooms.</li> <li>– toilets and washrooms.</li> <li>– first aid room.</li> <li>– laboratories.</li> <li>– workshops.</li> <li>– secure stores.</li> <li>– compounds, including containers for material storage.</li> <li>– security control room.</li> <li>– stairs and office staging.</li> </ul> Type and extent of accommodation to be provided to be stated, with each type separately quantified.			<ul style="list-style-type: none"> <li>1 Employer's accommodation, where not an integral part of the main contractor's site accommodation (included in section 1.1.1: Site accommodation).</li> <li>2 Temporary bases, foundations and provision of drainage and services to temporary site accommodation (included in component 1.2.2.2: Temporary works in connection with site establishment).</li> <li>3 Service provider's charges for temporary services (included in section 1.2.12: Fees and charges).</li> <li>4 Rates for temporary services (included in section 1.2.12: Fees and charges).</li> </ul>

Component	Included	Unit	Pricing method	Excluded
	1 Purchase charges.	item	Fixed charge.	
	2 Hire charges.	week	Time-related charge.	
	3 Employer's accommodation, where an integral part of the main contractor's site accommodation.			
	4 Delivery of temporary site accommodation to site, erection, construction and removal.	item	Fixed charge.	
	5 Temporary accommodation made available by the employer.	week	Time-related charge.	
	6 Intruder alarms.	item	Fixed charge.	
	7 Land/property rental where site accommodation located off-site.	week	Time-related charge.	
	8 Alterations and adaptations to site accommodation, including partitioning, doors, painting and decorating, and the like.	item	Fixed charge.	
	9 Relocation and alterations of temporary accommodation during construction stage.			
	10 Reinstating temporary site accommodation to original condition prior to removal from site.			
	11 Removal of site accommodation and temporary works in connection with site accommodation.			
2 Temporary works in connection with site establishment	1 Temporary bases and foundations for site accommodation, including maintenance and reinstatement of existing surfaces on completion of the works.	m <sup>2</sup>	1 Fixed charge. 2 Time-related charge.	1 Provision of temporary services to site establishment (included in section 1.2.3: Temporary services).
	2 Connections to temporary service, including maintenance and removal on completion of the works.	nr		2 Provision of temporary drainage to site establishment (included in section 1.2.3: Temporary services).
	3 Connections to temporary drainage, including maintenance and removal on completion of the works.	nr		3 Hoardings, fans, fencing and the like to site boundaries and to form site compounds (included in section 1.2.4: Security (Hoardings, fences and gates)).
	4 Temporary site roads, paths and pavings (including on-site car parking), including reinstatement of existing surfaces on completion of the works.	m		
	5 Temporary surface water drainage to temporary site roads, paths and pavements, including maintenance and removal on completion of the works.	m		

Component	Included	Unit	Pricing method	Excluded
3 Furniture and equipment	1 Workstations for staff, including maintenance.	nr	1 Fixed charge. 2 Time-related charge.	1 Telephone and fax installations (included in section 1.2.3:Temporary services). 2 Computers and IT associated equipment (included in component 1.2.2.4: IT systems).
	2 General office furniture, including maintenance.	item		
	3 Conference/meeting room furniture, including maintenance.			
	4 Photocopiers, including purchase/rental, maintenance and other running costs.			
	5 Canteen furniture, including maintenance.			
	6 Canteen equipment, including purchase/rental, maintenance and other running costs.			
	7 Floor coverings, including maintenance.			
	8 Water dispensers, including purchase/rental, maintenance and other running costs.			
	9 Heaters, including maintenance of heaters.			
	10 Other office equipment, including maintenance.			
	11 Removal of furniture and equipment.			
	12 Maintenance furniture and floor covering.			



Component	Included	Unit	Pricing method	Excluded
4 IT systems	1 Computer hardware, including purchase/rental, installation, initial set up, maintenance and running costs, such as: – desktop computers and laptop computers. – CAD stations. – server and network equipment. – printers and plotters. – other computer system hardware.	item	1 Fixed charge. 2 Time-related charge.	1 Computer and printer consumables (included in component 1.1.2.5: Consumables and services). 2 Document management, including electronic data management systems (EDMS) (included in component 1.1.2.6: Brought in services).
	2 Software and software licences.			
	3 Modem lines, modems and connections (i.e. email and internet capability).			
	4 WAN lines and connections (if on WAN).			
	5 Line rental charges.	week	Time-related charge.	
	6 Internet/website addresses.	nr	Fixed charge.	
	7 Internet service provider (ISP) charges.			
	8 Line calls charges.	week	Time-related charge.	
	9 IT support and maintenance.			
5 Consumables and services	1 Stationery.	week	Time-related charge.	
	2 Computer and printer consumables (e.g. ink cartridges).			
	3 Postage.			
	4 Courier charges.			
	5 Tea, coffee, water bottles and the like.			
	6 First aid consumables.			
	7 Photocopier consumables (e.g. paper and toners).			
	8 Fax consumables (e.g. paper and toners).			
	9 Drawing printer consumables (e.g. ink cartridges).			

Component	Included	Unit	Pricing method	Excluded
6 Brought-in services	Services outsourced by the main contractor such as:	week	Time-related charge.	
	1 Catering.			
	2 Equipment maintenance.			
	3 Document management, including management information systems and electronic data management systems (EDMS).			
	4 Printing (purchasing), including reports and drawings.			
	5 Staff transport.			
	6 Off-site parking charges.			
	7 Meeting room facilities.			
	8 Photographic services.			
9 Other.				
7 Sundries	1 Main contractor's signboards.	item	Fixed charge.	
	2 Safety and information notice boards.			
	3 Fire points.			
	4 Shelters.			
	5 Tool stores.			
	6 Crane signage.			
	7 Employer's composite signboards.			

### 1.2.3 Temporary services

Component	Included	Unit	Pricing method	Excluded
1 Temporary water supply	1 Temporary connections.	nr	1 Fixed charge. 2 Time-related charge.	
	2 Distribution equipment, installation and adaptations.	item		
	3 Meter charges.	week		
2 Temporary gas supply	1 Gas connection.	nr	1 Fixed charge. 2 Time-related charge.	
	2 Distribution equipment, installation and adaptations.	item		
	3 Charges.	week		
	4 Bottled gas.			
3 Temporary electricity supply	1 Temporary connections.	nr	Fixed charge.	
	2 Temporary electrical supply for tower cranes.	item		
	3 Charges – power consumption for site establishment.	item	Time-related charge.	
	4 Charges – power consumption for the works.			
	5 Distribution equipment, installation and adaptations.	item	Fixed charge.	
	6 Attendance.	nr (number of man hours per week by number of weeks)	Time-related charge.	
	7 Uninterrupted power supply (UPS).	item	Fixed charge.	
	8 Temporary substation modifications.			
4 Temporary telecommunication systems	1 Landlines (including connection and rental charges), including: – telephone and fax lines – ISDN lines.	item	1 Fixed charge. 2 Time-related charge.	1 Fax consumables (included in component 1.1.2.5: Consumables and services).
	2 Telephone and facsimile equipment (including connection and rental charges), including: – PABX equipment. – handsets, including purchase or rental. – fax machines, including purchase or rental. – installation of equipment. – maintenance of equipment.			

Component	Included	Unit	Pricing method	Excluded
	3 Mobile (cellular) phones, including: <ul style="list-style-type: none"> <li>– mobile phones, including purchase or rental and connection charges.</li> <li>– spare batteries.</li> <li>– mobile phone charges.</li> </ul>			
	4 Telephone charges, including: <ul style="list-style-type: none"> <li>– telephone call charges.</li> <li>– fax charges.</li> <li>– fax and telephone consumables.</li> </ul>			
	5 Radios (including purchase or rental charges), including: <ul style="list-style-type: none"> <li>– base set.</li> <li>– handsets and chargers.</li> <li>– repairs and maintenance.</li> <li>– licences.</li> <li>– spare batteries.</li> </ul>			
5 Temporary drainage	1 Temporary mains.	item	1 Fixed charge.	
	2 Septic tanks.	nr	2 Time-related charge.	
	3 On-site treatment plant.	item		
	4 Holding tanks.	nr		
	5 Sewage pumping.			
	6 Distribution pipework, etc.	item		
	7 Drainage installation and adaptations.			
	8 Disposal charges (i.e. rates).	week	Time-related charge.	
	9 Disposal costs (i.e. tanker charges).			

### 1.2.4 Security

Component	Included	Unit	Pricing method	Excluded
1 Security staff	1 Security guards (day and night).	nr (number of staff by number of man hours per week by number of weeks).	Time-related charge.	1 Security staff accommodation (included in section 1.1.2: Site establishment).
	2 Watchmen (day and night).			
2 Security equipment	1 Site pass issue equipment, including maintenance and removal.	item	1 Fixed charge. 2 Time-related charge.	
	2 Site pass consumables.			
	3 CCTV surveillance installation, including maintenance and removal.			
	4 Temporary vehicle control barriers, including maintenance and removal.	nr		
3 Hoardings, fences and gates	1 Perimeter hoardings and fencing and the like to site boundaries and to form site compounds.	m	1 Fixed charge. 2 Time-related charge.	
	2 Access gates, including frames and ironmongery.	nr		
	3 Painting of hoardings, fencing, gates, and the like.	m		
	4 Temporary doors.	nr		
	5 Modification to line of hoarding and fencing during construction.			
	6 Dismantling and removal of hoarding, fencing, gates, and the like.	m		

### I.2.5 Safety and environmental protection

Component	Included	Unit	Pricing method	Excluded
1 Safety programme	Works required to satisfy requirements of CDM Regulations: 1 Health and safety manager/officers.	nr (number of staff by number of man hours per week by number of weeks)	Time-related charge.	1 Health and safety manager/officers (included in section 1.2.1: Management and staff). 2 Welfare facilities (included in section 1.2.2: Site establishment).
	2 Safety audits, including safety audits carried out by external consultant.	nr	1 Fixed charge. 2 Time-related charge.	
	3 Staff safety training.	item		
	4 Site safety incentive scheme.			
	5 Notices and information to neighbours.			
	6 Personal protective equipment (PPE), including for employer and consultants.	nr (sets)		
	7 PPE for multi-service gangs.			
	8 Fire points.	nr		
	9 Temporary fire alarms.			
	10 Fire extinguishers.			
	11 Statutory safety signage.	item		
	12 Nurse.	nr (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	13 Traffic marshals.			
2 Barriers and safety scaffolding	1 Guard rails and edge protection (e.g. to edges of suspended slabs and roofs).	item	1 Fixed charge. 2 Time-related charge.	
	2 Temporary staircase balustrades (i.e. to new staircases during construction).			
	3 Lift shaft protection.			
	4 Protection to holes and openings in ground floor slabs, suspended slabs and the like.			
	5 Debris netting/plastic sheeting.			

Component	Included	Unit	Pricing method	Excluded
	6 Fan protection.	item	1 Fixed charge. 2 Time-related charge.	
	7 Scaffold inspections.	nr		
	8 Hoist run-offs.	item		
	9 Protective walkways.			
	10 Other safety measures.			
3 Environmental protection measures	1 Control of pollution.	item	1 Fixed charge. 2 Time-related charge.	
	2 Residual control of noise.			
	3 Environmental monitoring.			
	4 Environmental manager/consultant.	nr (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	5 Environmental audits, including safety audits carried out by external consultant.	nr	1 Fixed charge. 2 Time-related charge.	

### 1.2.6 Control and protection

Component	Included	Unit	Pricing method	Excluded
1 Survey, inspections and monitoring	1 Surveys.	item	1 Fixed charge. 2 Time-related charge.	1 Environmental monitoring (included in section 2.2.5: Safety and environmental protection).
	2 Topographical survey.			
	3 Non-employer dilapidation survey.			
	4 Structural/dilapidations survey adjoining buildings.			
	5 Environmental surveys.			
	6 Movement monitoring.			
	7 Maintenance and inspection costs.			

Component	Included	Unit	Pricing method	Excluded
2 Setting out	1 Setting out primary grids.	item	1 Fixed charge. 2 Time-related charge.	
	2 Grid transfers and level checks.			
	3 Maintenance of grids.			
	4 Take over control and independent checks (i.e. on change of subcontractors).			
	5 Instruments for setting out.			
3 Protection of works	1 Protection of finished works to project handover.	item	1 Fixed charge. 2 Time-related charge.	
	2 Protection of stairs, balustrades and the like works to project handover.			
	3 Protection of fittings and furnishings works to project handover.			
	4 Protection of entrance doors and frames works to project handover.			
	5 Protection of lift cars and doors works to project handover.			
	6 Protection of specifically vulnerable products to project handover.			
	7 Protection of all sundry items.			
4 Samples	1 Provision of samples.	item	1 Fixed charge. 2 Time-related charge.	
	2 Provision of sample room.			
	3 Mock-ups and sample panels.			
	4 Testing of samples/mock-ups, including testing fees.			
	5 On-site laboratory equipment.			
	6 Mock-ups of prefabricated units (e.g. residential units, student accommodation units, hotel accommodation and the like).			
5 Environmental control of building	1 Dry out building.	item	1 Fixed charge. 2 Time-related charge.	
	2 Temporary heating/cooling.			
	3 Temporary waterproofing, including over roofs.			
	4 Temporary enclosures.			



## 1.2.7 Mechanical plant

Component	Included	Unit	Pricing method	Excluded
1 Generally	Common user mechanical plant and equipment used in construction operations.			Plant and equipment used for specific construction operations, such as: <ol style="list-style-type: none"> <li>1 Earthmoving plant.</li> <li>2 Piling plant.</li> <li>3 Paving and surfacing plant.</li> <li>4 Wheel spinners, and road sweepers (included in section 1.2.11: Cleaning).</li> <li>5 Access scaffolding (included in section 1.2.8: Temporary works).</li> </ol>
2 Tower cranes	Type of craneage to be provided shall be stated; with each type separately quantified.			1 Temporary electrical supply to tower crane (included in section 1.2.3: Temporary services).
	1 Hire charges.	week	Time-related charge.	
	2 Crane operator.	week (number of staff by number of man hours per week by number of weeks)		
	3 Overtime for crane and operator.			
	4 Piles for tower crane bases, including maintenance removal.	nr	1 Fixed charge. 2 Time-related charge.	
	5 Temporary bases for tower cranes, including anchors, maintenance; removal and reinstatement on completion (size, in m <sup>2</sup> , to be stated).			
	6 Ties.	week	Time-related charge.	
	7 Connections to temporary electrical supply.	nr	Fixed charge.	
	8 Bring to site, erection, test and commission.			
	9 Periodic safety checks/inspections.	week	Time-related charge.	
10 Dismantling and removing from site.	nr	Fixed charge.		

Component	Included	Unit	Pricing method	Excluded
	11 Other costs specific to tower crane such as: <ul style="list-style-type: none"> <li>– chain pack and sundries</li> <li>– relief operator</li> <li>– banksman</li> <li>– man cage.</li> </ul>	item	1 Fixed charge. 2 Time-related charge.	
	12 Temporary voids in building structure for craneage, hoists and the like including filling voids after removal.	nr	Fixed charge.	
3 Mobile cranes	Type of craneage to be provided shall be stated; with each type separately quantified.		1 Fixed charge. 2 Time-related charge.	
	1 Mobile crane hire charges, including driver/operator charges.	week		
	2 Attendance.	nr (number of man hours per visit by number of visits)		
	3 Other costs specific to mobile crane hire.	item		
4 Hoists	Type of hoist to be provided shall be stated; with each type separately quantified.			1 Temporary services to hoist installations (included in section 1.2.3: Temporary services).
	1 Goods and passenger hoists, including protection cages and embedment frames.	week	Time-related charge.	
	2 Hoist bases.	nr	1 Fixed charge. 2 Time-related charge.	
	3 Bringing to site, erecting, testing and commissioning.	nr	Fixed charge.	
	4 Dismantling and removing from site.			
	5 Protection systems.	item	1 Fixed charge. 2 Time-related charge.	
	6 Hoist operator, including overtime.	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	7 Beam hoists.	item	1 Fixed charge. 2 Time-related charge.	

Component	Included	Unit	Pricing method	Excluded
	8 Periodic safety checks/inspections.	month	Time-related charge.	
	9 Other costs specific to temporary hoist installations.	item	1 Fixed charge. 2 Time-related charge.	
5 Access plant	1 Folk lifts.	week	1 Fixed charge. 2 Time-related charge.	
	2 Scissor lifts.			
	3 Loading platforms.			
	4 Maintenance of mechanical access equipment.			
	5 Other costs specific to mechanical access equipment.	item		
6 Concrete plant	1 Concrete plant.	week	1 Fixed charge. 2 Time-related charge.	1 Temporary service to concrete plant (included in section 1.2.3:Temporary services).
	2 Plant operator:	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	3 Overtime for plant and operator:			
	4 Bases for concrete plant.	nr	1 Fixed charge. 2 Time-related charge.	
	5 Power connections, including cabling and statutory undertaker's charges for temporary connection to their supply.	nr	1 Fixed charge. 2 Time-related charge.	
	6 Bring to site, erection, test and commission.	nr	Fixed charge.	
	7 Maintenance of concrete plant.	week	Time-related charge.	
	8 Dismantling and removing from site.	nr	Fixed charge.	

Component	Included	Unit	Pricing method	Excluded
7 Other plant	1 Small plant and tools.	week	Time-related charge.	

### 1.2.8 Temporary works

Component	Included	Unit	Pricing method	Excluded
1 Access scaffolding	Common user access scaffolding (type of access scaffolding to be specified): <ul style="list-style-type: none"> <li>– access scaffolding to elevations, lift shafts and the like, including: fans and mesh screens.</li> <li>– structural scaffolding (e.g. to party walls).</li> <li>– birdcage scaffolding.</li> <li>– cantilever access scaffolding.</li> <li>– staircase platforms.</li> <li>– primary loading platforms.</li> <li>– travelling access platforms.</li> </ul>			1 Scaffolding specific to works packages (included in appropriate element or sub-element). 2 Scaffold inspections (included in sub-element 1.2.5: Safety and environmental protection).
	1 Bringing to site, erecting and initial safety checks.	nr	Fixed charge.	
	2 Hire charges.	week	Time-related charge.	
	3 Altering and adapting during construction.	nr	Fixed charge.	
	4 Dismantling and removing from site.			

Component	Included	Unit	Pricing method	Excluded
2 Temporary works	Common user temporary works: <ul style="list-style-type: none"> <li>– support scaffolding and propping.</li> <li>– crash decks.</li> <li>– temporary protection to existing trees and/or vegetation.</li> <li>– floodlights.</li> </ul>	nr	Fixed charge.	<ul style="list-style-type: none"> <li>1 Temporary works design (included in section 1.1.1: Management and staff).</li> <li>2 Temporary bases, drainage and services to site accommodation (included in section 1.2.2: Site establishment).</li> <li>3 Temporary roads, paths and pavement, including on-site car parking (included in section 1.2.2: Site establishment (i.e. Builder's work in connection with site accommodation)).</li> <li>4 Hoardings, fans, fencing and the like to site boundaries and to form site compounds (included in section 1.2.4: Security (hoardings, fences and gates).</li> <li>5 Temporary earthwork support basement excavations.</li> <li>6 Temporary props and walings to support contiguous bored pile wall of basement excavations.</li> <li>7 Traffic management, including traffic marshals and temporary traffic lights (included in section 1.2.5: Safety and environmental protection).</li> </ul>
	1 Bringing to site, erecting and initial safety checks.			
	2 Hire charges.	week	Time-related charge.	
	3 Altering and adapting during construction.	nr	Fixed charge.	
4 Dismantling and removing from site.				

### 1.2.9 Site records

Component	Included	Unit	Pricing method	Excluded
1 Site records	Unless otherwise indicated, costs associated with the following shall be deemed to be included in management and staff costs: <ul style="list-style-type: none"> <li>1 Photography: <ul style="list-style-type: none"> <li>– camera purchase.</li> <li>– consumables.</li> <li>– printing and presentation.</li> </ul> </li> </ul>	item	<ul style="list-style-type: none"> <li>1 Fixed charge.</li> <li>2 Time-related charge.</li> </ul>	

Component	Included	Unit	Pricing method	Excluded
	2 Works records: <ul style="list-style-type: none"> <li>– progress reporting.</li> <li>– site setting out drawings.</li> <li>– condition surveys and reports.</li> <li>– operation and maintenance manuals.</li> <li>– as-built/installed drawings and schedules.</li> <li>– co-ordinating, gathering and compiling health and safety information and presentation to CDM co-ordinator.</li> <li>– compilation of health and safety file (if required).</li> </ul>			

#### 1.2.10 Completion and post-completion requirements

Component	Included	Unit	Pricing method	Excluded
1 Testing and commissioning plan	Costs associated with the following shall be deemed to be included in section 1.2.1: Management and staff costs: <ol style="list-style-type: none"> <li>1 Preparation of Commissioning Plan.</li> </ol>	item	1 Fixed charge. 2 Time-related charge.	1 Testing and commissioning of services.
2 Handover	Unless otherwise indicated, costs associated with the following shall be deemed to be included in section 1.2.1: Management and staff costs: <ol style="list-style-type: none"> <li>1 Preparation of Handover Plan.</li> <li>2 Training of building user's staff in the operation and maintenance of the building engineering services systems.</li> <li>3 Provision of spare parts for maintenance of building engineering services.</li> <li>4 Provision of tools and portable indicating instruments for the operation and maintenance of building engineering services systems.</li> <li>5 Pre-completion inspections.</li> <li>6 Final inspections.</li> </ol>			

Component	Included	Unit	Pricing method	Excluded
3 Post-completion services	1 Supervisory staff (employer/tenant care).	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	2 Handyman.			
	3 Minor materials and sundry items.	item	Fixed charge.	
	4 Insurances.			
	5 Other post-construction staff.	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	

### 1.2.11 Cleaning

Component	Included	Unit	Pricing method	Excluded
1 Site tidy	1 Cleaning site accommodation – internal, including cleaning telephone handsets, other office furniture and equipment and window cleaning.	week	Time-related charge.	
	2 Periodic maintenance of site accommodation, including redecoration (internal and external).			
	3 Waste management, including rubbish disposal (including compactor visits; skips and waste bins; roll-off, roll-on waste bins) and other disposal.			
	4 Pest control.			
2 Maintenance of roads, paths and pavings	1 Maintenance of temporary site roads, paths, and pavements.	week	Time-related charge.	
	2 Maintenance of public and private roads, including wheel spinners and road sweepers.			
3 Building clean	1 Final builder's clean.	item	Fixed charge.	

**1.2.12 Fees and charges**

Component	Included	Unit	Pricing method	Excluded
1 Fees	1 Building control fees, where not paid by the employer.	item	1 Fixed charge. 2 Time-related charge.	1 Building control fees, where paid by the employer. 2 Oversailing fees, where paid by the employer. 3 Scheme registration fees or similar fees, where paid by the employer.
	2 Oversailing fees, where not paid by the employer.			
	3 Considerate Constructors' Scheme fees (or alternative scheme operated by local authority).			
	4 Scheme registration fees or similar fees, where not paid by the employer.			
2 Charges	1 Rates on temporary accommodation.	week	Time-related charge.	1 Statutory undertaker's charges in connection with permanent services to the building. 2 Statutory undertaker's charges in connection with temporary services.
	2 Licences in connection with hoardings, scaffolding, gantries and the like.	item	1 Fixed charge. 2 Time-related charge.	
	3 Licences in connection with crossovers, parking permits, parking bay suspensions and the like.			

**1.2.13 Site services**

Component	Included	Unit	Pricing method	Excluded
1 Temporary works	1 Temporary works that are not specific to an element.	item/nr/m/m <sup>2</sup> /m <sup>3</sup>	1 Fixed charge. 2 Time-related charge.	1 Temporary screens in connection with minor demolition works and alteration works. 2 Supports to small openings cut into existing walls or after removal of internal walls or the like in connection with minor demolition works and alteration works. 3 Temporary or semi-permanent support for unstable structures or facades – facade retention works (i.e. structures not to be demolished).



Component	Included	Unit	Pricing method	Excluded
2 Multi-service gang	1 Ganger:	week (number of staff by number of man hours per week by number of weeks)	Time-related charge.	
	2 Labour:			
	3 Fork lift driver:			
	4 Service gang plant and transport.			

### 1.2.14 Insurance, bonds, guarantees and warranties

Component	Included	Unit	Pricing method	Excluded
1 Works insurance	1 Contractor's 'all risks' (CAR) insurance.	item	1 Fixed charge. 2 Time-related charge.	
	2 Contractor's plant and equipment insurance.			
	3 Temporary buildings insurance.			
	4 Terrorism insurance.			
	5 Other insurances in connection with the works.			
	6 Insurance premium tax (IPT).			
	7 Allowance for recovery of all or part of insurance premium excess.			
2 Public liability insurance	1 Non-negligence insurance.	item	1 Fixed charge. 2 Time-related charge.	
	2 Professional indemnity insurance.			
	3 Insurance premium tax (IPT).			
	4 Allowance for recovery of all or part of insurance premium excess.			
3 Employer's (main contractor's) liability insurance	1 Management and staff, including administrative staff.	item	1 Fixed charge. 2 Time-related charge.	
	2 Works operatives.			
	3 Insurance premium tax (IPT).			
	4 Allowance for recovery of all or part of insurance premium excess.			

Component	Included	Unit	Pricing method	Excluded
4 Other insurances	1 Employer's loss of liquidated damages.	item	1 Fixed charge. 2 Time-related charge.	
	2 Latent defects cover.			
	3 Motor vehicles.			
	4 Other insurances.			
	5 Insurance premium tax (IPT).			
	6 Allowance for recovery of all or part of insurance premium excess.			
5 Bonds	1 Tender bonds (if applicable).	item	1 Fixed charge. 2 Time-related charge.	
	2 Performance bonds.			
6 Guarantees	1 Parent company guarantees.	item	1 Fixed charge. 2 Time-related charge.	
	2 Product guarantees, insurance backed guarantees.			
7 Warranties	1 Collateral warranties.	item	1 Fixed charge. 2 Time-related charge.	
	2 Funder's warranties.			
	3 Purchaser's and tenant's warranties.			
	4 Other warranties.			

# I Preliminaries (works package contract)

## Part A: Information and requirements

### I.1 Project particulars

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
I Project particulars.	1 The project.	Short project title.	
	2 Nature of work package works.	Short description to be stated.	
	3 Location of project.	Full postal address to be stated.	
	4 Length of work package contract/sub-contract.	Period, in weeks, to be stated.	Where to be stated by the contractor; insert 'to be confirmed'.
	5 Names, addresses and points of contact of contractor, employer and consultants.	As for Preliminaries (main contract).	

### I.2 Drawings and other documents

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Drawings	1 List of drawings from which the bill of quantities was prepared.	As for Preliminaries (main contract).	Exceptions to be stated.
2 Other documents	1 Pre-construction information.	As for Preliminaries (main contract).	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	2 List of drawings and other documents relating to the work package or sub-contract but not included in the tender documents.	(1) Provide list of drawings and other documents relating to the work package or sub-contract but not included in the tender documents, which may be seen by the contractor during the tender period. (2) Document title, reference, revision, date of issue and author to be stated. (3) Details of where documents can be seen to be stated.	

### 1.3 The site and existing buildings

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 The site		(1) As for Preliminaries (main contract).	Cross reference to main contractor's preliminaries.
2 Existing buildings on or adjacent to the site		(2) Additional details relevant to the work package.	
3 Existing mains services	1 On the site. 2 Adjacent to the site.	As for Preliminaries (main contract).	
4 Health and safety hazards		As for Preliminaries (main contract).	
5 Site visits		Arrangements for site visits.	Include where information not given in the 'Conditions of Tender'.

### 1.4 Description of the Works

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 The Works		Description of the Works (or entire building project).	
2 Preparatory work by others		Description of any work that will be carried out by others under a separate contract before the start of work on site for this contract.	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
3 Subcontract work		Description for the works comprising the works package.	
4 Completion work by others			

## 1.5 The contract conditions

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Conditions of contract	1 [Form of contract title to be stated]	<p>(1) Full title of the standard or bespoke form of contract/sub-contract, including edition, revision, and standard amendments applicable.</p> <p>(2) Reference to any amendments to clauses/conditions to standard form of contract/sub-contract (see note (1)).</p> <p>(3) Reference to any supplementary or special clauses/conditions to standard form of contract/sub-contract.</p>	(1) Where bespoke or uncommon forms of contract are used, a copy is to be appended to the bill of quantities or included as part of the tender.

## 1.6 Provision, content and use of documents

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Definitions and interpretations	1 Definitions.	As for Preliminaries (main contract).	
	2 Communication.		
	3 Products.		
	4 Site equipment.		
	5 Drawings.		
	6 Contractor's choice.		
	7 Contractor's designed. works		
	8 Submit proposals.		
	9 Terms used in specification.		

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	10 Manufacturer and product references. 11 Substitution of products. 12 Cross-references. 13 Referenced documents. 14 Equivalent products. 15 Substitution of standards. 16 Currency of documents. 17 Product sizes.		
2 Documents provided on behalf of employer	1 Additional copies of drawings and documents. 2 Dimensions. 3 Measured quantities 4 The specification. 5 Divergence from the statutory requirements. 6 Employer's policy documents.	As for Preliminaries (main contract).	
3 Documents provided by the contractor; subcontractors and suppliers	1 Design and production information. 2 Drawn and other information. 3 As-built/installed drawings and information. 4 Technical literature» 5 Maintenance instructions and guarantees. 6 Code for Sustainable Homes. 7 Environmental assessment method.	As for Preliminaries (main contract).	

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
4 Document and data interchange	1 Electronic data interchange (EDI).	As for Preliminaries (main contract).	

## 1.7 Management of the works

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Employer's requirements – generally	1 Insurance.	As for Preliminaries (main contract).	
	2 Professional indemnity insurance	Specific requirements.	
	3 Insurance claims.	As for Preliminaries (main contract).	
2 Programme/progress	1 Programme.	As for Preliminaries (main contract).	
	2 Revised programme.		
	3 Commencement of work on site.		
	4 Work package contractor's progress report.		
3 Cost control	1 Removal/replacement of existing work.	As for Preliminaries (main contract).	
	2 Proposed instructions.		
	3 Measurement of covered work.		
	4 Daywork vouchers.		
	5 Interim valuations and payments.		
	6 Payment for products not incorporated into the works.		
	7 Payment for products stored off-site.		
4 Attendances	1 General attendances	Details of general attendances provided by the main contractor:	
	2 Special attendances.	method of dealing with work package contractor's additional requirements.	

## I.8 Quality standards and quality control

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Standards of products and executions	1 Incomplete information.	As for Preliminaries (main contract).	
	2 Workmanship skills.		
	3 Quality of products.		
	4 Quality of execution.		
	5 Compliance.		
	6 Inspections		
	7 Manufacturer's recommendations/instructions.		
2 Samples/approvals	1 Samples.	As for Preliminaries (main contract).	
3 Accuracy/setting out	1 Accuracy of instruments.	As for Preliminaries (main contract).	
	2 Setting out.		
	3 Appearance and fit.		
	4 Critical dimensions.		
	5 Levels of structural floors.		
	6 Record drawings.		
4 Services	1 Services regulations.	As for Preliminaries (main contract).	
	2 Water regulations/byelaws notification.		
	3 Water regulations/byelaws contractor's certificate.		
	4 Electrical installation certificate.		
	5 Gas, oil and solid fuel appliance installation certificate.		
	6 Mechanical and electrical services.		
5 Supervision/inspection/ defective work	1 Supervision.	As for Preliminaries (main contract).	
	2 Defects in existing work.		



Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	3 Proposals for rectification of defective products/executions.		
	4 Proposals for rectification of defective products/executions.		
	5 Quality control.		
6 Work at or after completion	1 Commissioning and testing.	Specific requirements.	

### 1.9 Security, safety and protection

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Security/health and safety	1 Pre-construction information.	As for Preliminaries (main contract).	
	2 Execution hazards.		
	3 Product hazards.		
	4 Occupied premises.		
	5 Passes.		
	6 Occupier's rules and regulations.		
	7 Use of mobile telephones.		
	8 Working precautions/ restrictions.		
2 Protection against	1 Noise control.	As for Preliminaries (main contract).	
	2 Pollution control.		
	3 Fuels, lubricants and hydraulic fluids.		
	4 Nuisance.		
	5 Asbestos containing materials (ACM)s.		
	6 Antiquities.		
	7 Fire prevention.		
	8 Smoking on site.		
	9 Moisture.		

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
3 Protection	10 Infected timber/contaminated materials.	As for Preliminaries (main contract).	
	11 Waste.		
	12 Electromagnetic interference.		
	1 Existing features.	As for Preliminaries (main contract).	
	2 Existing work.		
	3 Building interiors.		
4 Existing structures			
5 Materials for recycling and/or reuse.			
6 Protection of work package contractor's work.	Specific requirements.		

### 1.10 Specific limitations on method, sequence and timing

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Generally		As for Preliminaries (main contract).	
2 Use or disposal of materials			
3 Working hours		Specific requirements.	

### 1.11 Site accommodation/services/facilities/temporary works

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Services and facilities	1 Lighting and power.	As for Preliminaries (main contract).	
	2 Gas.		
	3 Water.		
	4 Mobile telephones.		

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
	5 Temperature and humidity.		
	6 Beneficial use of permanent installed systems.		
	7 Meter readings.		
	8 Other requirements.	Specific requirements.	
2 Temporary works	1 Name boards.	Specific requirements.	
	2 Advertising.		
	3 Other requirements.		

### 1.12 Operation/maintenance of finished building

Sub-heading 1	Sub-heading 2	Information requirements	Supplementary information/notes
1 Operation and maintenance manual	1 Generally.	As for Preliminaries (main contract).	The operation and maintenance information, the health and safety file, and all other information can be combined as a single document. In this case, the document can be referred to as the 'building manual'.
	2 Content.		
2 Operation and maintenance manual information		Specify information and documents to be provided.	
3 Health and safety file	1 Generally.	As for Preliminaries (main contract).	
	2 Content.		
4 Health and safety information		Specify information and documents to be provided.	
5 Other information		Specific requirements.	