



Part of the **KINOVO** Group

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Code of Construction Practice,

Builders Yard,

Lower Range Road.

Gravesend,

Kent,

DA12 2QS.

November 2021

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Section 1

General.

This Code of Construction Practice (CCP) has been prepared on behalf of Gravesend Churches Housing Association for the construction of the development at The Builders Yard, Lower Range Road, Gravesend

This CPP sets out proposed measures to minimize and mitigate construction impact on the community, Staff and other contractors and provides targets for the management of the site during the construction Phase. It is intended that the CPP remains under review during the whole of the construction phase of this project. Sequencing of the Work will be programmed once any outstanding information has been clarified and the relevant persons or Contractors have been appointed. This will be controlled by the use of a detailed short-term programme that will be reviewed as often as required and at least monthly.

The following Text contains a series of considerations that Gravesend Churches Housing Association and DCB(Kent) Ltd will need to consider throughout the project duration.

- We will need to have and agree adequate access for material and plant deliveries, DCB will need to control delivery times and lorry sizes.
- There will be a requirement for keeping local residents informed of various operations that may affect them, DCB (Kent) Ltd will carry out letter drops at relevant times to keep local residents informed.

Section 2

Description and Location of Project.

Author: DCB (Kent)Ltd.

Project Title: Builders Yard, Gravesend.

Project Value: £TBA

Location: The site is located on a disused Builders Yard between occupied properties and open land.

Nature of Project: The construction of a single 3 story block of 14 flats and associated external works with Landscaped areas and Parking.

Scope of Project.

- Phase one, Establish Site. To Include repairs to existing security fencing as required, temporary water and electrical connections, site office and welfare facilities.
- Phase Two, Groundworks, Foundations and Drainage.
- Phase Three, Construction of new Block along with all remaining external works.
- Contract Period 50 weeks.

Section 3

Construction Method Statement.

After reading the documentation, we have a comprehensive understanding of all works involved in completing this job

The project comprises:

- Construction of New Homes.
- Associated decorations, Fit-out and external cladding details
- Specialist designed scaffolding for access.
- Provision of Landscaped areas along with Access Road, Hard Surfacing and Soft Landscape works.
- Close Liaison with Client, Clients agent and Local Residents.

In addition to understanding the actual construction requirements, we fully understand the Requirement of ensuring that access to existing properties remains fully operational and that the works cause the least amount of disruption.

- Our proposed supply chain partners have worked with us on many other projects. Using contractors, we are familiar with is a tangible advantage as they are already aware of DCB's working practices.
- We will be spending considerable time with our proposed scaffolding contractor, working together on a method of access provision which is suitable for the work being undertaken, the loadings permissible, providing a safe working platform and access around the building,

Key issues that could represent risk

We have identified the following key issues that could represent risk to the project: -

- Inclement Weather could prevent progression of works and halt lifting operations for the Roof Trusses and other large items like steelwork and cladding materials.
- Inclement Weather leading to existing structure or partially complete work failing and leading to water ingress.
- Inclement Weather regarding Low temperatures and or Snow could cause works to be delayed

Procedures to be adopted in agreeing safe methods of working in advance of undertaking works.

- We will review all procedures with our independent Health & Safety Advisor H & K Safety Services our site manager will liaise with all parties including H & K and the project team. H&K will conduct a monthly detailed site inspection and review, which will be shared with the project team.
- We propose regular meetings (weekly) be arranged with all parties to ensure that all planned works are discussed and agreed by all parties involved.
- Day to day communications, we propose a daily meeting is held between the DCB site manager and on-site Sub-Contractors to discuss the immediate and short-term activities and review the H&S and operational risks and impact to ensure full compliance is achieved
- Ensure all operatives are working to the DCB safe code of conduct guidelines.

Significant equipment required for construction

- Tippers/Waste Transport – Excavate Spoil, to be removed and transported to recycling plant for reuse.
- Cranes – Cranes will be used for installing roof Trusses and metalwork and cladding. Including use of banksman whilst lifting over live access and egress routes.
- Scaffold both traditional and lightweight scaffolding may be used to provide access for the envelope works and handrails for roofing works.
- Mobile Access Platforms – May be used for accessing intermediate levels Where traditional Scaffolding is not possible or practicable.

Further points requiring consideration.

- A. Sufficient parking will need to be provided to accommodate all staff, operatives and visitor's vehicles, we will whenever possible confine contractor parking to within the site's boundaries. This will eliminate any inconsiderate parking; the location will then form part of our induction process and will be shown on our Construction Site Setup Drawing (Appendix A)
- B. All Major deliveries to site will be in line with the agreed site rules for deliveries, we will need to be involved in the scheduling of these from early in the construction phase. A traffic plan will be produced prior to commencement of construction clearly stating the routes to be used or avoided as well as identifying any local site rules and directional requirements.
- C. We propose to operate a strict booking system for all significant deliveries and limit deliveries around peak times. We would also propose that deliveries will call ahead to confirm they are on route and provide an ETA; this will then allow our site manager to confirm that access can be achieved without additional disruption. It also allows us to assess each situation closer to the proposed delivery time.

- D. To reduce impact on local residents Site working hours will be restricted to 08:00 to 17:00 (Monday to Friday), 08:00 to 13:00 on Saturday, with no working on Sunday or Public Holidays.
- E. To reduce as much as possible noise nuisance from site we will Avoid using noisy plant wherever possible. A Temporary site power connection has been applied for and will be working on site during the groundworks phase. Plant will be well maintained and fit for purpose, switching off of Plant while not in use is compulsory, throttling back will be done during idling times.

Targets

- Develop a construction and related traffic management plan.
 - Identify and clearly show any sensitive areas (e.g. schools, homes)
 - Develop a map showing delivery drivers routes to site from the main road.
 - Put Procedures in to place to prevent delivery vehicles from arriving outside of their designated time slots.
 - Make delivery drivers aware of traffic restrictions on and around the site.
 - Delivery Vehicles where possible will be asked to switch off engines while waiting to unload.
 - Vehicles will be off loaded directly on to site.
 - A designated person on site will receive all deliveries and will direct vehicles on and off the site acting as a banksman.
 - Working hours will be identified within the site Induction, the site manager will monitor.
- F. Safe and secure plant and material storage areas will be utilised as the overall site develops. These will be provided within areas which will be marked on our Construction Site Setup Drawing (Appendix A). This will when necessary be sub-divided into specific trade sections and will facilitate the safe segregation of materials (flammable / non-flammable etc) all vehicles and plant will be locked and secured at the end of each working day and keys returned each day to the site management team for safe keeping.

Targets

- There will be no Materials stacked outside of the site boundary fencing.
- We will ensure that materials are properly managed and plant storage areas are properly managed, materials will be covered whenever possible if practicable.
- We will endeavour to ensure that no wind-blown litter or debris leaves the site whenever possible.
- We will ensure that materials that are potentially hazardous are well secured
- It is a legal requirement to lock fuel outlets when they are not in use.
- Plant will be secured to prevent vandalism if possible, plant will be installed with immobilisers.
- We will seek advice from local police and take in any advice they may have regarding site security.
- If required we will install deterrents such as security lighting, warning notices and alarms.
- Materials will be orders in the correct quantities and they will arrive when they are needed to reduce the required storage time and risk of damage and theft.
- Establish in what form materials will be delivered so that the appropriate unloading plant can be arranged and space set aside.
- Select packaging materials for deliveries that can assist effective / secure storage and movement of materials on site.

G. An existing security fence is already in place, we will ensure that it is repaired and will keep it in place until the end of the project. This will provide, segregation and security. The Gates are steel mesh and will allow viewing from the outside, this will help to reduce general inquisitive nature commonly encountered with building sites.

Targets

- Ensure that the site is secure.
 - Ensure that the fencing is well secured in case of high winds.
 - Gates will be secured using high quality coded locks.
 - We will ensure that any required repairs are undertaken promptly.
 - We will clean up promptly to discourage further problems from occurring if the site experiences a problem such as vandalism or graffiti.
- H. Full wheel washing facilities will be maintained near to the access / egress point should on site conditions make it necessary.

Targets

- Frequently brush clean the wheel washing facilities.
 - Keep haul routes clear
 - Keep roads free from mud whenever possible.
- I. Dust from construction will be minimised by keeping cutting / grinding of material on site to a minimum. Where cutting or grinding is unavoidable, equipment and techniques to minimize dust will be used. All sub-contractors will be asked to include a detailed section on control of dust within their individual RAMS. All land clearing activities will be “damped down” using water suppression. Loaded lorries and skips will be covered with netting or sheeting and if required the wheels of all vehicles leaving site will be cleaned so that mud is not spread onto the surrounding roads.

- J. Appendix B contains a Draft Site Waste Management Plan, this will be managed by the site manager.

Targets

- Segregate different types of waste as it is produced and arrange for the frequent removal by a registered waste carrier.

Gravesham Borough Council

Appendix A

Construction Site Setup Drawing





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Appendix B

Site waste Management Plan

Gravesham Borough Council

DCB (Kent) Limited

Matts Hill Farm, Matts Hill Lane

Hartlip, Sittingbourne

KENT. ME9 7UY

SITE WASTE MANAGEMENT PLAN

For:

Builders Yard, Gravesend.

AT:

Lower Range Road, Gravesend.

1.00 General Details:

Client Details	
Name / Company:	Gravesend Churches Housing Association.
Address:	TBC
Telephone:	TBA
Contact:	TBA
E Mail:	TBA
Plan Author Details	
Name / Company:	DCB (Kent) Ltd
Address:	Matts Hill Farm Matts Hill Lane Hartlip Sittingbourne KENT. ME9 7UY
Author Name(s):	Graham Saint
Telephone:	0845 450 0515
Email:	Graham.Saint@dcbkent.co.uk
The Project Details	
Site location:	Lower Range Road, Gravesend.
Description of Work:	One Block of Fourteen Flats
Estimated Cost: (Excluding VAT)	TBA

Commencement:	Jan 2022
Estimated Duration:	50 weeks
Date of Plan:	November 2021

2.00 Declaration:

We (the Client and Principal Contractor) declare that we shall take all reasonable steps to handle materials efficiently and manage waste appropriately throughout this project.

Waste arising from our activities shall be dealt with in accordance with the requirements of the waste duty of care identified in Section 34 of the Environment Protection Act 1990 and the Environmental Protection (Duty of care) Regulations 1991.

Section A	Declaration on behalf of the Principal Contractor		
Signature:	<i>Graham Saint</i>		
Print Name:	Graham Saint		
Position:	Senior Contracts Manager	Date:	29/11/2021
Section B	Declaration on behalf of the Client		
Signature:			
Print Name:			
Position:		Date:	

- The Principal Contractor may complete Section B as a declaration that he has made all reasonable steps to seek a declaration from the Client and has made the Client aware of his duties and sought confirmation of the Client's intent to comply.

3.00 Project Aim:

At Builders Yard, we are committed to implement the Site Waste Management Plan (SWMP) so that it is effective, accurate and economical and ensure that the procedures put in place are working and maintained.

4.0 Management:

The Site Manager is the SWMP co-ordinator & Waste Womble Champion for the project and as such is responsible for delegating responsibility to ensure necessary instruction of workers, implementation and overseeing of the SWMP. The Contracts Manager (Graham Saint) will monitor the effectiveness of the SWMP during routine site visits.

Independent audits may also be carried out by our external Safety Consultants (H & K Safety Services Ltd) via site inspections. Copies of these reports are forwarded to the Contracts Manager (Graham Saint) for monitoring.

5.0 Distribution:

The Contracts Manager (Graham Saint) shall distribute copies of this Site Waste Management Plan to the Principal Designer, Client, Site Supervisor, and each Subcontractor where relevant/applicable. This chain of distribution will be undertaken each time the SWMP is updated.

6.0 Instruction and Training:

The Site Manager will provide on-site briefing via induction of appropriate separation, handling, recycling, re-use and return methods to be used by all parties and at appropriate stages of the project as and when appropriate. Appropriate Toolbox Talks will be carried out regarding waste issues and all relevant subcontractors where necessary will also be informed regarding any such matters. This will ensure that everyone feels they are included and that their participation is meaningful.

7.0 Waste Management on Site:

Surplus or waste materials arise from either material being imported to site or from those generated on site. Imported materials are those, which are brought to the project for inclusion into the permanent works. Generated materials are those, which exist on the project such as topsoil, sub-soil, trees and materials from any demolition works (old bricks, wood) etc.

However, there are other considerations to waste management such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This plan outlines the procedures that have been put into place and demonstrates how they benefit the environment, how we can measure the effects and how these procedures and practises are sustainable.

This plan specifies the procedure for management, control and disposition of items designated as waste material at **Builders Yard**, the following is a list of the different categories of materials that will be generated during the project:

- a. Recyclable Materials
- b. Waste/Refuse Materials
- c. Re usable Materials

The procedures for the management, control and disposition of these items are described in subsequent sections of this plan. All DCB (Kent) Ltd subcontractors are required to identify, maintain proper control, and provide documentation for the disposition of materials described in this plan.

The intention of this plan is to minimise the amount of waste generated on this project to the extent practicable. The waste management goal for this project is to ensure that at least 80% of all waste material generated will be recycled, re-used, or otherwise diverted from direct landfill disposal. To accomplish this goal DCB (Kent) Limited intends to recycle and re-use as

many types of construction materials as possible. Each subcontractor is required to follow this plan for the disposition of waste generated by the subcontractor's activity. Waste management will be an item for consideration at site meetings. The waste management activities described in this plan will be maintained until substantial completion of the project.

8.0 Waste Minimisation

DCB (Kent) Limited is dedicated to maintaining a stringent set of guidelines to control the amount of construction waste and debris disposed of at landfill.

Where possible (and as applicable) we will endeavour to:

- Recycle concrete base and foundation material where practicable as hardcore or through crushing and reuse as crush aggregate material (note this may be off-site).
- Re-use topsoil material.
- Ensure careful 'take-off', ordering and storage of materials to avoid waste.
- Pre-fabricate off site to avoid waste (e.g. roof trusses).
- Ensure waste stream segregation to aid efficient recovery, recycling.
- Apply efficient design considerations (e.g. standard sizes for economical brickwork to reduce cutting and waste etc.)

8.1 Packaging

All vendors and their suppliers are encouraged to minimise the packaging for materials and equipment. Where practicable, packing materials should be selected based on whether they can be recycled on this project. This request will be communicated through project meetings to the relevant personnel involved in the project.

8.2 Housekeeping

Housekeeping activities must minimise the amount of waste and maximise the amount of recyclable material that can be efficiently gathered at the local collection points and minimise the amount of refuse materials. The Site Supervisor will be responsible for on-site housekeeping and waste management. Any issues identified with regard to waste management will be brought up at site meetings.

8.3 Materials Management

All material will be stored in weatherproof containers or otherwise protected from contamination and deterioration prior to use. Containers will be opened as needed and work will be sequenced to use materials efficiently and in a timely manner. This ensures that the material meets the specified requirements and that unused or off-spec product will not become a waste. This procedure will be emphasised during any site meetings.

9.0 Licences, Permits, Fees and Taxes

All subcontractors working at **Builders Yard**, will be required to maintain and be responsible for all fees, licences, permits, and taxes needed to comply with Government and Local Regulations and requirements.

10.0 Segregation

At **Builders Yard**, whenever possible re-usable materials, will either be evaluated on site or brought back to our premises for evaluation.

The location of the containers for waste on site and pick up/delivery arrangements will be coordinated by DCB (Kent) Ltd. Containers will be removed from site as necessary.

11.0 Waste Disposal

Disposal of waste or surplus materials falls into three categories for management, these are:

- a) Re-used
- b) Recycled
- c) Landfill

a) Re-used

If surplus materials can be used in the permanent works they are classified as materials, which have been **re-used**. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for **re-use**.

b) Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for **recycling** such as a 50 x 50 timber to make chipboard.

c) Landfill

If either of the above cannot be satisfied, then the only option left is to send the surplus materials to **landfill**. Whenever practicable this option is to be avoided.

12.0 Monitoring:

Whenever possible it is always best practice to ensure that contamination of segregated skips does not occur. It should be made clear to all relevant personnel that an uncontaminated skip/container sent for recycling costs considerably less than a contaminated skip/container which then needs to be sent to landfill.

We will continually review the type of surplus materials being produced and change the site set up if necessary, to maximise on re-use or recycling and the use of landfill will be the last option.

13.0 Waste Estimates and Management (Initial prior to commencement):

Waste Type	Estimated Quantity	Proposed Waste Management Action (✓ appropriate column)				
		Re-use	Recycle	Recovery	Disposal	Comment
Aggregates and Mortar mix materials	6T		80%			Remove off site for mixing into aggregate material for re sale and use on other projects.
Top soil	45T	100 %				Temporarily store on site for re-use on the site.
Hardcore (brick & block waste)	6.5T		80%			Crush off-site for re-sale by waste management contractor as structural fill material
Plasterboard	3T		80%			Recycled off site by waste management company.
Timber off cuts	1T		80%			Recycled off-site by waste management company.
PIR/PUR Insulation board	0.05%		80%			Recycled off-site by waste management company.
Packaging/cans/tubes etc	0.5T		80%			Recycled off-site by waste management company. Some disposal estimated (around .5m3.



Non-returnable pallets	1T		100%			Recycled off-site by waste management company.
General waste	1.5T		80%			Estimated approximately 3m ³ will be able to be recycled by the waste management company.

14.0 Waste Estimates and Management (monitoring and review):

Waste Type	Actual Quantity	Revised Proposed Waste Management Action (✓ appropriate column)				
		Re-use	Recycle	Recovery	Disposal	Review Date / Comment
Waste to Energy	2.48T		100%			
Concrete	26.13T		100%			High wastage due to excess of poor-quality blocks from manufacturer not compliant with sample. Manufacturer compensated DCB for disposal costs.
Wood	2.49T		100%			Site timber waste negligible due to small quantities in construction. Majority of waste in this category is non-returnable pallets
Plastics	0.67T		100%			Packaging
Metal	0.176T		100%			Sheet metal roof waste
Paper & card	0.67T		100%			General packaging

15.0 Plan Update (Waste Removal):

Builders Yard, Gravesend.

Waste Removed (Include Description and Quantity)	Company / Person Removing Waste	Waste Carrier Registration no.	Site Waste Taken To

16.0 Plan Review:

Builders Yard, Gravesend.

Waste Type	Quantity	Re-used (v)	Recycle (v)	Recovery (v)	Landfill (v)	Other Disposal (v)	On Site (v)	Off-Site (v)	Date / Comment
Waste to Energy	2.48T		100%						
Concrete	26.13T		100%						
Wood	2.49T		100%						
Plastics	0.67T		100%						
Metal	0.176T		100%						
Paper & card	0.67T		100%						

17.0 Plan Update (to be completed within 3 months of project completion):

17.01 Monitoring:

Comparison of: estimated waste quantities against actual waste quantities.

17.02 Deviation Explanation (if applicable):

17.03 Estimate of cost savings achieved through this plan:



I confirm that the SWMP was monitored throughout the project at regular intervals and the plan was updated in accordance with Regulation 8(4)(a) of The Site Waste Management Plans Regulations 2008.

Declaration on behalf of the Principal Contractor	
Signature:	Date:
Print name:	
Position:	
Project Completion Date:	

Appendix C

Construction Environmental Management Plan

Construction Environmental Management Plan

Project	Builders Yard,	B	Nov. 2021
Location	Builders Yard, Gravesend, Kent.	Reference	Bui/DCB/21
Scope of work	Construction of one block of fourteen new flats and associated works.		

Project Team	As Construction Phase Plan	Responsibilities
Site Manager		Project Manager
- To ensure the provisions of this plan are implemented and maintained. - To ensure records are maintained and forwarded to the Project Manager. - To highlight any findings to the Project Manager that may alter the plan. - To ensure all on site have been made aware of the plan and requirements during induction and through tool-box-talk reminders. - Ensure any incidents are managed and reported forward to the Project Manager. - To inspect daily the provisions of this plan are met and maintained. - To act as a daily liaison between all interested parties at site level. - Monitor performance of contractors and consultants. - Ensure a site complaints register is kept and maintained and inform the Project Manager of any complaints received.		- To develop, monitor the implementation and maintenance of this plan. - To act on any reports from the Site Manager. - To ensure adequate resources are made available to implement and maintain the plan (including any necessary changes). - Monitor programme in-line with the plan and ensure recommendations are implemented and notice given to consultants as required. - To report performance at Client meetings.

Aspect / Impact Register						
Environmental Aspect	Environmental Impact					
	Low					High
	1	2	3	4	5	6
Air Pollution						
Light Pollution						
Water Pollution						
Ground Contamination						
Bio-diversity Flora						
Bio-diversity - Fauna						
Waste generated						
Material use						
Archaeology	N/A	N/A	N/A	N/A	N/A	N/A



Energy use						
Noise and vibration						
Emergency preparedness						
Impact	Meaning				Scale of significance	
Low	Limited potential adverse impact on the environment				1 – 2	
Medium	Moderate potential adverse impact on the environment				3 – 4	
High	Severe potential adverse impact on the environment				5 - 6	
Management of Impact						
Air Pollution	See COSHH assessments for fume and dust. See Fire Plan. Plant not left running when not in use. Consider transport related issues. No naked flame burning on site.					
Light Pollution	Lighting shall not be left on overnight to cause any additional light pollution within the area (PIR security lighting may be used later in the project).					
Water Pollution	Oil and fuel storage away from drains, water run-off issues					
Ground Contamination	Bunded fuel and drip-trays to equipment, survey information. See waste control – contaminated ground removal by specialist contractors.					
Bio-diversity	Not considered a specific issue on this project.					
Waste Control	Arisings from bungalow demolition to be recycled as ‘crush aggregate’ and used as a ramp base. See COSHH assessments Separate waste bins for recycling and re-use of materials. Waste transfer control (e.g. contaminated land – including asbestos waste) – specialist contractor (remediation method statement obtained). Components of the timber frame to be manufactured off site to reduce waste and material use.					
Material use	See COSHH assessments Responsibly sourced and sustainable materials as far as practicable. Timber from Forest Stewardship Council (FSC) (certificated evidence retained). Timber structure made off site will reduce material use.					
Archaeology	Not considered relevant on this project.					
Energy use	Electricity, gas use, fuel use control. Plant and equipment maintenance, PIR lighting, dual flush wc’s waterless urinals (when site fully set-up).					
Noise and vibration	Noise pollution to neighbouring properties shall be controlled through keeping plant at a distance whereby the noise level at the boundary will be under 80 dB (checked during health and safety inspections). It is not expected that vibration will cause an environmental hazard on this project.					
Emergency Preparedness	Spill kits will be available on site and drip trays provided to any re-fuelling See Fire Plan					

Author (print name)	Graham Saint	Signature	<i>Graham Saint</i>
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Appendix C

Methodology of Design Coordination

Methodology of Design Coordination

Design Team Resources

- Architect
- Structural & Civil Engineer
- Building Services Engineer
- Contractor's Design Coordinator
- Contractor's Estimator
- Contractor's Contract/Site Manager

Appointment

Design Consultants if applicable will be appointed by DCB under a formal Letter of Appointment to develop the design through RIBA design stages E & F. Each appointment includes a Schedule of Service. Consultant appointments are concurrent to ensure that design team acts in harmony.

Initial Design Review

Design Team Meeting convened. Consultants review all Employer's Requirements in consideration of statutory and other compliances. Key design imperatives are checked to ensure that design complies.

The review will include.

- Confirmation of preliminary design strategies in respect of the following.
 - Substructures (including floor)
 - Frame (to meet structural and fire resistance requirements)
 - External wall construction (to meet thermal requirements)
 - Upper floor construction (to meet acoustic requirements)
 - Roof construction (to meet thermal requirements)
 - Heating and ventilation strategy (to meet environmental, energy and statutory requirements)
 - Lighting strategy (to meet environmental, energy and statutory requirements)
- Schedule of Information Required to complete the design data
- Procurement of outstanding information to complete the design data
- Work packages required.
- Programme of Design Information Release
- Identification of long lead-in and early procurement items (e.g. steel frame)

- Identify need for further survey information to be able to complete the design. Such data may include the following (which may already be included in the Employer's Requirements)
 1. Planning Conditions Report/Tracker
 2. Soil Reports
 3. Bearing Capacity test
 4. Contamination Report
 5. Refurbishment & Demolition Asbestos Survey
 6. Existing Mains Services Survey
 7. Existing Building Services Survey (including drainage)
 8. Soakage test results
 9. Acoustic modelling
 10. Preliminary SBEM/SAPs calculation
 11. Thermal modelling
 12. Ventilation modelling

Agreement on Design Strategy Solutions

Key design strategies agreed by the whole team. Design strategies written into design brief document (Contractors' Proposals).

The Contractor's Proposals will provide the following;

- State the agreed construction strategies
- State materials, methods and resources for each element proposed for the works
- State performance criteria and applicable performance standards
- State applicable quality standards.
- Room Data Sheets (where applicable)

The Design Team is to ensure that the final design meets the aims of the Employer's Requirements and identify any aspects of the design that may be at variance.

The Design Team will assess whether the Employer's Requirements contain any contradictions or discrepancies (including those identified in the Contractor's Proposals) and propose methods of addressing any such issues (assuming that such issues are not addressed in the Contractor's Proposals).

The Design Team will assess whether any aspects of the design constitute a change in the design from the tender scheme, and if so identified; the reasons for the change.

Production of initial Design Data

Consultants produce preliminary design drawings and other design critical data. Design data circulated for review and comment.

DCB (Kent) Ltd will provide an Information Timetable (design programme) which will be issued to the Design Team and reported against during the design period.

DCB (Kent) Ltd will produce and develop a Procurement Schedule based on the Construction Programme. This will identify early orders that need to be placed and the impact on the design programme. This will prioritise the design input to these elements or work packages.

Design Data Review

Iterative review process with periodic formal meetings as design develops.

The Contractor's Proposals and the Employer's Requirements will form the project mandate. The task of the team is to develop the project to achieve the goals stated in the Employer's Requirements.

The meeting will establish the following in detail;

- Confirm preliminary design details, (where we have the design responsibility for these elements.)
 - Foundations
 - Ground and suspended floors
 - Structural steelwork
 - External walls
 - Internal partitions
 - Energy and water loads
 - External landscaping finishes
 - Drainage
 - BREEAM considerations (as applicable)
 - Building Regulation compliance
 - Acoustics
- Confirm design strategies for secondary elements
 - Acoustic treatments
 - Non-structural elements e.g. internal partitions, staircase etc
 - Fenestration

- Lighting
 - User controls
- Coordinate design data to identify possible clashes
- Confirm project constraints e.g. Planning conditions.
- Schedule of outstanding information and procurement times (not exhaustive)
 - Contamination Report
 - Ecology Reports
 - Acoustic Reports
 - Thermal Dynamic Model
- Frequency of Design Team Meetings

Issue Preliminary Design Data & Comment by Employer

Design data issued to Employer and Agents for review.

Comment Review

Design team receives Employer's comments and reviews in respect of contractual, statutory and other compliances compliance. Design data either amended and re-submitted for review or reasons for not amending relayed to Employer.

The comments review will aim to achieve the following;

- Review comments from the Employer' team in respect of design data review
- Complete the design data in respect of the items identified at the initial Design Team Meeting.
- Monitor progress in accordance with the Design Information Timetable
- Monitor responses to requests for information
- Assess and incorporate design data from design subcontractors and suppliers
- Ensure the final design complies with the Planning Consent.
- Ensure the final design complies with the statutory requirements.

Issue of Final Design Data for Construction

When design data signed off by Employer, data issued to DCB production team for construction

Process Commentary

The process will start with the Initial Design Team Meeting (see above). The meeting should include all designers and the Client's Representatives, as well as other key personnel e.g. the BREEAM Assessor (if BREEAM is applicable). The meeting will be chaired by the Contractor's Design Manager. The aims of the meeting are stated above.

The outstanding design information will be procured by the Design Team in order to develop the final design proposals.

The Design Team will review the revised design data to ensure compliance with the Contract. If the design data is not in compliance, the design data will be referred back to the originator who will be required to explain why the inconsistency has occurred and possibly to consider other design solutions.

If the variance is unavoidable and offers the best solution in terms of meeting the overall project brief, the variance will be referred to the Employer's Agent together with any additional cost data, for formal approval.

When the design data is commented upon by the Employer's Agent, the Contractor's Design Coordinator will be notified of the approval, and he/she in turn, will issue the design data for construction.

If the Employer's Agent considers that the design data is not compliant with the Contract, the whole team (including the Employer's Agent) should meet for a workshop to determine the best way to overcome the objection. The workshop will be led by the Contractor's Design Manager with a view to reconciling the opposing factors.

The agreed resolution is to be reflected in the project mandate documents or Project Cost Plan by amendment.