



# Employers Requirements Changing Room Works

Sports Wales National Centre

Sophia Gardens, Cardiff, CF11 9SW

January 2026

# Employers Requirements

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## 1. Generally

The site, known as Sports Wales National Centre – Cardiff, Sophia Gardens, Cardiff, CF11 9SW.

The works comprise the refurbishment of the ground floor Male, Female and Accessible Changing rooms as well as creating a Gender Neutral and Family Changing rooms (“The Project”)

## 2. General Particulars/Preliminaries

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## 1.1 Project Particulars

### 1.1.1 Project Particulars

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- .1 **Name:** Sports Council For Wales(The) (trading as Sports Wales) – Cardiff
- .2 **Nature:** The supply of all labour, plant and materials to carry out the Changing room re-configuration works
- .3 **Location:** Sophia Gardens, Cardiff, CF11 9SW
- .4 **Timescale for construction work:** TBA
- .5 Names, addresses and points of contact of employer and consultants.

- .1 **Employer**

Name: Sports Council For Wales (trading as Sports Wales)

Address: Sophia Gardens, Cardiff, CF11 9SW

Contact: Craig Nowell

Telephone:

Email: [craig.nowell@sports.wales](mailto:craig.nowell@sports.wales)

- .4 **Principal Contractor (CDM)**

Name: TBC

Address:

Contact:

Telephone:

Email:

- .5 **Quantity Surveyor**

Name: ACP Consulting

Address: Unit 6, Junction Industrial Estate, Station Terrace, Pontyclun,  
CF72 9ES

Contact: Rob White

Telephone: 01443 567894

Email: [enquiries@ACP.uk.com](mailto:enquiries@ACP.uk.com)

.6 [Principal Designer](#)

Name: HLN Ltd

Address: 21 Neptune Court, Vanguard Way, Cardiff, CF23 5PJ

Contact: Chris Pawlin

Telephone: 0345 3753298

Email: CPawlin@hlngroup.co.uk

.6 [Architect](#)

Name: HLN Ltd

Address: 21 Neptune Court, Vanguard Way, Cardiff, CF23 5PJ

Contact: Chris Pawlin

Telephone: 0345 3753298

Email: CPawlin@hlngroup.co.uk

.6 [Contract Administrator](#)

Name: HLN Ltd

Address: 21 Neptune Court, Vanguard Way, Cardiff, CF23 5PJ

Contact: David Callaghan

Telephone: 0345 3753298

Email: DCallaghan@hlngroup.co.uk

.9 [Structural Engineer](#)

Name: HLN Ltd

Address: 21 Neptune Court, Vanguard Way, Cardiff, CF23 5PJ

Contact: Alan Swart

Telephone: 0345 3753298

Email: [Aswart@hlngroup.co.uk](mailto:Aswart@hlngroup.co.uk)

.10 **Building Services Engineer**

Name: Principal Contractor

## 1.2 Drawings

### 1.2.1 Drawings

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- .1 As included in appendix 1.

### 1.2.2 Other Documents

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- .1 **Pre-construction information:** The pre-construction information is described in these Preliminaries. It refers to information given elsewhere in the Preliminaries and other tender documents.

- .2 **Proposed Phasing** – The Contractor is to agree detailed phasing and programmes with the Employer prior to commencing works onsite. Safe access is to be maintained at all times to the building with the provision of Disabled parking to be maintained throughout the works. All working areas area to be hoarded to segregate public from working areas.

NOTE: The Contractor is to be aware and make due allowance for the proposed power Shutdown at the National Centre taking place between 27<sup>th</sup> April to 08<sup>th</sup> May 2026. No works will be able to take place onsite during this period.

- .3 **Other Documents:** Drawings and other documents relating to the Contract but not in the tender documents may be seen by appointment during normal office hours at the office of the CA.

## 1.3 The Site / Existing Buildings

### 1.3.1 The Site

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**Description:** Sport Wales National Centre Cardiff

### 1.3.2 Existing Buildings on / adjacent to the site

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**Description:** The site is a sports training facility which is and will remain open to the public throughout the works.

### 1.3.3 Surrounding Land / Building Uses

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**General:** Adjacent or nearby Residential areas / Sophia Gardens Cricket ground / Public amenity areas.

### 1.3.4 Existing Mains Services

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1.3.4.1 The Contractor is to make allowance to locate and protect any live services onsite.

1.3.4.2 The Contractor is to be aware and make due allowance for the proposed power Shutdown at the National Centre taking place between 27<sup>th</sup> April to 08<sup>th</sup> May 2026. No works will be able to take place onsite during this period.

### 1.3.8 Health and Safety Hazards

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**General:** The nature and condition of the site / building cannot be fully and certainly ascertained; however, the following hazards are or may be present:

- Concealed services within the building and within the grounds.
- Maintaining safe access and egress to members of the public is imperative thorough the works.
- Site boundaries must be maintained at all times to prevent unauthorised access to the works.
  - Connection onto existing live services f

**Information:** The accuracy and sufficiency of this information is not guaranteed.

**Live Site:** The building will remain operational throughout the works thus the Contractor will need to make allowances and take all necessary measures to protect

the public and operational staff, whilst maintaining safe access to the building. All hoardings and walkways must be kept clean, tidy and free of all obstructions and debris at all times. Disabled parking provision must be provided throughout the works. Temporary signage must also be provided to minimise disruption during the works.

**Site staff:** Draw to the attention of all personnel working on the site the nature of site and surrounding areas.

### 1.3.9 Access to the Site

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Access will be via Sophia Gardens.

### 1.3.10 Parking

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**Parking of the Contractors and employees' vehicles:** There is to be no parking on site, contractors are to ensure the car park remains operational throughout the works.

### 1.3.11 Use of the Site

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Do not use the site for any purpose other than carrying out the works.

## 1.4 Description of the Works

### 1.4.1 The Works

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The supply of all labour, plant & materials as required to complete the Changing Room Refurbishment works at Sophia Gardens, Cardiff, which will include:

- Demolition and Strip out of existing Changing Rooms
- Adaption and reinstatement of all Mechanical and Electrical works (including Sprinklers as and if required)
- Reinstatement of Changing rooms inclusive of all FF&E as noted within the Drawings and Specifications.

## 1.5 The Contract Conditions

### 1.5.1 Conditions of Contract

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- .1 **Form of Contract:** JCT Minor Works Building Contracts with contractor’s design 2024 (unamended).

**Recitals:**

First Works: The supply of all labour, plant & materials as required to complete the Changing Room Refurbishment works at Sophia Gardens, Cardiff, which will include:

- Demolition and strip out of existing Changing Rooms
- Adaption and reinstatement of all Mechanical and Electrical works (including Sprinklers as and if required) -
- Reinstatement of Changing rooms inclusive of all FF&E as noted within the Drawings and Specifications.
- Contractor to be responsible for the design of all Mechanical, Electrical and Sprinkler works as required.

Location: Sophia Gardens, Cardiff

- Second Contract Drawings: As listed in appendix 1.
- Third Documents supplied by the Employer:
- The Specification - As Listed in Appendix 2
- Fourth Pricing by the Contractor: Option A will apply
- Pricing Document: Within Option A the words “Bills of Quantities” and “Work Schedules” will be deleted.
- Priced Activity Schedule: The words “and has provided the Employer with the priced schedule of activities annexed to this Contract (‘the Activity Schedule’)” will be deleted.
- Sixth Deleted
- Ninth Deleted

Articles:

Article 3 Contract Administrator: See 1.1.1.5.6

Article 4 Quantity Surveyor: See 1.1.1.5.5

Article 5 Principal Designer: See 1.1.1.5.6

Article 6 Principal Contractor: See 1.1.1.5.4

Contractor Particulars:

Fifth Recital Employer at the Base Date is not a 'contractor' for the purpose of the CIS.

Seventh Recital

Eighth Recital

Ninth Recital Not applicable

Tenth Recital Collaborative working: Supplemental Provision 1 applies.

Health and safety: Supplemental Provision 2 applies.

Cost savings and value improvements: Supplemental Provision 3 applies.

Sustainable development and environmental considerations: Supplemental Provision 4 applies.

Performance indicators and monitoring: Supplemental Provision 5 does not apply.

Notification and negotiation of disputes: Supplemental Provision 6 applies.

The respective nominees of the parties are

- Employer's nominee: N/A
- Contractor's nominee: Contractor to advise or such replacement as each Party may notify to the other from time to time.

Article 8 Article 8 and clauses 9.3 to 9.8 (Arbitration) do not apply

1.1	Base Date	TBC
1.1	Date for Completion of the Works	TBC
1.7	Addresses for service of notices	Employer: See 1.1.1.5.1 Contractor: See 1.1.5.4
2.4	Date of Possession of the site	TBC
2.5	Deferment of possession of the site	Clause 2.5 applies. Maximum period of deferment (if less than 6 weeks) is 6 weeks.
2.23.2	Liquidated Damages	at the rate of £1,000.00 per calendar week or pro rata thereto.
2.30	Rectification Period	12 months from the date of practical completion of the works.

2.34.3 Contractor’s Designed Portion:	M&E
	Limit of Contractors liability for loss of use: TBC
4.3 and 4.9 Fluctuation Provision	no Fluctuations Provision applies
4.7 Advance payment	Clause 4.7 does not apply
4.7 Advance Payment Bond	Clause 4.7 does not apply
4.8.1 Interim Payments	The first interim valuation date is 1 Month after commencement onsite and thereafter the same date in each month or the nearest Business Day in that month.
4.10.4 Listed Items - uniquely identified	Delete
4.10.5 Listed Items - not uniquely identified	Delete
6.4.1 Contractors Public Liability Insurance	Insurance may be required. Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £10,000,000.00
6.5.1 Insurance - liability of Employer	Insurance may be required. Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event:

	N/A
6.7 and Schedule 1 Works insurance	Insurance Option C applies
6.15 Joint Fire Code	the Joint Fire Code does not apply
6.18 Joint Fire Code – amendments/revisions	The cost, if any, or compliance with amendment(s) or revision(s) to the Joint Fire Code shall be borne by the Contractor
7.2.1 Performance bond or guarantee	is not required
7.2.2 Guarantee from the Contractors Parent Company	is not required
7.3 Collateral Warranties	is not required
9.2.1 Adjudicator	the Adjudicator is TBA Nominating body is The Royal Institution of Chartered Surveyors

Conditions:

No amendments

## 1.6 Employer requirements: Provision, content and use of documents

### 1.6.1 Definitions and interpretations

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#### .1 Definitions

Meaning: Key words, terms, phrases and synonyms used in the preliminaries and specification are as stated in the JCT form on contract.

#### .2 Communication

Definition: Includes to advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.

Format: In writing to the person named in clause 1.1.1.5.5 unless otherwise specified.

Response: Do not proceed until response has been received.

#### .3 Products

Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

#### .4 Site Equipment

Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.

Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

.5 [Drawings](#)

Definition: To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.

.6 [Contractor's Choice](#)

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

.7 [Contractor's Designed Work](#)

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

- Building Services – Contractor Design

.8 [Submit proposals](#)

Meaning: Submit information in response to specified requirements.

.9 [Terms used in specification](#)

TBC

.10 [Manufacturer and product references](#)

**Manufacturer Definition:** the person or legal entity under whose name or trademark the particular product, component or system is marketed.

**Product reference Definition:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.

**Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

#### .11 **Substitution of products**

**Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.

**Reasons:** Submit reasons for the proposed substitution.

**Documentation:** Submit relevant information, including:

- manufacturer and product reference;
- cost;
- availability;
- relevant standards;
- performance;
- function;
- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/ guarantee.

**Alterations to adjacent work:** If needed, advise scope, nature and cost.

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

.12 [Cross-references](#)

Accuracy: Check remainder of the annotation or item description against the terminology used in the referred to section or clause.

Related terminology: Where a numerical cross reference is not given, the relevant sections and clauses of the specification will apply.

Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.

Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity.

.13 [Referenced documents](#)

Order of precedence: Specification prevails over referenced documents.

.14 [Equivalent products](#)

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

.15 [Substitution of standards](#)

Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

Before ordering: Submit notification of all such substitutions.

Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

.16 **Currency of documents**

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

.17 **Product sizes**

General dimensions: Products are specified by their co-ordinating sizes.

Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

1.6.2 Documents provided on behalf of employer

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

.2 **Dimensions:** Do not rely on scaled dimensions.

.3 **Measured quantities:** The specification and drawings shall override the measured quantities.

.4 **The specification:** All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

1.6.3 Documents provided by the contractor, subcontractors and suppliers

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.1 **Design Information**

General: Complete the design and detailing of parts of the Works as specified.

Provide: Production information based on the drawings, specification and other information and ensure coordination of the work with related building elements and services.

Master programme: Make reasonable allowance for completing design/production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.

Information required: TBC  
Format: PDF and AutoCAD  
Number of copies: Electronic

Design/production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.

Submit: Within one week of request.

## .2 [Production Information](#)

Contractor/ Domestic subcontractor provide: TBC

Submit: For comment and make any necessary amendments.

Number of copies: Sufficient copies of final version for distribution to all affected parties.

## .3 [As-built/as-installed drawings and information.](#)

Contractor designed work: Contractor to provide as built drawings for all contractor designed work.

Submit: At least two weeks before date for completion.

.4 **Technical Literature:**

**Information:** Keep on site for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Work;
- Relevant British, EN or ISO Standards.

.5 **Maintenance instructions and guarantees**

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

Information location: In Building Manual.

Emergency call out services: Provide telephone numbers for use after completion.

Extent of cover: office hours only.

1.6.4 Document and data interchange

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- .1 **Electronic data interchange:** The Contractor shall produce and cause his sub-contractors to produce all drawings in electronic format to be compatible with Auto CAD.

## 1.7 Employer's requirements: Management of the works

### 1.7.1 Employers requirements - generally

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#### .1 [Supervision](#)

General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.

Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

#### .2 [Considerate Constructors Scheme](#)

Registration: Before starting work register the site with the Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware SG12 9UY, tel/fax 01920 872837 and pay the appropriate fees.

Standard: Comply with the scheme's Code of Considerate Practice

#### .3 [Insurance](#)

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

#### .3 [Insurance claims](#)

Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/client, the person administering the Contract on their behalf and the Insurers.

Failure to notify: Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

.4 **Climatic conditions**

Information: Record accurately and retain:

- Daily maximum and minimum air temperatures (including overnight).
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

.5 **Ownership of materials/products arising from the works.**

Ownership: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

1.7.2 Programme/progress

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.1 **Programme**

Master programme: When requested and before starting work on site, submit in an approved form a master programme for the works, which must include details of:

- Design, production information and proposals provided by the contractor/subcontractors/suppliers, including inspection and checking;
- Planning and mobilization by the contractor;
- Earliest and latest start and finish dates for each activity and identification of all critical activities;
- Running in, adjustment, commissioning and testing of all engineering services and installations;
- Work resulting from instructions issued in regard to the expenditure of provisional sums;

- Work by or on behalf of the employer and concurrent with the contract.

Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.

Submit: One copy

## .2 Revised Programme

Programme: Shall be regularly updated by the Contractor at no cost to the Employer to reflect progress of the Works and shall be available for review as and when required.

## .4 Commencement of work

Commencement: Inform the Contract Administrator at least 10 working days before the proposed date for commencement of work on site.

## .5 Monitoring progress

Monitoring: Accurately record progress in the master programme. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time. Keep records on site for inspection.

## .6 Notification of compensation event(s)

Notification: In accordance with the JCT form of contract.

## .7 Project progress meetings

General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

Frequency: Ad hoc

Location: On site

Accommodation: Ensure availability at the time of such meetings.

Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

Chairperson: Contract Administrator.

.8 [Contractor's progress report](#)

General: Submit a progress report to the Contract Administrator 2 working days prior to each site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:

- A progress statement by reference to the master programme for the Works;
- Details of any matters materially affecting the regular progress of the Works;
- Any decisions required to be made by the Employer.

.9 [Contractor's site meetings](#)

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

.10 [Photographic records](#)

General: Provide digital colour progress photographs from agreed points at intervals to be agreed.

.11 [Early possession](#)

General: The Employer wishes to take possession of parts of the Works as they are completed, provided all necessary access, services and other associated facilities are also complete.

.12 [Notice of completion](#)

Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

Period of notice (minimum): 2 weeks

.13 [Extensions of time](#)

Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the Contact, written notice must also be given of all other causes which apply concurrently.

Details: As soon as possible submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

### 1.7.3 Cost Control

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.1 [Cash flow forecast](#)

Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period, based on the programme for the Works.

.2 [Removal/replacement of existing work](#)

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimize the extent of work.

### .3 Proposed instructions

Estimates: If a proposed instruction requests an estimate of cost, submit without delay, and in any case within seven days. Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

### .4 Measurement of covered work

General: Give notice before covering work required to be measured.

### .5 Daywork vouchers

General: Before commencing work give reasonable notice to person countersigning daywork vouchers. Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.
- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

Submit: By the end of the week in which the work has been executed.

.6 [Interim applications, valuations and payments](#)

General: In accordance with the JCT form of contract.

.7 [Payment for products not incorporated into the works](#)

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

Evidence: When requested, provide evidence of freedom of reservation of title.

.8 [Payment for products stored off-site](#)

General: No payment will be made for products stored off site.

.9 [Labour and equipment returns](#)

Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. Records must show:

- The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors;
- The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services.

## 1.8 Employer's requirements: Management of the works

### 1.8.1 Standards of products and executions

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#### .1 Incomplete information

General: Where and to the extent that products or work are not fully documented, they are to be:

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
- Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### .2 Workmanship skills

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Verification: When requested, operatives must produce evidence of skills/qualification.

#### .3 Quality of products

Generally: New. (Proposals for recycled products may be considered).

Supply of products: From the same source or manufacturer.

Tolerances: Where critical, measure a sufficient quantity to determine compliance.

Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### .4 **Quality of execution**

Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site dimensions.

Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

Location and fixing of products: Adjust joints open to view so they are even and regular.

#### .5 **Compliance**

Proprietary specifications: Retain evidence that the proprietary product specified has been supplied.

Performance specifications: Submit evidence of compliance, including test reports indicating:

- Properties tested.
- Pass/ fail criteria.
- Test methods and procedures.
- Test results.
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results.

## .6 Inspections

Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection;
- Part of the work inspected;
- Respects or characteristics which are approved;
- Extent and purpose of the approval;
- Any associated conditions.

## .7 Related work

Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

- Appropriately complete;
- In accordance with the project documents;
- In a suitable condition to receive the new work.

Preparatory work: Ensure all necessary preparatory work has been carried out.

## .8 Manufacturer's recommendations/instructions

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

Exceptions: Submit details of changes to recommendations or instructions.

Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.

Products: Comply with limitations, recommendations and requirements of relevant valid certificates.

.9 [Water for the works](#)

General: Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS EN 1008 if instructed.

1.8.2 [Samples/Approvals](#)

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.1 [Samples](#)

Products or executions: Provide samples of all mechanical and electrical items, furniture, fixtures, fittings and equipment and comply with all other specification requirements and in respect of the stated or implied characteristics either:

- To an express approval.
- To match a sample expressly approved as a standard for the purpose.

.2 [Approval of product samples](#)

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

.3 [Approval of work executed/mock-ups](#)

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not

conceal or proceed with affected work until compliance with requirements is confirmed.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

### 1.8.3 Accuracy/Setting out

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#### .1 Accuracy of instruments

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

#### .2 Setting out

General: Check the levels and dimensions of the site against those shown on the drawings and record the results on a copy of the drawings. Notify any discrepancies in writing and obtain instructions before proceeding.

#### .3 Appearance and fit

Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:

- Submit proposals; or
- Arrange for inspection of appearance of relevant aspects of partially finished work.

General tolerances (maximum): To BS 5606.

#### .6 Record drawings

General: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

## 1.8.4 Services

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### .1 Services regulations

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

### .2 Water regulations/byelaws notification

Requirements: Notify Water Undertaker of any work carried out to (or which affects) new or existing services and submit any required plans, diagrams and details.

Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

### .3 Water regulations/byelaws contractor's certificate

On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:

- The address of the premises.
- A brief description of the new installation and/ or work carried out to an existing installation.
- The Contractor's name and address.
- A statement that the installation complies with the relevant Water Regulations or Byelaws.
- The name and signature of the individual responsible for checking compliance.
- The date on which the installation was checked.

### .4 Electrical installation certificate

Submit: When relevant electrical work is completed.

Original certificate: To be logged in the Building Manual.

.5 [Gas, oil and solid fuel appliance installation certificate](#)

Submit: When relevant gas, oil and solid fuel work is completed.

Original certificate: To be logged in the Building Manual.

.6 [Mechanical and electrical services](#)

Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

Building Regulations notice: Copy to be logged in the Building Manual.

### 1.8.5 Supervision/inspection/defective work

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.1 [Supervision](#)

General: In addition to the constant management and supervision of the works provided by the contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

.2 [Co-ordination of mechanical and electrical engineering services](#)

General: The site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering services and the Works generally. Submit, when requested, CVs or other documentary evidence relating to the staff concerned.

.3 [Overtime working](#)

General: Whenever overtime is to be worked, give not less than 2 working days' notice, specifying times, types and locations of work to be done.

Concealed work executed during overtime for which notice has not been given may be queried to be opened up for inspection and reinstated at the contractor's expense. No Sunday working will be entertained under any circumstances.

.4 **Defects in existing work**

Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

.4 **Access for inspection**

General: Before removing scaffolding or other facilities for access, give notice of not less than one week.

.5 **Tests and inspections**

Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.

Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

Records: Submit a copy of test certificates and retain copies on site.

.11 **Proposals for rectification of defective products/executions.**

General: As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals for opening up, inspection, testing,

making good, adjustment of the Contract Sum, or removal and re-executive. Such proposals may be unacceptable contrary instructions may be issued.

.12 **Measures to establish acceptability**

General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- will be at the expense of the Contractor;
- will not be considered as grounds for extension of time.

.13 **Quality control**

Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.

Records: Maintain full records, keep copies on site for inspection, and submit copies on request.

Content of records:

- Identification of the element, item, batch or lot including location in the Works.
- Nature and dates of inspections, tests and approvals.
- Nature and extent of nonconforming work found.
- Details of corrective action.

1.8.6 **Work at or after completion**

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.1 **Work before completion**

General: Make good all damage consequent upon the Works.

Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.

Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.

Cleaning materials and methods: As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction.

COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

Minor faults: Touch up newly installed work as required.

## .2 [Security at completion](#)

General: Leave the Works secure with, where appropriate, all accesses closed and locked.

Keys: Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

## .3 [Making good/rectification of defects](#)

Remedial work: Arrange access with Contract Administrator.

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

## 1.9 Employer's requirements: Security, safety and protection

### 1.9.1 Security/health and safety

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#### .1 Pre-construction information

Location: Integral with the project Preliminaries, including but not restricted to the following sections:

- Description of project: See sections 1.1 and 1.2
- Client's consideration and management requirements: See sections 1.3, 1.4 and 1.11
- Environmental restrictions and on-site risks: See sections 1.3, 1.9 and 1.10
- Significant design and construction hazards: See section 1.9
- The health and safety file: See section 1.12.

#### .2 Execution hazards

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

Significant hazards: The design of the project includes the following:

- Hazard: TBC
- Precautions assumed: TBC
- Specification reference: TBC
- Drawing reference: TBC

#### .3 Product hazards

Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.

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

Significant hazards: Specified construction materials include the following:

- Hazard: TBC
- Material: TBC
- Specification reference: TBC

#### .4 Construction phase health and safety plan

Submission: Present to the employer/client no later than 2 weeks prior to commencement of works on site.

Confirmation: Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.

Content: Develop the plan from, and draw on, the outline construction phase health and safety plan, and the pre-tender health and safety plan/pre-construction information.

#### .5 Security

Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

Special requirements: None.

#### .6 Stability

Responsibility: Maintain the stability and structural integrity of the works and adjacent structures during the contract.

Design loads: Obtain details, support as necessary and prevent overloading.

.7 **Occupied premises**

Extent: Existing building will be occupied and/or used during the contract.

Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

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

.9 **Occupier's rules and regulations**

Compliance: Conform to the occupier's rules and regulations affecting the site.

Location: TBC

Arrangements for inspection: N/A

.11 **Employer's representatives site visits**

Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

Protective clothing and/or equipment: Provide and maintain on site for visitors to the-site.

1.9.2 **Protection against**

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.1 **Explosives**

Use: Not permitted

.3 **Noise control**

Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.

Noise levels from the Works: Maximum level: 60 dB(A) when measured from the adjoining premises.

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Restrictions: Do not use:

- Percussion tools and other noisy appliances without consent during the hours of 0900 and 1800;
- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

#### .4 [Pollution control](#)

Prevention: Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.

Contamination: If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

#### .5 [Pesticides](#)

Use: Not permitted.

#### .6 [Nuisance](#)

Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

Surface water: Prevent hazardous build-up on-site, in excavations and to surrounding areas and roads.

.7 [Asbestos containing materials \(ACM\)s](#)

Duty: Report immediately any suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or encapsulation.

.9 [Fire prevention](#)

Duty: Prevent personal injury or death, and damage to the Works or other property from fire.

Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

.10 [Smoking on-site](#)

Smoking on-site: Not permitted.

.11 [Burning on-site](#)

Burning on-site: Not permitted.

.12 [Moisture](#)

Wetness or dampness: Prevent, where this may cause damage to the Works.

Drying out: Control humidity and the application of heat to prevent:

- Blistering and failure of adhesion;
- Damage due to trapped moisture;
- Excessive movement.

.13 [Infected timber/contaminated materials](#)

Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.

Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

.14 **Waste**

Waste: Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.

Requirement: Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.

Disposal: Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.

Recyclable material: Sort and dispose of at a materials recycling facility approved by the waste regulation authority.

Documentation: Retain on-site.

.15 **Electromagnetic interference**

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

.16 **Laser equipment**

Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.

Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

.17 **Power actuated fixing systems**

Use: Not permitted.

.18 **Invasive species**

General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or works economically, environmentally or ecologically.

Special precautions:

Duty: Report immediately any suspected invasive species discovered during execution of the works. Do not disturb and agree methods for safe eradication or removal.

### 1.9.3 Protection

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.1 **Existing services**

Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services;

- Comply with service authority's/ statutory undertaker's recommendations;
- Adequately protect and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

Identifying services:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker;
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate;
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers' recommendations.

## .2 [Roads and footpaths](#)

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage caused by site traffic or otherwise consequent upon the Works:

Make good to the satisfaction of the Employer.

.3 Existing topsoil and subsoil

Not Applicable

.4 Retained trees, shrubs and grassed areas

Not Applicable

.5 Areas of retained trees

Protected area: Unless agreed otherwise, do not:

Not Applicable

.7 Existing features

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

Special requirements: Existing plants within the car park island are to be removed by centre management in advance of the works. The contractor is to liaise with centre management to ensure this happens.

.8 Existing work

Protection: Prevent damage to existing work, structures or other property during the course of the work.

Removal: Minimum amount necessary.

Replacement work: To match existing unless otherwise stated.

.9 Building interiors

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

.10 [Existing furniture, fittings and equipment.](#)

Protection: Prevent damage to existing furniture, fittings and equipment during the course of the work.

Removal: Minimum amount necessary.

Replacement work: To match existing unless otherwise stated.

.14 [Existing structures](#)

Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

- Supports: During execution of the Works:
- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- Do not remove until new work is strong enough to support existing structure.
- Prevent overstressing of completed work when removing supports.

Adjacent structures: Monitor and immediately report excessive movement.

Standard: Comply with BS 5975 and BS EN 12812.

.15 [Materials for recycling and/or reuse](#)

Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

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

### 1.10.1 General

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**General:** The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

### 1.10.2 Design constraints

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**Design constraints:** not applicable

### 1.10.3 Method/sequence of work

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**Specific Limitations:** See proposed site access drawing and note the following:-

- Power shutdown between 27<sup>th</sup> April 2026 and 07<sup>th</sup> May 2026 – no works onsite during this period.

### 1.10.4 Use or disposal of materials found

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**Specific limitations:** None.

### 1.10.6 Working hours

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**Specific limitations:** To be agreed with Sports Wales as required.

### 1.10.7 Completion of any section or part of the works

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- .1 **Employer requirements for possession:** Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- .2 **Remainder of the Works:** During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

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

### 1.11.1 Generally

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#### .1 Spoil heaps, temporary works and services

Location: Not Applicable

### 1.11.2 Site accommodation

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#### .1 Room for meetings

Facilities: TBC

#### .2 Site Offices

Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.

Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

#### .4 Sanitary accommodation.

Proposals for sanitary accommodation: Submit two weeks prior to starting on site.

Details to be included: Type of accommodation, its siting and the programme for site installation and removal.

#### .5 Use of accommodation/land not included in the site

Restrictions: TBA

#### .6 Car parking

Requirements: No Parking on site

### 1.11.3 Services and facilities

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.1 **Lighting**

Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

.2 **Lighting and power**

Supply: Contractor is to make provision to supply power as required

Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

.3 **Water**

Supply: Contractor is to make provision to supply water as required.

Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

.6 **Telephones**

Temporary on-site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.

Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

.7 **Meter readings**

Charges for service supplies: By Contractor

#### 1.11.4 Temporary works

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##### .2 Temporary works

Temporary hoarding: The Contractor shall provide, erect, alter and adapt as necessary, maintain and clear away at completion or when no longer required all necessary hoardings, gantries, planked footways, handrails, barriers etc, as required and of a size, position, construction to be approved by the Contract so as to give the fullest protection for the execution of the Works and the Public. All hoardings are to be kept in a good standard of repair and decoration at all times to the approval of the Contract Administrator.

Temporary signage: Including all required directional signs shall be fixed to hoardings to direct trades and occupants accordingly.

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

### 1.12.1 Operation and maintenance manual

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#### .1 Generally

Responsibility: The Principal Designer

Content: Obtain and provide the following information: As detailed in the pre-construction information appended hereto.

Format: 2 hard copies and electronic

Delivery to: The Principal Designer by Practical Completion.

### 1.12.2 Health and safety file

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#### .1 Content

Content: Obtain and provide the following, including all relevant details not included in other parts of the manual, including:

- residual hazards and how they have been dealt with;
- hazardous materials used;
- information regarding the removal or dismantling of installed plant and equipment;
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services;
- information and as-built drawings of the structure, its plant and equipment.

Information prepared by others: Details: None.

Timescale for completion: Practical Completion

Submit to: Principal Designer

#### 1.12.4 Presentation of documents

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.1 **Operation and maintenance manual.**

Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

As-built drawings: The main sets may form annexes to the Manual.

## Appendix 1. – Contract Drawings

### **HLN Architects Drawings**

Refer to HLN drawing Schedule



## Appendix 2 – Contract Specifications

**HLN Architects**

105577-HLN-XX-XX-SP-A-0001 – Architectural Specifications – P02

## Appendix 3 – Contractor Proposals

- Contract Sum – TBC