

**DAVIES** PARTNERSHIP

**DOCUMENT TITLE:**

Mechanical, Electrical & Public Health Preamble

**PROJECT:**

Air Source Heat Pump Installation

Y Llwyfan

Carmarthen Campus

**CLIENT:**

UNIVERSITY OF WALES TRINITY SAINT DAVID

ENERGISING  
ENVIRONMENTS

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# Document Control

Document Reference	Suitability Status
22213-DPL-XX-XX-T-ME-7000	A4

Revision	Originator	Approved	Date	Purpose of Issue
C01	TW/PL	RL/AW	22.09.23	TENDER ISSUE

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# Specification-Systems

<b>PM_10 Project information .....</b>	<b>1</b>
<b>PM_30 Site, ground and environmental information.....</b>	<b>3</b>
<b>PM_35 Project performance requirements.....</b>	<b>Error! Bookmark not defined.</b>
<b>PM_40 Design and approvals information .....</b>	<b>4</b>
<b>Ro Roles.....</b>	<b>8</b>

## PM\_10 Project information

### Project management

#### PM\_10\_10\_60/10 Project description

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1. Project reference: 22213
2. Project title: Y Llwyfan, Carmarthen
3. Project description: The project comprises the replacement of a gas fired heating system by centralised heat pumps for the University of Wales, Trinity Saint David at their Carmarthen Campus.

#### PM\_10\_10\_60/20 Drawings and other documents

1. Details: Refer to the Document Issue Sheet at the rear of this document.

This Preamble proceeds the Mechanical and Electrical Specifications. The following shall be noted when reading the Mechanical and Electrical Specifications:

1. The Descriptions at the front of each M&E System section provide specific project criteria including material specifications.
  2. The text immediately after the Description contains general Workmanship and Material (W&M) clauses.
  3. Where multiple types of a common material or product are specified in the W&M clauses, for example, pipework materials, then reference shall first be made to the relevant System Description, which defines the type to be used for this project. Alternative W&M products to those referenced in the Description can be ignored.
2. Contract drawings
    - 2.1. Generally: The same as the tender drawings.
    - 2.2. CAD data: In accordance with [BS EN ISO 19650-1](#).
  3. Cross-references
    - 3.1. Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.
    - 3.2. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
    - 3.3. Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
    - 3.4. Discrepancy or ambiguity: Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
    - 3.5. Document precedence: The information taking highest precedence is at top of the following list and overrides any discrepancy within information below.
      1. M&E Preamble (this document)
      2. Plant and Equipment schedules
      3. Tender / Contract Drawings
      4. Mechanical and Electrical Specifications
  4. Dimensions: Use numbered dimensions only. Do not scale directly from drawings.
  5. Additional copies: Electronic pdf copies issued only under the contract. CAD dwg's will not be issued and the Contractor shall price accordingly.

### PM\_10\_10\_60/30 Project location

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1. Address - Y Llwyfan  
University of Wales, Trinity Saint David  
College Road  
Carmarthen  
SA31 3EP

### PM\_10\_10\_60/40 Existing buildings on, or adjacent to the site

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1. Details: The building is located within the Carmarthen campus and has other educational buildings to the south and west.

### PM\_10\_10\_60/50 Surrounding land and building uses

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1. Details: There is open land to the north and a car park to the east

### PM\_10\_10\_60/60 Access

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1. Details: There is vehicular access on paved roads to within approximately 5m of the building.
2. Limitations: None.

### PM\_10\_10\_60/80 The works/ services

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1. Details: The existing boilers are to be decommissioned and removed. An external condenser compound is to be formed to house new heat pumps. The existing electrical infra structure is to be adapted to incorporate a supply to the heat pumps.

Ω End of Section

## PM\_30

### Site, ground and environmental information

#### Project management

#### PM\_30\_10\_93 Utilities and services survey information

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1. Details: Contractor to arrange.

#### Ground investigation reports

#### PM\_30\_20\_35 Ground investigation report

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1. Details: Contractor to arrange for a GPRS survey of all areas that require excavations prior to any excavations being carried out.

#### Hazardous substances information

#### PM\_30\_40\_06 Asbestos survey report

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1. Details: Refer to site Asbestos Register. Contractor to organise an asbestos R&D report before any disturbing works are carried out.

## PM\_40 Design and approvals information

### Project management

#### PM\_40\_50\_21 Design submittals

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1. Design proposals
  - 1.1. Requirement: Complete M&E design proposals, scope as identified within the M&E Tender Summary – Contractor Design
  - 1.2. Submittals: M&E Plans, elevations and section drawings at suitable scales. Schedules, technical information, calculations and manufacturer’s literature. Drawings to be prepared in accordance with BSRIA BG6 / 2018 'A Design Framework for Building Services' and to the level of detail indicated on the sample drawings therein aligned with the RIBA Workstage up to and including RIBA Stage 5, coordinated installation drawings.
  - 1.3. Timing: Allow two weeks for technical review of design submittal.
  - 1.4. Format: Electronic drawings prepared using AutoCAD or REVIT with output in PDF format. Where AutoCAD is used, multiple ceiling void sections shall be provided through each apartment and also in communal areas to demonstrate services will fit.

#### PM\_40\_50\_69 Project team agreement

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1. Execution : Complete and return within seven days of request.

#### PM\_40\_60\_05 Activities terminology

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1. Advise: See 'Communicate'.
2. Agree: See 'Communicate'.
3. Approve: Record conformance of work to specified criteria by giving formal or official sanction.
4. Communicate: Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
5. Confirm: See 'Communicate'.
6. Ease: Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
7. Fix: Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
8. Give notice: Communicate in writing to the person administering the contract at the address listed.
9. Inform: See 'Communicate'.
10. Keep for recycling: As 'Keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
11. Keep for reuse: Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the employer or purchaser, or for use in the works as instructed.
12. Make good: Execute local remedial work to designated work. Make secure, sound and neat.
13. Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
14. Notify: See 'Communicate'.
15. Quote: Use 'Estimate'.

16. **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
17. **Refix:** Fix previously removed products.
18. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.

Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.

Removal of a system includes this work.

19. **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
20. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat.

Excludes redecoration and replacement.

21. **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
22. **Reuse:** Recover complete items to be fixed or used in the project or elsewhere without the requirement for recycling.
23. **Submit:** Deliver in a specified format to a specified person within a specified timeframe.
24. **Submit proposals:** Submit information in response to specified requirements.
25. **Supply and fix:** Supply of products, components or systems to be fixed, together with everything necessary for their fixing.

#### PM\_40\_60\_22 Data security policy

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1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the [Freedom of Information Act](#).
2. **Received requests:** Obtain instruction before proceeding.

Do not supply information to those who are not project participants without express written permission.

3. **Confidentiality:** Maintain at all times.

#### PM\_40\_60\_23 Description terminology

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1. **Attendance:** Includes:

The provision of temporary roads, pavings and paths, standing scaffolding, standing power-operated hoisting plant;

The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;

The provision of water;

The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;

The use of standing mess rooms, sanitary accommodation and welfare facilities; and

The provision of all health and safety facilities and all fire safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the [Joint Fire Code](#).

Additional requirements should be described as 'Special Attendance'.

2. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
3. **Construction Work:** Permanent work together with temporary work.
4. **Contractor :** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes main contractor, prime contractor, supplier, service provider, builder, subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
5. **Contractor's choice:** Selection delegated to the contractor, but liability to remain with the specifier.
6. **Contractor's design:** Design to be carried out or completed by the contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
7. **Cost:** The amount paid or given by one party to another in exchange for goods, work, supplies or services.
8. **Designer:** A person or organization carrying out design on a project.
9. **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
10. **Drawings:** Definitions as [BSRIA Building Applications Guide: Design framework for building services. 5th edition](#).
11. **Employer:** The party to the contract for whom the goods, work, supplies or services are provided. Includes client (in consultancy contracts and CDM Regulations), the employer, building owner or purchaser (in construction contracts), the developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements – which may be defined terms in certain standard contract forms.
12. **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
13. **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
14. **Existing:** Items retained in place to receive new work.
15. **Fastener:** Device for mechanically attaching something to something else.
16. **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.

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

References are as specified in the manufacturer's technical literature current on the date specified.

17. **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
18. **Permanent Work:** Work to be constructed and completed in accordance with the contract.
19. **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.
20. **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the works.
21. **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.

22. Schedule of rates: The subdivision of product and execution prices by a predetermined unit basis.
23. Schedule of Work/ Work Schedule: The subdivision of work items by a predetermined classification. Can form the basis of a pricing document where bills of quantities are not used.
24. Schematic: A drawing of a system showing components, products, systems and their interconnections.
25. Site equipment: The contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the works and the remedying of defects.

Includes appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.

Excludes: temporary work, employer's products and equipment or anything intended to form or forming part of the permanent works.

26. Specification: Written description of requirements.
27. System: Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
28. Temporary work: Incidental work undertaken during construction but not intended to form part of the completed work.

Ω End of Section

## Ro Roles

### Ro\_10\_20\_14 Client (K)

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1. Name: Koi Merebark
2. Email address: k.merebark@uwtsd.ac.uk

### Ro\_30\_30\_68 Principal designer

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1. Name: TBA
2. Email address: TBA

### Ro\_50\_20\_30 Electrical services engineer (E)

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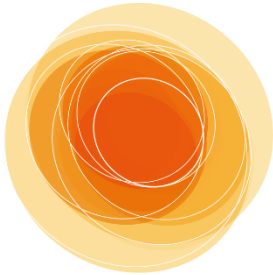
1. Name: Tim White
2. Email address: tim@daviespartnership.co.uk

### Ro\_50\_20\_54 Mechanical services engineer (M)

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1. Name: Peter Lyke
2. Email address: peter@daviespartnership.co.uk

Ω End of Section



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