1 GENERAL

1.1 DESCRIPTION OF THE WORKS

General description
Nothing in this clause shall limit, modify or alter the extent or description of the Works as set out in detail elsewhere in the Contract documents. Subject to the foregoing, the Works generally comprise the developed design, documentation, erection and completion of a new trade training block.

Location
TAFE Ashmore Campus, Cnr Heeb Street and Benowa Road, Ashmore QLD 4214

Real property description
Lot 326 on SP129427

Contract documents
The Contract documents comprise all documents described in the Letter of Acceptance of Tender and include:

- Australian Standard General Conditions of Contract AS 4300-1995 (hereinafter termed the ‘General Conditions of Contract’);
- the Special Conditions of Contract (including the completed Annexure) and any Supplementary Special Conditions of Contract, as issued by the Department of Housing and Public Works;
- the accepted Tender Form and accompanying Conditions of Tendering;
- the Principal’s Project Requirements, including the project specific brief, preliminary design drawings, returnable schedules, this Preliminaries, and other documents listed in the Schedule of Principal’s Project Requirements in the Preliminaries Schedules;
- the Design Documents, including drawings, specifications, technical schedules, samples, and other information required by the Contract and prepared by the Contractor or others for construction of the Works;
- any other drawings or documents issued in accordance with the Contract during the course of the Contract.

Contractor’s documents
Where the Contract requires the Contractor to supply documents such as shop drawings, technical schedules, or other written information, supply them in sufficient time for examination, and revision if necessary, to occur before they are required for use.

As-built documents
Provide as-built drawings of revised floor plans and installed plant and equipment layouts (both at 1:100 scale) and installed underground services (at appropriate scales and showing key coordinate dimensions), all as specified in General requirements worksection.

Building Information Modelling (BIM)
The client is still to advise the LOD required for the project with respect to BIM. The Superintendent to confirm the required BIM outcomes/outputs. The contractor is to allow as a minimum to provide a BIM to a LOD 350.

Disclaimer on supply of electronic documentation
Electronic copies of preliminary design and services drawings forming part of the Principal’s Project Requirements have been prepared by consultants engaged by the Principal for purposes associated with the Contract and remain the property of the State. Where provided by the Principal, electronic drawing and other document files represent ‘information only’ for the convenience of the
Contractor. The Principal does not accept liability for attributes of electronic files provided for ‘information only’ purposes, including characteristics such as file format, document layering, completeness or accuracy.

Copyright in electronic drawing and other document files remains with the State of Queensland.

Existing work
If the Works include alterations or additions to existing work, verify the dimensions of the existing work before proceeding and notify discrepancies as required by the Contract.

1.2 CONTRACTOR’S DOCUMENTS

General
Where the Contract requires the Contractor to supply documents such as developed preliminary design drawings, construction drawings, shop drawings, specifications, technical schedules, or other written information, supply them in sufficient time for examination and revision, if necessary, before these documents are required for use.

Design to satisfy Principal
Take responsibility for the work of design consultants required under the Contract and consult with representatives of the Superintendent and Principal to ensure that developed preliminary design and construction documents accurately reflect the Principal’s Project Requirements. Under Special Conditions of Contract clause 40.4A, submit proposed improvements to the preliminary design (if any) included in the Principal’s Project Requirements in sufficient time to enable the Principal to give the submission proper consideration. The Superintendent shall interpret any ambiguities or discrepancies identified in the Principal’s Project Requirements in accordance with General Conditions of Contract clause 8.1.

Communications during design development
The Superintendent may appoint one representative for design and documentation responsibilities and another representative for construction and administration responsibilities. Allow the Superintendent’s Representatives to communicate directly with any of the Contractor’s design consultants.

Contractor’s design consultants
Provide a team of appropriately experienced and Queensland-registered professional consultants to prepare the design and construction documentation, including but not limited to consultants for:

- Architecture;
- Landscape architecture;
- Civil engineering;
- Structural engineering;
- Hydraulic services (including for hydraulic fire services systems as required);
- Electrical services (including for communications, data, security and fire detection/alarm systems);
- Mechanical services
- Audio visual
- Acoustic consultant
- DDA consultant.

Contractor’s design manager
Appoint an appropriately experienced Design Manager (hereinafter termed the ‘Design Manager’) to ensure the design and construction documents are of satisfactory standard, meet the Principal’s Project Requirements, are co-ordinated with each other, and are prepared in a timely manner.
Within one week of commencement, the Design Manager shall submit an electronic (PDF) copy of a design program to the Superintendent. At fortnightly intervals thereafter, the Design Manager shall submit to the Superintendent reports on progress achieved compared to the design program. Attach to these reports electronic (PDF) copies of:

- new or revised drawings prepared to date;
- any other new or revised design and construction documents.

**Design review meetings**

To coincide with fortnightly design review submissions and staged documentation issues, organise fortnightly design review meetings to monitor progress on the developed preliminary design and construction documentation. The Design Manager shall provide the documents specified in the **Schedule of Contractor’s documentation issues** to the Superintendent 3 days in advance of the corresponding design review meeting dates to allow time to review these documents in detail.

The Superintendent’s Representatives shall attend these design review meetings for the purposes of reviewing an acceptable final set of construction documents. This may involve the Contractor’s design consultants having to revise documents or undertake additional documentation to satisfy conditions of acceptance. The Contractor shall construct the project in accordance with the final accepted set of construction documents.

The Design Manager shall:

- Ensure all relevant design consultants attend design review meetings;
- Submit the documentation nominated in the **Schedule of Contractor’s documentation issues** 3 days in advance of design review meetings to assist discussions;
- Submit also 3 days in advance of design review meetings, any drawings or documents that were discussed at the previous design review meeting and required amendment;
- Submit the meeting agenda to the Superintendent 3 days before each design review meeting;
- Prepare minutes for the design review meetings and circulate the minutes within 4 days of each meeting being held, a distribution list being agreed at the first design review meeting.

**Coordination of design consultants**

The Design Manager shall coordinate the work of design consultants and provide and direct all necessary persons to administer, supervise, inspect and direct the work of design consultants. Ensure that work undertaken by the Design Manager and the design consultants is completed in a manner and at a rate of progress consistent with completion of the Works in accordance with the Contract.

The design manager is to ensure that 60% design is developed to ensure all statutory approvals including all DDA compliance and BCA certifier decision notices are obtained prior to construction.

**Schedule of Contractor’s documentation issues**

<table>
<thead>
<tr>
<th>Timing / stage</th>
<th>Name of submission</th>
<th>Required electronic copies (PDF &amp; native file type) of all specifications and schedules (A4), drawings (A3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% construction documentation</td>
<td>60% complete construction drawings for all Contractor’s consultant disciplines</td>
<td>1 (for review purposes)</td>
</tr>
<tr>
<td>100% construction documentation</td>
<td>100% complete construction documents for all disciplines - pre-acceptance</td>
<td>1 (for review purposes)</td>
</tr>
<tr>
<td>Final construction documentation</td>
<td>100% complete and corrected construction documents for all disciplines - post-acceptance and pre-construction</td>
<td>1 (for direction-on-suitability and record purposes)</td>
</tr>
<tr>
<td>Construction stage</td>
<td>Amended documents required during construction if design is modified by Type 1 and Type 2 variations</td>
<td>1 (for record purposes)</td>
</tr>
<tr>
<td>Timing / stage</td>
<td>Name of submission</td>
<td>Required electronic copies (PDF &amp; native file type) of all specifications and schedules (A4), drawings (A3)</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Practical completion</td>
<td>As built documents at practical completion</td>
<td>1 (for record purposes)</td>
</tr>
<tr>
<td>Final certificate</td>
<td>Documents amended during the defects liability period and required on completion of the project</td>
<td>1 (for record purposes)</td>
</tr>
</tbody>
</table>

**Suitability of documents**

Pursuant to Conditions of Contract clause 8.4, the Superintendent’s direction on suitability of the following documents is required for:

- Developed preliminary design documents, to include drawings, diagrammatic layouts, and schedules of building components and finishes from architectural, civil, structural, and services engineering consultants;
- Construction documents, to include drawings, technical and trade specifications, finishes schedules, and coordinated plant and equipment layouts from all consultants, including architectural, landscape, civil, structural, hydraulics, electrical, mechanical, and specialist electronic engineering;
- Services schedules;
- Shop drawings.

**1.3 SELECTED SUBCONTRACTORS**

**Requirement**

Supply and installation of identified building components and systems shall be carried out by specialist firms experienced in work of this nature. Refer to the Schedule of Selected Subcontractors for a list of firms assessed by the Principal as meeting appropriate standards of capability and service in providing the identified components and systems.

**Schedule of Selected Subcontractors**

<table>
<thead>
<tr>
<th>Building component or system</th>
<th>Selected Subcontractors</th>
<th>Worksection reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Selection of a Subcontractor does not imply approval of any proprietary component or system associated with or employed by the Subcontractor in performance of the work.

**Facilities**

Provide at no cost to Selected Subcontractors the normal facilities for the proper performance of their subcontract, including:

- access to the site;
- storage areas;
- water, power, and other services necessary for the performance of the work;
- messing, changing and sanitary accommodation;
- scaffolding and hoisting facilities as provided for, and during the period of, the Contractor's own use, including operators, but not labour for loading and unloading.

**1.4 WORK BY OTHERS**

**Work concurrent with this Contract**

Separate contracts: Work to be undertaken on or about the site by the Principal or the Principal’s agents and not forming part of the Contract includes a new fire hydrant whole of campus upgrade.
works. This work will be taking place during the construction of the new trade block and the new trade block project is to connect to the newly completed/upgraded hydrant system.

Others will be responsible for any activities associated with the role of Principal’s Advisor, as described in the Working with and removal of asbestos worksection.

**Associated work by the Contractor**

Request the Superintendent to provide contact details of the Principal’s Advisor, five days before initial contact is required, to ensure timely progress of the Works.

Cooperate with the Principal’s Advisor as necessary to complete the Works.

Notify the Superintendent five days prior to the day on which it will be suitable for work by the Principal’s Advisor to commence.

Notify the Superintendent immediately if completion of the Works may be delayed by an act or omission of the Principal’s Advisor, and provide all supporting evidence.

The Contractor is not required to provide insurance for work completed by others.

Take responsibility for:

- including the time (which shall not be unreasonable) required for attendance by the Principal’s Advisor in the Construction Program;
- confirming appropriate Work Health and Safety induction;
- providing access to temporary services and amenities including loading areas reasonably foreseen as associated with the Principal’s Advisor;
- general attendance, liaison and cooperation with the Principal’s Advisor as necessary to complete the work under the Contract;
- protecting the Works, including access paths, that may be damaged by the Principal’s Advisor in carrying out their work;
- recording damage to the Works caused by the Principal’s Advisor, and immediately notifying the Superintendent, with supporting evidence;
- notifying the Superintendent of the actual date of commencement, and completion of work by the Principal’s Advisor.

### 1.5 PROVISIONAL ITEMS

**Cross reference**

Refer to the Preliminaries Schedules for details of provisional allowances applying to the Works. Include these provisional allowances in the Contract Sum for the purposes as specified.

### 1.6 STATUTORY REQUIREMENTS

**Prior applications to authorities**

Before entering into the Contract, the Principal has given the notices, paid the fees, and obtained the permits, approvals and other authorisations stated in the Prior applications and approvals schedule.

**Prior applications and approvals schedule**

<table>
<thead>
<tr>
<th>Prior notices given and applications made</th>
<th>Fees paid</th>
<th>Permits, approvals and authorisations received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification to the Building and Construction Industry (Portable Long Service Leave) Authority (“QLeave”) Authority of the building and construction work described in the Contract documents</td>
<td>Payments required under provisions of the Building and Construction Industry (Portable Long Service Leave) Act</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Contractor’s responsibility to meet project requirements

Take responsibility for all aspects of the Works, to include compliance with the lawful requirements of public and other authorities applicable to the work, such as:

- Provision of necessary documentation, inspections, and certificates sufficient to obtain compliance assessment under the Building Act 1975 / Building Regulation 2006 and Plumbing and Drainage Act 2002 / Standard Plumbing and Drainage Regulation 2003 as stated in the Contractor’s applications and approvals schedule;
- Necessary notifications, applications, inspections, fee payments, certifications, and other requirements of supply authorities in regard to necessary building services infrastructure;
- Compliance with provisions of the Environmental Protection Act 1994, Planning Act 2016, Planning Regulation 2017, and subordinate regulations, codes of practice, and policies;
- Further to Clause 29.1A(b) compliance with Training Policy (TPAS), the typical TPAS 10% has been increased to 15% on AOTI project therefore this project is required to meet the 15% requirement.

Contractor’s applications and approvals schedule

<table>
<thead>
<tr>
<th>Notices to be given and applications made</th>
<th>Fees to be paid</th>
<th>Permits, approvals and authorisations to be received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of required number of copies of construction plans and specifications to the Contractor's Building Certifier</td>
<td>Payments required under provisions of the Building Act 1975</td>
<td>Building Act compliance permit with date, including with assessment conditions and stamped compliance documents</td>
</tr>
<tr>
<td>Submission of electronic copies of hydraulic plans and specifications to QBuild</td>
<td>Payments required (for permit only) under provisions of the Plumbing and Drainage Act 2002</td>
<td>Plumbing and Drainage Act compliance permit with date, including with assessment conditions and stamped compliance documents</td>
</tr>
<tr>
<td>Submission of required number of copies of stamped compliance documents to Queensland Fire and Emergency Services (QFES) as referral agency</td>
<td>Payments required under provisions of the Building Act 1975 and Fire and Emergency Services Act 1990</td>
<td>QFES approval with date, including with approval conditions and QFES stamped compliance documents</td>
</tr>
</tbody>
</table>

Give notice and pay fees in respect of all other statutory requirements e.g. for on-site inspections and testing on completion. Comply with provisions of relevant statutory requirements in accordance with Contract conditions. Take responsibility as the Principal Contractor under Work Health and Safety Regulation 2011.

Queensland Building and Construction Commission

Pay to the Queensland Building and Construction Commission (QBCC) an insurance premium (‘the insurance premium’) for construction work, as required under the Building and Construction Commission Act 1991, unless the work is excluded from being relevant building work under Part 2 of the Building and Construction Commission Regulation 2003.

Provide the Superintendent with evidence that:
- the insurance premium has been paid, and
- the construction work is compliant with the Queensland Building and Construction Board Rectification of Building Work Policy.

Take responsibility for and pay costs associated with engaging a professional engineer registered in Queensland (RPEQ) to conduct required inspections and provide certification that all structural elements are constructed in accordance with the Contract documentation.
Applications to separate utility authorities
Where applicable, apply to relevant Utility Service Providers for supply and connection to required building services, to include but not be limited to power, communications, town mains water, and disposal of sewage or trade wastes. Pay all associated fees (including those for mandatory service requirements such as meters, inspection and testing) and provide all documentation and attendance required by the Provider and/or Local Authority for approval or other purposes. Furnish the Superintendent with evidence that Utility Service Provider and/or Local Authority fees are paid and requirements met. Notify the Superintendent if any necessary building service supply or connection is included in the Principal’s Project Requirements but unavailable when fees are paid.

Building Act / Plumbing and Drainage Act compliance documents
Take responsibility and all associated costs for obtaining the QFES-approved Building Act / Plumbing and Drainage Act compliance permits and assessment conditions from the Contractor’s Building Certifier or other required compliance assessment authority. Keep one set of QFES-approved Building Act / Plumbing and Drainage Act compliance documents on site as required by Building Regulation 2006 and satisfy all compliance assessment conditions during the course of the Works.

The compliance documents identify the “evidence of suitability” certificates required for compliance assessment. The Building Certifier may amend the list of certificates during the course of the Contract to reflect actual components and services used in the Works. Submit “evidence of suitability” certificates as they become available and issue a final consolidated set at least 2 weeks before offering the Works as practically complete. Working in association with other required compliance assessment authorities, the Building Certifier’s issuing of a code assessment summary for the Works is a condition precedent to certification of practical completion.

Construction and services inspections
Engage independent and suitably qualified Queensland-registered professional consultants to undertake compliance inspections required by Part 6 of Building Regulation 2006 and for issuing of design and inspection certificates. All costs associated with these requirements (including inspection and certification) will be at the contractor's expense. Arrange and pay costs for independent inspection and certification of all other building components, systems and equipment where required under the National Construction Code (NCC) or other statutory provision. Notify the Superintendent of readiness for inspections 2 weeks prior to the inspection or activity occurring. Take responsibility for liaising with the relevant compliance inspector for:

- the type and nature of inspections required;  
- the staging and timing of such inspections;  
- notification periods required prior to required inspections.

Fire services
Where the building contains "special fire services" (as defined in Schedule 2 of the Building Act 1975), give 48 hours minimum notice to the Superintendent and the Commissioner, Queensland Fire and Emergency Services, so that they can be inspected as required by Section 74 of the Building Act 1975 and, if necessary, tested at the following stages:

- after installation and before concealment by subsequent construction work;  
- after installation and before interior finishes are applied.

Fire services documentation
Prior to requesting practical completion, prepare and submit the following printed documents to the compliance officer nominated to perform Building Act inspections:

- a list of all “fire safety installations” as defined in Schedule 2 of the Building Act 1975;  
- 3 copies of as-built drawings showing the location of fire safety installations.
Furnish to the Superintendent 2 copies of the as-built drawings. Furnish separately to the Superintendent (marked for the attention of the relevant Building Act compliance officer):

- the list of all “fire safety installations”;
- 1 copy of the as-built drawings.

Supply all printed documents collated, bound and parcelled.

**Approvals, certificates and plant equipment registration**

In addition, to all other local statutory authorities having jurisdiction over the installations, obtain all necessary approvals, certificates, and registration from the relevant Authorities to enable operation of the plant equipment.

Refer to schedule 5 of the *Work Health and Safety Regulation 2011* for requirements.

**Competent person**

Applications for plant equipment registration will require a 'safe to operate' statement by a competent person. This person will make a declaration that the plant equipment has been inspected and assessed as being safe to operate.

**Approval for use**

A person must not use the registerable plant, nor be directed to use registerable plant at the workplace, unless the plant has been registered.

**Change of ownership of registered plant**

Prior to Handover (co-ordinate with Principal), organise change of ownership of plant equipment, registered with Work, Health and Safety Queensland, to the Principal and/or as directed by the Superintendent.

---

### 2 HEALTH AND SAFETY

#### 2.1 ACCREDITED AUDITOR (CONSTRUCTION)

**Functions**

Further to Special Conditions of Contract clause 15.2.3, functions which an Accredited Auditor (Construction) is to perform on Queensland Government building and construction projects include:

(a) Assessment of the Contractor’s Work Health and Safety (WHS) management plan in relation to site construction activities being undertaken.

(b) Inspection of the Contractor’s site construction activities and assessment of safety practices observed against criteria contained in the Site Inspection Report checklist.

(c) Providing the Superintendent with summary audit reports prepared after assessments / site inspections, including of any non-conformances and recommendations that:

- work should be suspended for safety reasons;
- urgent action is needed to protect work under the Contract, other property, or people.

(d) Verification when corrective action notices are finalised, including providing corresponding notices to the Superintendent.

If, in the opinion of the Accredited Auditor (Construction), corrective action notices are taking longer than is reasonable to finalise, the Superintendent shall be notified and recommendations made in accordance with (c).

**Number of site inspections required:**

Project duration 16-25 weeks: 1
Project duration 26-38 weeks:  2
Project duration 39 weeks and above:  2 plus one for each additional 13 weeks.

Ensure that all audit requirements are included in the contractual agreement between the Contractor and the Accredited Auditor (Construction).

**Payment**

Further to Special Conditions of Contract clause 15.2.4, the Principal shall reimburse the Contractor for Accredited Auditor (Construction) fees incurred in performing the functions specified above, provided always that fees shall not be reimbursed for “failed inspections”.

The Contractor shall not be allowed any additional amount for profit, overheads or attendance in respect to Accredited Auditor (Construction) fees.

Reimbursement procedures shall be as follows:

(a) After paying the fees, the Contractor shall submit to the Superintendent a monthly invoice seeking reimbursement, together with evidence of the amount paid to the Accredited Auditor (Construction) and a statement of functions performed in respect of that invoice.

(b) Invoices for reimbursement of Accredited Auditor (Construction) fees shall not be included in payment claims made in accordance with Special Conditions of Contract Clause 42, but may be submitted at any time in the month.

(c) Invoices shall be addressed to QBuild and shall include:

- reference to the QBuild project number;
- allowance for GST.

Invoices shall be considered separately from, and shall be paid separately from, payment claims made in accordance with Special Conditions of Contract clause 42.

**2.2 PROTECTION OF PEOPLE AND PROPERTY**

**Occupied premises**

The Principal or persons authorized by the Principal will continue in possession and occupancy of the parts of the site and existing buildings shown on the drawings or specified herein. Access to and around the site, including for working, storage, loading / unloading, and parking purposes, is restricted to areas designated by the Superintendent.

Site compound is as designated on the site compound plan provided as part of the documentation.

Where work is required in close proximity to existing occupied buildings, minimise nuisance to occupants and ensure their safety. Protect occupants against weather, dust, dirt, water, noise or other nuisance by appropriate means, including use of temporary screens and barriers, erosion control and dust suppression to earthworks, and residential class silencers on all equipment exhausts.

Where overhead craneage is necessary to complete the Works, ensure the safety of crane operation by monitoring and actively enforcing the exclusion zone. Make allowance for foreseeable time and cost effects on the construction program.

Submit details of proposed methods (for information only).
Construction safety generally

Particular statutory responsibilities apply to persons commissioning construction projects, designers and principal contractors under the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, and associated Codes of Practice, to ensure a safe work environment for:

- all persons associated with the Works;
- the Principal to manage before and after taking occupancy of the completed Works.

Manage risks to health and safety by diligent application, maintenance and continuing review of control measures for hazards reported by the Designers of each element of the Works or otherwise identified during the course of the Works. Upon request and where applicable, provide the Superintendent and Principal with:

- the Designers’ written safety report on hazards associated with the particular building design (where not typical of known hazards associated with designs for similar structures);
- the Contractor’s WHS management plan relative to site construction activities being undertaken;
- the individual safe work method statements prepared for high risk construction activities forming part of the Works.

Safe work method statements must address all relevant aspects of the activity, including following established codes of practice for hazardous activities such as working at heights, electrical / solar system safety, and safe working with ACM, along with general WHS considerations. Where required, switch off power and test metal roofs and other metal building elements before commencement to ensure they are not ‘live’. Maintain written records of all testing and inspection procedures undertaken.

Temporary barricades, hoardings and other risk control measures

Enclose all work and plant areas with temporary barricades, hoardings and other appropriate risk control measures. Provide rigid safety fencing with mesh screening around the entire perimeter of the worksite to minimum 1800mm height and maintain for the entire duration of the work.

Incorporate lockable gates providing an equal level of risk control where necessary. Remove on completion and make good all affected areas.

Accidents

Promptly notify the Superintendent if any of the following occur:

- accidents involving death or personal injury;
- accidents involving loss of time;
- incidents with accident potential e.g. equipment failures or “near misses”.

Protective clothing

Make available sufficient protective clothing for use by minimum 6 daytime visitors.

- Safety helmets: To AS/NZS 1801, Type 1.
- Certification: Required.
- Certification provider: An organisation accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ).
- High visibility safety vests: To AS/NZS 4602.1, Class D.

Hazardous materials

Notify the Superintendent immediately if any of the following are found:

- asbestos and asbestos-containing materials (see also Clauses 2.4 to 2.6);
- flammable or explosive liquids or gases;
- toxic, infective or contaminated materials;
- noxious or explosive chemicals;
- acid sulfate soils;
- tanks or other containers which have been used for storage of contaminated substances;
- any other material or substance which may be potentially deemed as toxic, infective or a hazardous contaminant.

2.3 CARE OF THE WORK AND REINSTATEMENT OF DAMAGE

General
Damage to infrastructure and services: Do not obstruct or damage existing roadways, footpaths, drains, watercourses, public utilities and other services in use on or adjacent to the site. Make good and pay all costs for rectifying any damage to existing infrastructure and services, including making temporary arrangements satisfactory to the Superintendent and relevant local or other authorities.

Damage to property: Do not interfere with or damage property which is to remain on or adjacent to the site, including adjoining property encroaching onto the site. Protect trees and other vegetation shown to be retained, or which need not be removed or damaged for construction operations. Make good and pay all costs for immediately rectifying any interference or damage to such property.

Existing services
Attend to existing services as follows:

- If the service is to be continued, repair, divert or relocate.
- If the service crosses the line of a required trench, or will lose support when the trench is excavated, provide permanent support for the existing service.
- If the service is to be abandoned, remove redundant parts and make safe.

Submit proposals for action to be taken with respect to existing services before starting work. Minimise the number and duration of interruptions.

Existing and new crossings
Existing gutter crossing(s): Arrange with the local authority for removal of the existing gutter and footpath crossing(s) as documented. Replace with kerbing, guttering and footpaths to match similar adjacent existing work, and pay all fees in connection with this work.

New gutter crossing(s): Arrange with the local authority for provision of gutter and footpath crossing(s) as documented, and pay all fees in connection with this work.

Existing fencing and retaining walls
All existing fencing and retaining walls: Inspect for condition/dilapidation to notify and seek instruction for the Works from the Superintendent. Contractor is responsible for all costs associated to repair, disposal, and/or replace fencing and retaining walls as identified and directed by Superintendent.

Adjoining property
At least 14 days before commencing work, submit to the owners and occupants of adjoining property written notice of intention to commence work and an outline description of the type and extent of work.

As part of site establishment, arrange a joint inspection with the Superintendent and the owners and occupants of adjoining properties. Arrange a similar joint inspection on completion of the Works.

Dilapidation record
At the initial inspection, prepare a detailed photographic dilapidation record of conditions existing within the adjoining properties, especially structural defects and other damage or defacement. Label each image with information sufficient to confirm location and dilapidation observed.
Provide the Superintendent, Principal and each owner and occupant of an adjoining property with one electronic (PDF) copy of the dilapidation record. Keep a hard copy on site as evidence of conditions existing before commencement.

**Encroachments**
Advise the Superintendent immediately and seek instructions if the Works reveal encroachments of:

- adjoining property on to the site, or
- existing site structures on to adjoining property.

and such encroachments are not otherwise identified in the Contract documents.

### 2.4 ASBESTOS IN CONSTRUCTION WORK

**Requirement**

Prohibition on use of asbestos: Asbestos in the forms of crocidolite, amosite, fibrous anthophylite, tremolite, actinolite, or chrysotile must not be used or re-used as a building product or material.

Acceptable uses: Notwithstanding the above prohibition on use, asbestos containing material (ACM) may be worked with for the purposes of sampling and analysis in the minimum quantity necessary, and for removal, disposal, encapsulation or enclosure as specified or directed. Chrysotile products installed before 31 December 2003 and in sound condition may also continue in use in their existing positions unless otherwise specified.

Prohibition on use of chrysotile asbestos in all forms: From 31 December 2003, under the *National Model Regulations for the Control of Workplace Hazardous Substances*, chrysotile asbestos ('white asbestos') cannot be imported into Australia, nor used or sold in any new product in Australia. Ensure that chrysotile asbestos is not included in any new or relocated products incorporated into the Works.

Restriction on materials imported to the site: Imported material, including fill, soils and mulches, must be free of building waste of any kind and in particular must be free of ACM. Before placing, provide the Superintendent with written certification that all imported material is free of building waste and ACM.

**Discovery of suspected or confirmed ACM (an asbestos incident)**

Stop work and notify the Superintendent immediately if suspected or confirmed ACM is discovered during work such as:

- excavation or trenching;
- placing fill, soil or mulch;
- any other work external or internal to a building.

**Procedure in event of an asbestos incident**

Where an “asbestos incident” occurs by disturbance of ACM during the course of the Works without appropriate controls being in place:

- notify the Superintendent immediately;
- stop work on the disturbed or discovered ACM, decontaminate workers as required, and temporarily seal any enclosure around the disturbed or discovered ACM;
- do not attempt to clean up or seal disturbed or discovered ACM in any way;
- secure the area with the assistance of staff nominated by the Principal;
- restrict access to the site to persons nominated by the Superintendent (these persons shall include a Principal’s Advisor, appropriately licensed Asbestos Removal Contractor, and others);
- resume work only when directed by the Superintendent.
Obtain a copy of any sampling or test result arising from the asbestos incident, and carry out appropriate and relevant measures as communicated by the Principal’s Advisor. Revise the Safe Work Method Statement and provide 2 copies of the revised document to the Superintendent.

2.5 REGISTER OF ASBESTOS CONTAINING MATERIAL (ACM)

Requirement
Peruse and become familiar with the Register of Asbestos Containing Material which identifies locations on each site where ACM has been found and/or is presumed to exist.

Access to the Register for each government site will be provided for information purposes only. The Principal does not warrant that all ACM on site is included in the Register.

Make necessary allowances relating to the presence of ACM and permitted work methods as specified here or identified in the Contractor’s Work Plan or as otherwise directed.

Comply with all statutory and other requirements relating to access to locations identified with or presumed to contain asbestos-containing material, including:

- Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), and associated legislation, codes and notices.
- Workers Compensation and Rehabilitation Act 2003 (Qld) and subordinate and associated legislation.
- Electrical Safety Act 2002 (Qld) and subordinate and associated legislation, codes and notices.
- Environmental Protection Act 1994 (Qld) and subordinate and associated legislation.
- Workplace Health and Safety Queensland publications:
  - How to Safely Remove Asbestos Code of Practice 2011.
- Plumbing and Drainage Act 2002 (Qld) and subordinate and associated legislation, codes and notices.

2.6 ASBESTOS REMOVAL AND ASSOCIATED WORK

Related worksections
Conform to the following worksections:

- Demolition;
- Working with and removal of asbestos.

Work Plan and Work Area Access Permit requirements
If a Register of ACM exists for the site, the Works shall not commence until the following steps are completed:

- A Contractor’s Competent Person is nominated by the Contractor to take responsibility for work methods and risk control measures to be employed on the site. The Contractor’s Competent Person shall be appropriately assessed / certified under relevant Codes of Practice and corresponding legislation.
- The Contractor, Contractor’s Competent Person, Superintendent’s Representative and Principal’s Representative shall carry out an inspection of the grounds and all buildings and other structures included in work under the Contract to determine the extent that the Works may disturb materials that are identified or presumed to be ACM.
- As part of this inspection, the Contractor shall examine and sign the Register of ACM and any other document forming part of the facility’s Asbestos Management Plan as evidence that the Register has been made available to the Contractor for information purposes. The inspection shall take place at the initial start-up meeting and be minuted by the Contractor.
- If building materials affected by the Works are identified as or presumed to be ACM, two copies of a site-specific draft Work Plan (i.e. work method statement appropriate to the identified or presumed
hazards and in accordance with statutory requirements and the How to Manage and Control Asbestos in the Workplace Code of Practice 2011) shall be submitted to the Principal at least 10 working days before it is proposed to commence any work in conjunction with ACM.

- The Principal will seek the services of a Principal’s Advisor in determining whether a Work Area Access Permit shall be issued on the basis of information contained in the draft Work Plan. If the Principal requires amendments made to the draft Work Plan, two copies of a final Work Plan shall be resubmitted to address the Principal’s requirements.

- A Work Area Access Permit shall be issued by the Principal and received by the Contractor.

Elimination of risk in working with ACM
The site-specific Work Plan shall describe the work methods and control measures proposed to eliminate risk from possible contact with ACM during performance of the Works, including:

- detail of anticipated hazards (with particular attention to site-specific and job-specific hazards);
- listing of corresponding risks to workers and other persons on or about the site of the Works;
- sufficient information prepared by the Contractor’s Competent Person on proposed control measures to be implemented to manage all risks from possible contact with ACM during the course of the Works.

Access into ceiling and other overhead spaces shall be typically obtained after hours and no person shall work in or travel through a ceiling above occupied spaces. Comply with the facility’s Asbestos Management Plan procedures in regard to obtaining access to ceilings beneath ACM roof sheeting or with ACM ceiling lining. Any work in confined spaces may require special-purpose personal protective equipment (PPE) to be worn.

Contractor’s responsibilities
Provide the Superintendent with one copy of each draft / final Work Plan coincident with submission of draft and final copies to the Principal and prior to commencing any work on the site. The Superintendent shall not authorise the Works to proceed until a Work Area Access Permit is issued by the Principal.

Conform to requirements of the Work Plan and Work Area Access Permit during performance of the Works. Areas affected by the Work Area Access Permit must be unoccupied and adequately locked and signed to prevent access by unauthorised persons. Treat any existing or uncovered materials suspected of containing asbestos as ACM. Adhere to statutory requirements and associated codes of practice in all instances.

Advise the Superintendent and the Principal when all work involving ACM is complete, and finalise the “close off” process associated with the Work Area Access Permit. Inspection by the Principal and cancellation of the Work Area Access Permit signifies the lifting of restricted access to affected areas.

3 SITE MANAGEMENT

3.1 SETTING OUT

Certification
Provide certification from a licensed Surveyor that the Works are within the site boundaries, and within required setbacks from each site boundary, including with a drawing certifying the set out. Submit the certificate to the Superintendent within 10 working days of completion of setting out.

Take responsibility for the set out and indemnify the Principal against any liability, loss, claims or proceedings in respect of encroachment by the Works on to adjoining properties or required setbacks.
3.2 SITE MANAGEMENT GENERALLY

Contractor’s site manager
Ensure attendance by a Site Manager or Site Foreman (hereinafter termed ‘Site Foreman’) with overall responsibility for issues that include construction safety and project coordination at all times work is being undertaken on the site. Persons in this position must have demonstrated experience in delivering similar projects in occupied premises environments and shall be separate from any leading hand, subcontractor or other representative of the Contractor.

Site security
Engage a professional security service to provide site security during after-hours work for asbestos removal or other purposes authorised under the Contract. The Contractor’s security service shall:

- Provide continuous attendance and patrol the perimeter of the construction site.
- Monitor arrivals and departures of all persons and vehicles at the construction site, to confirm identity and purpose.
- Report any security issues to the Contractor and the Superintendent as soon as possible, and in a compiled form on completion of the after-hours work.
- Keep tools and equipment that must remain on site secure at all times. Ensure that staff, students and visitors are kept out of the construction site.
- TAFE may have a security service controlling the overall security of the school complex. Existence of another security service operating within the school environment does not relieve the Contractor of responsibility to keep the site of the work secure at all times.

Contractor’s pedestrian and vehicular access
Comply with the Traffic Management for Construction or Maintenance Work Code of Practice 2008. Use the designated entry point directed by the Superintendent for access and egress by Contractor’s workers. No other access point is to be used without prior agreement.

Deliveries and site waste
All loading and unloading of materials must be in locations agreed with the Superintendent and subject to any time limits or clearways applicable to these locations. Ensure that materials and rubbish are not left in common areas outside the construction site. Remove site waste as it accumulates to avoid the formation of potential workplace hazards.

Fire protection services and emergency access / egress
Maintain fire protection services and emergency access when undertaking work under the Contract. Ensure that egress remains clear at all times for emergency evacuations on exit paths of travel.

Do not disconnect fire alarms, except with prior written approval from the Superintendent. Maintain fire mains and fire hydrants on adjoining sites in fully operational condition at all times.

Salvaged items
Unless otherwise nominated in the Contract, take responsibility for materials, plant, equipment and other items salvaged during work under the Contract and remove them from the site.

Trucking
Convey soils, earth, sand, loose debris, and like loose materials to or from the site in a manner that prevents dropping of materials on streets.

Ensure that the wheels, tracks and body surfaces of all vehicles and plant leaving the site are free of mud and that mud is not carried on to adjacent paved streets or other areas.
Due consideration is required for peak daycare and TAFE traffic times and movement of heavy vehicles and excessive vehicle movements during peak drop off and pick up times to be avoided. This is to be discussed and agreed with the Superintendent and TAFE.

Contractor to provide a Construction Traffic Management Plan to monitor and control this zone.

Clearing of any vegetated areas must be in accordance with the Environmental Checklist Report. Where required, a DEHP Licensed Fauna Spotter Catcher is required to be present to supervise clearing works. Any Koala Conservation Strategy and Management Plan addressing Koala habitat clearing requirements, offset requirements and Koala safety and movement requirements must be adhered to.

Access to areas beyond the Contractor’s site area may be required from time to time for services or other reasons. Make a written request to the Superintendent to carry out work in these areas 7 days prior to the required timing of these works. Works cannot be undertaken without approval. The request is to identify:

- the work to be carried out;
- access required;
- length of time required for the activity;
- the day and time on which the activity is to be undertaken;
- method of work;
- preferred timing; and
- effect on adjacent area.

Regardless of the anticipated site areas referenced above, construction access arrangements, access onto and within the site, use of the site for temporary works and constructional plant, including working and storage areas, location of offices, workshops, sheds, roads and parking, must be agreed in writing with the Superintendent. No work on the site shall commence until these approvals have been obtained.

3.3 SITE MEETINGS

Pre-start meeting

After completion of the documentation stages and prior to site establishment, a meeting shall be held with relevant representatives of the Superintendent, Contractor, Principal, Design Manager and Contractor’s consultant team. The purpose of the meeting is to allow the Design Manager and appropriate consultants to explain the project’s concept and any items considered to be particularly important during the construction stage, including those relating to design innovation, environmental concerns, heritage listing, or necessary but potentially disruptive activities. The pre-start meeting is intended to establish the basis for good communication between all participants by:

- confirming the roles and responsibilities of all parties to the Works;
- establishing clear and effective lines of communication between the parties;
- facilitating transfer of knowledge about all aspects of the Works to and from the participants;
- supporting attention to technical and administrative communications required under the Contract;
- setting the agenda and conduct for future site meetings.

Minutes for the pre-start meeting will be taken and distributed by the Superintendent’s Representative.
Site meetings
Throughout the duration of the Contract, arrange meetings at fortnightly or other agreed intervals with appropriate Subcontractors, the Superintendent, and the nominated Principal’s representative. Unless otherwise directed by the Superintendent, keep minutes of such meetings and have electronic (PDF) copies forwarded to all attendees within 3 working days after each meeting.

Contacts
At the first site meeting, submit to the Superintendent the names and telephone numbers of responsible persons who may be contacted after hours during the course of the Contract.

Fortnightly and monthly reporting
Provide the Superintendent with site photographs (including sufficiently descriptive captions) of those portions of the Works under construction each fortnight to demonstrate progress. Provide a written report to the Superintendent each month which sets out:
- the true position reached on the Works;
- any deviations from the approved construction program;
- any anticipated risks or circumstances adversely affecting performance of the Works;
- a schedule of activities undertaken in the previous 2 weeks and planned for the following 2 weeks;
- a record of labour/subcontractors engaged upon the site over the previous month;
- the weather conditions experienced on site over the previous month.

3.4 MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

Site Foreman’s office
Before major site operations commence, provide a secure weather-tight office for the Site Foreman with sufficient lighting, air conditioning, power, water and telecommunications services to allow the Site Foreman, Contractor, Superintendent and Principal’s representative(s) to complete necessary Contract administration tasks while on site. Provide sufficient space, fitout and equipment in the office to:
- permit comfortable viewing, copying and printing of construction drawings and other documents;
- house the Building Act compliance documents in lockable drawer space;
- hold site meetings with a table and sufficient chairs for all required attendees.

Fire-fighting equipment: Provide a 4.5 kg dry chemical AB(E) class fire extinguisher to AS/NZS 1841.5.

Cost of services: Pay charges for installation, use and removal on completion.

Maintenance and access: Clean the Site Foreman’s office regularly. If the office must be moved during progress of the Works, do so without charge and with minimum inconvenience. Provide access to the office at all times work is being undertaken on site.

Removal: When agreed by the Superintendent, remove the Site Foreman’s office and contents on completion and make good the site.

Temporary infrastructure and services generally
Provide and maintain temporary infrastructure and services necessary for execution of work under the Contract. Install temporary infrastructure and services in accordance with the requirements of relevant authorities. Do not connect to existing services without the Superintendent’s prior approval.

Pay charges in connection with installation and use of temporary services, and make them available to subcontractors. On completion, disconnect and remove temporary infrastructure and services, and make good connection points and surrounds to match the site conditions existing prior to commencement of the Works.
Temporary power
Provide an electricity service for the Works, separately metered and suitably protected by circuit breakers and earth leakage protection devices.

Temporary water
Provide sufficient water of suitable quality to enable completion of work under the Contract. Notify the Superintendent and obtain approval of the proposed methods of providing temporary water to the site, and any associated conditions of supply, prior to implementation.

Potable water: Before using water from existing reticulated potable water systems, provide a dedicated calibrated water meter. Read meters jointly with a representative of the Principal at intervals directed by the Superintendent.

Water saving measures: Comply with any water restrictions set by the relevant regional water supply authority, and the local authority having jurisdiction in the general area surrounding the site.

Take all reasonable measures to minimise the consumption and waste of water used on site. Maintain all Contractor’s fittings and equipment to minimise leaks.

Attendance: Attend the site at all times that water is being used, including during all commissioning activities and the planting establishment period. Cease water consumption before leaving the site each day.

Site amenities
Provide statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the site and remove them on completion of the Works.

Project signboard
Within 2 weeks of taking possession of the site, provide a professionally-lettered construction sign made of weatherproof materials and minimum 2.4m² in area in accordance with QBuild standard construction sign detail 00000/11111A. Include the Contractor’s QBCC-licensed name and number prominently displayed in black letters 50mm high in accordance with Queensland Building and Construction Commission Act 1991.

Erect the sign in a suitable location on site as approved by the Superintendent. Apart from mandatory construction safety signs, no other contractors’ signs are permitted without the Superintendent’s approval.

Refere to signage requirements provided in the tender documents package.

Ownership: The signboard shall remain the property of the Contractor. Maintain in good condition until practical completion, then dismantle and remove.

Note:
All major construction and infrastructure developments must acknowledge the governments investment through onsite signage.

However, there are circumstances where drawing public attention to government projects through the use of signage is not appropriate. For example, the construction of a refuge for victims fleeing domestic and family violence. The Principal Consultant, Project Manager is to confirm if site signage is required.
Temporary fencing
Where the Works include the taking down, re-erection, or maintenance of existing fencing, ensure the site is secured at all times by temporary fencing.

3.5 MATERIALS AND WORK
Building materials and components
The use of Non-Conforming Building Products and Non-Compliant Building Products (NCBPs), as defined by the Queensland Building and Construction Commission (QBCC), is not permitted.

Materials shall conform to the Standards and Codes issued by the Standards Association of Australia, unless otherwise specified.

Verify building materials and components, conform and comply with the National Construction Code (NCC) and the following, as applicable:

- Certificate of Conformity by CodeMark or WaterMark;
- Certificate of Accreditation from a State or Territory Accreditation authority;
- Certificate from an appropriately qualified person such as an engineer;
- Certificate from a product certification body accredited by JAS-ANZ;
- Report registered by a registered testing authority;
- Other documentary evidence.

Upon request by Principal, provide evidence of compliance and conformance.

For detailed information about compliance and conformity assessment, refer to:

- Queensland Building and Construction Commission (QBCC)
- The Australasian Procurement and Construction Council
  Guide to Procurement of Construction Products.

Items supplied by the Principal
Where items are specified in the Preliminaries Schedules to be made available free of charge to the Contractor for use in the Works, take delivery of these items and assume responsibility for them.

If the Superintendent determines that the items are not in a suitable condition for use, the Contractor shall be entitled to a variation order for work necessary to make them suitable. Pay for all other costs and charges, including for collection, loading, transport to site, unloading, cutting, fabrication and insurance.

Give the Superintendent 3 weeks written notice of the date on which the items are required to be ready for collection, together with verification of the quantities required for the Works.

Except where caused by Contractor error, additional quantities of items required to complete the Works shall be supplied by the Principal free of charge to the Contractor. Return surplus unused items to the Principal at the discretion and direction of the Superintendent, and at the Principal’s cost. Where additional quantities are required through Contractor error e.g. unnecessary wastage or mistake, the Principal shall supply the items at the Contractor’s cost.

Measurement of work
For the purposes of the Contract, measure work in accordance with the Australian Standard Method of Measurement of Building Works.
Joining up
Generally: Carry out the joining of new work to existing work, and any consequent cutting away, in a manner appropriate to the materials, and make good to existing work as directed by the Superintendent.

3.6 AUSTRALIAN AND OTHER STANDARDS

Current editions
An Australian or other standard applicable to the Works should be the current Edition but may be the edition last published not later than one month prior to the closing date for tenders.

Site copies
Where reference to a standard is required to resolve differences in respect of compliance with the Contract requirements, provide a copy of the relevant Standard.

3.7 SAMPLES

Approved samples
Where samples are called for, items supplied are to be in accordance with the approved samples, or an approved alternative within a range defined by approved samples. Keep approved samples in good condition on site until Practical Completion. Where not so specified herein, provide samples upon reasonable request from the Superintendent at no additional cost to the contract.

Delay
The Contractor shall be solely responsible for the consequences of delay resulting from failure to allow adequate time for the assessment and approval of samples, or from the rejection of samples which do not comply with the Specification.

3.8 WARRANTIES

Name the Principal
Warranties or guarantees specified shall name the Principal as warrantee.

Written warranties are required:
- Where called for by the Contract Documents;
- On all Appliances and Equipment; and
- Where offered by the manufacturers.

All warranty periods shall commence from the Date of Practical Completion and remain in force for the periods specified or if not specified, for a period of twelve (12) months.

3.9 ALTERNATIVE MATERIALS OR WORK

The Contractor shall be deemed to have allowed for the materials and methods of work described in the Contract whether they are proprietary items or otherwise.

Where materials specified are not available or the method of work specified is not possible or for any other reason, the Contractor wishes to substitute an alternative material or method of work, then in each instance:
- The Contractor shall request the substitution, from the Superintendent, in writing in time to allow a response to be given within 10 days of receipt of the notice so as not to cause delay to the progress of the Works;
- The Superintendent may allow the substitution at no additional cost to the Principal or the Superintendent may issue a Variation to effect a reduction or increase in the value of the Works; and
- The Contractor shall be responsible for the suitability and performance and the fitness for purpose of the substituted material/item or method of work. The Contractor is required to supply a sample of the proposed item, and evidence that the performance is equal to or greater than that specified. Refer to this section Clause 3.5 - Materials and Work for compliance and conformance when materials substitution is requested/required.

Claims
The Contractor shall not be entitled to compensation for any rejection of a submitted alternative, nor, unless otherwise agreed, shall adoption of an alternative be ground for any claim for additional cost damages or extension of time.

3.10 CONTRACTOR’S QUALITY ASSURANCE

Requirement
The minimum quality assurance system required is a second or third party certified quality assurance system to AS/NZS ISO 9001 excluding design in the capability statement. When requested, provide a copy of the quality certificate and capability statement.

Quality plan
Within 21 days of tender acceptance, provide a copy of the project quality plan to the Superintendent. Keep on the site an up-to-date project quality plan, including:
- Procedures covering each trade, worksection or part of a package.
- Inspection and test plans for each trade, worksection or part of a package.
When requested, make the project quality plan available to the Superintendent for review.

Hold and witness points
The Principal has no obligation in respect of hold and witness points other than those specified or required to ensure Building Act compliance.

Compliance audits
Compliance audits of the Contractor’s project-wide quality system may be carried out even where the Contractor’s quality system provides for regular corporate auditing by an independent assessing organization accredited by Joint Accreditation System of Australia and New Zealand (JAS-ANZ) for the purposes of certification.

Retention of records
Retain quality records for at least 7 years from the date of the final certificate.

3.11 PROTECTION OF THE ENVIRONMENT

Statutory responsibilities
Carry out all work under the Contract and protect the site in compliance with provisions of the Environmental Protection Act 1994, Environmental Protection Policies, associated statutory legislation and this specification – refer to the Environmental management worksection for detailed compliance requirements.

Audits
The Superintendent may undertake auditing of the Contractor’s environmental management of work under the Contract at any time to ensure compliance with statutory requirements and this specification.

Environmental harm or breaches
During the course of work under the Contract, take responsibility for any incidents or non-compliances which could constitute an environmental harm or breach under the Environmental Protection Act, including acting immediately to contain or prevent environmental harm and/or public
risk from such incidents. Notify the Superintendent immediately such circumstances arise and register the incident with the Department of Environment and Heritage Protection (DEHP) where required under the Act.

**Restoration costs or time**

If the Superintendent determines that the Contractor by act or omission has contributed to or caused the incident or non-compliance, the Contractor must bear responsibility for the full costs and time of attending to the incident.

**Sewage overflow incidents**

Should sewage surcharges / discharges occur across the site or across adjacent public land for any reason, advise the Superintendent immediately and take the following remedial measures:

- ensure personal protective equipment (PPE) is worn during containment and remediation work;
- contain the spill, particularly from entering stormwater drains or natural watercourses, and barricade the affected area with temporary fencing (star pickets and barricade mesh as minimum) to prevent public access;
- clean up the site where possible, including applying lime to small affected areas to reduce risk to the public from pathogens;
- notify the relevant Utility Service Provider and any affected land owners.

These actions are to ensure the safety of the public and to protect the environment, and are mandated regardless of ownership of the infrastructure. To be effective, containment and remediation work must be undertaken immediately an overflow is detected and, in the absence of a timely response from the Contractor, may be performed by agents of the Principal at the Contractor’s cost.

**3.12 MOVEMENT CONTROL IN FIRE ANT / ELECTRIC ANT INFESTED AREAS**

**Statutory responsibilities**

Biosecurity regulations apply to performance of work within, or operation from, fire ant and electric ant movement control areas. If the site has been identified as within a gazetted movement control area, make allowance for foreseeable time and cost effects on the construction program when fulfilling Contract requirements to:

- Comply with the Plant Protection Regulation 1990 as amended, any relevant quarantine notice issued under the Plant Protection Act, and the requirements of Biosecurity Queensland (within the Department of Agriculture, Fisheries and Forestry or DAFF) and this specification.
- When required by Biosecurity Queensland, obtain site inspections and appropriate approvals, and implement all required risk management procedures for the duration of the Works, including during defects liability and planting establishment periods. Risk management procedures may include but are not limited to:
  - Training of site supervisors and construction staff in issues related to awareness, detection, reporting and management of fire ant / electric ant infestation.
  - Inspecting and adequately cleaning items placed in contact with the ground, including vehicles, machinery, equipment and apparatus of any kind, prior to bringing to and leaving the site.
  - Transporting, storing and handling materials to be incorporated into the Works, including waste materials, by methods that minimize the risk of fire ant / electric ant infestation.
- Immediately report any infestation of fire ants / electric ants found on the site to Biosecurity Queensland and the Superintendent.
- Movement control restrictions: Obtain ‘high-risk materials’ to be incorporated into the Works from suppliers with an appropriate quality assurance system which provides effective controls against possible fire ant / electric ant infestation. ‘High-risk materials’ include sands, gravels, aggregates, soils, imported fill, soil mixes, mulches, plants, hay, straw, grass, seeds, turf, logs, sleepers, pavers, and other materials capable of harbouring fire ants / electric ants.
- Before placing, provide the Superintendent with written certification that imported ‘high-risk materials’ comply with movement control restrictions.
- Incorporate warranties received from suppliers of ‘high-risk materials’ into the manuals specified in the clause Operation And Maintenance Manuals in General requirements worksection.

4 PROGRESS AND PROGRAMMING OF THE WORKS

4.1 ORDER OF WORK

There is to be a 2 staged building approval process. During the detailed design phase the principal consultant has progressed an Early Works Package and certifier approval and building approval is being sought in order to allow the Early works package to commence immediately following contractor appointment. The anticipated tender award date is 3/4/2020.

The remainder of the works will form a second building approval process of which the contractor is to manage. The completion date of the entire works will be 35 weeks from LOA, anticipated LOA date is 3/4/2020.

The program is tight and relies on a 2 staged BA to allow works to progress in a timely manner immediately following contract award.

4.2 CONSTRUCTION PROGRAM

Linked bar chart

Within 14 calendar days of notification of acceptance of the tender, provide the Superintendent with an electronic (PDF) copy of a detailed linked bar chart showing intended progress and the relationship of each activity upon each subsequent activity set against a suitable time scale. Link the beginning and end of each activity with a dependency line, identify the critical path, and make provision for entering actual progress. If the Superintendent considers the initial construction program as submitted is insufficient or otherwise unsatisfactory for the purpose, resubmit an amended linked bar chart within 7 days of being requested to do so by the Superintendent.

Revisions: If, at any time during performance of the Works, the progress for any item of work shown on the linked bar chart is less than that forecast, or the Superintendent considers that the linked bar chart does not show a satisfactory program of work, resubmit an amended program within the period required by the Superintendent to show a revised work plan.

The Principal may refuse payment upon any certificate until such linked bar chart is provided.

Asbestos removal

Where applicable, indicate on the construction program the day on which the coordination meeting prior to starting asbestos removal will occur, and the day on which asbestos removal work will be completed and ready for issuing of a clearance certificate.

Updating

Allow the provisional number of updates of the construction program as shown in the Preliminaries Schedules and at the rate per update as evidenced by the tender or as otherwise agreed.

Updating of the construction program shall meet the following requirements:

- All copies of the construction program and time analysis shall be updated as requested in writing by the Superintendent. Forward updates to the Superintendent within 7 working days of the request. Adjust the number and cost of updates actually provided against the provisional items above.
- For the purpose of this Contract:
  - "STATUS" is defined as: "accurately recording the status of the work based on the percentage of activities complete on the applicable program".
- "UPDATING" is defined as: "correcting activity sequences and adding or deleting activities, where necessary, to produce a network and analysis clearly indicative of the current job status and the intended progress".

- Review the status of the Works at 1 monthly intervals in conjunction with nominated Superintendent’s representatives.

- Notwithstanding such reviews, prepare a monthly status report for submission and review by the Superintendent at the project team meeting. The status report shall contain descriptions of critical activities, current status, non-critical activities which durations have varied, Contract completion date, program completion date, report on milestones to be achieved over the ensuing month, and items critical to maintaining the program’s original status.

- Make no changes of activity duration during the course of the Works without the Superintendent’s agreement.

- Outstanding claims for extension of time shall not negate the Contractor’s obligation to provide an updated program.

- In the event that the Contractor does not comply with the provisions relating to updating, the Principal may arrange to have the default rectified by other persons at the Contractor’s expense.

**Extensions of time**

Incorporate in the construction program extensions of time granted to the Contractor by adjusting the program relative to current job situation at the update immediately following granting of the extension.

Support applications for extensions of time under clause 35 of the General Conditions of Contract by data based on the updated construction program together with time analysis indicating how critical activities were or will be affected and the effect on the project completion date.

Extensions of time will be assessed on a normal 5 day working week (i.e. Monday to Friday).

The format for submission of claims for extension of time for Principal-caused delays is as follows:

**STATEMENT OF FACTS AND SUPPORTING DATA REQUIRED FOR SUBMISSION OF CLAIMS FOR EXTENSIONS OF TIME FOR PRINCIPAL CAUSED DELAYS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Claim</td>
</tr>
<tr>
<td></td>
<td>Identification of the Claim: description</td>
</tr>
<tr>
<td>B.</td>
<td>Costs</td>
</tr>
<tr>
<td></td>
<td>Cost of Claim:</td>
</tr>
<tr>
<td></td>
<td>1. Whether costs are to be claimed.</td>
</tr>
<tr>
<td></td>
<td>2. Amount of costs claimed.</td>
</tr>
<tr>
<td>C.</td>
<td>Contractual Basis for Claim</td>
</tr>
<tr>
<td></td>
<td>The contractual reason on which the claim is based (with references).</td>
</tr>
<tr>
<td>D.</td>
<td>Cause</td>
</tr>
<tr>
<td></td>
<td>Cause of Claim: i.e. late supply of information; variation; etc.</td>
</tr>
<tr>
<td>E.</td>
<td>Duration</td>
</tr>
<tr>
<td></td>
<td>1. Time claimed.</td>
</tr>
<tr>
<td></td>
<td>2. Identification of time on the program calendar.</td>
</tr>
</tbody>
</table>
### Item Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Program Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effects on:</td>
</tr>
<tr>
<td></td>
<td>1. Critical activities.</td>
</tr>
<tr>
<td></td>
<td>2. The critical path.</td>
</tr>
<tr>
<td></td>
<td>3. Non-critical items of work.</td>
</tr>
<tr>
<td></td>
<td>4. Other.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Graphic Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Network Diagrams detailing:</td>
</tr>
<tr>
<td></td>
<td>(to demonstrate the difference between the planned work and the actual work).</td>
</tr>
<tr>
<td></td>
<td>1. The original programmed activities with allowances for approved extensions of time.</td>
</tr>
<tr>
<td></td>
<td>2. The as-constructed details which will support the claim.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copies of all information relating to the claim, e.g.</td>
</tr>
<tr>
<td></td>
<td>1. Correspondence</td>
</tr>
<tr>
<td></td>
<td>2. Variations</td>
</tr>
<tr>
<td></td>
<td>3. Site Instructions</td>
</tr>
<tr>
<td></td>
<td>4. Requests for Information</td>
</tr>
<tr>
<td></td>
<td>5. Transmittals</td>
</tr>
<tr>
<td></td>
<td>6. Drawings (where possible)</td>
</tr>
<tr>
<td></td>
<td>7. Any other information i.e. background information that is relevant to the claim (e.g. relevant minutes from site meetings, etc)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify what action has been taken, or is possible, to mitigate the delay, or costs of the delay.</td>
</tr>
</tbody>
</table>

In the absence of an agreed planning program the Superintendent is not bound to base decisions on the Contractor's program and will make decisions in a reasonable manner based on information available at the time.

### 4.3 COMMENCEMENT OF SITE WORK

**Requirement**
Verify all details, including but not limited to site boundaries, site setbacks, and Local Authority requirements, prior to commencement of the Works.
4.4 PROGRAM CHART

Requirement
Mount and display in the Site Foreman’s office the bar chart or network diagram based on the construction program and keep up to date.

4.5 HANDOVER REQUIREMENTS

General
On completion, the following steps shall be finalised to the Superintendent’s satisfaction before offering the Works as practically complete:

- All required Building Act ‘evidence of suitability’ certificates* have been obtained, collated, forwarded to, and accepted by the Building Certifier and the Superintendent has received the Building Certifier’s completed code assessment summary for the Works.
- Submissions to the Building Certifier and the Superintendent have included written approvals from supply authorities responsible for testing of services installations and copies of applications for termination of temporary services supply (water / electricity / telephone / NBN / gas) when terminated.
- Information required by the Principal to allow safe and secure occupation and use of the Works has been supplied and accepted.
- Commissioning inspections and tests of installed building services and equipment systems have been satisfactorily completed and passed and the Superintendent has been provided with copies of the inspection and test results verifying that these systems are working within optimum design parameters (refer also to the General requirements worksection).
- Persons nominated by the Principal have satisfactorily completed training in use of the building services and equipment systems.
- The Master Equipment Asset Register must be completed in full for all new equipment installed as part of the project. Refer to “How to Populate” document for guidance on the requirements.
* Revised ‘evidence of suitability’ certificates: Events during construction may require reissuing of Form 15 / Form 16 certificates for structural, mechanical, hydraulic, emergency lighting, fire and other services systems. Other ‘evidence of suitability’ certificates are required for compliant building elements, components, finishes, equipment and services systems actually forming part of the Works. Coordinate reissuing of any revised ‘evidence of suitability’ certificates in sufficient time to prevent possible delay in issuing of the Building Certifier’s completed code assessment summary.

On completion, check and adjust all elements of the Works to the Superintendent’s satisfaction, including but not limited to:

- easing and adjusting doors, windows, hatches, locks, hardware and other moving components;
- examining and clearing drains and gutters of any debris;
- ensuring that bolts and screws are tight;
- relamping luminaires and renewing similar replaceable services components used during construction, and testing that all services are working as required.

Rectification of omissions and defects before practical completion
Further to General and Special Conditions of Contract clauses 30.1, 30.3, 30.4, 30.5, 30.6 and 42.5 and other requirements of the Contract, and before offering the Works as practically complete, the Contractor shall have:

- thoroughly inspected the Works for omissions and defects; and
- made good any omissions and defects so identified.

Assist the Superintendent and representatives of the Principal in separate and timely inspections for omissions and defects. Omissions and defects identified by the Superintendent shall be included in the list of items to be rectified before offering the Works as practically complete.
Keep detailed records of all inspections for omissions and defects in the Works, including listing when each item is identified, rectified, reinspected, and confirmed as satisfactory. Provide the Superintendent with an electronic (PDF) copy of the compiled records of all completed omissions and defects before offering the Works as practically complete.

**Final cleaning**  
On completion, thoroughly clean all elements of the Works to the satisfaction of the Superintendent, using labour skilled in the particular cleaning operations, including but not limited to:

- cleaning windows, both inside and out on all faces;
- removing paint spots from floors, walls, windows, and other visible surfaces;
- removing render and other spots on metal sashes, box sections and other surfaces;
- dusting walls, ledges, projections, and dust-collecting surfaces of any kind;
- washing down and cleaning of walls, fixtures, fittings, and internal equipment of all kinds;
- cleaning and polishing chrome, mirrors, hardware and like fittings;
- cleaning floors, including vacuuming carpets, polishing seamless finishes, and washing concrete slab surfaces;
- cleaning ducts, cupboards, and like accessible compartments;
- cleaning the insides of switchgear and control gear assemblies;
- cleaning and necessary adjusting of switchgear, contactors and other electrical contacts.

Clean each building (or floor of each building) in sequence and lock off once cleaning is completed. If any further work is required in a cleaned area, thoroughly clean the building (or floor of the building) again. On completion of cleaning operations, check the master keying system and hand to the Superintendent a full set of keys for all locks, complete with properly-engraved individual plastic labels.

**Rectification of omissions and defects after practical completion**  
Further to General and Special Conditions of Contract clause 37, rectify any omissions and defects remaining at the date of practical completion and/or identified during the defects liability period within:

- the timeframes directed by the Superintendent relative to risk or inconvenience to the Principal; or
- 30 days from the date of notification in all other instances.

Defects inspection and review meetings: Allow to meet with the Superintendent and representatives of the Principal at monthly intervals throughout the defects liability period for the purposes of:

- monitoring the status of omissions and defects in the Works; and
- ensuring these omissions and defects are properly rectified within the required timeframes.

**Requirements at expiration of the defects liability period**  
Complete omissions and defects outstanding at practical completion and/or subsequently identified before expiration of the defects liability period. Additional requirements prior to issuing of a final certificate include but are not limited to:

- Submission to the Superintendent of electronic (PDF) copies of compiled records of completed omissions and defects up to and including the end of the defects liability period.
- Completion of scheduled maintenance of building components, services and equipment systems to accord with respective manufacturers' warranty or maintenance agreement conditions and which the Contract identifies as the responsibility of the Contractor.

### 4.6 AS-BUILT DRAWINGS

Submit as-built drawings at practical completion of size and quality standard commensurate with the contract drawings. Record accurately to scale, and on the same drawing, the sewerage, drainage, water supply, electrical, telephone and NBN services, showing:
- Depth of services, and
- Dimensions from boundaries, buildings and other obstructions.

Include on the drawings:

- A sufficient legend;
- Project no / job no;
- Real property description; and
- Address of the Works.

4.7 OPERATION AND MAINTENANCE MANUALS
Submit operation and maintenance manuals and Practical Completion.

5 DESIGN CRITERIA

5.1 ACCEPTANCE OF DESIGN AND CONSTRUCTION

General
Design buildings and associated structures to sustain the most adverse combination of loads to which they will be subjected. Designs should also reasonably provide for the legislated objectives of:

- safety of persons to be accommodated in each building or structure in case of fire (e.g. by rapid means of egress);
- prevention and suppression of fire;
- prevention of the spread of fire;
- energy efficiency in operation;
- protection of the health and amenity of all persons to be accommodated therein.

Acceptance of design and construction must accord with the National Construction Code (NCC) Vol. 1, clause A2.2 Evidence of Suitability, except in instances where:

- Determination of the strength of sandwich panel wall and roof systems is made with reference to prototype testing as defined in AS 4100 Section 17.
- Structural components are used which are not covered by Australian Standards.

Specific evidence of suitability requirement
In the instances referenced above, provide evidence of suitability of the complete building system in one of these forms only:

- A technical assessment of fitness for purpose over the design life of the building by a Registered Testing Authority e.g. BRANZ Appraisals or approved equivalent testing assessment body.
- A current Certificate of Conformity or a current Certificate of Accreditation issued under Codemark, WaterMark, or other ABCB accepted building product certification scheme.

5.2 STRUCTURAL LOADS

Requirement
Dead and live loads: To AS/NZS 1170.

Wind loads:

- Ultimate limit state design wind speed must be shown on the drawings.
- Serviceability limit state design wind speed must be shown on the drawings.
- Internal pressure coefficients used must be those which result in the most adverse loading conditions that the building is designed to undergo on site.

Design internal walls, partitions, fixings and supports to resist a minimum lateral load of 0.5kPA from differential internal pressure. Internal partitions must not deflect more than height / 300 (i.e. Height mm/300mm = max deflection) under this pressure.
Ceiling diaphragms spanning in excess of 9 metres shall incorporate specific structural detailing.

Deflections:
- Comply with suggested serviceability limit state criteria in AS/NZS 1170.
- Where absolute values are also given, adopt the smaller. Instantaneous deflection of a floor member must not exceed 2mm when subjected to a point load of 1kN.
- Notwithstanding the above, limit deflections and foundation movement so as not to adversely affect serviceability of buildings and associated structures.

Soil Criteria: Design buildings and associated structures to remain serviceable while accommodating expected surface movements.

5.3 DURABILITY

General
Design and document the Works to remain durable and fit-for-purpose for a minimum building life expectancy of 30 years. In all instances, base design for durability on the appropriate regional atmospheric corrosivity category determined in accordance with AS/NZS 2312.

Elements located in inaccessible locations shall be durable without maintenance for the expected building life. Unless otherwise included in General requirements worksection or shown on the drawingsspecified or directed, structural elements located in accessible locations may be protected by systems that have a minimum life to first maintenance of greater than 15 years provided such systems can be maintained.

5.4 WORK CERTIFIED BY CONTRACTOR’S CONSULTANTS

Requirement
Arrange and pay costs for independent inspection and certification of building components, systems and equipment where required to satisfy:
- compliance assessment under the Building Act 1975 / Building Regulation 2006 and Plumbing and Drainage Act 2002 / Standard Plumbing and Drainage Regulation 2003; and
- issuing of a corresponding code assessment summary once the work is satisfactorily completed.

Insurances
Independent RPEQ engineers and other suitably qualified consultants engaged by the Contractor (Contractor’s certifying consultants) shall maintain and keep maintained the following insurances:
- public liability insurance in the amount shown in the Annexure to the Special Conditions of Contract; and
- professional indemnity insurance in the amount required by the Principal relative to project cost and service required for the Works, as tabled:

<table>
<thead>
<tr>
<th>Project value</th>
<th>PQC1</th>
<th>PQC2</th>
<th>PQC3</th>
<th>PQC4</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $2M</td>
<td>$1M</td>
<td>$1M</td>
<td>$1M</td>
<td>$2M</td>
</tr>
<tr>
<td>$2M to &lt; $5M</td>
<td>$1M</td>
<td>$1M</td>
<td>$2M</td>
<td>$2M</td>
</tr>
<tr>
<td>$5M to &lt; $20M</td>
<td>$2M</td>
<td>$2M</td>
<td>$5M</td>
<td>$5M</td>
</tr>
<tr>
<td>$20M to &lt; $50M</td>
<td>-</td>
<td>$5M</td>
<td>$10M</td>
<td>$10M</td>
</tr>
<tr>
<td>$50M to &lt; $100M</td>
<td>-</td>
<td>-</td>
<td>$10M</td>
<td>$10M</td>
</tr>
<tr>
<td>&gt; $100M</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Inspections
No requirement for building components, services and equipment systems to be independently inspected and certified by Contractor’s certifying consultants shall prejudice, remove or extinguish the rights of the Principal, Superintendent or any Superintendent’s Representative appointed by the
Superintendent under the Contract to inspect, reject, certify and approve any element or part of the Works, including parts of the Works added to the Contract by instruction or by variation order.

6 PRELIMINARIES SCHEDULES

6.1 CASH FLOW FORECAST

Required.

6.2 SCHEDULE OF AGREED DAMAGES FOR DELAY

The following provisional items are deemed to be allowed for in the Contract sum for the purposes stated here or in the relevant sections of the specification. Rates / allowances not submitted at the time of tendering shall be calculated by reference to the formula given in the Schedule of Agreed Damages for Delay in the Tender Form.

<table>
<thead>
<tr>
<th>Description of item</th>
<th>Provisional no. of days</th>
<th>Rate / day (exclusive of GST)</th>
<th>Provisional allowance (exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensable delays over whole of Contract</td>
<td>10 working days</td>
<td>$..........................</td>
<td>$..........................</td>
</tr>
</tbody>
</table>

6.3 SCHEDULE OF PROVISIONAL QUANTITIES

The following provisional quantities are deemed to be allowed for in the Contract sum for the purposes stated here or in the relevant sections of the specification.

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Provisional quantity</th>
<th>Rate / unit (exclusive of GST)</th>
<th>Provisional allowance (exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction program updates</td>
<td>3 no.</td>
<td>$..........................</td>
<td>$..........................</td>
</tr>
</tbody>
</table>

TOTAL OF PROVISIONAL QUANTITIES $..........................

6.4 SCHEDULE OF PROVISIONAL SUMS

The term "provisional sums" includes prime cost sums and other monetary provisions. The following sums are deemed to be included in the Contract sum for the purposes stated here or in the relevant sections of the specification.

<table>
<thead>
<tr>
<th>Item</th>
<th>Provisional sum ($) (exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage to southern façade</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

TOTAL OF PROVISIONAL SUMS $25,000.00.

6.5 SCHEDULE OF PROVISIONAL ITEMS

The following provisional items are deemed to be allowed for in the Contract sum for the purposes stated here or in the relevant sections of the Specification. Include the following provisional items in the Tender:

<table>
<thead>
<tr>
<th>Item</th>
<th>Provisional Sum ($) (exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>$..........................</td>
</tr>
</tbody>
</table>

TOTAL OF PROVISIONAL ITEMS $..........................
6.6 WORK-NOT-INCLUDED SCHEDULE

Work to be undertaken on site by the Principal or the Principal’s agents and not forming part of the Contract includes:

Nil

6.7 SCHEDULE OF SALVAGED ITEMS REQUIRED FOR RE-USE IN THE WORKS

Building components to be salvaged during demolition, refurbished as required and reinstated as part of the Works are scheduled here. The Contractor shall allow to salvage, refurbish and reinstate such items in accordance with the terms and conditions described in the Contract and the General requirements and/or other sections of this specification.

<table>
<thead>
<tr>
<th>Location</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.8 SCHEDULE OF SALVAGED ITEMS REQUIRED BY PRINCIPAL

Building components to be salvaged during demolition works and repositioned on or adjacent to the site for subsequent removal by the Principal or the Principal’s agents are scheduled here. The Contractor shall allow to salvage and reposition such items in accordance with the terms and conditions described in the Contract and in the General requirements and this section of the specification.

<table>
<thead>
<tr>
<th>Location</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.9 SCHEDULE OF ITEMS TO BE SUPPLIED BY PRINCIPAL

Building components to be supplied and delivered to the site by the Principal or the Principal’s agents are scheduled here. The Contractor shall allow to unload, temporarily store, and install these items in their required locations and in accordance with the terms and conditions described in the Contract and the General requirements and/or other sections of this specification.

<table>
<thead>
<tr>
<th>Location</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.10 SCHEDULE OF PRINCIPAL’S PROJECT REQUIREMENTS

The Principal’s Project Requirements include but are not limited to the project specific brief, preliminary design drawings, returnable schedules, specifications, and other documents identified here or in the Annexure to the Special Conditions of Contract:

6.11 OCCUPIED PREMISES SCHEDULE

<table>
<thead>
<tr>
<th>Occupants</th>
<th>Occupied premises</th>
<th>Period of occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable now building on an existing</td>
<td>Surround buildings and campus are occupied spaces</td>
<td>Live operational TAFE Campus</td>
</tr>
<tr>
<td>operational campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.12 SCHEDULE OF DRAWINGS

The following drawings, together with the remaining Contract documents listed in clause 1.1 of Preliminaries, describe the extent of the Works:
### Drawing No. | Drawing Title
--- | ---
Refer to transmittals below and attached | Refer to transmittals

#### 6.13 AS BUILT DRAWINGS

For underground services:

Required.

#### 6.14 SITE OFFICE

Required