



SERVICE BRIEF – LOT C5 CLERK OF WORKS SERVICES

Specific Requirements

The project specific services required, which are in addition to the overarching ICN Framework terms and general terms as stated, include:-

To perform all duties expected of a Clerk of Works in relation to quality control of works being undertaken on site, to the Client’s reasonable satisfaction.

The appointed practice shall demonstrate reasonable skill and care as is expected of a person deemed competent to undertake the role.

ICN is committed to Equal Opportunities and you will be expected to uphold the spirit of this commitment in all your dealings on behalf of each ICN member.

Membership of one of the following bodies is essential:

- Institute of Clerk of Works
- Institute of Building Control Services
- Royal Institute of Chartered Surveyors
- Chartered Institute of Building

The Clerk of Work will provide all of but not be limited to the following services:

Design Stage

	Description of Services
1.	Attend and contribute to the design team meetings as required or provide adequate notice and written comments on design/specification matters if unable to attend. For pricing purposes, assume 3 meetings.
2.	Advise on material specification and component choices with regard to the Employer’s Requirements and equivalent products available on the market.
3.	Advise on ‘buildability’ and practical solutions during design evolution to support decision making and achieving best value for the project.
4.	Advise on the whole life cost impacts of material, component and detailing solutions.
5.	Review all drawings, construction details and specification issued and comment on the same.

Construction Stage

	Description of Services
1.	Attend site as appropriate to carry out duties, a minimum of twice weekly.
2.	Issue a weekly report using the Client's agreed format detailing progress and quality control on site (see appendix 1).
3.	Assume responsibility for quality control throughout the build programme, including workmanship and materials.
4.	Attendance at monthly site meetings and presentation of the latest Clerk of Works report on progress and quality control for discussion.
5.	Embed into the site team, maintain open communication lines and strong working relationships with the Principal Contractor, Design Team and Client.
6.	Review all drawings and construction details. Inform the Client of any areas of concern within 24 hours.
7.	Advise on and approve the technical specification and material sample choices in liaison with the Client, Principal Contractor and design team.
8.	Ensure adherence with the contract specification, including adherence to the provision of product specification data and warranties required by the Client. Discuss any deviances from the contract specification with the Principal Contractor, Design Team and Client.
9.	Monitor progress against the Contract Programme and highlight any observations which suggest construction works are not aligned with the Programme. Any concern about delay to be flagged to the Client with immediate effect.
10.	Review and advise the Client on compliance with all statutory requirements.
11.	Respond to all queries as appropriate. Resolution to urgent matters to be sought within 24 hours.
12.	Monitor Health and Safety on site and inform the client and Principal Contractor of any concerns.

Handover Stage

	Description of Services
1.	Advise acceptance of 28, 14 and 7 day notices, Handover/PC from the Principal Contractor.
2.	Agree and monitor expectations for quality of finish with the Principal Contractor.
3.	Undertake snagging inspections and provide defect snag lists to the Principal Contractor, the client and the lead consultant in the agreed manner at the 14 day notice. Any concerns to be highlighted with the Client.
4.	Undertake back check of the defect snag lists, passing the outcome to the Principal Contractor in the agreed manner at the 7 day notice. Any concerns to be highlighted with the Client (including items remaining from Back check).
5.	Attend handover, carry out a final inspection of the build and confirm the home is suitable for handover. Provide lists of any outstanding snags, information or warranties to the Project Team.

6.	Assist in completing the relevant Key Performance Indicators relating to the Principal Contractor's performance.
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Post handover

	Description of Services
1.	Attend site, at the Client's request, to review repairs and defects throughout the 12 month defect liability period.
2.	Return to site at an appropriate time to carry out end of defects inspections with the client and provide a written record of the defects reported for circulation to the project team.
3.	Provide feedback following end of defect inspections on any components, design or specification solutions that have performed well or been defective and problematic.
4.	Attend and contribute to the post contract review meeting.

This appointment is being executed as a deed. Documentation and guidance relating to matters arising from the Building Contract may be sought for the full term of the deed.

Appendix 1

Distribution by C.O.W	
Development Officer	
Site Manager	
Employers Agent	



Project		Week Ending		Week Nr	
Address		Contract Ref			
Contractor		Date Work Started			
Site Agent		Contract Completion			
Architect		Forecast Completion			
EA		Progress + or - to programme		+ weeks -	

Labour Report	M	T	W	T	F	S	S	Av	Weather	Sun	Fair	Cloudy	Rain	Snow	Frost	Wind
Agent									Mon							
Foreman									Tue							
Engineer									Wed							
Bricklayers									Thur							
Joiner									Fri							
Plasterer									Sat							
Plumber									Sun							
Electrician																
Roofer									Time Lost to Inclement Weather							
Labourer										Problem/Shortages		Action		Date		
Apprentices									Mon							
Groundworkers									Tue							
Painters									Wed							
Scaffolders									Thur							
Window Fitters									Fri							
Vinyl									Sat							
Sealant									Sun							
FLT driver																
Cleaners																

Drawings and Information Required	Action Required?	Date Completed
Control on Site / Health & Safety Standards	Action Required?	Date Completed
Quality Control	Action required?	Date Completed
Visitors on Site		Date
Materials on Site		
Site Activities / Progress		
Matters or Problems on Site	Action required?	Date Completed
Comments on Site	Action required?	Date Completed

Signed

Clerk of Works

Date