



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 reviewing and commenting on design information in advance of and during construction and the 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 Works will provide all of but not be limited to the following services:

Low rise housing

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 regarding 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, construction programmes and specifications issued and comment on the same.

Construction Stage

	Description of Services
1.	Attending site as appropriate to carry out duties, a minimum of twice weekly.
2.	Issue a weekly report to the project team 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.	Review and confirm that construction works undertaken on site accord with the drawn information and report to the client, coordinate with the Principal Designer and Principal Contractor should differences arise.
8.	Advise on and approve the technical specification and material sample choices in liaison with the Client, Principal Contractor and design team.
9.	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.
10.	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.
11.	Review and advise the Client on compliance with all statutory requirements.
12.	Respond to all queries as appropriate. Resolution to urgent matters to be sought within 24 hours.
13.	Monitor Health and Safety on site and inform the client and Principal Contractor of any concerns.
14.	Before instructing the Principal Contractor in opening up of the works in search of defects, request the permission of the client/project manager advising of the risks associated with such opening up and subsequent programme effects/loss and or expense costs should the work not be found to be defective.

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.	Attend site to witness the testing/commissioning of major mechanical, electrical and IT installations and assist the Client with dissemination of information in relation to these systems to the client's internal colleagues.
4.	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.
5.	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).
6.	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.
7.	Attend customers' homes 2 weeks after handover to check any snags remaining at handover have been effectively closed out by the Principal Contractor.
8.	Assist in completing the relevant Key Performance Indicators relating to the Principal Contractor's performance.

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.	Return to site to back check the completion of repairs raised at the end of defects inspections and inform the Client when it is acceptable to issue the Certificate of Making Good Defects.
4.	Provide feedback following the end of defect inspections on any components, design or specification solutions that have performed well or been defective and problematic.
5.	Attend and contribute to the post contract review meeting.

Apartment led housing 5 Storey plus

In addition to the services for low rise housing the further services outlined below require more attention/ scrutiny when delivering apartment led housing which necessitate earlier Clerk of Works involvement as a sounding board for construction methodologies, design strategies, and require additional resource time and site attendances throughout the construction phase.

Design Stage

	Description of Services
1-5.	Services to be as per low rise housing service brief. With the addition of...
6.	Attendance at an additional 3 design team meetings as directed by the ICN client.
7.	Review and advise on the M&E performance specifications.
8.	Review and advise on the Fire Strategy.
9.	Review and advise on rainscreen façade systems.

Construction Stage

	Description of Services
1.	Attending site as appropriate to carry out duties, a minimum of three times a week.
2-14.	Services to be as per low rise housing service brief. With the addition of...
15.	Rainscreen façade systems – setting out and validation of construction to manufacturers tolerances prior to subsequent work stages commencing, including the inspection of cavity barriers.
16.	Lifts – additional attendance at the relevant work stages as outlined but not limited to the below. – <ul style="list-style-type: none">• Inspection at construction of lift pit substrate/ preparation.• Inspection at construction of lift pit waterproofing and drain/ sump as required.• Inspection at construction of shaft at each level to confirm a clear, plumb, legal hoistway in accordance with applicable code from top to bottom with variations not to exceed lift manufacturers requirements. Confirm apertures and threshold levels are in accordance with required layout and details.• Inspect at installation of Vent at the top of hoistway to confirm applicable code and manufacturer compliance.• Inspect at installation of hoist beam for elevator to ensure in accordance with required layout and details.• Inspect at installation of lift car and installation of lift doors and closing up works to confirm meets with code and design compliance.

	<ul style="list-style-type: none"> • Witness commissioning on behalf of GPHA.
17.	Inspection of compartmentalisation, passive and active fire protection measures and AOVs etc. in line with the Fire Strategy.
18.	Inspection of services routings including the coordination of MEP services throughout the building.
19.	Inspection of fall protection / fall arrest systems
20.	Additional inspections to flat roof areas, parapets, balconies and PV installations
21.	Thermal air and waterproofing continuity records to be reviewed and agreed weekly.

Handover Stage

	Description of Services
1-2.	Services to be as per low rise housing service brief. With the addition of...
3.	Attend site to witness the testing/commissioning of major mechanical, electrical and IT installations and assist the Client with dissemination of information in relation to these systems to the clients internal colleagues. More specifically... <ul style="list-style-type: none"> - MEP systems: expect 2 days on site per floor at the relevant inspection / test / commission point. - Access controls: expect 2 days on site per block at the relevant inspection / test / commission point.
4-8.	Services to be as per low rise housing service brief.

Post handover

	Description of Services
1-5.	All services to be as per low rise housing brief.

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 _____