

Trade	Groundworks	Revision	A
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Project Overview:
Brief overview of the project, site or phase providing relevant information

Product Selector

Products must be purchased through our Group National Suppliers.

Code	Item	Included	Product Selector Item	Product
A	1	✓	Above/Below Ground Drainage & Hep20: Primary Contact	<i>Wavin</i> : Nick Edwards - nick.edwards@wavin.com
A	2	✓	Above/Below Ground Drainage & Hep20 - Secondary Contact	<i>Wavin</i> : Mike Ward - Mike.Ward@wavin.com
A	3	✓	Blocks - Primary Contact	<i>Tarmac Building Products Ltd</i> : Andy Cullimore - Andy.Cullimore@tarmacbp.co.uk <i>Xella Belgie</i> : Phil Knight - Phil.Knight@xella.com
A	4	✓	Blocks - Secondary Contact	<i>Tarmac Building Products Ltd</i> : David Ash - david.ash@tarmacbp.co.uk ; aircreteorders@tarmacbp.co.uk <i>Xella Belgie</i> : James Barham / Jim Hey - james.barham@xella.com ; jim.hey@xella.com <i>Forterra Building Products Ltd</i> - Kelvin Jones - Kelvin.Jones@forterra.co.uk
A	5	✓	Mortar - Primary Contact	<i>Tarmac Building Products Ltd</i> : Iain Betts - Iain Betts - iain.betts@tarmacbp.co.uk
A	6	✓	Mortar - Primary Contact	<i>Tarmac Building Products Ltd</i> : Kevin Bagnall - kevin.bagnall@tarmacbp.co.uk
A	7	✓	Lintels	<i>Keystone Lintels Ltd</i> : Vince Minnis-Pike / Derrick McFarland - vince.minnis-pike@thekeystonegroup.co.uk; sales@thekeystonegroup.co.uk; info@iglintels.com; technical@keystonelintelsuk.com ; Derrick.McFarland@thekeystonegroup.co.uk
A	8	✓	Telescopic Vents	Manthorpe Ltd Contact Details: Gareth Wright - gareth.wright@manthorpebp.co.uk

Key Information

Code	Item	Included	Scope of Works Item
B. Quality & Compliance			
B	1	✓	Supply all labour, tools, equipment, plant, materials and fixings to carry out all groundworks in accordance with the relevant site specific drawings, details, fixing schedules and below details:
B	2	✓	Materials and workmanship to comply to current:
B	2.1	✓	NHBC standards and recommendations.
B	2.2	✓	<i>British standard codes of practices</i>
B	2.3	✓	<i>Local authority regulations</i>
B	2.4	✓	TW UK Construction Specification and details
B	2.5	✓	<i>Framework Agreement</i>
B	2.6	✓	<i>House type working drawings</i>
B	2.7	✓	<i>Standard details</i>
B	2.8	✓	<i>Manufacturers' instructions,</i>
B	2.9	✓	<i>TW Customer Quality Approach (CQA) document,</i>
B	2.10	✓	TW Production Manual.
B	2.11	✓	<i>Current TW Health & Safety Manual.</i>
B	2.12	✓	<i>UK National Sales Specification</i>
B	2.13	✓	<i>Customer Service Policy for contractors and suppliers</i>
B	3	✓	If there is a conflict between building regulations, British standards, NHBC guidelines and TW UK construction specification. The contractor is to contact and confirm with the TW BU Technical department prior to installation.

B	4	✓	You must provide supervision and ensure all works are fully checked and completed prior to offering to Taylor Wimpey Site management. TW Build Quality Checklist (BQC) must also be signed by the contractor and TW.
B	5	✓	Contractor is not permitted to vary the design without first obtaining prior written approval from the regional technical teams.
B	6	✓	The contractor to examine the drawings and specifications, and any questions should be raised prior to contract start.
B	7	✓	It is essential that the Contractor liaises with all other trades associated with the Works to ensure details are constructed correctly and appropriately prior to following work being carried out.
B	8	✓	All adoptable works to the satisfaction of the adopting body.
B	9	✓	Geotechnical and geoenvironmental information including reports and plans will be made available to the Groundworker.
B	10	✓	Dilapidation surveys to surrounding roads, existing structures may be required and should be confirmed with the commercial department. Prior to the work, inspect and photograph kerbs, channels and roads; pass a photographic record to the Employer.
B	11	✓	All services to be laid in accordance with statutory requirements and local legislation.
B	12	✓	Floor levels are not to be adjusted from those stated within your tender pack without the express consent of the TW BU Technical department.
B	13	✓	The Contractor shall ensure that items to be removed and subsequently replaced are surveyed and their locations recorded by reference to the existing survey and its benchmarks.

C. HSE

C	1	✓	Please refer to the HSE Manual.
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D. Materials & Logistics

D	1	✓	The subcontractor will be responsible for all material handling applicable to their trade. TW will make available, where possible, a forklift and driver. The driver will not be responsible for sorting, loading, unloading or any other activity on behalf of the Subcontractor. Sufficient resources shall be allowed by the subcontractor for this purpose.
D	2	✓	The contractor is to coordinate with the site manager/material controller for material requirements daily. No claims for delay due to lack of materials will be accepted.
D	3	✓	It is the contractor's responsibility to ensure that all surplus materials are correctly stacked on pallets to either be moved back to the compound or moved on to a following plot.
D	4	✓	Any coins and antiques found on the site shall remain the property of TW and are to be handed to his representative.
D	5	✓	To the area of land set aside by TW for use by the Contractor as a compound/storage area, provide a suitable running base and fence. Maintain area in a tidy condition and remove and reinstate on completion of contract. Provide utility services as required to carry out the works, pay any rates due on this compound area.
D	6	✓	The connection of a contractor to the compound electricity supply will only be allowed if the contractor provides a submeter, and Taylor Wimpey will contra-charge the contractor for the electricity consumed.
D	9	✓	All materials are to be stored in a safe and tidy manner. The groundworker is to provide adequate provision for material unloading and material distribution.
D	10	✓	Where materials are supplied by Taylor Wimpey in packs or to schedules, any discrepancies are to be reported to the site management team. Other materials are not to be used without written approval from Group Supply Chain and Group Technical.
D	11	✓	Where materials are supplied in packs or to schedules, inform Taylor Wimpey of any discrepancies.
D	12	✓	In the event of a material shortage or extended lead times, materials must not be substituted unless written permission is obtained from TW. For alternative suppliers, the Commercial Director must have a signed dispensation form from Group Supply Chain and Group Technical.
D	13	✓	Storage of oils (including diesel and petrol) shall conform with the latest legislation and regulations.
D	14	✓	Where recycled materials are employed (6/2 etc.), this should not include timber, metal or plastic and should always be suitable for the purpose of its intended use. The use of recycled materials should be in accordance with the specification and certificates available upon request.

E. Waste

E	1	✓	All waste to be segregated appropriately and working area to remain and be left in a clean and tidy state. Excess materials to be removed from site. Any material movement to or from site must comply with waste regulations, transfer tickets must be made available, and the weight or volume of waste taken from site must be made available to TW upon request.
E	2	✓	It is the contractor's responsibility to ensure minimal wastage of materials. TW reserves the right to levy charges against the groundworker in the event of excess materials and mortar wastage.
E	3	✓	The TW Site Management team should be made aware of any surplus material for reuse in other plots.

F. Cleaning & Protection

F	1	✓	Please refer to Protection Guidance in S21 of the Production Manual.
F	2	✓	It is the contractor's responsibility to ensure that all their work is suitably protected, in line with S21 of the Production Manual.
F	3	✓	Provide temporary signing and protection as per protection guidance S21 in Production Manual.
F	4	✓	Should the contractor feel that adequate protection has not been provided by other trades for them to safely carry out their works, it is the responsibility of the contractor to notify the TW site manager.

Project Tasks

Note to TW - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope using the drop downs.

Code	Item	Included	Scope of Works Item
G. Quotation & Inclusions			
G	1	✓	Quotation to be broken down in labour & materials.
G	2	✓	Price to be fixed for a minimum of 12 months'.
G	3	✓	The contractor is to provide a full inclusive lump sum price per plot in accordance with the House Type working drawings, materials plan, elevation drawings and all other tender drawings and information provided.
G	4	✓	Where required, engineered placing of capping material to approved depths should form part of your tender submission.
G	5	✓	Importation / removal or movement of any capping layers, foundation arisings or topsoil should form part of your quotation unless advised and should be strictly in accordance with legislation and TW material management plan or guidance.
G	6	✓	Reduce level / bulk fill with acceptable materials to levels as shown on the approved site External Works layout and in accordance with drawings and specification. This is to form part of your tender submission
G	7	✓	Your tender submission should include all reduce level / bulk fill with acceptable material. Lay and compact sub-base using the appropriate material as per working drawings. •Set out and maintain the positions and levels for the following: I. Foundations. II. Groundworks. III. Sub-structure masonry. IV. Drainage and services (crossings, lines and entries). V. Boundaries and fence lines, intersections and changes of direction, all at a time convenient to the fencer. VI. Road kerbs VII. As required by others, e.g. bricklayer, piling contractor, pre-cast concrete supplier, consulting engineer, etc. VIII. Provide confirmation of setting out to TW and alert TW of any discrepancies.
G	8	✓	
G	9	✓	Allow to supply and install a duct to kitchen island units (where specified) to receive electric cables, gas pipes and/or sink waste pipes.
G	10	✓	Allow to supply and fit continuous insulation to wall perimeters and DPM to floors as per drawings and specification, ensuring that any joints are taped where required by the manufacturer.
G	11	✓	Include within your tender submission for all tarmac and associated works in accordance with site details, drawings and site specific road/drive construction details.
G	12	✓	Your tender submission should include for supply and lay (including all concrete requirements) paving as detailed on the site layout and the NHBC standards. Include for the provision of paving and bin store areas.
G	13	✓	Including for all steps, to plot perimeters to requirements as shown on drawings included within your tender pack. You should also include for a gravel margin between paving and plot.
G	14	✓	Carry out concrete and mortar testing as per the specification and as directed by TW. Results and test certificates from the lab to be provided to TW.
G	15	✓	Your quotation should include for excavation and removal of materials to a designated storage point, supply and lay of all required drainage materials, bed and surround and appropriate trench backfill.
G	16	✓	Allow to form a 'ramp' in hardcore to the main entry door (during construction) to each plot – check location of which doors with Taylor Wimpey.
H. Project Tasks			
Soils and Site Set Up			
H	1	✓	Visit and inspect the site (trial holes, nature of ground, existing services etc). Check the validity of surveys, levels and boundaries prior to commencement of the Works and notify TW of any discrepancies.
H	2	✓	Construct haul roads as necessary as per layout provided.
H	3	✓	If required by the Highway Authority, provide a telephone contact to receive calls from the public regarding the works.
H	4	✓	The Groundworker is responsible for an all risk soil management plan.
H	5	✓	Cut and fill as per drawings and specification.
H	6	✓	Strip the site of all topsoil and vegetation as indicated on the drawings or as directed by TW. Contractor should reference drawings and specification to indicate extent and depth.
H	7	✓	Manage topsoil and subsoil, import/export and move within the site as necessary and to TW's requirements. Remove from site material which has been confirmed by TW as unsuitable for re-use. A material Management Plan must be prepared and agreed with TW prior to starting on site and must show areas for storing topsoil and sub-soil separately. This plan must be reviewed on a weekly basis.
H	8	✓	Topsoil and sub-soil heaps must be neatly banded and sealed at all times to protect them from the impact of adverse weather. If the soil is to be stockpiled for more than six months, the surface of the stockpiles should be seeded with grass/clover mix to minimise soil erosion and to help reduce infestation by nuisance weeds that might spread seed onto adjacent land. Management of weeds that do appear should be undertaken during the summer months, either by spraying to kill them or by mowing or strimming to prevent their seeds being shed.
H	9	✓	Break up compacted sub-soil before replacing topsoil as per drawings and specification to understand scope and extent for every plot on the development.

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| H | 10 | ✓ | Carry out investigations to locate existing services including cables, ducts, ground-water drains, surface-water drains and sewers that might affect the work. Any discrepancies from the drawings or provided information should be raised with the site team.

In particular, be aware of the requirement that: |
| H | 11 | ✓ | i) Sight gauges must revert to the off position when not in use,
ii) Filling pipes must use a screw fitting,
iii) Pumps must incorporate a non-return valve, protected from unauthorised use and be sited or protected to minimise the risk of impact damage.
iv) Drip trays should be used when re-fuelling |

Roads, Sewers, Services, and Offsite Works

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| H | 12 | ✓ | Prepare and agree with the Highway Authority in a timely manner a traffic management plan. Liaise with the Highway Authority and Statutory Undertakers including issue of Notices relevant to local legislation. Liaise with the stats companies will provide them with advance warning. |
| H | 13 | ✓ | Co-ordinate with utility providers as necessary and temporarily protect or divert existing services. Disconnected apparatus shall be removed by the Contractor only with the prior consent of the Authority concerned. |
| H | 14 | ✓ | Provide, erect, maintain and remove temporary signing, lighting and traffic control. |
| H | 15 | ✓ | Provide, erect, maintain and remove sign posts and protection to existing rights-of-way during the works. |
| H | 16 | ✓ | Supply materials for and construct foul and surface water drainage as per local water authority board approval including excavations, bedding, backfill, manholes, testing, connections to existing pipework and lateral connections to 'first-off' manholes as per drawings and specification. |
| H | 17 | ✓ | Manholes within adoptable areas to be left flush with basecourse (not raised). Allow for chopping out, lifting and re-setting at final surfacing stage. |
| H | 18 | ✓ | Obtain permission from the adopting authority prior to commencing work adjacent to existing public sewers. |
| H | 19 | ✓ | Supply and lay of all required drainage materials, bed and surround and appropriate trench backfill. |
| H | 20 | ✓ | Keep excavation and ground surfaces free of surface and ground water. At the end of the works and whenever obsolete, backfill temporary drains and ditches with acceptable material. |
| H | 21 | ✓ | Air-test gully connections and other pipelines before backfilling. Air-test the whole system on completion. All to the adopting authority's satisfaction. |
| H | 22 | ✓ | Provide plugs and fit to open drain ends. Supply, install and maintain 'gully guards' to seal gullies. Keep drains, manholes, gullies, sewers, rainwater, and other pipes maintained, clean and free from debris and damage. |
| H | 23 | ✓ | Check for runoff from non-highway surfaces that would run onto the highway or enter a highway drain. Bring this to the attention of TW at the earliest opportunity. |
| H | 24 | ✓ | On completion of drainage and prior to CCTV survey, rod and sluice the drains to remove any debris, silt or other material. Maintain the drainage system until adoption. |
| H | 25 | ✓ | Include for supply and lay sand to all domestic services and for installing identification tape as required. |
| H | 26 | ✓ | Include for excavating for all service trenches and connections and backfilling with suitable trench backfill (hand excavate where necessary). |
| H | 27 | ✓ | Supply and lay water service pipe from stop cock position to external wall of building, through duct into building and to internal stop cock location. Coil and stake service connection pipe in footpath/service strip. |
| H | 28 | ✓ | Lag cold supply from the exit from the ground to the end of the pipe in accordance with NHBC standards. To be capped at both street and plot end. |
| H | 29 | ✓ | Lay fibre TV and Broadband service from house to junction box in footpath/service strip. Roll and stake at front of property. Supply and fit duct box and service entry for Fibre TV and Broadband. |
| H | 30 | ✓ | Connect electric duct to hockey stick serving the meter box, ensuring that electric ducts are plumb from ground level to meter box entry. |
| H | 31 | ✓ | Lay gas duct to gas meter position ensuring that gas ducts are plumb from ground level to meter box entry. |
| H | 32 | ✓ | Supply and fit draw cables to ducts. |
| H | 33 | ✓ | Excavate for and construct stop-cock boxes. |
| H | 34 | ✓ | Seal with tape services penetrating the DPM. Peg and cap duct ends. |
| H | 35 | ✓ | Liaise with statutory undertakers and service providers regarding new services. Allow for excavation and backfill for all main supplies and cables (supplied by others) in accordance with the programme. Obtain permissions for working near existing services (permit to dig). Locate and protect existing services in the Area of the Works. |
| H | 36 | ✓ | Allow to supply and install an electric duct between detached garages and their associated plot (terminating in the house and garage floor slab to ensure entry within the structure (as drawing). |
| H | 37 | ✓ | Plot services including duct and rope is to form part of your tender submission (including supply of all ducting, meter boxes, draw rope, identification tape). |
| H | 38 | ✓ | Carry out CBR tests both to subgrade in-situ and on laboratory samples as required. Test certificates to be provided to TW. |
| H | 39 | ✓ | Supply and lay sub-base material to make up ground where excavated below the required level. |
| H | 40 | ✓ | Protect formation and made-up sub-base from weather and prevent use by traffic. |
| H | 41 | ✓ | Provide, lay, maintain and remove temporary ramps necessitated by steps in levels e.g. drive kerbs. |
| H | 42 | ✓ | Provide and Lay highway sub-base, binder, surface course and tack coat in accordance with drawings and specification. |
| H | 43 | ✓ | Supply materials for and make good after service connections. |
| H | 44 | ✓ | Regulate binder course as necessary. |

H	45	✓	At junctions between new and existing material, cut back existing material to a vertical face and paint the face with hot tar or bituminous emulsion as per drawings and specification.
H	46	✓	If the bedding course will be used for site traffic, construct as per base course detailed above. Otherwise, supply, lay and compact sand as a bedding course as per drawings and specification.
H	47	✓	Allow for block paved shared drives to be laid to tarmac basecourse at a level suitable to receive blocks over.
H	48	✓	Where blocks are to be laid over tarmac, puncture the tarmac to the satisfaction of the Highways Engineer. A permit to dig must be obtained from the Site Manager before this work is carried out. The utility and drainage drawings must be reviewed prior to dig. The following colour coding and letter code shall be used for marking the surface of carriageways and footways to indicate the locations of underground services and for setting out purposes: Markings for setting out purposes:
H	49	✓	Water - Blue - W Electricity - Red - E Telecom - Silver Grey - T Gas - Yellow - G Cable TV - Green - V.
H	50	✓	Process Water Authority record cards and questionnaire.
H	51	✓	All kerbing and surfacing works at completion should be photographed at the time of completion (photographs to be dated) and records of photos given to TW.
H	52	✓	Maintain adoptable work until adoption unless otherwise agreed by TW.

Foundations & Substructure

H	53	✓	On completion of each foundation, a suitable hardcore platform is to be provided to the perimeter of the dwelling below slab level to suit appropriate regrade level and existing ground conditions in preparation for scaffolding as per HSE Manual.
H	54	✓	Supply & lay of concrete foundations including reinforcement, supply & lay of required flooring & all required blinding, insulation (including perimeter upstands), DPM, Radon barriers (where necessary), screed finishes & concrete cavity fill as per drawings, NHBC standards, building regulations and specification.
H	55	✓	Supply, fix and strike excavation supports and concrete formwork.
H	56	✓	If 'Claymaster' (or equivalent product) is a requirement within a foundation, appropriate Risk Assessments and Method Statements should be in place and approved prior to any works being undertaken. Material to be laid as per NHBC Requirements, a minimum of 500mm from the bottom of any trench. •Setting out should be carefully considered to allow for the following:- •Adjustment and position to accommodate Part M mobility access points. •Ensure insulation is installed to prevent cold bridging between the cavity liner and the inner leaf. •Ensure that the minimum of 75mm from the bottom of the air brick to the finished ground level is achieved. •Ensure a minimum of 150mm from a gas box •Ensure internally that the sleeve is sealed to prevent gas leakage into the cavity •Ensure that the air brick is coursed appropriately with finished brick.
H	57	✓	
H	58	✓	TW to supply mortar for both blockwork and facing work. Pre mixed mortar only to be allowed.
H	59	✓	All brickwork and blockwork faces must be pointed including internal cavity faces
H	60	✓	All sub-structure blockwork should be of the same thermal performance and compressive strength (i.e. if thermalite trench block is used then all blockwork, including commons, are to be thermalite) the same applies for if a dense aggregate concrete trench block is to be used. Mixing of thermalite and aggregate blockwork is not acceptable. Lintels over service penetrations are the only exception.
H	61	✓	Bricks must be laid 'frog up' with the frog to the top course neatly filled with mortar to protect the brick from inclement weather.
H	62	✓	Allow to supply and fix all damp proof courses / membranes, brick reinforcement, expansion joint material, frost protection, insulation below DPC (if specified), wall ties, periscopic vents and temporary bracing. Supply and install weep vents to the external leaf at the base of the open cavity (to drain off rainwater during the build process). Allowance for cavity fill as per drawings.
H	63	✓	Allow to supply and fit insulation, beneath DPM, to party walls for robust detail, as per approved design.
H	64	✓	Fire stopping should be installed as per manufacturer's instructions and specification. ARC fire barriers to be installed in substructure party walls between adjacent plots.
H	65	✓	All load-bearing walls must extend through to DPC level and be free from debris.
H	66	✓	All plots to have door openings set to receive cavity closer detail, specified cavity closer as per TW UK Construction Specification and Group Distribution. Cavities need to be wide enough to receive the threshold detail and all membranes should not be compromised.
H	67	✓	The Groundworker is responsible for all non standard foundations including piling, ground stabilisation etc. TW should remain informed.
H	68	✓	Bring to the attention of TW, material that might be re-usable, such as sand, rock or gravel, revealed by the excavation operation.
H	69	✓	The contractor to lay required blockwork, facing bricks and required duct positions and periscopic vents to DPC level as per drawing.
H	70	✓	Build in ducts as works progress.
H	71	✓	Ventilation is required to be installed on sleeper/load-bearing walls to ensure cross flow ventilation is achieved.

Drainage & Floors

H	72	✓	Install ground floor systems as per TW UK Construction Specification, manufacturer's instructions, drawings and details.
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H	73	✓	Finished floors (including garages) are to receive a powerfloat finish with the floor to be smooth and within tolerances. Floors not within tolerance should be made good with a suitable levelling compound at no extra cost.
H	74	✓	TIMBER FRAME – Slab and sole plate installation should be checked with timber frame erector, to ensure levels and dimensions are accurate and within tolerance.
H	75	✓	Install all required surface water and foul water drainage as per drawings and specification.
H	76	✓	Allow for the supply and installation of external plot drainage including rodding points and manholes and should be supplied as per Group Distribution and installed in line with TW UK Construction Specification, drawings, and BS EN 124. To drive / block paved areas: allow for recessed block paved lids with a 5 tonne load.
H	77	✓	Plumber to supply mains water pipe as per drawings and to be installed by the ground worker.
H	78	✓	Drainage to be set out so that manhole lids are either wholly within and in alignment with drive or outside drives and paths (i.e. drive and path lines must not cut through manhole lids). Where possible manhole lids are to be lined up with inside path edges (by using a spacer to gauge the width of gravel margins when setting-out drainage.) Manholes should not be placed on the vehicle track line.
H	79	✓	Supply and lay of internal plot drainage is to form part of your tender submission. Materials are to be as per Group Distribution. No deviation from this specification will be accepted under any circumstances.
H	80	✓	All rest bends to be adequately supported as per manufacturer's instructions.
H	81	✓	Drainage penetrations through the JetFloor system should be neatly core drilled.
H	82	✓	Accommodate external open drain test where requested.
H	83	✓	On completion of drainage to each plot, allow to rod the drains and sluice through to remove any debris, silt or other material and to test the whole of the drainage system to the satisfaction of Building Control. All manhole lids to be removed and stored and temporary as per TW Protection Guidance in TW Production Manual. Temporary lids to be left in-situ until completion of the plot.
H	84	✓	Do not backfill non-adoptable drainage until inspected by Building Control.
H	85	✓	Install drainage at level access as per TW detail.
H	86	✓	Install garden drainage as per design and provide for additional garden drainage works.

Footpaths, Walls, Driveways & External Finishes

H	87	✓	The Groundworker is responsible for all retaining walls.
H	88	✓	Excavate from soil heaps, wheel, spread and level to depths indicated on drawings to a minimum of 150mm unless stated otherwise to reinstate topsoil to front and rear gardens and Public open Space where disturbed by construction operations. Clear subsoil of debris, surplus material, packaging and any other rubbish from site. Hand finish to abutments, etc.
H	89	✓	All excavation, hardcore, concrete, steel, foundation blocks and lay only of facing materials to screen wall / pier foundations as shown on drawings included within your tender pack should form part of your tender submission.
H	90	✓	After reinstatement of any defective areas, cleanse the subgrade of mud and slurry and compact. Fill and compact depressions which occur during compaction.
H	91	✓	For footways only, prior to the laying of sub-base material supply and apply an appropriate and approved total weed-killer as per specification.
H	92	✓	All kerbing and surfacing works at completion should be photographed at the time of completion (photographs to be dated) and records of photos given to TW.
H	93	✓	Maintain non-adoptable work for the maintenance period.
H	94	✓	Finished services to driveways to be adequately protected.

Handover & Adoptions

H	95	✓	Maintain haul road, remove and reinstate on completion of contract or when instructed by TW.
H	96	✓	Supply material for and reinstate existing drains or ditches damaged during execution of the works to the appropriate specification agreed with TW. Specification in accordance with the Specification for Highways Works, Code of Adoption - Design and Construction Guidance, Local Authority specification, NHBC technical guidance or as shown on the drawings
H	97	✓	Before the Maintenance Period for the works commences, carry out CCTV survey of gully connections and pipelines less than 350mm diameter and pass to TW and to the adopting authority. Flush gully connections, pipelines and manholes from end to end with water, and leave clean and free from obstructions.
H	98	✓	Test soakaways for compliance with the test results initially accepted by the Engineer.
H	99	✓	Raise and set manhole and other covers located within the carriageway flush with the finished surface (except gulleys').
H	100	✓	Where binder course has been trafficked, supply material for and reinstate damaged areas and clean the whole surface.
H	101	✓	Provide samples of blocks for the Adopting Authority if requested.
H	102	✓	Provide and erect temporary and permanent traffic signs and lay road markings.

H	103	✓	Provide and erect street furniture; bollards, railings, etc.
H	104	✓	Fix only street name-plates supplied by others.
H	105	✓	Provide "As-built" drawings to the satisfaction of TW and the Adopting Authority after the issue of a substantial completion certificate. The as built drawings should highlight all variations/amendments that have taken place and this includes drainage as stated below plus utilities, drainage and etc.
H	106	✓	Provide as built drawings of drainage, screen walls and retaining variations.
H	107	✓	Test materials as and when required by the adopting authority or its agents. Testing requirements will be in accordance with the Specification for Highways Works, Code of Adoption - Design and Construction Guidance, Local Authority specification or as shown on the drawings.

Open text box - to be used to capture any comment or amendments to be assessed and included on future SOWs.

Item	Included	Scope of Works Item

Date:

Signature: