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## **1. Orientation**

### **1.1 General**

bips B2.010

### **1.2 Case**

#### **1.2.1 General**

The building is renovation and extension project on J.M. Mørksgade 9

Address of the building:

J.M. Mørksgade 9, 8000 Aarhus C, Denmark

#### **1.2.2 Contracts/Works**

Tender is a main contract divided as shown below.

##### **01. Soil and excavation contract**

- a. Excavating the top soil,
- b. Removing plants and top soil and other vegetation from ground
- c. Excavating the foundation , pipes and cable trenches and the floor bed
- d. Compacting the soil.
- e. Laying out the sewer in the terrain and under the floor in the building
- f. Setting up building site and common welfare and roads

##### **02. concrete contract ( internal)**

- a. Casting the foundation
- b. Laying out and casting the concrete floor
- c. Casting part of the basement walls

##### **03. Concrete contractor ( external)**

- a. Mounting of prefabricated walls and slabs

##### **04. Bricklayer**

- a. Laying out floor and wall tiles
- b. Laying out roof tiles
- c. Building outer leaf (brick)

##### **05. Carpenter and joiner contract**

- a. Delivery and mounting of windows, doors, gates
- b. Mounting and fixture of ceilings also in gypsum, troldekt etc.
- c. Installing steel framed external walls
- d. Installing steel frame internal walls

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- e. **Delivery and mounting of fixed furniture as cupboards in kitchen, utility- and bathrooms**
  - f. **Installing the raised wooden floor**
06. Plumber contract
- a. Water installations
  - b. Heating installation
  - c. Drainage in levels above terrain (from ground floor and up)
  - d. Delivery and installations of shower, sink and toilets etc.
07. Electrical contract
- a. Mounting and delivery of internal and external lightning
  - b. Electricity wiring of the building
08. Ventilation contract
- a. Installing ventilation units and fitting pipes
09. Painter contract
- a. Plastering, sanding and painting internal wall surfaces and ceilings
10. Garden contract
- a. Creating a recreation areas

### 1.2.3

#### **Client's Deliveries**

Re. sec. 2. Contractor's complaints must be made before use and no later than 15 working days after submission.

### 1.3

#### **Project Organization**

##### **Client:**

M&M  
Halmstadgae 2, 8200 Aarhus N

##### **Project Manager:**

A&A  
Halmstadgade 2, 8200 Aarhus N

##### **Building site management:**

The responsible of the building site is the main contractor.

##### **Work Environment Coordinator (p) in the project design phase:**

A&A  
Via University College  
Halmstadgade 2, 8200 Aarhus N

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**Work Environment Coordinator (b) in the execution phase:**

A&A  
Via University College  
Halmstadgade 2, 8200 Aarhus N

**1.4 Project Material**

BIM model  
Static report  
Energy report  
Moister report  
Fire report  
Building component journal  
Health and safety plan  
Contract Form  
Tender time schedule

**1.4.1 Specifications**

When the work specifications refer to the basic description & specifications, the following editions apply (in Danish):

- bips B2.100, Basisbeskrivelse – byggeplads/januar 2012
- bips B2.120, Basisbeskrivelse – jord/januar 2012
- bips B2.125, Basisbeskrivelse – jordarbejder for ledninger/maj 2012
- bips B2.215, Basisbeskrivelse – pæle montage/maj 2012
- bips B2.220, Basisbeskrivelse – beton, generel and pladsstøbt/maj 2012
- bips B2.221, Basisbeskrivelse – betonelementer, leverance/maj 2012
- bips B2.221+, Basisbeskrivelse – betonelementer, leverance/maj 2012
- [bips B2.221e, Basis work specifications for concrete elements delivery /maj 2012](#)
- bips B2.222, Basisbeskrivelse – betonelementer, montage/maj 2012
- bips B2.222+, Basisbeskrivelse – betonelementer, montage/maj 2012
- [bips B2.222e, Basis work specification for concrete elements mounting /maj 2012](#)
- bips B2.225, Basisbeskrivelse – beton, glidestøbning/september 2010
- bips B2.240, Basisbeskrivelse – murværk/december 2011
- bips B2.250, Basisbeskrivelse – stål General/januar 2012
- bips B2.250e, Basisbeskrivelse – steel general/januar 2012
- bips B2.270, Basisbeskrivelse – træ General/januar 2012
- [bips B2.270 Basis work specifications for wood/January 2012](#)
- bips B2.280, Basisbeskrivelse – glas General/januar 2012
- bips B2.285, Basisbeskrivelse – glasfacader and -tage/januar 2012
- bips B2.290, Basisbeskrivelse – skeletkonstruktioner/december 2011
- [bips B2.290, Basis work specification for wood framework/december 2011](#)
- bips B2.310, Basisbeskrivelse – natursten, leverance/januar 2012
- bips B2.320, Basisbeskrivelse – fuger/maj 2012
- bips B2.330, Basisbeskrivelse – maling/december 2011
- bips B2.340, Basisbeskrivelse – støbte undergulve/december 2011
- bips B2.345, Basisbeskrivelse – gulve/marts 2009
- bips B2.350, Basisbeskrivelse – lofter/maj 2012



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- bips B2.360, Basisbeskrivelse – tagdækning/december 2011
- bips B2.370, Basisbeskrivelse – døre, vinduer and porte, leverance/december 2009
- bips B2.371, Basisbeskrivelse – døre, vinduer and porte, montage/april 2010
- bips B2.380, Basisbeskrivelse – fast inventar/juni 2012
- bips B2.395, Basisbeskrivelse – beklædninger, påmurede/maj 2012
- bips B2.223, Basisbeskrivelse – beklædninger, monteret/februar 2007
- bips B2.400, Basisbeskrivelse – bygningsinstallationer/maj 2012
- bips B2.410, Basisbeskrivelse – vvs/maj 2012
- bips B2.420, Basisbeskrivelse – afløb i jord/december 2011
- bips B2.430, Basisbeskrivelse – ventilation/maj 2012
- bips B2.450, Basisbeskrivelse – el/maj 2012
- bips B2.460, Basisbeskrivelse – bygningsautomation/december 2009
- bips B2.480, Basisbeskrivelse – teknisk isolering/maj 2012
- bips B2.510, Basisbeskrivelse – befæstelser/januar 2012
- bips B2.520, Basisbeskrivelse – beplantning/januar 2012

#### **1.4.2 Drawings/Building Models**

### **1.5 Joint Tools**

#### **1.5.1 The Client's forms**

The following forms

#### **1.5.2 Digital Communication**

In accordance with the ICT agreement

#### **Project Web**

Dropbox

### **1.6 Prescriptions**

#### **1.6.1 Work Stipulations**

*ILO-convention nr. 94* regarding work conditions apply.

If the contractor does not follow the convention

#### **1.6.2 Inspection**

The contractor is required in connection with the hand-over and 1 year inspection of the building to submit key figures, as specified in Executive order of the *BEK om OPP*.

The contractor is under obligation to submit the following from his tender:

- Key figures from previous assessments, provided these key numbers have not already been submitted in connection with the pre-qualification
- A statement that the company will have the contract assessed provided the company is awarded the contract.

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The contractor is under obligation to enter an agreement with an evaluation company at the same time as entering the contract with the Client about assessing the current contract.

The contractor pays the fee to an evaluation company, and does not receive compensation from the client to cover this. The expense for fee and use of time to fill out questionnaires, etc. is included in a contractor's work.

In the contract material with potential subcontractors and advisors, whom the contractor communicates with, the contractor, must require that the subcontractors contribute to the assessment with all the necessary information

No later than 8 weeks after the hand-over transaction, the contractor is under obligation to submit a fact sheet with the building's key figures to the client.

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## 2. References

### 2.1 General

*Re sec. 1.* As a supplement to the references in the Basis Specification, the specific references below equally apply.

### 2.2 Notices

- *ILO-convention nr. 94:*  
The official circular no. 1 of 4. january 1957 om Danmarks ratifikation af den af den Internationale Arbejdskonference i Geneve i året 1949 vedtagne konvention om arbejdsklausuler i offentlige kontrakter  
Udenrigsministeriet.
- *Executive order of Public-Private-Partnershit (BEK om OPP):*  
Bekendtgørelse nr. 1394 of 17. december 2004 om anvendelse af offentlig-privat partnerskab (OPP), partnering and oplysninger svarende til nøgletal  
Erhvervs- og Byggestyrelsen.
- *Executive orders of Public support to social housing*
- *(BEK om støtte til almene boliger):*  
Bekendtgørelse nr. 1288 of 11. december 2009 om støtte til almene boliger mv.  
Socialministeriet.  
med senere ændringer:  
Bekendtgørelse nr. 314 of 26. marts 2010 om ændring of bekendtgørelse om støtte til almene boliger m.v.  
Socialministeriet.  
Bekendtgørelse nr. 1472 of 15. december 2010 om ændring of bekendtgørelse om støtte til almene boliger m.v.  
Socialministeriet.  
Bekendtgørelse nr. 1704 of 23. december 2010 om ændring of bekendtgørelse om støtte til almene boliger m.v.  
Socialministeriet.  
Bekendtgørelse nr. 919 of 24. august 2011 om ændring of bekendtgørelse om støtte til almene boliger m.v.  
Socialministeriet.

*Re. sec. 1.* Replaced by

*Executive order of Quality assurance (KS-bekendtgørelsen):*

Bekendtgørelse nr. 1117 of 23. september 2010 om kvalitetssikring of byggearbejder  
Økonomi- og Erhvervsministeriet.

or

*Executive order of quality assurance for constructions for social housing etc (KS-bekendtgørelsen):*

Bekendtgørelse nr. 773 of 27. juni 2011 om kvalitetssikring af byggearbejder i alment byggeri mv. og ombygninger efter lov om byfornyelse og udvikling af byer  
Socialministeriet.

*Ad sec. 2.* With later amendments:

Bekendtgørelse nr. 1422 of 27. december 2008 om ændring af bekendtgørelse om projekterendes and rådgiveres pligter m.v. efter lov om arbejdsmiljø.

*Ad sec. 3.* Replaced by:

Bekendtgørelse nr. 1516 of 16. december 2010 om bygge- og anlægsarbejde  
Beskæftigelsesministeriet.

*Ad sec. 4.* Replaced by:

Bekendtgørelse nr. 477 of 18. april 2011 om bygge- og anlægsarbejder i perioden 1. november til 31. marts  
Erhvervs- og Byggestyrelsen  
"995 finder dog fortsat anvendelse på bygge- and anlægsarbejder udbudt inden 20/5 2011"

*Re. sec. 10.* With later amendments:

Bekendtgørelse nr. 20 of 20. januar 2009 om ændring af bekendtgørelse om ændring af bekendtgørelse om arbejde med stoffer og materialer (kemiske agenser)

## 2.3

### Circulars

- The official Circular on fixed prices (Fastpriscirkulæret) no. 174 of 10. oktober 1991 about price and time on construction and civilwork – Danish building and Property agency)
- (Cirkulære om pris og tid på bygge- and anlægsarbejder mv. Bygge- og Boligstyrelsen. samt cirkulære nr. 9784 of 28. november 2003 om ændring af cirkulære om pris og tid på bygge- og anlægsarbejder mv. ) Erhvervs- og Boligstyrelsen.

## 2.4

### Danish Norms

## 2.5

### Other References

Re. sec. 2:

Corrections to p. 61, September 2010

Dansk Brand- og sikringsteknisk Institut.

Danish Institute of Fire and Security Technology (DBI)

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**3. AB 93 / General Conditions 93**

**A. Contractual Basis**

*General Provisions*

**§ 1.**

*The Client's Invitation for Tenders*

**§ 2.**

*Contractor's Tender*

**§ 3.**

*The Contract Agreement*

**§ 4.**

*Transfer of Rights and Obligations, etc.*

**§ 5.**

**B. Guarantee and Insurance**

*Contractor's Guarantee*

**§ 6.**

*The Client's Guarantee*

**§ 7.**

*Insurance*

**§ 8.**

**C. Execution of the Project**

*Work Plan and setting out*

**§ 9.**

*Contractor's Services*

**§ 10.**

*Project Orientation, Documentation and Tests*

**§ 11.**

*Contract work deterioration & maintenance etc.*

**§ 12.**

*Relationship with Authorities*

**§ 13.**

*Changes in the Project*

**§ 14.**

*Ambiguities, Obstacles and Similar Issues*

**§ 15.**

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***Relics***

**§ 16.**

***The Client's Inspection***

**§ 17.**

***Contractor's Work Management***

**§ 18.**

***Project Meetings***

**§ 19.**

***Co-operation with Other Contractors***

**§ 20.**

***Summoning the Client and Contractor. Parties' Stay Abroad***

**§ 21.**

**D. The Client's Obligation to Pay**

***Payment***

**§ 22.**

***The Contractor's Right to Stop Work***

**§ 23.**

**E. Time Extension and Delay**

***Contractor's Entitlement to Time Extension***

**§ 24.**

***Contractor's Liability for Delays***

**§ 25.**

***The Client's Entitlement to Time Extension***

**§ 26.**

***The Client's Liability for Delays***

**§ 27.**

**F. Hand-over of Project**

***The Hand-over Transaction***

**§ 28.**

***The Hand-over Protocol***

**§ 29.**

**G. Flaws/Defects in the Project**

***Concept of Flaws***

**§ 30.**

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***Flaws Demonstrated at the Hand-over***  
**§ 31.**

***Flaws Demonstrated after the Hand-over***  
**§ 32.**

***Cessation of Contractor's Repair Obligation, etc.***  
**§ 33.**

***The Client's Entitlement to Reductions in the Project Sum***  
**§ 34.**

***Contractor's Liability for Consequential Damage***  
**§ 35.**

***Cessation of Responsibility for Flaws***  
**§ 36.**

**H. 1 and 5 Years Inspections**

***1 Year Inspection***  
**§ 37.**

***5 Years Inspection***  
**§ 38.**

***Joint Provisions for Inspections***  
**§ 39.**

**I. Special Provisions regarding Annulment/Termination**

***The Client's Right to Annulment***  
**§ 40.**

***The Contractor's Right to Annulment***  
**§ 41.**

***Bankruptcy, Suspension of Payments, composition, etc.***  
**§ 42.**

***Death of a Party***  
**§ 43.**

***Joint Provisions regarding determination***  
**§ 44.**

**J. Disputes**

***Inspection and survey by experts***  
**§ 45.**

***Experts opinions on security provided etc.***  
**§ 46.**

**Arbitration**  
**§ 47.****4. Building Site****4.1 General**

The building site is managed by the main contractor (external). The building site should fulfil the conditions below according to bips standards.

**4.2 Conditions****4.2.1 General**

The building site plan and the conditions and guidelines are provided by the project manager.

**4.2.2 Conditions and Guidelines from the Authorities****4.2.3 Permits and Reports to the Authorities**

The building site manager has the responsibility to get permits from the authorities.

**4.2.4 Handling Material and Products****4.3 Hand-over and Transfer of the Building Site**

The contractor's fixed price is based on the building site, as it appears at the inspection meeting on 01.09.2015 (so that they know in which condition they need to return it in – according to this date.)

The main contractor must make a registration of the building components in or bordering on the work area that is connected to the project. Potential damages must be registered before work commences.

The locations are taken over and cleared of all loose inventory. Fixed inventory, etc. is removed by the respective contractors, to the extent that is mentioned in the work specifications.

Before starting the work, the main contractor arranges an inspection of the roads with the participation of the building management, as well as, a road authority.

Covering the following building components is undertaken by the contractor who is responsible for the component

*Re. sec. 2. omitted and replaced with:*

The main contractor must reestablish the areas and building parts that are not part of the completed project, but which the contractor uses /damages in connection with the execution of the work, ensuring that they appear as they did at the transfer – however, only to the extent that this is not in violation of Danish Law's general rules for compensation.



#### 4.4 Existing Conditions

The existing conditions on the building site are apparent on drawing number **H1\_N11** (location plan)

*Re. sec. 1. omitted and replaced with:*

Existing building components, external areas and road systems, including equipment, wires and plants that are not included in the project must not be damaged. The necessary protective precautions must be implemented to protect existing conditions. Temporary relocations or dismounting of equipment, etc, as well as cutting trees and bushes must not be undertaken without the building management's approval.

#### 4.5 The Client's setting out

The Client provides the grid lines and specific level points for the works and the contractor is responsible for the maintenance of these gridlines and level points.

The main contractor sets out, maintains and removes the specific level points for all contractors to use after agreement with the building management.

#### 4.6 The Building Site's Organization

##### 4.6.1 Building Site Plan

Building site conditions are indicated on drawing **H1\_N11** (location plan)

*Re. sec. 2.:*

The safety coordinator is replaced with the work environment coordinator (b) in the execution phase.

##### 4.6.2 The Building Site's Demarcation, Fencing and Screening

###### Demarcation

###### Fencing

The main contractor delivers, mounts, moves, maintains and removes the building site fence, including gates and doors.

The building site fence has a height of 2 m. The fence will be constructed of steel materials. Gates and doors will be fitted with locks. The establishment, moving and removal of the building site fence will happen in accordance with the tender time schedule.

**4.6.3 Closing****Temporary locking of the building****Locking****4.6.4 Security****4.6.5 Anti-Theft Security****4.6.6 Signposting****Prohibition and Mandatory Signs**

The main contractor delivers and mounts signposts in joint traffic and work areas at the start of the project, maintains and removes them at the end of the project in agreement with the building management.

**Signs on Cabins****Joint Building Site Signposts****4.6.7 First Aid Equipment**

The main contractor must deliver and restock first aid equipment with eyewash for all the contractors to use.

**4.6.8 Fire Extinguishing Equipment**

The main contractor delivers and maintains joint fire extinguishing equipment.

**4.7 The Building Site's Traffic Areas****4.7.1 Parking**

No parking.

**4.7.2 External Road and Path Areas**

The main contractor establishes, maintains, weatherproofs, reroutes and removes building site roads, paths and crossings in accordance with the tender time schedule and building site plan

Re. sec. 2. Building site roads, including off-loading areas, are dimensioned to a maximum axle load of 12 tons.

**4.7.3 Internal Road and Path Areas in Buildings**

The main contractor is responsible for the delivery, establishment, maintenance, moving, dismounting and removal of temporary stairs and walkways etc.

Traffic areas must be able to sustain the weight of up to 300 kg/m<sup>2</sup>.

**4.7.4 Covering Holes in Traffic Areas**

Re. sec. 2. The main contractor is responsible for covering manhole covers etc. on access roads – including maintenance and removal of covering, when the permanent covers are mounted.

**4.7.5 Establishing Barriers in Traffic Areas**

Re. sec. 1. The main contractor delivers, establishes, maintains and removes barriers along joint traffic areas as indicated on the building site plan.

**4.7.6 Lightning in Traffic Areas**

The main contractor delivers, mounts, maintains, dismounts and removes in agreement with the building management lighting in traffic areas.

The building site lighting is automatically controlled and operated on a weekly program.

External traffic areas are lit from pylons.

**4.7.7 Weather-resisting Measures in the Traffic Areas**

The main contractor is responsible for the execution of weather-resisting measures in the building site's traffic areas.

**4.7.8 Clearing and Cleaning of Traffic Areas**

The main contractor cleans traffic areas in building(s) for dust etc., which is not due to a specific contractor. This is to be done once a week as a minimum.

**4.8 Cabin Areas and Storage Space****4.8.1 Cabin Conditions**

The main contractor delivers, establishes, maintains and removes the following cabins which are available to all contractors:

- Shared welfare cabins with toilets, shower, sinks and changing facilities, as well as eating areas
- Meeting and Office cabins for having project meetings, etc.

Period: According to the building time schedule

The main contractor makes provisions for the daily cleaning of shared welfare, meeting and office cabins, as well as, for restocking soap, toilet paper and paper towels.

Reestablishing terrain after cabin area is undertaken by Bricklayer and concrete contractor.

**4.8.2 Storage Space**

The main contractor establishes, maintains, weather-proofs and reestablishes storage spaces as indicated on the building site plan.

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**4.8.3 Tent Workshops****4.8.4 Refuse Handling and Skips****4.8.5 Lighting in Cabin Area and in Storage Space**

The main contractor establishes, maintains and removes lighting in accordance with the building site plan.

**4.8.6 Weather-resisting Measure in Cabin Area and Storage Space**

The main contractor is responsible for the execution of weather-resisting measures in the cabin area and in joint storage space.

**4.8.7 Clearing in Cabin Area and Storage Space**

In joint areas the main contractor is responsible for clearing and cleaning.

**4.9 Work Areas****4.9.1 Covering Holes in Work Areas**

The contractor covers all opening and holes through slabs & decks.

**4.9.2 Establishing Barriers in Work Areas**

The main contractor establishes, maintains and removes barriers in all joint work areas.

**4.9.3 Lighting in Joint Work Areas**

In joint work areas with several contractors working at the same time, The main contractor delivers, establishes, maintains and removes the work lighting.

**4.9.4 Weather-resisting Work Areas****4.9.5 Clearing and Cleaning in Work Areas****4.10 Technical Facilities****4.10.1 Crane and Hoist for Material**

The main contractor establishes, maintains and removes hoist for material cf. building site plan. The hoist is available to all contractors in the period

**4.10.2 Personnel Lift**

The main contractor establishes, maintains and removes personnel lift cf. building site plan.

**4.10.3 Scaffolding and temporary working platforms**

The main contractor establishes, rebuilds, maintains and removes joint scaffolding. The joint scaffolding is available to all contractors in connection with the following work areas:

The joint scaffolding will be available in the period from the beginning of the project

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## **4.11 Building Site Utilities**

### **4.11.1 Water and Drainage**

The main contractor establishes, maintains and removes the water supply, including meter for use in the building project and cabin area for all contractors.

The main contractor establishes, maintains and removes drainage for the cabin area for all contractors.

The main contractor connects, maintains and removes provisional water and drainage to shared cabins, meeting and office cabins.

Utilities to the building site and cabin area are established as frost-proof by plumber contractor.

### **4.11.2 Electricity**

The main contractor establishes, maintains and removes the electricity supplies to the building project for all contractors.

The main contractor establishes, maintains and removes electricity supply to the joint cabins, meeting and office cabins.

The main contractor delivers, establishes, maintains and removes an electricity meter, mounted onto the building site's control board.

Other electricity consumption on the building site is paid by the client.

### **4.11.3 Communication**

The main contractor ensures that throughout the entire building period there is access to a phone line (land line) for emergency calls.

## **4.12 Special Provisions for Buildings in Use**

### **4.12.1 General**

Work starts at the earliest at 7.00 o'clock and finishes no later than 18.00 o'clock.

Apart from the official holidays, the following days are included as non-working days:

- Saturday
- Sunday

Tools must be selected so that they cause the fewest possible adverse effects for potential tenants/employees with regards to noise, vibrations, dust and emissions.

The use of radio and similar is prohibited at the location.

**4.12.2 Information to Third Party**

The main contractor is responsible for daily giving notice of third party regarding access to the location in connection with the current project

The notice must be written, no later than 12.00 o'clock the day before. Copies of the notice are given at the same time to the building management.

**4.12.3 Temporary Operations and Works****5. Health and Safety****5.1 General**

The work environment coordinator (p) is in the project design phase called work environment coordinator (p).

The work environment coordinator (b) is in the execution phase called work environment coordinator (b).

**5.1.1 Organization**

Other organization is mentioned in of point *1.3 Project Organization*.

*Re. sec. 1. & sec. 2.:*

The safety coordinator is replaced by the work environment coordinator (b) in the execution phase.

**5.1.2 Building Site Coordination**

*Re. sec. 1. and sec. 2.:*

The safety coordinator is replaced by the work environment coordinator (b).

**5.1.3 Safety Meetings**

*Re. sec. 1.:*

The safety coordinator is replaced by the work environment coordinator (b).

Safety meetings has to be held every week coordinated by the work environment coordinator (b)

**5.2 Plan for Health and Safety**

The connection between the project material and the table of contents in *Plan for Health and Safety* is apparent in Appendix 1.

*Re. sec. 1.:*

The safety coordinator is replaced by the work environment coordinator (b).

Case specifications  
5. Health and safety

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**5.3 Work Environment**

**5.3.1 General**

**5.3.2 Limiting Adverse Noise Effects**

**5.3.3 Limiting Damages and Adverse Vibration Effects**

**5.3.4 Limiting Adverse Dust Effects**

**5.3.5 Limiting Adverse Ergonomic Effects**

**5.4 Provisions for Hazardous Work**

*Re. sec. 2.:*

The safety coordinator is replaced by the work environment coordinator (b).

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6. Surrounding Environment

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- 6. Surrounding Environment**
  - 6.1 General**
  - 6.2 Noise**
  - 6.3 Vibrations**
  - 6.4 Dust**
  - 6.5 Emissions to the Atmosphere**
  - 6.6 Waste of Oil and Chemical Products**



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**7. Quality Management****7.1 General**

Quality is done according to the quality control plan

**7.2 Building Management****7.3 Project Meetings**

Project meetings are held Monday at 10.

**7.4 Quality Plan**

*Re. sec. 1.* No later than 5 working days before the first project discussion meeting, the contractor must forward a quality plan to the building management. No later than 5 working days after the building management's potential comments to the quality plan, the contractor must forward the revised quality plan for the building management's approval.

**7.5 Project Discussion Meeting**

*Re. sec. 2.* The result of the process scrutiny must be forwarded to the building manager no later than 5 working days before the project discussion meeting is held.

**7.6 Start-Up Project Meetings**

The time for the start-up meeting is arranged with the building management.

**7.7 The Contractor's Control and Documentation****7.7.1 General****7.7.2 Management Execution Documentation****7.7.3 Filing of Documentation****7.7.4 Control Documentation**

The control documentation must be submitted in an assembled set at the hand-over.

As a minimum, the control must contain the following:

- Date of control
- Who completed the control
- What was included in the control
- Result of the control

**7.8 Hand-over****7.9 Quality Assurance after Hand-over**

Case specifications  
7. Quality Assurance

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## 8. Time Management

### 8.1 General

The time management is by the client's consultant.

### 8.2 Time Schedule

*Re. sec. 4.* The main Contractor must submit a project plan to the building management no later than 5 working days after entering the contract agreement.

### 8.3 Inclement Weather Days

The expected number of non-working days, not including Saturdays, Sundays and holidays is as follows: (for excavation)

Act.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Excav.	5	5	5	4	3	2	1	4	5	5	5	5
Sewer	6	6	6	3	2	2	1	2	2	2	4	6
Mount.	3	3	3	2	2	2	1	2	2	2	3	3
Roof	6	6	6	4	4	3	2	3	4	5	6	6

This does not apply to other works, since we're using a total covering over the building.

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## Appendix 1, Basis for Plan for Health and Safety

The appendix shows the connection between the Case Specification's points and the table of contents in *Plan for Health and Safety*

### Table of Contents for *Plan for Health and Safety*

1. Orientation about the case (case point 1.2)
2. Organization (case point 1.3 or 5.1.1)
3. Health and Safety
  - 3.1 Plan for health and safety (case point 5.2)
  - 3.2 Control and Inspection (case point 5.1 and 5.2)
  - 3.3 Work Environment (case point 5.3)
  - 3.5 Hazardous Work (case point 5.4, work specification point 2.5, 3.8 and 4.13)
  - 3.6 Surrounding Environment (case point 6, work specification point 2.6)
4. Building Site
  - 4.1 General (case point 4.1)
  - 4.2 Stipulations (case point 4.2)
  - 4.3 Existing Conditions (case point 4.4)
  - 4.4 The Building Site's Organization (case point 4.6)
  - 4.5 The Building Site's Traffic Areas (case point 4.7)
  - 4.6 Cabin Area and Storage Space (case point 4.8)
  - 4.7 Work Areas (case point 4.9)
  - 4.8 Technical Facilities (case point 4.10)
  - 4.9 Utilities to the Building Site (case point 4.11)
- 5.1 Time Schedule
- 5.2 Building Site Plan