

ADVICE FOR CLIENTS

Choice of Builder

The right choice of builder is critical to the smooth running and successfully completion of a building project, and the client is advised to give careful consideration and investigation before entering into a formal or verbal contract, considering the following points;

- Endeavour to obtain at least three competitive quotations for the works, but not necessarily accepting the lowest, making sure they clearly understand exactly what you want done
- Choose a builder with a proven track record in the kind of work you're having done. Keep an eye out for similar projects carried out in your area and enquire of the building owner of their experience and satisfaction of the works, or ask the considered builder for examples of their work that you might visit
- Consider choosing a builder who is a member of a recognised trade association i.e. Federation of Master Builders or similar
- Ensure they has sufficient insurance cover for the contract.

- Obtain a written quotation for the works, clearly stating:
 - the price
 - what is and isn't included in the price
 - what form of agreement will be used between you
- Before signing a contract, agree the following in writing:
 - how long the job will take
 - when the work can start and the completion date
 - whether the work is covered by an insurance backed warranty, together with details of such cover
 - payment terms and principle of retention
 - length of defects liability period

- Ensure you have funds available when needed.

- Ensure that the site is cleared and ready for the builder to start work
- Make sure your builder has unhindered access to the site.

- Choose materials and finishes carefully, advising contractor what you want including in his quotation and approve them before use.

Whilst work is in progress

- Your builder should proceed with the work according to the agreement between you, and will brief you regularly on progress.
- If there are unavoidable problems or delays you should be informed of these as early as possible.
- Your builder will supply you with samples of all materials and fittings for prior approval.
- If there are changes to the work specified or extra costs, these should be confirmed in writing, and agreed with you before such work begins.
- Your builder and his employees should at all times treat you and your property with respect and ensure that the working site remains a safe and healthy environment.
- Develop a good working relationship with your builder. If you have any concerns about the work, discuss them right away
- Keep extras to a minimum and instruct your builder in writing about all variations to the specified work

When the work is complete

- Your builder should leave the site clean and tidy and ready for use.
- Any relevant operating instructions and guarantees will be handed over to you, and you will be properly briefed about any relevant maintenance or operating issues.
- A date should be arranged for your builder to return and deal with any defects which may have arisen during the first few' months
- Make any staged or up-front payments promptly, ensuring that you only pay for works carried out
- Report any urgent defects to your builder promptly and in writing.
- List any non-urgent defects for your builder to correct at an agreed time.
- Settle the final account promptly.

Preliminaries

- A1 Drawings. These drawings and documents are primarily intended for the procurement of statutory approvals. And are not to be scaled off, work to figured dimensions only, and if in doubt 'Ask'. All dimensions, levels and inverts, both new and existing are to be verified on site by the contractor, and any discrepancies to be brought to the attention of the employer prior to commencement of works. Generally dimensions & areas indicated are to structural faces, for exact room sizes, thickness of finishes are to be deducted.
- A3 Construction Details. Where uncertain of a specific detail, contractor and / or client to contact designer for clarification prior to construction, giving reasonable notice.
- A4 Statutory Approvals. All building works are to be carried out in accordance with the 1991 Building Regulations including latest amendments, and shall be supervised by the Local Authority (LA) under the builders notice procedure at the relevant stages. No ordering of material or work is to commence on site until all statutory applications and any required structural calculation's have been approved by the LA. Any alterations to this design and construction are to be formally agreed with the LA prior to carrying out the works.
- A5 Standards. All components and products used are to be installed in accordance with the manufacturers written instructions and are to conform to the latest relevant European / British Standards, Codes of Practices and / or agreement certificates.
- A6 Public Services. To ensure there is no conflict, before work commences the contractor shall clarify the exact location of all public services i.e. water, gas, electricity, telephone, foul and surface water drains with the relevant authorities and shall carry out works as required to their specification, including for all associated costs.
- A8 CDM Regulations. Under the Construction (Design and Management) Regulations 2015 and latest edition of the approved Code of Practice and Guidance notes, the Contractor or client is required to notify the Health & Safety Commission for projects lasting more than 30 days or 500 person days. All other Health & Safety legislation will apply.

A11 Completion of Works. On completion of the building works and before occupation, the principal building contractor is to hand to the building owner the following information, where relevant;

- Certificate of completion as issued by the Building Control Inspector
- Electrical NICEIC completion certificate
- Gas installation CORGI completion certificate
- Test report and commissioning certificates should be provided in accordance with CIBSE commissioning codes
- User instructions for all appliances installed

A12 Copyright. These drawings and notes are copyright and may not be altered, traced, reproduced or used for any purpose other than that for which and whom they are issued. All details shown are based upon typical site conditions, no responsibility can be accepted for abnormal conditions which may be discovered during construction unless reported to the designer so that design amendments may be considered.

Demolition or Alterations

C10 Demolition Generally. Demolition and dismantling operations are to be carried out by a competent contractor with the technical and management capabilities necessary for the scope of the particular job and with consideration to the following;

- Written safety policy, listing senior staff with details of qualifications and experience
- Quality of labour, trained to a suitable level of competence suitable for the type of work
- Adequate demolition insurance cover
- Carried out to a safe and acceptable standard, in accordance with BS 6187 CP for demolition
- Carried out in accordance with relevant guidance issued by the Health & Safety Executive

C20 Asbestos. The nature and condition of the site & building's cannot be fully ascertained before it is opened up, should the Contractor encounter any materials, which may be hazardous, samples are to be taken and analysed prior to further work being carried out. The presence of asbestos can be a feature in many types of buildings, when encountered the contractor is to provide a method statement for its removal and disposal, which shall be in accordance with the Control of Asbestos at Work Regulations 2002.

Client: Mr & Mrs Geary		Drawing status: FOR PLANNING	
20 Knapton Close		Scale: A3 NTS	Do not scale directly from drawing; any dimensions required should be confirmed on site by relevant parties.
Hinckley, Leicestershire			
LE10 0EN			
Project title: PROPOSED SINGLE STOREY FRONT GARAGE EXTENSION			
Drawing title: ADVICE FOR CLIENTS			
Drawing number: 0049 2024 002 REV A			
Rev:	Revision Date:	Description of Revision:	
A	06/03/24	DRAWING ISSUED.	
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