**Valuation Office Agency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Questionnaire for Primary Care Estate  Improvements and New Developments | | | | |
| **Address of Property** | Click here to enter text. | | | |
| **Name of Client (GP Contractor)** | Click here to enter text. | | | |
| **Name and Address of Developer** | Click here to enter text. | | | |
| **Name of Signatory** | Click here to enter text. | | | |
| **Signed**  (to confirm agreement and amendment to responses to this questionnaire) | Click here to enter text. | | | |
| **Date** | Click here to enter text. | | | |
|  | | | | |
|  | | | | |
| **This Project’s Construction Details** | | | | |
| **Description** | | **Yes** | **No** | **% New** |
| 100% new build to NHS design standards | |  |  | **100%** |
| Fit out of existing shell and core | |  |  |  |
| Fit out of new shell and core designed to NHS standards | |  |  |  |
| New build and refurbishment of existing | |  |  | Click here to enter text.**%** |
| Refurbishment only | |  |  | **0%** |
|  | | | | |

**A Preamble**

A.1 This document has been produced by the Valuation Office Agency and copyright therein rests with the Agency accordingly.

A.2 The Purpose of this document is to establish information regarding the constructional elements of this subject scheme and is not intended to displace any Department of Health (“DH”), NHS England (“NHS”), Health Authority (“HA”), Health and Safety Executive (“HSE”), HM Government (“HMG”) and/or other regulatory body Guidance, Statutory or other project specific requirements.

A.3 This document is to assist identification of the key areas of compliance of the development of the subject Primary Care Premises.

A.4 This document describes many aspects of Primary Care Development including matters that have arisen in recent developments which must be considered in any Primary Care Development but it is not a substitute for the subject scheme specification which is essential and therefore no liability is accepted for loss or damage caused by reliance on matters described in this document (attention is drawn to paragraphs 1.2 “Format” and 1.3 “Compliance” of this document).

A.5 This document is intended to be a reactive document with the ability to travel through the life of the subject scheme, as applicable, and takes the form of asking the Developer to signify agreement or otherwise to the statements set out below. The Developer is invited to insert a cross in the applicable box available against each statement and amplify as necessary the response given under the column “not agreed”/“variation”.

A.6 The far right-hand column titled PCO / Client Check is not for use by the Developer.

A.7 The assumptions and terminology within this document follow the structure of tradition procurement of a building project as illustrated by the Parties Network Diagram set out in Appendix A.

A8. NHS England Primary Care Team to recommend to commissioners and GPs that copies of the completed VOAQ and the CDM H&S manuals are retained for reference / inspection and may be required post project completion.

**B** **Notes and Disclaimers**

B.1 This document is not to be taken as the specification for the Works, but the Contractor is to carry out the installation to the appropriate standards based on a specification obtained from qualified professionals with extensive recent knowledge and experienced of the Design requirements (including the NHS Design requirements) in the field of primary care medical centres. These professionals must include, but not necessarily be limited to, a qualified consulting Architect and Structural and/or Mechanical and Electrical Engineer, whether it is for buildings or civil work or M&E Services.

In order to assist those concerned in the project to achieve compliance and best practice, this questionnaire contains references and, where possible, links to various Acts, Regulations and Guidance publications. These references were believed to be correct at the time of publication. However, it remains the sole responsibility of the [SRO/Developer/Designer/Client] to ensure that the latest and most relevant Act, Regulation and/or relevant external Guidance is used throughout the project. The VOA cannot accept any responsibility for omissions or errors in this questionnaire including, but not limited to, any reference documents that may have been omitted, superseded or amended. Where a question and/or subsequent response may have to vary due to a change in any Act, Regulation, Guidance or related link, the) reason should be stated in the ‘**If not agreed state alternative proposal’** column.

B.2 Attention is drawn to the compliance paragraphs contained in section 1.0 and in particular to paragraph 1.1.

**C** **Caveats**

C.1 It should be noted that reference to Health Building Notes (“HBN”s) and Health Technical Memoranda (“HTM”s) are often to HBNs and HTMs many of which are not currently up-dated or described as ‘work in hand’ or ‘under review’; compliance with these references shall be in the spirit intended by the respective HBN and/or HTM always being mindful of the over-arching compliance with current Building Regulations as applicable. Any perceived conflict shall be brought to the immediate attention of the enquiring body for direction.

**D** **Role of Valuation Office Agency / DVS**

DVS (part of the Valuation Office Agency) fulfils an essential and key role in the Primary Care Development process. The role, acting on behalf of the NHS, is one of ensuring that best value for money is achieved from the project, whilst helping to ensure that the Developer’s design proposals comply with Department of Health, NHS England, Health Authority, Health and Safety Executive, HM Government and other applicable guidance and requirements, room sizes and efficiency of layout.

DVS is able to provide feasibility analysis advice and facilitate collaboration between different bodies involved with the development.

For more information on how DVS can assist with Primary Care Development, and for details of wider DVS services, see Appendix C.

To contact DVS click here [**dvscustomersupport@voa.gsi.gov.uk**](mailto:dvscustomersupport@voa.gsi.gov.uk?subject=Primary%20Care%20Premises%20Development)

**The Questionnaire should be completed by the Developer**

**in line with the following example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Requirement** | **☒ Agreed** | **If not agreed state alternative proposal** | **☒PCO/**  **Client Check** |
| **4.05** | **Doors** |  |  |  |
|  | Doors are to be self-finished for ease of maintenance and good appearance. | **☒** |  | **☐** |
|  | Doors are to be accessible for all persons. The developer is specifically directed to take care in the siting and orientation of doors, especially at toilet cores and access routes to ensure ease of use by wheelchair users. | **☒** |  | **☐** |
|  | All doors to comply with the “Effective Clear Width” (preferred column) in BS 8300:2009+A1:2010. | **☐** | **Variation** (Will be compliant with Health Building Note 00-04: Stairs, lifts, corridors (April 2013) | **☒** |

**Appendix A – The ABC List**

The developer should complete the ABC List by indicating in the appropriate column whether or not each listed item is included in the specifications.

**Index**

**1.0 Introduction**

**1.1 Purpose**

1.1.1 Health Building Notes

1.1.2 Health Technical Memoranda

1.1.3 HTM Building Components

1.1.4 Activity Database

**1.2 Format**

**1.3 Compliance**

**1.4 Need for Integrated Design**

**1.5 Developer’s Design Team**

1.5.1 Quality Control

1.5.2 Insurances

**1.6 Design Philosophy / Building Life**

**1.7 Infection Control**

**1.8 Fire Risk Assessment, Alarm and Evacuation**

**1.9 Prohibitions**

**2.0 Accessibility**

2.1 General Principles

2.2 Accessible Toilets

**3.0 Main Elements / Structure**

3.1 Calculations

3.2 Surveys and Reports

3.3 Foundations

3.4 Frame

3.5 External Envelope; Walls

3.6 External Envelope; Cladding and Infill Panels

3.7 External Envelope; Windows

3.8 External Envelope; Flat Roofs

3.9 External Envelope; Pitched Roofs

**4.0 Internal and External Components**

4.1 External Finishes

4.2 Internal Elements: Floors

4.3 Internal Elements: Walls

4.4 Internal Elements: Partitions

4.5 Internal Elements: Doors

4.6 Internal Elements: Ceilings

4.7 Fittings / Ironmongery

4.8 Internal Finishes

**5.0 Resilience**

**6.0 Building Services**

**6.1 Engineering Design**

**6.2 Labelling of Mechanical Services**

**6.3 Public Health Services**

6.3.1 Cold Water Supply and Storage

6.3.2 Hand Wash Facilities

6.3.3 Sanitary Plumbing (Waste Drainage)

6.3.4 Water Economy

6.3.5 Hot Water Services

6.3.6 Drainage and Waste Systems

**6.4 Fire Services**

6.4.1 Fire Detection and Alarm Systems

6.4.2 Fire Fighting Equipment

**6.5 Passenger Lifts**

**6.6 Mechanical and Ventilation Plant**

6.6.1 Plant Rooms

6.6.2 Boiler Plant

6.6.3 Flues

6.6.4 Building Management System

6.6.5 Gas Services

**6.7 Ventilation and Air Conditioning**

**6.8 Electrical Services**

6.8.1 Small Power Distribution

6.8.2 Lightning Protection

6.8.3 Lighting Services

6.8.3.1 Provision

6.8.3.2 Installation

6.8.3.3 Lamps / Fittings

6.8.3.4 Light Switching Arrangements

6.8.3.5 Emergency Lighting

6.8.3.6 External Lighting / Floodlighting

**6.9** **Security Services**

6.9.1 Intruder Detection Systems

6.9.2 Personal Attack Alarms

**6.10 Communications**

6.10.1 Data Systems

6.10.2 Public Address System

6.10.3 Tele-comms / Information Technology

**7.0 Energy Efficiency**

**8.0 BREEAM Healthcare**

**9.0 Building User Guide**

**10.0 Local Planning**

**11.0 Life Expectancy Table – Building Materials**

**Appendix A – ABC List Guide for the Division of Build Costs for Funding**

**Appendix B – Parties Network Diagram**

**Appendix C – VOA/DVS Assistance**

|  |  |
| --- | --- |
| **Key Relevant Guidance (see also Section 1.0 ‘Introduction’)** | |
| **Source** | **Subject** |
| **Valuation Office Agency (VOA); District Valuer Services (DVS)** | **DVS** provides advice from inception to completion to help ensure best value for money is achieved from the scheme and compliance with requirements is met.  **DVS** is also able to offer a wide range of property related advice across the public sector, including private and third sector clients involved in delivering public services and functions of a public nature.  Refer to Appendix C for details.  **To contact DVS:** [**dvscustomersupport@voa.gsi.gov.uk**](mailto:dvscustomersupport@voa.gsi.gov.uk?subject=Primary%20Care%20Premises%20Development) |
| **Department of Health** | **Premises Cost Directions** (Schedule 1 Statutory and Contractual Standards)  [**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/184017/NHS\_\_General\_Medical\_Services\_-\_Premises\_Costs\_\_Directions\_2013.pdf**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/184017/NHS__General_Medical_Services_-_Premises_Costs__Directions_2013.pdf)  **Health Building Notes (**HBN**):** Provide information about a specific care group or pathway but will cross-refer to Health Building Notes on generic (clinical) activities or support systems as appropriate  [**https://www.gov.uk/government/collections/health-building-notes-core-elements**](https://www.gov.uk/government/collections/health-building-notes-core-elements)  **Health Technical Memoranda (**HTM**)** Provide advice and guidance on the design, installation and operation of buildings and engineering used in the delivery of healthcare e.g. ventilation, water, electrical systems [**https://www.gov.uk/search?q=HTM**](https://www.gov.uk/search?q=HTM) |
| **NHS England** | The NHS England’s investment in primary care is to deliver GP premises fit for the future so patients can access more services out of hospital and in their local communities  The NHS England Business case approval process – Capital Investment, Property, Equipment and Digital Technology (2018) provides guidance to underpin the NHS England Business Case development, assurance and approval process for capital investment, property, equipment and Digital Technology  [**https://www.england.nhs.uk/resources/bus-case/**](https://www.england.nhs.uk/resources/bus-case/) |
| **Care Quality Commission** | **Regulations for service providers and managers (2015) including** [**Regulation 8**: General](http://www.cqc.org.uk/content/regulation-8-general), [**Regulation 10**: Dignity and respect](http://www.cqc.org.uk/content/regulation-10-dignity-and-respect), [**Regulation 15**: Premises and equipment](http://www.cqc.org.uk/content/regulation-15-premises-and-equipment)  [**http://www.cqc.org.uk/content/regulations-service-providers-and-managers**](http://www.cqc.org.uk/content/regulations-service-providers-and-managers) |
| **LABC** | **LABC** (Local Authority Building Control in England and Wales) offer guidance relating to building control - [**www.labc.co.uk**](http://www.labc.co.uk) |

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| **Key Relevant Guidance (see also Section 1.00 ‘Introduction’ Continued)** | |
| **Other Guidance:**  **Fire safety**  **Building / Planning**  **Environmental** | [**Regulatory Reform (Fire Safety) Order 2005**](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=3&cad=rja&uact=8&ved=0CCsQFjACahUKEwjF8ZSFscvHAhXqK9sKHeSQAQw&url=https%3A%2F%2Fwww.firesafe.org.uk%2Fregulatory-reform-fire-safety-order-2005%2F&ei=-R7gVYWRKerX7AbkoYZg&usg=AFQjCNEWLH-all3tzfMbDzWnB3kgLkeyfw)[**http://www.legislation.gov.uk/uksi/2005/1541/pdfs/uksi\_20051541\_en.pdf**](http://www.legislation.gov.uk/uksi/2005/1541/pdfs/uksi_20051541_en.pdf)  **Building and Planning Regulations**  [**https://www.gov.uk/building-regulations-approval/when-you-need-approval**](https://www.gov.uk/building-regulations-approval/when-you-need-approval)  **BRE Environmental Assessment (BREEAM Healthcare)** [**https://www.bregroup.com/products/breeam/**](https://www.bregroup.com/products/breeam/) |
| **Design Management Assistance:**  **Building Information Modelling May 2011 (“BIM”)** | The NHS has a responsibility to account for the stewardship of its funded assets and a number of programmes have been put in place to assist the NHS to gear up to Government’s mandate that public sector procured construction projects will be delivered using BIM by 2016.  This is to be undertaken to help meet the Government’s drive to increase efficiency of the public sector estate and new/refurbishment build programs. Digital data exchange will promote sharing across NHS providers of ‘best in class design solutions’ and contribute to local operational and lifecycle cost reduction. [**http://www.bim4health.org/bim4health/index.html**](http://www.bim4health.org/bim4health/index.html) |
| **Procurement and Public Contracts regulations 2015** | The procurement process shall include, but not be limited to, compliance with the Public Contracts Regulations 2015, EU Treaty principles and where applicable the commissioners e.g. NHS England’s internal rules governing procurement of goods, work and services. |
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| **Further Guidance and Introduction to this Document** |

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| **1.0** | **Introduction** |
|  | The information provided in this document serves to enable the development team to provide information to the advisors to the Primary Care Organisation (“PCO”) and the Client regarding the construction of the proposed Primary Care Development project.  The document is expressed in broadly based terms in order to reflect the differing requirements of various schemes it may be applied to and as such does not purport to be, and should not be taken as, a Project Specification.  A Project Specification (by the Design Team) in separate form is required for each individual development.  It is intended that this document is used for clarification and valuation purposes and does not replace any Department of Health, NHS England, Health Authority, Health and Safety Executive, HM Government and other applicable guidance or similar body publications, including Facilities for Primary and Community Care Services: Health Building Notes (“HBN”s); Health Technical Memoranda (“HTM”s) and the Building Regulations. |
| **1.1** | **Purpose** |
| **1.1.1** | **Health Building Note (HBN) Structure** |
|  | The Health Building Notes have been organised into a suite of 17 core subjects.  Care-group-based Health Building Notes will provide information about a specific care group or pathway but will cross-refer to Health Building Notes on generic (clinical) activities or support systems as appropriate.  Core subjects are subdivided into specific topics and classified by a one-digit suffix (1.1, 1.2 etc.) and may be further subdivided into Supplements A, B etc.  All Health Building Notes are supported by the overarching Health Building Note 00 in which the key areas of design and building are dealt with. |
| **1.1.2** | **Health Technical Memoranda** |
|  | Health Technical Memoranda give comprehensive advice and guidance on the design, installation and operation of specialised building and engineering technology used in the delivery of healthcare (for example medical gas pipeline systems, and ventilation systems).  They are applicable to new and existing sites, and are for use at various stages during the inception, design, construction, refurbishment and maintenance of a building. |

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| **Further Guidance and Introduction to this Document** |

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| **1.1.3** | **Health Technical Memorandum Building Component Series** |
|  | All Health Building Notes refer to Health Technical Memorandum Building Component documents for specifications and design guidance on building components for healthcare buildings. All Health Building Notes should therefore be read in conjunction with the relevant parts of the Health Technical Memorandum Building Component series. |
| **1.1.4** | **Activity Database (ADB)** |
|  | The Activity Data Base (ADB) data and functioning software system assists project teams with the briefing and design of the healthcare environment and is recommended in extant DHSC Estates Guidance.  ADB is updated annually to ensure full integration with the latest Autodesk products: AutoCAD and Revit. Data is updated more frequently and can be accessed by all subscribers from the ADB portal.  Data is based on guidance given in the Health Building Notes, Health Technical Memoranda and Health Technical Memorandum Building Component series:   1. Room data sheets provide an activity-based approach to building design and include data on personnel, planning relationships, environmental considerations, design character, space requirements and graphical layouts. 2. Schedules of equipment / components are included for each room, which may be grouped into ergonomically arranged assemblies. 3. Schedules of equipment can also be obtained at department and project level. 4. Fully loaded drawings may be produced from the database. 5. Reference data is supplied with ADB that may be adapted and modified to suit the users’ project-specific needs.   Talon Solutions Ltd are solely responsible for all sales, training and updates to ADB. More information about ADB can be found on the website: talonsolutions.co.uk or by email at  [**info@talonsolutions.co.uk**](mailto:info@talonsolutions.co.uk)**.** |

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| **Further Guidance and Introduction to this Document** |

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| **1.2** | **Format** |
|  | The Developer is required to signify agreement or otherwise to each and every paragraph in the approved form as indicated in the worked example on Page 4.   1. **Agreed**   2) **Not Agreed or Variation** – please explain why and insert text of variation to requirements.  The document is divided into a number of sections reflecting the Primary Care Organisation’s (PCO) and Client’s requirements for buildings in terms of general performance and specific requirements.  The requirements of the PCO and Client in forming the project brief should be carefully assessed prior to completing this document, and the responses given should reflect the Developers’ response to that brief.  The Developer is reminded that whilst they should consider the requirements of the Funding Body, Client and their end users it is the Developer and their contractors who are responsible for ensuring compliance with the relevant guidance.  This document will not and cannot cover all aspects of every project and the Developer may in his responses identify any further aspects he wishes to discuss separately. Due to the variation in size and complexity of projects this document addresses, the criteria of proportionality to some statements on smaller projects may require a “not applicable” or “NIL” response. |

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| **Start of Questionnaire for Completion** | | | | |
| --- | --- | --- | --- | --- |
| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/ClientCheck** |
| **1.3** | **Compliance** | | | |
| General | It is accepted that where the question is phrased using the term “The Developer”, the Developer may seek reliance upon his Design Team and/or Agent and/or Contractor(s) in confirming matters as required by this document; nevertheless, the onus remains on the Developer to ensure compliance by those parties on which his responses rely. | | | |
|  | **Will the Developer comply with all relevant Department of Health, NHS England, Health Authority, Health and Safety Executive, HM Government and other applicable guidance publications, HBNs and HTMs?** |  | Click here to enter text. |  |
|  | In addition will the Developer obtain all statutory permissions and comply with all the relevant authorities and statutory authorities. |  | Click here to enter text. |  |
|  | **Will the Developer fully comply with the current publications of the following:** |  | Click here to enter text. |  |
|  | 1. Local planning authority requirements. |  | Click here to enter text. |  |
|  | 1. The Building Act 1984 and the Building Regulations 2010 and (Amendments) Regulations 2015. |  | Click here to enter text. |  |
|  | **3.** The Health and Safety at Work Act (plus all applicable regulations made under this Act). |  | Click here to enter text. |  |
|  | **4.** Construction (Design and Management) Regulations 2015. |  | Click here to enter text. |  |
|  | **5.** The Clean Air Act. |  | Click here to enter text. |  |
|  | 1. Local Authority and other Byelaws applicable in the area. |  | Click here to enter text. |  |
|  | 1. British Standards and Codes of Practice. |  | Click here to enter text. |  |
|  | 1. CIBSE Guides. |  | Click here to enter text. |  |
|  | 1. The Electricity at Work Regulations 1989 and the Institute of Engineering and Technology (IET) Wiring Regulations 17th Edition BS7671: 2008+A3: 2015. |  | Click here to enter text. |  |
|  | 1. Equality Act 2010. |  | Click here to enter text. |  |
|  | 1. All relevant European Union Legislation and Codes of Practice. |  | Click here to enter text. |  |

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|  | **12**. Building Information Modelling May 2011 (BIM). | ☐ | Click here to enter text. | ☐ |
| **It shall be noted that this is not an exhaustive list and it remains the developer's responsibility to identify and comply with all applicable standards and regulations.** | | | | |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/ClientCheck** |
| --- | --- | --- | --- | --- |
| **1.4** | **Need For Integrated Design** | | | |
|  | The Developer confirms that it is essential that all the various aspects of the design for the development are co‑ordinated carefully to ensure that no aspect negates or adversely affects any other part thus reducing the overall effectiveness of the development. In particular, care shall be exercised during the design of the mechanical and electrical system to take account of the fabric, location and orientation of the building. |  | Click here to enter text. |  |
|  | The Developer will carry out assessments to ensure that the most effective overall solution to the design of the building is achieved, with particular attention being paid to the requirements to provide an environmentally friendly building which provides the optimum user conditions whilst minimising daily running and maintenance costs and has regard to sustainability and energy conservation. |  | Click here to enter text. |  |
| **1.5** | **Developer’s Design Team** | | | |
| **1.5.1** | **Quality Control** | | | |
|  | The Developer will use all reasonable measures to be satisfied that the Building Contractor(s) selected for the building works have the ability and expertise to complete the project in accordance with the agreed contract particulars. The Developer confirms he will ensure that the Contractor utilises an appropriate quality management system to illustrate this during the construction period. |  | Click here to enter text. |  |
|  | The Developer will ensure that suitably qualified consultants (as described in Section B1 above) are employed as necessary to monitor the design and construction process. The extent and regularity for such monitoring should be dictated by the size and complexity of the construction works and the performance of the Contractor. |  | Click here to enter text. |  |
|  | Such Consultants may take the form of, Clerk of Works retained Architects and Engineers, Employer’s Agents, and/or Project Managers where independent consultants are employed by the Contractor directly. |  | Click here to enter text. |  |
|  | Is the Contractor responsible for all commissioning, testing and hand over procedures? |  | Click here to enter text. |  |

| **The Developer should provide brief details of their proposed team here** |
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| --- | --- | --- |
|  | **Project Manager** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Architect** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Structural Engineer** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Civil Engineer** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

| **The Developer should provide brief details of their proposed team here** |
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|  | **Mechanical / Heating and Ventilation Engineer** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Electrical Engineer** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

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| --- | --- | --- |
|  | **Quantity Surveyor** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Public Health Engineer** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

| **The Developer should provide brief details of their proposed team here** |
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| --- | --- | --- |
|  | **Lift / Elevator Consultant or Qualified Manufacturer’s Representative** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | **Building System Commissioning Manager** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **BREEAM Healthcare Assessor or Accredited Professional** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Infection Prevention Control Advisor(s)** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

| **The Developer should provide brief details of their proposed team here** |
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|  | **Fire Safety Advisor(s)** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |
|  | **Other** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

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|  | **Other** | |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Website: | Click here to enter text. |
| Extent of Commission | Click here to enter text. |

LABC (Local Authority Building Control in England and Wales) should be used as a client support resource to the design team on all matters local authority planning and compliance with building regulations. [**www.labc.co.uk**](http://www.labc.co.uk)

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **1.5.2** | **Insurances** | | | |
| General | Where such insurances cease to become available at reasonable commercial rates or terms, the **Developer is to advise the Funding Body and Client immediately** confirming all reasonable measures taken to obtain alternative insurances. When requested by any parties with an interest in the development the Developer must provide evidence of such insurances and warranties and be able to justify the level of sums insured. | | | |
|  | The Developer will ensure that all persons responsible for the final design of the building are in possession of and are maintaining a current Certificate of Professional Indemnity Insurance of sufficient value to cover any liabilities arising from the works for which such persons are appointed. Suitably worded, assignable and institutionally acceptable Collateral Warranties should be provided, prior to the commencement of the project, for all Consultants, Contractors and Sub-contractors having a design responsibility valid for a minimum period of 12 years. |  | Click here to enter text. |  |
|  | The Developer will ensure that all his Consultants receive a copy of this document and are aware of the conditions therein. Both the Funding Body’s and Client’s monitoring surveyor(s) which may include the DVS shall have un‑interrupted access to the property to inspect the works and will refer all matters of non-compliance or otherwise to the Developer or his appointed agent who shall respond in writing within ten (10) working days, confirming what remedial action will be taken to rectify the matters so raised. |  | Click here to enter text. |  |

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| **1.6** | **Design Philosophy / Building Life** | | | |
|  | The Developer is aware that Primary and Community Care buildings may deliver a wide range of frequently accessed, less specialised, Primary and Community Care Services. Many of these services can be delivered from shared generic accommodation. Such shared use of space is central to the successful design and operation of Primary and Community Care buildings. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | Does the internal layout use the recommended room sizes [currently 8m², 12m², 16m², and 32m² and/or any DH agreed evidenced based derogation (e.g. P21+ Repeatable Rooms (2014-2015)]  The Department of Health (“DH”) publication HBN11-01 (March 2013) provides a good explanation for the requirements for these facilities in England.  The range of services delivered is likely to change more frequently than those delivered from acute hospitals (to reflect prevailing needs policy and technology). The Developer will ensure that the buildings that house them will be flexible enough to accommodate these changes, including where decisions are taken to deliver hospital services in Primary and Community Care settings. |  | Click here to enter text. |  |
|  | Does the building, in broad terms fully satisfy the requirements of the design brief while being in all respects capable of providing a working environment which is attractive, environmentally friendly and low maintenance? |  | Click here to enter text. |  |
|  | The building is designed to operate efficiently during its design life and all materials used in construction shall be selected with due regard to the expected life of that material relative to the design life of the building. |  | Click here to enter text. |  |
| **1.7** | **Infection Control** | | | |
| General.1 | More primary care accommodation is incorporating ‘minor surgery’ accommodation which is likely to require a higher specification for accommodation. The client and design team must confirm what procedures are being considered (see NHS England ‘Procedures and Settings’ guidance) and confirm compliance with appropriate HBN and HTM e.g. HBN 10-02 (Day care) and HTM03-01 (Ventilation). | | | |
| General  2 | Clients are required to have either in-house infection prevention and control specialists (IPC) or access to IPC teams from other NHS organisations. As the ‘Accountable Person’ the client’s Senior Responsible Owner/Officer (SRO) will ensure that the IPC person/team participate in the planning and design process for new build and refurbishment as it is essential they understand and agree to the proposal from project inception to completion and commissioning.  The IPC person/team and the client’s SRO will be required to sign off each stage of the project to ensure that infection control is considered throughout, and appropriate guidance can be obtained from HBN 00-09 ‘Infection Control in the Built Environment.’ | | | |

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|  | The Developer confirms that all finishes, fixtures and fittings have been chosen with regard to infection control, and advice has been sought as applicable from the local CCG infection control advisor for each project:  also *‘HBN 00-09 (March 2013) Infection Control in the Built Environment’*has been taken into consideration within the designs*.* |  | Click here to enter text. |  |

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| **1.8** | **Fire Risk Assessment, Alarms and Evacuation** | | | |
| General 1 | Clients are required to have either in-house fire safety specialists or access to advisors from other NHS organisations.  As the ‘Accountable Person’ the client’s Senior Responsible Owner/Officer (SRO) will ensure that the fire safety specialist(s) participate in the planning and design process for new build and refurbishment as it is essential they understand and agree to the proposal from project inception to completion and commissioning and sign off each stage of the project to ensure that fire safety is considered throughout. Appropriate guidance can be obtained from HTM05-02 (Fire Code). | | | |
| General  2 | In November 2018 the government confirmed the banning of combustible materials on new high‑rise homes. The ban means combustible materials are not be permitted on the external walls of new buildings over 18 metres containing flats, as well as new hospitals, residential care premises, dormitories in boarding schools and student accommodation over 18 metres.  **The client and their design team must assure themselves that this project is not affected by these new regulations or any that may have resulted post November 2018** [**https://www.gov.uk/government/news/government-bans-combustible-materials-on-high-rise-homes**](https://www.gov.uk/government/news/government-bans-combustible-materials-on-high-rise-homes) | | | |
|  | The main guidance documents are “Building Regulations Approved Document Part B-Fire Safety: Volume 2 – Buildings other than Dwelling Houses”.  Also see: *“HTM05-02: Firecode: Guidance in support of functional provisions (Fire safety in the design of healthcare premises) November 2015”***.**  Although these requirements are applicable to premises whilst in operation, it would be useful for the designers of a building to carry out a preliminary fire risk assessment as part of the design process. If a preliminary risk assessment is produced, it can be used as part of the Building Regulations submission and can assist the fire safety enforcing authority in providing advice at an early stage as to what, if any, additional provisions may be necessary when the building is first occupied. | | | |
|  | The Developer confirms that they will provide a fire risk assessment as part of the initial design plans and in so doing is mindful of the requirements of the above references. This assessment includes the following minimum information: |  | Click here to enter text. |  |

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|  | | 1. A plan drawing showing following:  Fire detector heads, smoke detector heads, alarm call-points, detection/alarm control boxes, alarm sounders, emergency communications systems, CCTV, fire safety signage, emergency lighting, fire extinguishers, dry or wet risers and other fire-fighting equipment, other interior facilities for the fire and rescue service, emergency control rooms, location of hydrants outside the building, other exterior facilities for the fire and rescue service, escape routes (including wheel chair refuges), escape strategy (e.g. simultaneous or phased) and muster points. |  | Click here to enter text. |  |
|  | 2. A report explaining in simple terms the fire strategy and including a fire risk assessment based on the proposed fire strategy. |  | Click here to enter text. |  |
|  | 3. The Local Authority Fire Officer should be consulted as part of the fire risk assessment and the comments recorded within the report. |  | Click here to enter text. |  |
|  | 4. The report will also include the design team assumption about the building’s occupation and operation. |  | Click here to enter text. |  |
|  | 5. The Developer has employed a recognised fire engineering consultant to provide advice on the above requirements. |  | Click here to enter text. |  |
|  | Reductions in periods of fire resistance are permitted only where sprinklers are installed throughout the building as part of a fire engineered solution prepared by a qualified fire engineer.  Where specific hazards are identified in the building, it may be more appropriate to consider the application of an alternative fire suppression system, such as high pressure water mist technologies.  This must be the case where retail premises are incorporated within the design layout. The Developer shall consider the installation of a sprinkler system, demonstrating the value of the system when comparing the increased cost of installing a sprinkler system with the reduction in the fire risk of the premises and the saving from reduced insurance and reduced costs from fire detection and alarm system.  The above is neither prescriptive nor seeking to stifle innovation and in compliance with the above the Developer is permitted to offer other solutions to satisfy the requirements. | | | |

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|  | **The Developer confirms that he will comply with the above**. |  | Click here to enter text. |  |

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| **1.9** | **Prohibitions** | | | |
|  | The Developer confirms they have made reference to all current codes of practice; COSHH Regulations 2002 (as amended) and environmental protection legislation. Further, that all branded materials used must be of good quality and be sourced from a reputable manufacturer. Any material specified as prohibited elsewhere in this document will be avoided. |  | Click here to enter text. |  |
|  | The Developer acknowledges that lead paint or any other lead-based material but excluding the use of lead sheets or DPCs, roofing or flashings are prohibited. |  | Click here to enter text. |  |
|  | The Developer will also procure that the Building Contractor uses all reasonable endeavours to ensure that all timber used in the Project Works is obtained from a managed and regulated sustainable source. |  | Click here to enter text. |  |
|  | The Developer will recognise and encourage a healthy internal environment through the specification of internal finishes and fittings with low emissions of volatile organic compounds (VOCs). |  | Click here to enter text. |  |

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| **2.0** | **Accessibility** | | | |
| **2.1** | **General Principles** | | | |
|  | In general the Developer is to ensure that the final design of the building and its parts are in accordance with all relevant regulatory standards and requirements and with due consideration of the Department of Health, NHS England, Health Authority, Health and Safety Executive, HM Government and other applicable Guidance. The Developer is to ensure that the Clients are aware of their responsibilities in the management of the completed building as detailed within the Access Statement provided. |  | Click here to enter text. |  |
|  | The Developer must comply with the provisions of BS 8300:2009+A1:2010 which should be read in conjunction with Part M of the Building Regulations 2010 (Amendment Nr2:2013) and comply with the provisions therein as a minimum. Health Building Notes provide additional guidance for Primary Care buildings. |  | Click here to enter text. |  |
| **2.2** | **Accessible Toilets** | | | |
|  | WC facilities shall conform fully to code of practice BS8300:2009+A1:2010 and Part M (Building Regulations 2010 and (Amendments) Regulations 2015) as a minimum. There may be additional requirements or a need to vary from these requirements as advised within *HBN 00-02(March 2013), Sanitary Spaces.* The Developer has taken this into account within the design. |  | Click here to enter text. |  |
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| **3.0** | **Main Elements / Structure** | | | |
| **3.1** | **Calculations** | | | |
|  | Full structural design calculations shall be prepared by or under the supervision of a Chartered Civil Engineer or Chartered Structural Engineer, and is to comply with all current design codes for this type of work. |  | Click here to enter text. |  |
|  | The Engineer must provide a design certificate for this work, which is to be made available to the Developer for his information. |  | Click here to enter text. |  |
| **3.2** | **Survey and Reports** | | | |
|  | The Developer confirms they are responsible for ensuring that any reports required as part of the planning consent are undertaken, and for ensuring that all conditions are discharged in advance of practical completion. |  | Click here to enter text. |  |
|  | Further that they must also ensure that comprehensive site surveys have been undertaken including noise, surface mining, geotechnical, flooding and other specialist survey or mining reports which are required. |  | Click here to enter text. |  |
| **3.3** | **Foundations** | | | |
|  | The Developer confirms that the foundations are of a design and type suitable for the ground conditions and the form of construction such that there will be no long-term deleterious effect on the structure from any possible settlement or differential movement. |  | Click here to enter text. |  |
| **3.4** | **Frame** | | | |
|  | The Developer should state here the type of frame to be used. Care must be exercised in the design and choice of materials to avoid creating any situations that could reduce the life expectancy of the structure. (e.g. corrosion of structural steel or reinforcing steel, corrosion of brick ties, combination of alkali aggregate reaction in concrete and the like). **[insert within the ‘variation’ column]**  The Developer will ensure that care is also exercised to ensure the stability of the frame and its various elements both during and post construction. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **3.5** | **External Envelope: Walls** | | | |
|  | The Developer confirms that external walling is of good quality construction, designed to give maximum durability with minimum maintenance. |  | Click here to enter text. |  |
|  | Generally the preference is for brick and block cavity construction with insulation partially filling the cavity although alternative constructional methods may also be acceptable.  Any ties, anchors or the like are to be fabricated from grade 304 stainless steel. | | | |
|  | The Developer confirms that they will provide all necessary movement joints in accordance with Manufacturer’s instructions and British Standards. |  | Click here to enter text. |  |
|  | The Developer confirms that considerable care has been taken in the design, detailing and workmanship to ensure the formation and performance of openings for windows and doors avoids damp penetration and thermal breakdown and that all U Value calculations are submitted to the Local Authority Building Control. |  | Click here to enter text. |  |

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| **3.6** | **External Envelope: Cladding and Infill Panels** | | | |
|  | The Developer confirms that the design of any cladding shall be suitable for the purpose and not have any deleterious effect to other parts of the building: |  | Click here to enter text. |  |
|  | * that, the cladding infill system will be designed to be sufficiently strong to resist any stress or thermal movement; |  | Click here to enter text. |  |
|  | * that, fixings for cladding or infill panels are to be non‑ferrous composition or grade 304 stainless steel; |  | Click here to enter text. |  |
|  | * that, all necessary movements joints are provided in accordance with Manufacturer’s instructions; and |  | Click here to enter text. |  |
|  | * that, consideration has been given to and been implemented for mitigation of thermal transmittance through the structure. |  | Click here to enter text. |  |

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| **3.7** | **External Envelope: Windows** | | | |
|  | The Developer confirms that Windows and all glazed elements within the design have been designed to provide adequate ventilation without creating draughts and shall be impervious to rain penetration when closed and comprise double glazed sealed units with opaque glazing in required areas. |  | Click here to enter text. |  |
|  | * that, when choosing window types and sizes, consideration has been given to the degree of exposure of the building and the orientation of the elevation. |  | Click here to enter text. |  |
|  | * that windows shall be selected to give the maximum durability with minimum maintenance. |  | Click here to enter text. |  |
|  | * that metal windows are to be thermally broken. ‘A’ Rated windows should be selected |  | Click here to enter text. |  |
|  | * that opening sections are to be designed to prevent ingress of rain and avoid conflict with blinds and curtain tracks, both during normal use and during cleaning operations. |  | Click here to enter text. |  |
|  | * that opening sections and controls are to be sized to be safely and comfortably operated by persons of normal medium stature in all weather conditions. |  | Click here to enter text. |  |
|  | * that window restrictors are compliant with   HBN00-10-part D: Windows and associated hardware: restrictors and their fittings are suitably robust to prevent vulnerable and determined adults from forcing them open beyond the 100mm restriction. |  | Click here to enter text. |  |
|  | * that operating instructions are to be provided for the guidance and safety of users. |  | Click here to enter text. |  |

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|  | * that all external glazing above first floor is to be safely cleanable from inside the building unless specific alternative arrangements for external cleaning are detailed. |  | Click here to enter text. |  |
|  | * that safety measures are to be provided and details given separately here if glazing is intended to be externally cleaned |  | Click here to enter text. |  |
|  | * that, if it is necessary for a person to lean out of a window to clean parts of the glazing, or to stand on steps etc., inside the building, then safety anchors are be provided. |  | Click here to enter text. |  |
|  | * that reversible sashes shall lock in position for cleaning purposes. |  | Click here to enter text. |  |

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|  | * that locks of good quality are to be provided to all windows. Opening should be restricted to 100mm -HTM 55(March 1998 2nd Edition) and Estates and Facilities Alert EFA/2013/002(January 2013). |  | Click here to enter text. |  |
|  | * that opening lights shall not obstruct footpaths. |  | Click here to enter text. |  |
|  | * that, where confidential discussions are to take place, e.g. consulting rooms, treatment rooms etc., windows should not open out onto public areas. |  | Click here to enter text. |  |
|  | * The Developer confirms that where solar gain is likely the use of solar reflective glass has been incorporated into windows and/or the introduction of brise soleil shading has been introduced, reliance upon cooling systems has not be made. |  | Click here to enter text. |  |
| **3.8** | **External Envelope: Flat Roofs (Flat roofs shall only be used where unavoidable, or subject to planning conditions)** | | | |
|  | The Developer confirms that any flat roofs are designed in accordance with British Standards; and of a high standard with a 20 year guarantee. |  | Click here to enter text. |  |
| **3.9** | **External Envelope: Pitched Roofs** | | | |
|  | The Developer confirms that roofs are pitched covered with slate or tiles on battens and counter battens as required on untearable and breathable roofing felt. Suitably insulated profiled metal sheet may be considered as an alternative in appropriate situations. |  | Click here to enter text. |  |
|  | * that internal gutters are avoided. |  | Click here to enter text. |  |
|  | * that roof spaces are adequately ventilated and insulated |  | Click here to enter text. |  |
|  | * that design of coverings is to be in accordance with British Standard 5534: 2014+A1:2015 and the covering manufacturer’s instructions taking into account local conditions. |  | Click here to enter text. |  |

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| **4.0** | **Internal and External Components** | | | | |
| **4.1** | **External Finishes** | | | | |
|  | Whilst not precluding the use of more recently developed materials, the Developer confirms that all finishes have been in use for a period which provides an accurate assessment of their performance over the proposed life of the building. |  | | Click here to enter text. |  |
| **4.2** | **Internal Elements: Floors** | | | | |
|  | The Developer confirms that Imposed floor loads have been designed in accordance with BS EN 1991-1-1:2002; BS EN 1991-1-4:2005+A1:2010 as applicable. |  | Click here to enter text. | |  |
|  | The Developer has ensured that the Client’s proposedfiling systems have been established with floor loadings adjusted accordingly. The Developer is aware that proprietary mechanical systems would likely exceed these loadings. |  | Click here to enter text. | |  |
|  | The Developer confirms that each storey is on a common level and any ramped interconnection that may be acceptable in exceptional cases, have been clearly identified on the layout plans. |  | Click here to enter text. | |  |
|  | * that areas of the building designed to support additional floor loadings has been clearly identified on the layout plans including the building’s Health and Safety File provided to the Client. |  | Click here to enter text. | |  |
|  | * that the design has been checked to ensure that the Client’s concentrated loads from medical records cabinets etc., as identified in the design brief, and allowances for this have been incorporated where required within the design delivery in terms of load capacity and deflections. |  | Click here to enter text. | |  |
|  | * that where concrete floors are to be screeded, screeds shall be dense screeds only and comply with the following requirements. |  | Click here to enter text. | |  |
|  | * that Monolithic screeds (including granolithic) shall not exceed 20mm maximum thickness or be laid with design/manufacturers’ tolerances. |  | Click here to enter text. | |  |
|  | * that screeds laid on hardened bases shall be not less than 75mm thick. |  | Click here to enter text. | |  |
|  | * that where screeds are laid on insulation boards or quilts the thickness of the screed should be adjusted to suit. |  | Click here to enter text. | |  |

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|  | * that surfaces of granolithic floors shall be sprinkled with coarse chromate grains (grading 20/26) at a rate of not less than 1kg/m2. |  | Click here to enter text. | |  |
|  | * that an anti-dust sealant shall be applied to self‑finished concrete floors. |  | Click here to enter text. | |  |
|  | * that care has been exercised to ensure that all concrete floors and finishes are correctly mixed, laid and cured to ensure a smooth level surface, with design tolerances, suitable to receive final floor coverings. |  | Click here to enter text. | |  |
|  | * that specialist finishes where required in specific areas identified in the Design Brief and shall be laid in full accordance with the manufacturer’s specifications and requirements. |  | Click here to enter text. | |  |
|  | * that, in clinical areas and associated corridors, a continuous return between the floor and the wall has been incorporated with the design; for example, coved skirtings with a minimum height of 100 mm to allow for easy cleaning and facilitate infection control - Health Building Note 00-10 (March 2013): Part A – Flooring. |  | Click here to enter text. | |  |
| **4.3** | **Internal Elements: Walls** | | | | |
|  | The Developer confirms that walls to toilets, stairs, lifts and any landing areas are brick / block with plaster or other solid / hard construction / finish. |  | | Click here to enter text. |  |
|  | * that the inner skin to all external walls’ construction are of solid materials with plaster finish or equivalent. |  | | Click here to enter text. |  |
|  | * that plant rooms, if not compliant with the above, may be finished fair-faced and remains compliant with required U-values. |  | | Click here to enter text. |  |

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| **4.4** | **Internal Elements: Partitions** | | | |
|  | The Developer confirms that the design has achieved speech privacy between rooms in which patients’ consultations / treatments / examinations take place and adjacent public areas such as corridor and waiting areas. |  | Click here to enter text. |  |
|  | * that satisfactory levels of noise reduction have been designed where the partitions contain areas of glazing in part or on whole. |  | Click here to enter text. |  |
|  | * that, where partitions are erected between concrete floor and ceiling slabs and where they abut solid walls, etc., an airtight junction must be achieved at that junction; all gaps are sealed with an approved acoustic sealant. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | | **If not agreed state alternative proposal** | | **PCO/Client Check** |
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|  | * that, where the partition is taken up to the underside of a suspended ceiling, an airtight seal must be provided at that junction, and an effective sound barrier introduced above the suspended ceiling. The barrier together with the suspended ceiling itself has achieved the sound rating of the partition itself. | |  | | Click here to enter text. |  |
|  | * that, where partitions abut heater casings, ducts or trunkings, sound attenuation barriers must be incorporated in the casings etc. to achieve a sound attenuation equivalent with the abutting partition. | |  | | Click here to enter text. |  |
|  | * that, where ducts, pipes, casings or trunkings and the like pass through the partition, the partition must be carefully scribed round the units and any air gaps tightly sealed with an acoustic sealer. | |  | | Click here to enter text. |  |
|  | * that sound barriers are to be incorporated within the ducts etc. to ensure continuance of the partition rating and in order that the room provides speech privacy where this is required. | |  | | Click here to enter text. |  |
|  | * that rooms in which patients receive treatment or consultation with a healthcare professional are required to provide speech privacy as detailed in NHS Guidance Acoustics: HTM08-01. | |  | | Click here to enter text. |  |
|  | The Developer confirms and will provide suitable certification undertaken by an independent Testing Authority to prove compliance with sound level requirements and that any failure to meet the agreed performance requirements will be made good by the Developer at his own cost. | |  | | Click here to enter text. |  |
| **4.5** | **Internal Elements: Doors** | | | | | |
|  | The Developer confirms that doors are self-finished for ease of maintenance and good appearance. | |  | | Click here to enter text. |  |
|  | * that doors are accessible for all persons. | |  | | Click here to enter text. |  |
|  | * that the siting and orientation of doors, especially at toilet cores and access routes accommodate ease of use by wheelchair users. | |  | | Click here to enter text. |  |
|  | * that all doors to comply with the “Effective Clear Width” (preferred column) in BS 8300:2009+A1:2010. | |  | | Click here to enter text. |  |
|  | * that all fire doors are to be fitted with intumescent strip and smoke seals (or equivalent) and that any conflict with sound attenuation has been addressed satisfactory in compliance with required acoustic performance. | |  | | Click here to enter text. |  |

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|  | * that doors to rooms requiring speech privacy are selected and installed to provide a good level of acoustic performance in accordance with Acoustics: HTM08-01: and have the necessary perimeter seals, including threshold seals. |  | Click here to enter text. |  |
|  | * The Developer confirms that external doors are suitable for their use and provide a secure barrier when locked. |  | Click here to enter text. |  |
|  | * that care has been taken to ensure that the design of doors and their surrounds prevent ingress of water and draughts. |  | Click here to enter text. |  |
|  | * that external main entrance doors, are automatically operated sliding doors and that electrically opening swing doors are revolving doors have been avoided. |  | Click here to enter text. |  |
|  | * that where entrance doors lead to a reception hallway or atrium, a secondary screen with doors is to be provided to form a draught lobby |  | Click here to enter text. |  |
|  | * that oversized doors have been avoided wherever possible since it is acknowledged that such doors have an ongoing maintenance cost from building handover due to the need for regular adjustments and that such doors also present considerable problems for disabled users. |  | Click here to enter text. |  |
|  | * For internal single doors, an effective clear opening width (ECW) of 850 mm is recommended. This can be achieved with a standard 1000 mm door-set where the door can open beyond 90 degrees |  | Click here to enter text. |  |

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| **4.6** | **Internal Elements: Ceilings** | | | |
|  | The Developer confirms that ceilings generally are modular suspended lay-in grid systems of suitable manufacture and plastic faced wipe clean tiles used in clinical areas; with either fibrous tiles or perforated metal tiles used in all other areas as illustrated on ceiling plan drawn information being mindful of acoustic specifications. |  | Click here to enter text. |  |
|  | * that systems are to be capable of receiving 600 x 600 modular recessed light fittings. |  | Click here to enter text. |  |
|  | * that tiles shall be clipped to resist uplift. |  | Click here to enter text. |  |
|  | * that any patterning has been carefully selected to minimise maintenance. |  | Click here to enter text. |  |
|  | * that any proposal to use the ceiling as a fire barrier has taken into account the effect of luminaries, vents, etc. on the integrity of the barrier. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | | **If not agreed state alternative proposal** | | **PCO/Client Check** |
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|  | The Developer confirms that any plasterboard ceilings shall be taped and filled or scrimmed to all joints and skimmed with lightweight plaster setting coat.  Ceilings to concrete soffits shall be finished with two coats lightweight plaster. | |  | | Click here to enter text. |  |
|  | Although there are no specific national guidelines for environmental standards for enhanced clinical procedures in general practice settings (as at 2016), the selection of suitable clinical procedures must be an informed clinical decision, using a risk-based approach to determine the appropriate facilities for different procedures:   * low risk procedures require a treatment room. * medium risk or enhanced procedures require a procedure room.   The British Association of Day Surgery (BADS) publishes a ‘directory of procedures’.  [**www.daysurgeryuk.net/en/home/**](http://www.daysurgeryuk.net/en/home/)  Some general guidance is provided in HBN 11-01 Facilities for Primary and Community Care Services.  Also refer to HBN 00-10 part A-D: Design for flooring, walls, ceilings, sanitary ware and windows sets out essential requirements and standards of quality and safety that building elements must comply with.  [**www.gov.uk/government/publications/guidance-on-flooring-walls-and-ceilings-and-sanitary**](http://www.gov.uk/government/publications/guidance-on-flooring-walls-and-ceilings-and-sanitary-assemblies-in-healthcare-facilities) | | | | | |
|  | **The Developer confirms that the above guidance has been taken into account in completing the design process.** | |  | | Click here to enter text. |  |
| **4.7** | **Fittings / Ironmongery** | | | | | |
|  | The Developer confirms that ironmongery/door furniture is of good quality and complies with the requirements of BS 8300:2009+A1:2010 together with BS3621:2007+A2:2012 Disabled people and BS8621 and BS10621. | |  | | Click here to enter text. |  |
|  | **Lock suiting and mastering**: Any number of cylinders can be specified as “to pass one key”, which is an effective way of allowing users access through a number of doors without the burden of multiple keys. Alternatively a suite of cylinders, each operated by a unique key, may be mastered by one key which will operate all of the cylinders in the suite. | |  | | Click here to enter text. |  |
|  | * all locks are on a master keyed system [zone as applicable in accordance with the requirements of the design brief] with three keys provided for each lock. Those keys shall be provided with tags with the door number indelibly marked thereon and mounted in a lockable key cabinet at a location to be agreed. | |  | | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | | **If not agreed state alternative proposal** | | **PCO/Client Check** |
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|  | * that a schedule of keys and locations is provided within the CDM HSE File. | |  | | Click here to enter text. |  |
|  | * that any requirement for sub-suites within a grand master system will be advised in the design brief. | |  | | Click here to enter text. |  |
|  | * that all doors to offices surgeries and treatment areas are to be provided with suited mortice locks with locking snibs internally, lever handles, room name/numbers, kicking plates to both sides where appropriate (not appropriate in some locations requiring infection control measures), and overhead door closers as necessary. | |  | | Click here to enter text. |  |
|  | * that digital locks and/or card proximity reader may be considered as an alternative for certain doors. | |  | | Click here to enter text. |  |
|  | * that fire escape furniture must be to the satisfaction of the local Fire Authority. | |  | | Click here to enter text. |  |
|  | * that external entrance doors are to be provided with 5 lever mortice locks as a minimum provision, but more onerous requirements may be required. | |  | | Click here to enter text. |  |
|  | * that where these requirements include access controls, are clearly stated in the design brief and recorded in the CDM HSE File. | |  | | Click here to enter text. |  |

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|  | The Developer confirms that all necessary statutory signage has been provided to the building together with all appropriate Client’s signage to the requirements of the PCO. |  | Click here to enter text. |  |
| **4.8** | **Internal Finishes** | | | |
|  | It is accepted that a variety of finishes are available for walls, but generally the preferred option is plaster 2 coat Class B or C. | | | |
|  | The Developer confirms that all wall finishes are as durable and maintenance free as possible and promotes ease of infection control measures and be compliant with the applicable requirements of the Equality Act 2010. |  | Click here to enter text. |  |
|  | * that walls in heavily trafficked areas such as entrance, passageways, public waiting areas and staircases receive (wherever possible) a hard-durable finish. |  | Click here to enter text. |  |
|  | Where paintwork finishes are to be used the Developer has ensured that all materials and methods used are compatible with the aims of the PCO to achieve a building that is as environmentally friendly as possible and that specifically paints and methods of application that emit green house or other harmful gases shall not be used. |  | Click here to enter text. |  |

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|  | The Developer confirms that micro-porous paints have been used in preference to oil-based paints in the interests of conservation and maintenance savings. |  | Click here to enter text. |  |
|  | The Developer confirms that service pipes are clearly identified in accordance with BS1710:2014 and fully enclosed in clinical and patient areas. |  | Click here to enter text. |  |
|  | Prior to completion of the agreement, the Developer agrees to provide a detailed room-by-room finishing schedule / room data sheets clearly illustrating the finish of floor, walls, ceiling, skirting’s and detail any items to be included within the room e.g. number of power sockets, RJ45 / communication and data sockets, blinds, curtain track for privacy curtains, examination lamps, clinical hand-wash basins, sinks, cupboards, fittings and the like.  **NB: These schedules are to form part of the agreement**. |  | Click here to enter text. |  |

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| **5.0** | **Resilience** | | | |
|  | The resilience of the primary care engineering infrastructure should also be adequate to enable vital clinical services to continue functioning during loss of normal incoming supplies to the premises.  At an early stage of the design, the extent to which Primary Care premises will be integrated into the PCO’s emergency preparedness and resilience plans should be established to determine the level of risk and resilience needed for the premises to meet the required emergency preparedness demands over the predicted timescales.  This will include giving priority to increasing capacity for handling large volumes of people (although for most GP practices, in most situations, this should not be a major consideration).  NOTE: The following documents focus on the larger scheme such as acute hospitals but consideration is required applying the criteria of proportionality for the project at hand. The Developer is to provide separately clarification as to his compliance with these requirements.  HBN11-01: Supplement A: 2013 – Resilience and emergency planning is applicable to Primary and Community Care.  HTM 06-01 (February 2007), Medical Electrical Installation Guidance Notes (“MEIGaN”), Medicines and Healthcare products Regulatory Agency (“MHRA”2015) [www.gov.uk/mhra], and HBN 00-07 (April 2014):  Planning for a resilient healthcare Estate: provides specific advice on the design and level of resilience required relating to individual engineering services and medical installations. | | | |
|  | MHRA has been consulted and the guideline implemented within the design where the provision of Medical Gasses and Drug safes/fridges are a requirement of the subject scheme. |  | Click here to enter text. |  |
|  | Further guidance is provided in The NHS Emergency Planning Guidance (May 2015) (NHS EPG) and the Civil Contingencies Act 2004 (Contingency Planning) (Amendment) Regulations 2012 (CCA 2004:2012). In conjunction with this guidance, the following specific elements ought to be considered: |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | | **If not agreed state alternative proposal** | | **PCO/Client Check** |
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| General | **Power:** HBN 00-07 provides guidance for NHS-funded providers on designing and planning for a resilient healthcare estate and to determine appropriate levels of resilience for sites, buildings and installations against a wide range of emergencies, hazards and threats and their impact on clinical services.  Small healthcare premises such as GP practices and health clinics/centres may have areas that fall into the lower grades of risk and not require back up electrical services other than UPS units as within a GP practice or health centre, it may be assessed as acceptable to have single points of failure in a system, given that ambulant patients are likely to be more mobile than patients in critical care areas and staff will be able to move away from the affected area in the event of a power failure without adversely affecting services provision. | | | | | |
|  | **Power**  (1) The Developer has established with the Client that there is or is not a need to maintain electrical power to essential equipment in the event of an electrical outage and that where there is a need this will be either by:- | |  | | Click here to enter text. |  |
|  | a) An emergency generator in situ or: | |  | | Click here to enter text. |  |
|  | b) Provision for an emergency generator to be connected, when required, to an essential electrical circuit ***(NB: the Client would need to source provision of an appropriate generator as required)***. | |  | | Click here to enter text. |  |
|  | (2) Where either 1(a) or (b) are required the Developer will agree with the Client the number of electrical outlets that will need to receive backup electrical supply. | |  | | Click here to enter text. |  |
|  | (3) Irrespective of (1) or (2) above the Developer will establish with the Client the requirement for Uninterruptible Power Supply (UPS) as this is likely to require design consideration from the design team and I&CT advisors | |  | | Click here to enter text. |  |
|  | **Telephone and Internet Connection**  The Developer has established:   * The risk and provisions necessary to ensure the continuation of communication equipment in an emergency situation.   Examples are included in the documents stated above. | |  | | Click here to enter text. |  |

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|  | **Infection Control / Contamination Resilience**  The Developer has established:   * The risks and provisions necessary to reduce the risks. * The provisions incorporated in order to mitigate the risk reduction of Legionella, and other water based medical dangers HTM 04-1(July 2015). | |  | | Click here to enter text. |  |
|  | **Heat Resilience**  The Developer has established:   * The risk of loss of heating and the provisions incorporated to ensure that the building can remain habitable with the loss of the primary heating systems. [Examples are the use of electric portable heaters, these heaters being kept in a suitable storage space (NOTE: A second (back-up) heating system will not usually be required)]. | |  | | Click here to enter text. |  |
|  | **Water Resilience**  The Developer has established:   * The risks from the loss of water and the provisions made within the design to maintain water supplies. | |  | | Click here to enter text. |  |
|  | **Flood resilience**  The Developer has established:   * The risk from flooding. * The external risk. * The internal risk. * The proposals incorporated to ensure that these risks are mitigated. | |  | | Click here to enter text. |  |
|  | **Access Resilience**  The Developer has established:   * The access risks and the provisions incorporated to facilitate and mitigate these. The Developer has provided a Fire Plan that describes how the fire regulations for emergency escape routes have been met. | |  | | Click here to enter text. |  |
|  | **Secure by Design**  The Developer has established:   * The advice given by the local police service Design Advisor. * The provisions adopted within the design to accommodate that advice. | |  | | Click here to enter text. |  |
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| **Ref** | **Requirement** | **Agreed** | | **If not agreed state alternative proposal** | | **PCO/Client Check** |
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| **6.0** | **Building Services** | | | | | |
| **6.1** | **Engineering Design** | | | | | |
|  | The Developer has considered at the beginning of the design process which room functions are likely to change over time and the impact this will have on engineering service requirements. | |  | | Click here to enter text. |  |
|  | It is suggested that two broad approaches are possible: | | | | | |
|  | * Install sufficient engineering services at the outset to accommodate future uses of the room; | |  | | Click here to enter text. |  |
|  | * Provide adequate infrastructure capacity, plant room and containment space to upgrade engineering services at a later date. | |  | | Click here to enter text. |  |
|  | **The Developer should indicate against the above statements what provision is made within the design to ensure cost effective adaption of the building in the future.** | | | | | |
|  | The Developer has given special consideration to the water services and sanitation systems; when new services are added to existing buildings this often requires the installation of new washing facilities in rooms previously without. | |  | | Click here to enter text. |  |
|  | The Developer shall provide separately (for inclusion within the CDM HSE File) a short description as to how these new connections could be made in the future and mitigate the alteration cost to the building and where practical the measures incorporated within the design to facilitate this future requirement.  [This will be utilised, by the Client, to reduce the cost of alterations to the building when simply changing the use of a room (see the relevant design guidance for NHS England)]. | |  | | Click here to enter text. |  |

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| **6.2** | **Labelling of Mechanical Services** | | | |
|  | The Developer has ensured that service pipes are clearly identified in accordance with BS1710:2014 and to be fully enclosed in clinical and patient areas. |  | Click here to enter text. |  |

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| **6.3** | **Public Health Services** | | | |
| **6.3.1** | **Cold Water Supply and Storage** | | | |
|  | The Guidance in the following documents is also applicable to larger NHS buildings often with overnight accommodation and care needs to be taken to ensure the design takes account of the actual requirements of the GP surgery with particular note being given to water and energy efficiency. The Developer confirms that the requirement applicable to this scheme have been incorporated within the design. |  | Click here to enter text. |  |
|  | * *HTM 04-01 part A (July 2015)*:Water systems - the control of Legionella, hygiene, 'safe' hot water, cold water and drinking systems - Part A: design, installation, and testing. |  | Click here to enter text. |  |
|  | * HTM 04-01 part B (July 2015):Water systems - the control of Legionella, hygiene, 'safe' hot water, cold water and drinking systems - Part B: operational management. |  | Click here to enter text. |  |
|  | * *HTM 07-04 (March 2013): Environment and sustainability. Water management and water efficiency - best practice advice for the healthcare sector.* |  | Click here to enter text. |  |
|  | * *HTM- 64 (2009): Sanitary assemblies.* |  | Click here to enter text. |  |
|  | * *HBN- 00-02 (March 2013): Core Elements Sanitary Spaces 2008.* |  | Click here to enter text. |  |
|  | * *HBN 00-03 (March 2013): Clinical and clinical support spaces 2010.* |  | Click here to enter text. |  |
|  | It should be noted that some aspects of this guidance are not always applicable for smaller buildings such as GP surgeries and health centres. Where the design has not followed the guidance an explanation should be provide as to why and details must be provided regarding the measures which have been incorporated. | | | |
|  | The Developer has incorporated as required water use in GP surgeries and health clinics which will, in most cases, be domestic in nature. Normally there will be WCs, basin taps, a kitchen tap and a dishwasher; including in some cases, urinals and fittings for outside use (for example, water for a garden). |  | Click here to enter text. |  |

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|  | **A risk assessment for the water services will be necessary.** The risk assessment should be carried out by a competent person. It is recommended that companies/ individuals who carry out risk assessments should be members of the Legionella Control Association.  Risk assessment will include:  a) Measures to be taken for security of the water supply.  b) Risk for water leaks and measures taken to reduce the water leaks.  c) Measures taken to reduce the water used on site.  d) Information should be provided on how to turn off the water supply in the event of emergency. Any special requirements for purging the system of air.  A standard specification for and guidance on, water risk assessment can be found in The Building Services Research and Information Association (“BSRIA”)’s (1999) FMS 4/99: ‘Guidance and the standard specification for water services risk assessment’.  The availability of accurate as-fitted drawings is essential for the safe operation of hot and cold water service systems. The drawings will be necessary to perform the temperature control checks on the systems and will assist in identifying any potential problems with poor hot water circulation and cold water dead-legs where flow to sporadically used outlets can be low.  Such information should identify all key components in the installations, for example water meters, storage tanks (filtration equipment, where fitted), calorifiers, and the location of isolating valves in the systems. Separate schematic drawings should be prepared and displayed in plant rooms such that all plant items, control valves etc. can be identified.  In addition to drawings there should be comprehensive schedules of outlets, lists of sentinel taps (outlets), other outlets to be tested annually and other components in the system. |

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|  | **The Developer will ensure that compliance with the above is duly satisfied.** |  | Click here to enter text. |  |
|  | The Developer confirms that the cold water supply will emanate from an adjacent local water authority main. |  | Click here to enter text. |  |
|  | The Developer confirms that a separate cold water supply with individual tap is provided within any kitchen area and at least one on any other floors, to be served directly from the Main and clearly labelled **DRINKING WATER** and that the potable water supply is not liable to contamination.[**Note**: This is a vital requirement]. |  | Click here to enter text. |  |
|  | The Developer confirms that cold water systems shall be designed in accordance with the local Water Company byelaws and so that there is minimum deterioration in the mains water quality ensuring no risk to public health. |  | Click here to enter text. |  |

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|  | * that the design of water services shall be arranged to prevent the possibility of backflow (or back siphonage) from any terminal outlet, cistern or sanitary appliance. |  | Click here to enter text. |  |
|  | * that cold water storage capacity shall have the facility to accommodate in the event of mains failure, either a minimum of 8 hours supply or the water authority requirements whichever is the greater and to be provided for a selected number of fittings. |  | Click here to enter text. |  |
|  | * that the tank will be sized so that the water within the tank remains fresh. |  | Click here to enter text. |  |
|  | * that the tank will refresh within five days using standard flow rates, taking account of the usage of the building. |  | Click here to enter text. |  |
|  | * that the cold water storage system should be situated in a position to avoid, where possible, effects of heat from other sources and insulated to maintain the distribution temperature below 200C (max). |  | Click here to enter text. |  |
|  | * that all storage tanks are provided with permanent labels detailing usage. |  | Click here to enter text. |  |
|  | * that facilities for chlorination are provided to all systems and tanks as appropriate. |  | Click here to enter text. |  |
|  | The Developer shall provide to the Client copies of water authority compliance certificates and sterilization. |  | Click here to enter text. |  |
| **6.3.2** | **Hand Wash Facilities** | | | |
|  | The Developer confirms that Consulting, Examination, Treatment, Clean and Dirty Utility Rooms each to be equipped with a clinical hand wash basin.   * that Treatment and Dirty Utility rooms to have additional hand wash basin/ fittings.   **Note:** Guidance for clinical rooms, e.g. GP/nurse consulting, examination, treatment, minor surgery etc. rooms can be found in *HBN 00-03 (March 2013): Clinical and clinical support spaces (2013); HTM 64 (2009) and for non-clinical rooms in Health Building Note 00-02: Sanitary spaces (March 2013).* |  | Click here to enter text. |  |
|  | The Developer confirms that, thermostatic mixing valves are fitted under each outlet to control hot water temperature and particularly in Public and Patient zones. |  | Click here to enter text. |  |

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| **6.3.3** | **Sanitary Plumbing (Waste Drainage)** | | | |
|  | The Developer confirms that, all plumbed equipment is grouped where appropriate and provision has been made to allow adequate access for testing and maintenance. |  | Click here to enter text. |  |
|  | * that gullies where required are provided externally to the building and protected to prevent blockage. |  | Click here to enter text. |  |
|  | * that soil and vent pipe installations are designed to accommodate settlement and movement. |  | Click here to enter text. |  |
|  | * that WC overflows discharge in a conspicuous position and indicators fitted as required. |  | Click here to enter text. |  |
| **6.3.4** | **Water Economy** | | | |
|  | The Developer has fitted automatic flush water shut off controls for when the washrooms are not occupied.  For further information on water savings see *HTM 07 – 04 (March 2013) Environment and Sustainability, Water management and water efficiency (best practice advice for the healthcare sector).* |  | Click here to enter text. |  |
|  | The Developer confirms that every flushing cistern serving a WC is of a dual flush type. |  | Click here to enter text. |  |
|  | * that maximum cistern size 6 litres guidance on effective WC is provided. |  | Click here to enter text. |  |
|  | * that the WC pan will be suitable for low water flushing. |  | Click here to enter text. |  |
|  | * that aeration taps are the preferred option but the use of spray taps shall not be permitted unless a droplet size of over 5 microns is produced [to reduce the risk of Legionella infection]. |  | Click here to enter text. |  |
|  | * that thermostatic mixing valves comply with the standards of the MES D08 – ‘Thermostatic mixing valves (healthcare premises)’. Thermostatic valves have been tested and accepted by the Building Certificate TMV3 Scheme and BS EN 1287:1999. |  | Click here to enter text. |  |

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| **6.3.5** | **Hot Water Services** | | | |
|  | The Developer confirms that, hot water services shall be designed to provide, so far as is practicable, hot water at the locations, in the quantities and at the temperatures required by the Client in compliance with applicable regulations, at the least overall cost taking into account installation, maintenance and fuel costs. |  | Click here to enter text. |  |
|  | * that the amount of hot water to be stored is related to the likely consumption and recovery rate. |  | Click here to enter text. |  |
|  | * that a maximum of a 2-hour recovery period is required following a maximum draw off over 20 minutes. |  | Click here to enter text. |  |
|  | * that the sizing calculation is provided. |  | Click here to enter text. |  |
|  | * that the requirements of the Water Efficiency Calculator from Building Regulations 2010 and (Amendments) Regulations 2015 Approved Document Part G 2010 has been complied with. |  | Click here to enter text. |  |
|  | * that hot water systems are designed so that there is a minimum deterioration in the water quality and incorporate measures to avoid the occurrence of Legionella, ensuring no risk to public health. |  | Click here to enter text. |  |
|  | * that, on completion of the work, a certificate will be provided showing that the system complies with all relevant regulations. |  | Click here to enter text. |  |
|  | * that provisions have been incorporated to facilitate the control of Legionella requiring a minimum temperature of 60°C in hot water service storage systems (*HTM 07 - 04 Part B March 2013*). |  | Click here to enter text. |  |
|  | * that a minimum of 65°C may be more appropriate for the operation of suitable fail-safe mixing devices required to provide “safe” hot water at the upper limit of the recommended range. |  | Click here to enter text. |  |
|  | * that hot water at 65°C is required for applications such as washing in kitchens and laundries. |  | Click here to enter text. |  |
|  | * that thermostatic control is provided on all hot water supplies to give a maximum temperature of 41°C at the outlet. See relevant HTM 04:07 (March 2013) together with Health Guidance note (1998). |  | Click here to enter text. |  |
|  | * that thermostatic mixing valves are located close to the point of use. [This enables better temperature control and reduces risk of Legionella]. |  | Click here to enter text. |  |
|  | * that hot water storage under 500 litres is a package unit from a register manufacture. |  | Click here to enter text. |  |
|  | * that the temperature within the cylinder will be limited to 100°C and in unvented systems supplied with a factory fitted safety valve. |  | Click here to enter text. |  |

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|  | * that the design of the water system is commensurate with the intended building use. |  | Click here to enter text. |  |
|  | * that all equipment and service pipes are provided with permanent labels detailing usage. |  | Click here to enter text. |  |
|  | * that there is provision of a separate boiler for hot water only in the interests of energy conservation. |  | Click here to enter text. |  |
|  | * that all hot water pipes are insulated to reduce heat loss from the system. |  | Click here to enter text. |  |
|  | * that dead legs should be avoided, to mitigate contamination. |  | Click here to enter text. |  |
| **6.3.6** | **Drainage and Waste Systems** | | | |
|  | The Developer confirms that, drainage systems comprise the minimum of pipe work necessary to carry away foul water quickly, quietly, free from nuisance or risk of injury to health and without escape of foul air into the building. |  | Click here to enter text. |  |
|  | * that, to prevent air from the drainage system entering the building, there shall be a trap having an adequate water seal on each sanitary appliance and on all points of discharge into the system. |  | Click here to enter text. |  |
|  | * that all traps are removable, accessible and provided with adequate facility for cleaning. |  | Click here to enter text. |  |
|  | * that drains or gullies running beneath or inside the building are avoided. |  | Click here to enter text. |  |
|  | * that any non-gravity systems use duplicate pumps / ejectors. |  | Click here to enter text. |  |

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| **6.4** | **Fire Services** | | | |
| **6.4.1** | **Fire Detection and Alarm Systems** | | | |
|  | The Developer confirms that, buildings are sub-divided into zones and the system is able to provide a display capable of clearly showing the state of each separate zone. |  | Click here to enter text. |  |
|  | * that the fire detection display is mounted adjacent to the main entrance together with the evacuation call system. |  | Click here to enter text. |  |
|  | * that control equipment is easily accessible to both the occupier and the fire brigade. |  | Click here to enter text. |  |
|  | * that the alarm output rating must be loud enough to attract attention above any other activity that may be in progress and the sound will be distinguishable from background noise or any other sounder. |  | Click here to enter text. |  |
|  | * that voice warning systems are also be incorporated within the design as illustrated on the drawn information. |  | Click here to enter text. |  |

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|  | * that call points are situated in accessible positions on escape routes as agreed with the Fire Officer. |  | Click here to enter text. |  |
|  | * that automatic detectors are provided in accordance with BS 5839: Part 1 *2013* and to suit the requirements of the PCO and Local Authority Building Control Officer. |  | Click here to enter text. |  |
|  | * that a *‘*Rate of Rise’detector is installed in any kitchen area. |  | Click here to enter text. |  |
|  | * that additional smoke detectors have been incorporated to suit the Client’s layout requirements and operational needs. |  | Click here to enter text. |  |
|  | * that all cables are capable of sustained operation of the fire alarm system during periods of simultaneous mains failure. |  | Click here to enter text. |  |
|  | * that where extra low voltage systems are used, electrical supply has been taken from safety isolating transformers. |  | Click here to enter text. |  |
| **6.4.2** | **Fire Fighting Equipment** | | | |
|  | Fire extinguishers shall be provided by the Client but the Developer shall recommend their location with Client. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **6.5** | **Passenger Lifts** | | | |
| General | All healthcare premises are covered by HTM 08-02 (2016) guidance which does not specifically cover manually-operated lifts, lifting platforms, stair lifts or escalators and where these are being considered specialist advice must be sought early in the design and business case process.  In smaller healthcare buildings e.g. primary care health centres, lifts with a rated load of 630 kg or 800 kg may be installed provided a clear door-opening width of 900 mm is maintained. The 630 kg lift has a car floor area of 1100 mm by 1400 mm deep and ensures accessibility to persons using a manual wheelchair or an electrically powered wheelchair of class A or B described in BS EN 12184 and an accompanying person.  Appendix J of HTM 08-02 confirms that the principal means of vertical transportation in healthcare buildings is to be by conventional lift(s). However, there may be circumstances where for economic or practical reasons a conventional lift described in the guidance may not be appropriate and Appendix K provides information to the provision of lifting platforms and wheelchair platform stairlifts in healthcare buildings.  Where a platform lift is to be installed in a new or existing building, there is to be an enclosed lift cabin (not simply a moving platform) and the lift is to be fully automatic with automatic doors and with no requirement for the user to hold down a button during travel between floors. Where these are considered for installation, specialist advice should always be sought as projects that propose equipment other than conventional lifts will be considered on a case by case basis.  Stairlifts for standing and/or seated persons should not be considered for installation in healthcare buildings. | | | |
|  | The Developer confirms that, lifts are of reputable and reliable manufacture and covered by warranty.  Guidance on lifts can be obtained fromHTM 08-02 (February 2010). |  | Click here to enter text. |  |
|  | The Developer has undertaken an analysis of transport demands and patterns for the building to determine the optimum number and size of lifts and counterbalancing ratioon the basis of anticipated passenger demand and potential lift ‘down-time’ particularly in buildings of more than one storey. |  | Click here to enter text. |  |
|  | The Developer confirms that, a dedicated telephone line is provided within each lift compartment, which is permanently connected to a staffed monitoring station. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | * that lift doors provide a typical clearance of 900mm and the car a minimum platform dimension, designed for particular application and be of stretcher length where treatment rooms are located on floors above/ below ground level. |  | Click here to enter text. |  |
|  | * that compliance is to HTM 08-02 (February 2010) for lift dimensions and rated load carrying capacity, as a minimum. |  | Click here to enter text. |  |
|  | * that all lifts for passengers shall have the capacity to accommodate a disabled person in a wheelchair and a minimum of a further 3 passengers, be fully automatic, with self-opening and closing doors. |  | Click here to enter text. |  |
|  | * that a key lock is provided at ground floor level. |  | Click here to enter text. |  |
|  | * that an internal handrail shall be provided 1 metre above floor level. |  | Click here to enter text. |  |
|  | * that information, both internally and externally to the lift car, is delivered both visually and audibly plus braille signage as applicable. |  | Click here to enter text. |  |
|  | * that the design of lift car lighting is by low energy fittings and reduces to a lower level of lighting when parked for more than five minutes with doors closed. |  | Click here to enter text. |  |
|  | * that the lift car lighting levels exceed the minimum requirement of 50 lux EN 81-20/50 (March 2014)) and in general meet the HTM 08-02 (February 2010) recommendation of 100 lux. |  | Click here to enter text. |  |
|  | * that the levels of lighting in the lift waiting area is 200 lux and designed to avoid glare. |  | Click here to enter text. |  |
|  | * that emergency lighting shall be provided by means of self-contained units. |  | Click here to enter text. |  |
|  | * that controls shall be of a type, and mounted at a height, suitable for operation by disabled/blind persons. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **6.6** | **Mechanical and Ventilation Plant**  HTM03-01 (Ventilation) is subject to review / update at the date of publication of this VOAQ. For any new project, developers and their advisors shall make themselves aware and have regard to any relevant changes to HTM03-01 (Ventilation). | | | |
| **6.6.1** | **Plant Rooms** | | | |
|  | The Developer confirms that the design criteria delivers performance such that noise and /or vibration from plant rooms do not compromise the use of adjacent rooms. |  | Click here to enter text. |  |
| **6.6.2** | **Boiler Plant** | | | |
|  | The Developer confirms that the design achieves maximum efficiency and matches perceived variable loads. |  | Click here to enter text. |  |
|  | * that modular boilers are the preferred option. |  | Click here to enter text. |  |
|  | * that multiple boilers are considered for economy. |  | Click here to enter text. |  |
|  | * that heat loss and heat gain and their recorded results on a room-by-room basis are provided in the Operation and Maintenance manuals for future reference. |  | Click here to enter text. |  |
|  | * that the amount of energy required will have a suitable margin to allow for intermittent heating and boost capacity. |  | Click here to enter text. |  |
|  | * that a Building Management System (“BMS”) is incorporated within the design. |  | Click here to enter text. |  |
|  | * that boilers are of recognised EU manufacture, tried and tested for a period of not less than two years, and low NOX emitting. |  | Click here to enter text. |  |
|  | * that heating plant will comply with the efficiencies set within the Non-Domestic Building Services Compliance Guide 2013. |  | Click here to enter text. |  |
|  | * that the risk of cold draughts in clinical rooms is avoided. |  | Click here to enter text. |  |
|  | * that primary pump overrun timers shall be fitted where necessary to avoid lockout due to residual build after firing. |  | Click here to enter text. |  |
|  | * that heating throughout the building is controlled to a minimum set back temperature of 10°C during out of use hours. A manual override promptly restore all plant to operational status. |  | Click here to enter text. |  |
|  | * that heat emitters are designed and positioned so that patients and the public are unable to touch hot surfaces. Low surface temperature radiators are required in all areas where members of the public have normal access. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | * that central control for internal temperature is provided through a three-way weather compensated valve with an external sensor. The heating circuit will be sub-divided into suitable zones. |  | Click here to enter text. |  |
|  | * that the heating and cooling systems is subdivided into separate control zones to correspond to each area of the building that has significantly different solar exposure or pattern/operational/type of use. |  | Click here to enter text. |  |

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|  | * that the heating and cooling systems is subdivided into separate control zones to correspond to each area of the building that has significantly different solar exposure or pattern/operational/type of use. |  | Click here to enter text. |  |
|  | * that each separate control zone has independent temperature, timing control with appropriate ventilation control. |  | Click here to enter text. |  |
|  | * that central plant is designed to operate as and when zone systems require. |  | Click here to enter text. |  |
|  | * that central plant default setting is off (not standby). |  | Click here to enter text. |  |
|  | * that all distribution systems will provide access to equipment for maintenance. |  | Click here to enter text. |  |
| **6.6.3** | **Flues** | | | |
|  | The Developer confirms that, flues and chimneys are selected and designed to match the boilers’ required maximum combustion efficiency to produce sufficient suction or draught to enable the particular type of plant installed to operate under optimum firing conditions. |  | Click here to enter text. |  |
|  | * that Flue Dilution Systems have been avoided. |  | Click here to enter text. |  |
|  | * that, if incorporation is unavoidable, the system shall incorporate automatic switching to lock off boilers in event of fan failure. |  | Click here to enter text. |  |

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| **6.6.4** | **Building Management System** | | | |
|  | See *HTM**03-01 (November 2007) specialised ventilation for healthcare premises*. | | | |
|  | The Developer confirms that, as a minimum the basic requirements for an automatic control system have been incorporated as follows:   * Facilities to start, set-back and stop the plant. * Facilities to control the volumetric air flow. * Facilities to control the system or room pressure. * Temperature control and indication. * Humidity control and indication. * Devices to monitor and indicate the plant’s operating state. * Alarms to indicate plant failure, low air flow and filter state. |  | Click here to enter text. |  |
|  | The Developer confirms that he has determined the control strategy in the event of a fire either within the zone being served or within an adjoining zone and incorporated this within the design. |  | Click here to enter text. |  |
|  | The Developer confirms that, they have prepared the design such that the supply and extract fans are interlocked – either so that the supply fan will not operate unless air flow is established within the extract system, or vice-versa depending on the required pressures within the rooms being served. |  | Click here to enter text. |  |

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|  | The Developer has referred to HTM guidance in the event that specialised accommodation (e.g. clean rooms) will be required in the premises. |  | Click here to enter text. |  |
|  | The Developer confirms that, alarms are provided to show “filter fault” and “low air flow”. The “filter fault” alarm is initiated by a predetermined increase of pressure differentials across the filter.  The “low air flow” alarm is initiated when the supply-air quantity falls to 80% of the design value. |  | Click here to enter text. |  |

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| **6.6.5** | **Gas Services** | | | |
|  | The Developer confirms that gas meters are located as close as possible to the point of entry of the service pipe complete with appropriate safety devices. |  | Click here to enter text. |  |
|  | * that gas intake/meter rooms are purpose-built and used for no other purpose. |  | Click here to enter text. |  |
|  | * that Combined Heat and Power (CHP) is installed with a separate Sub meter of the CHP for the CHP fuel. |  | Click here to enter text. |  |
|  | * that the CHP is fitted with both heat and electricity export meters. |  | Click here to enter text. |  |
|  | * that a gas shut off valve is installed outside each area where gas is used, clearly identified and easily accessible. |  | Click here to enter text. |  |
| **6.7** | **Ventilation and Air Conditioning** | | | |
|  | The Developer confirms that, external discharge arrangements for extract systems are protected from the effects of adverse wind direction and velocity. *HTM 03-01 (November 2007): Specialised ventilation for healthcare premises.* |  | Click here to enter text. |  |
|  | * that exhaust terminations are located in positions that preclude the possibility of exhausted air being drawn back into the intakes of supply systems or nearby open windows. |  | Click here to enter text. |  |
|  | * that, in the case of large central air handling units, the intakes and exhaust louvres should be 10m apart. |  | Click here to enter text. |  |
|  | * that venting and air changes to the building are to comply fully to Part F of the Building Regulations, and CIBSE guide A *(see page 83 Appendix 2 HTM 03-01 (November 2007) for air change requirements).* |  | Click here to enter text. |  |
|  | * that the main determinant as regards ventilation and air conditioning is that the building performs its function to provide an environment suitable for the use for which it is designed, whilst minimising energy use and the effects on the environment. |  | Click here to enter text. |  |

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|  | * that the preferred option for openable windows with local mechanical ventilation has been followed. |  | Click here to enter text. |  |
|  | * that mechanicalcooling as required in computer server rooms (COMMS rooms)and deep plan spaces is incorporated. |  | Click here to enter text. |  |

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|  | * that the design incorporates passive controls of solar gain such as external blinds, louvres, solar control glass or brise soleil etc. are preferred to the provision of cooling as far as practical. |  | Click here to enter text. |  |
|  | * that air conditioning plant have systems efficiencies, better than those quoted in the Non-Domestic building services compliance guide 2013. |  | Click here to enter text. |  |
|  | * that ozone depleting refrigerant has not been used. |  | Click here to enter text. |  |
|  | * that the refrigerants with a global warming potential (GWP) of less than 5 have been utilised. |  | Click here to enter text. |  |
| **6.8** | **Electrical Services** | | | |
|  | The Developer confirms that all electrical services comply to BS7671:2008+A3:2015, the current edition of IET Wiring Regulations 17th Edition and Part P of the Building Regulation and any special requirements of the P.C.O.  See *HTM-06-01(February 2007) - Electrical Services.* |  | Click here to enter text. |  |
|  | * that the installation of Equipotential Bonding and Automatic Disconnection of Supply is provided unless otherwise agreed with the Client. |  | Click here to enter text. |  |
|  | * that space has been provided to accommodate future changeover devices to enable standby supplies to be connected at the main switchboard. |  | Click here to enter text. |  |
|  | * that separate metering of landlord’s and different occupiers’ electrical supplies has been incorporated. |  | Click here to enter text. |  |
|  | * that all switches, circuit breakers or isolators have provision for locking to prevent unauthorised operation. |  | Click here to enter text. |  |
|  | * that all equipment is clearly and permanently marked to identify its function. |  | Click here to enter text. |  |
|  | * that precautions have been incorporated to restrict access to intake or switch rooms by authorised personnel only. |  | Click here to enter text. |  |
|  | * that all switch, fuse gear and final sub-circuits have been clearly and permanently marked to identify themselves and the circuits they control. |  | Click here to enter text. |  |

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|  | * that all switches or isolators, except for local lighting switches of sockets, etc. have provision for locking off. |  | Click here to enter text. |  |

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| **6.8.1** | **Small Power Distribution** | | | |
|  | The Developer confirms that, a minimum of two spare ways has been incorporated in all distribution boards/consumer units for future extensions. |  | Click here to enter text. |  |
|  | * that each final circuit has been connected to a separate way in a distribution board. |  | Click here to enter text. |  |
| **6.8.2** | **Lighting Protection** | | | |
|  | The Developer confirms that lightning protection is provided where assessment in accordance with BS EN 62305 part 1(2011); part 2(2012) and part 3(2011). |  | Click here to enter text. |  |
|  | * that, systems are designed in accordance with BS EN 62305 part 1 to 3:2011 and connected to the electrical system earth in accordance with the IET Wiring Regulations 17th Edition and BS 7671:2008+A3:2015. |  | Click here to enter text. |  |

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| **6.8.3** | **Lighting Services** | | | |
| **6.8.3.1** | **Provision** | | | |
|  | The Developer confirms that, the installation has been designed to achieve energy efficiency, lighting systems designed to; maximise use of natural daylight, avoid unnecessarily high levels of illumination, incorporate efficient luminaires, control gear and lamps and incorporate effective controls.   * that low energy or ultra-low energy lighting (including LED) is used as the main lighting source. * that lighting in areas where clinical procedures are carried out and/or medicines are handled, including stores, is derived from lamps having suitable colour‑rendering characteristics. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | The Developer confirms that lighting services, including lighting controls, comply with the Chartered Institution of Building Services Engineers (CIBSE)   * Society of Light and Lighting (SLL) Code for Lighting’ * Lighting Guide 2 (LG2) – Hospitals and Health Care Buildings * Lighting Guide 7:2015 (LG7) – Office Lighting Design * Guide F – ‘Energy Efficiency in Buildings’.   Also refer to: HTM 00: Policies and Principles of Healthcare Engineering (2014 edition). |  | Click here to enter text. |  |
| **6.8.3.2** | **Installation** | | | |
|  | The Developer confirms that, the lighting installation facilitates access to luminaries for routine maintenance, cleaning, re-lamping and repairs. |  | Click here to enter text. |  |
|  | * that the design limits the variety of lamps. |  | Click here to enter text. |  |
|  | * that a list of lamps types is provided in the CDM HSE File. |  | Click here to enter text. |  |
|  | * that a set of spare lamps is provided on completion. |  | Click here to enter text. |  |
|  | * that a cable management system is incorporated to accommodate cables with dis-connectable flexible connections to light fittings in suspended ceilings. |  | Click here to enter text. |  |

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| **6.8.3.3** | **Lamps / Fittings** | | | |
|  | The Developer confirms that, luminaries complying with the requirements of BS4533 are fitted throughout including but not limited to: |  | Click here to enter text. |  |
|  | * that fluorescent luminaire preferred sizes are to fit a modular arrangement 600 x 600 or multiples thereof to provide flexibility of layout using T5 Lamps. |  | Click here to enter text. |  |
|  | * that, in corridors and other low occupancy areas, multichip LED are used [as unlike conventional high output LEDs, multichip technology incorporates multiple LEDs in one package providing increased light output in a smaller space and a wider spread of light, to deliver high quality light and performance with the major advantage of low energy consumption and maintenance]. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | * that up lighters are lamped with either metal halide (MBI) or in areas where colour rendering is considered important, metal halide fluorescent (MBIF). |  | Click here to enter text. |  |
|  | * that vandal proof fittings are provided in unobserved public areas. |  | Click here to enter text. |  |
| **6.8.3.4** | **Light Switching Arrangements** | | | |
|  | The Developer confirms that, all lighting switches installed in close proximity to the zones for which they operate. |  | Click here to enter text. |  |
|  | * that, where PIR controlled lighting is used, manual over-ride switches are incorporated in certain rooms at the request of the PCO. |  | Click here to enter text. |  |
|  | * that PIR control of toilet, store and low use areas has been utilised. |  | Click here to enter text. |  |
|  | * that lighting control switches are sited so as not to allow public access to lighting controls. |  | Click here to enter text. |  |
|  | * that overrides for out of hours working are incorporated and that the system has return default settings. |  | Click here to enter text. |  |
|  | * that the lighting systems is commissioned in line with Chartered Institute of Building Services Engineers (“CIBSE”) Commissioning code L lighting (2003). |  | Click here to enter text. |  |
|  | * that a certificate of compliance from a competent person is provided as proof. |  | Click here to enter text. |  |

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|  | * that up lighters are lamped with either metal halide (MBI) or in areas where colour rendering is considered important, metal halide fluorescent (MBIF). |  | Click here to enter text. |  |
|  | * that vandal proof fittings are provided in unobserved public areas. |  | Click here to enter text. |  |
|  | * that the internal and external lighting energy will be separately metered and recorded. |  | Click here to enter text. |  |

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| **6.8.3.5** | **Emergency Lighting** | | | |
|  | The Developer confirms that, emergency lighting in treatment rooms, windowless accommodation, core stairways corridors and circulation spaces without natural light is in accordance with BS 5266 -1:2011 and CIBSE LG2 (2008). |  | Click here to enter text. |  |
|  | * that emergency fittings are self-contained units. |  | Click here to enter text. |  |
|  | * that each self- contained luminaire will provide a means of isolation and test. |  | Click here to enter text. |  |
|  | * that the emergency lighting is tested before handover and certificate of compliance given. Test requirements from BS5266-1:2011 guide to the design and provision of emergency lighting to reduce the risk from hazards in the event of failure of the normal lighting. |  | Click here to enter text. |  |
|  | * that luminaires are so mounted as to provide adequate lighting at ground level. |  | Click here to enter text. |  |
|  | * that facilities for testing the emergency system luminaires is provided. |  | Click here to enter text. |  |
| **6.8.3.6** | **External Lighting / Flood Lighting** | | | |
|  | The Developer confirms that external lighting is designed for maximum energy efficiency using appropriate luminaires and having due regard to any colour-rendering requirements stated in the brief. |  | Click here to enter text. |  |
|  | * that automatic photo-electric controls and time switches are used. |  | Click here to enter text. |  |
|  | * that manual override facilities are provided where automatic controls are used (with automatic default return setting). |  | Click here to enter text. |  |
|  | * that solar assisted external lighting system are incorporated. |  | Click here to enter text. |  |
|  | * that external lighting design has compatibility with security systems. |  | Click here to enter text. |  |
|  | * that the external lighting is commissioned by a competent person and certificate issued. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | | **Agreed** | | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **6.9** | **Security Services** | | | | | |
| General | The client and design team are required to follow the principles provided in HBN11-01 and for larger schemes a formal application should be made and sign-off achieved. The Secure by Design initiative covers public buildings (see www.securedbydesign.com) or SABRE security design assessment process https://www.bregroup.com/sabre/  Advice should also be sought from stakeholders and service providers relating to personal safety and protection of property especially where out-of-hours access is required to parts of a building to reduce security related operating costs. | | | | | |
| **6.9.1** | **Intruder Detection System (IDS)** | | | | | |
|  | The Developer confirms that, the building is protected out of hours by an intruder alarm system complying with BS4737 (2015), BS EN 50131-1:2006+A1:2009 or BS8591:2014 as appropriate. |  | | Click here to enter text. | |  |
|  | * that CCTV is used to monitor all access points. [The system should be designed to produce high quality images at low light levels, with number plate recognition and should provide wide field of vision coverage. The monitoring station should be located in a suitable position to allow the Client to monitor as appropriate]. |  | | Click here to enter text. | |  |
| **6.9.2** | **Personal Attack Alarms** | | | | | |
|  | The Developer confirms that, Personal Attack Alarms which may comprising hand and foot operated devices wireless system have been installed as required by the Client’s design brief. |  | | Click here to enter text. | |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **6.10** | **Communications** | | | |
| **6.10.1** | **Data Systems** | | | |
|  | The Developer confirms that, sufficient separate cable ducts have been incorporated in to the building to provide adequate duct space for telephone, Data and communication cable/services. |  | Click here to enter text. |  |
|  | * that the contractor includes the installation of appropriate wiring (including the cable trays/segregation, all supports) and RJ45 sockets/outlets for voice and Data systems, e.g. Category 6 type cables to suit the Client’s requirements, wired to appropriate RJ45 sockets/outlets and tested. |  | Click here to enter text. |  |
| **6.10.2** | **Public Address System** | | | |
|  | The Developer confirms that subject to the Client’s design brief, each waiting area is provided with a simple dedicated public address system to advise patients of their turn which may incorporate a visual display compliant with audio/visual requirements in accordance with BS8300 (2009)+A1:2010. |  | Click here to enter text. |  |
|  | * that audio-frequency induction loops for use with hearing aids are provided and must be included in the design brief. |  | Click here to enter text. |  |

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| **6.10.3** | **Telecoms / Information Technology** | | | |
|  | The Developer is to ensure that the building is capable of handling the occupier’s IT equipment and must provide a suitable containment system within trunking and outlet box network. |  | Click here to enter text. |  |
|  | * that the containment system is to provide both terminals or separate voice and data ports to all working positions within the premises and allow for expansion. |  | Click here to enter text. |  |

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| **7.0** | **Energy Efficiency (Approved Documents Part L Compliance)** | | | |
|  | The Developer confirms that, the building is designed to ensure that full compliance with Part L has been achieved and the documents have been submitted to the Building Control Officer. |  | Click here to enter text. |  |
|  | * that, with Shell and Core Fit Out, (first time) copies of the Energy Performance Certificate and/or Simplified Building Energy Model (“SBEM”) Compliance Reports [Part L Building Regulations 2010 and (Amendments) Regulation 2015] are provided. |  | Click here to enter text. |  |
|  | * that, with New building projects, a design stage compliance report and a second Compliance Report and Energy Performance Certificates are provided at the date of practical completion. |  | Click here to enter text. |  |
|  | * that, where the project involves the first time fit out of a shell and core premises, the design of the building will comply with the expected emission rate of the compliance documents used by the original Developer.. |  | Click here to enter text. |  |
|  | The Developer confirms that satisfactory commission reports in line with CIBSE code M (2003):are provided for the following:  A. The electrical systems.  B. Water.  C. Lighting illumine levels and emergency lighting.  D. Acoustic testing.  E. Air-conditioning systems and/or boiler plant  F. GAS tests.  G. Satisfactory operation of installed building control and management systems.  H. Copies of the air infiltration test report (new first time occupants). |  | Click here to enter text. |  |

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|  | The Developer confirms that proof that the installed building fabric meets with the U values used in the energy compliance model is provided. |  | Click here to enter text. |  |

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| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **8.0** | The Infrastructure and Projects Authority’s (IPA) Common Minimum Standards for the Procurement of Built Environments in the Public Sector contain the following requirements**: “Procurement should take account of the Government Buying Standard for new-build construction and major refurbishments.”** | | | |
|  | The Government Construction Strategy (s.6.2) [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/60904/CMS-for-publication-v1-2.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/60904/CMS-for-publication-v1-2.pdf)requires that Procurement should take account of the Government Buying Standard for construction.  At a minimum, it requires an appropriate environmental assessment process such as BREEAM or an equivalent (e.g. CEEQUAL, DREAM etc.) appropriate to the size, nature and impact of the project must be carried out on all projects.  Where BREEAM is used, all new projects are to achieve an “excellent” rating and all refurbishment projects [in excess of £500k] are to achieve at least “very good” rating, unless site constraints or project objectives mean that this requirement conflicts with the obligation to achieve value for money. Where an alternative environmental assessment methodology is used, projects should seek to achieve equivalent ratings. |  | Click here to enter text. |  |
|  | The Developer confirms that, the project promotes sustainable transport to the site by providing cycle racks, electric car power points, parking space for a car sharing scheme. |  | Click here to enter text. |  |
|  | * that, the project design considers reducing water use on site and surface water runoff. |  | Click here to enter text. |  |
|  | * that, rain water recycling for WC flushing and landscape irrigation has been incorporated. |  | Click here to enter text. |  |
|  | * that, the landscaping is designed to improve the local biodiversity and encourage wild life. |  | Click here to enter text. |  |
|  | * that, the Secure by Design police officer has been consulted at the design stage and before work starts on site. |  | Click here to enter text. |  |
|  | * that, recommendations / comments have been taken into consideration. |  | Click here to enter text. |  |

| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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|  | * that, the use of Green building materials have been selected for longevity (see Building Research Establishment (“BRE”) Green Guide (March 2015)). |  | Click here to enter text. |  |
|  | * that, before work commences on site the Developer has registered the project with the BRE and provided a BRE signed off design stage report showing the project will achieve an “excellent” rating. |  | Click here to enter text. |  |

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|  | * that on completion and before hand-over the actual BREEAM Healthcare certificate demonstrating that the project has achieved the “**Excellent”** rating is provided. |  | Click here to enter text. |  |
|  | * that, in respect of building conversions, the Developer confirms that they have complied with the above but to a “**Very Good”** as a opposed to an “**Excellent”** rating. |  | Click here to enter text. |  |
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| **Ref** | **Requirement** | | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
| --- | --- | --- | --- | --- | --- |
| **9.0** | **Building User Guide** | | | | |
|  | The Developer confirms they have provided adequate copies of the building user guide, in addition to the CDM HSE File, which is designed to help typical occupants of the building quickly understand the building. |  | | Click here to enter text. |  |
|  | * that, in particular, the location of the key building systems and controls is identified clearly. |  | | Click here to enter text. |  |
|  | This document is aimed at Doctors, Nurses, Administration staff and all building users. It should contain information on the following points:   * Maximum Floor Loadings. * Heating controls. * Cooling controls. * Lighting controls. * Fire alarm. * Security alarms and devices. * Telephone number of emergency maintenance call outs. * Telephone number of the suppliers in the events of flooding or loss of power. * Locations of incoming utility supplies and how to safely disconnect or reconnect these supplies in the event of an emergency such as a water leak or local power failure. |  | | Click here to enter text. |  |
|  | This guide should be written in manner that will allow a typical responsible user of the building to enter the building adjust the thermal comfort and lighting levels and respond to simple emergency (such as water leak) to limit damage to the building or quickly bring the building into operation without relying on external sources (in the short term).  For more information on the content required for the HSE CDM File, consult the BREEAM Healthcare Manual. | | | | |
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| **Ref** | **Requirement** | **Agreed** | **If not agreed state alternative proposal** | **PCO/Client Check** |
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| **10.0** | **Local Planning** | | | |
|  | The Developer will provide a list of the local planning requirements for this project and will brief the design team. |  | Click here to enter text. |  |
|  | Before the construction stage, the design team and contactors will provide a short report explaining how the local planning requirements will be met on completion. Copies of the report will be given to the Local Planning Officer, Building Control Officer and other interested parties. |  | Click here to enter text. |  |
|  | Where funding is provided by a public sector body no approval to fund can be given until full planning consent has been granted by the appropriate Local Authority. |  | Click here to enter text. |  |

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| **11.0** | **Life Expectancy Table – Building Materials** |

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| The Developer is to state in the right-hand column (headed “Agreed”) their agreement to the stated estimated life expectancy of the building and the stated cyclical maintenance period of all the following components: - | | Estimated Life Expectancy (years)  ***to be completed by developer where field is blank*** | Developer’s recommended cyclical maintenance period  (e.g. six monthly, annually etc.) | **AGREED** |
| BCIS Element | Element / Component description | Years  (in figures) | Cyclical Period |  |
| 2C | Roof/covering | 20-25 | Annual |  |
| 2E | External walls | 60 | Reactive |  |
| 2F | External doors and windows | 20-25 | Cleaning / Reactive |  |
| 2G | Internal partitions | 25 | Reactive |  |
| 2H | Internal doors and screens | 20 | Reactive |  |
| 3A | Wall finishes | 5-10 | Reactive |  |
| 3B | Floor finishes | 5-10 | Daily Cleaning |  |
| 3C | Ceiling finishes | 5-10 | Reactive |  |
| 4 | Furniture and fittings | Click here to enter text. | Click here to enter text. |  |
| 5A | Sanitary fittings | Click here to enter text. | Click here to enter text. |  |
| 5B | Services equipment | Click here to enter text. | Click here to enter text. |  |
| 5C | Disposal installations | Click here to enter text. | Click here to enter text. |  |
| 5D | Water installations | 15-20 | Annual |  |
| 5E | Heat sources | 15-20 | Annual |  |
| 5F | Space heating | 15-20 | Annual |  |
| 5G | Ventilation | 15-20 | Annual |  |
| 5H | Electrical installations | 15-25 | Annual PAT Test |  |
| 5J | Lift installation | 25 | Annual |  |
| 5K | Protective installation | Click here to enter text. | Click here to enter text. |  |
| 5L | Communications installation | 15 | Annual |  |
| 6A | Site Works | Click here to enter text. | Click here to enter text. |  |
| 6B | Drainage | 60 | Reactive |  |
| 6C | External Services | Click here to enter text. | Click here to enter text. |  |
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**Appendix A**

ABC List Guide for the Division of Build Costs for Funding

**Appendix A**

ABC List Guide for the Division of Build Costs for Funding

**ABC LIST: 28 October 2016**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guide for the Division of Build Costs into 3 Elements for Funding (Primary Care Centres)  Columns A & B: Funded via the rent but costs are required to be separately identified subject to the Open Market Rental Value not being exceeded  Column C: Funded via separate source of finance and costs to be shown separately  This list shows the major items to be supplied within standard lease arrangements and included within the rent for the building  The list is not exhaustive. Also shown are costs which are to be funded separately | | | | | | | | |
|  | | | | | | | | |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **1** | Admin | 18 | Patient call system, visual + audible |  |  | Yes | No |  |
| **2** | Admin | 22 | Records storage |  |  | No | No | Yes |
| **3** | Admin | 38 | Work surfaces within reception area as required by reception staff |  |  | No | No | Yes |
| **4** | Admin | 60 | Unfixed furniture generally i.e. filing cabinets, desk and tables |  |  | No | No | Yes |
| **5** | Admin | 95 | Pigeon holes for records |  |  | No | No | Yes |
| **6** | Admin | 96 | Office equipment |  |  | No | No | Yes |
| **7** | Admin | 24 | Waiting room - loose seating |  |  | No | No | Yes |
| **8** | Clinical | 7 | Wired in fixed examination lamps |  |  | Yes | No |  |
| **9** | Clinical | 23 | Examination couches |  |  | No | No | Yes |
| **10** | Clinical | 35 | Shelving in consulting rooms |  |  | No | Yes, minor |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **11** | Clinical | 56 | Fitted furniture to consulting rooms including locks to cupboards |  |  | No | No | Yes |
| **12** | Clinical | 58 | Ceiling fixed examination lamp to treatment rooms |  |  | Yes | No |  |
| **13** | Clinical | 70 | Electric independent water heater / lphw system to consulting rooms |  |  | Yes | No |  |
| **14** | Clinical | 93 | Medical equipment i.e. defibrillators etc. |  |  | No | No | Yes |
| **15** | DDA | 3 | Automatic/powered entrance door(s) double glazed sliding |  |  | Yes | No |  |
| **16** | DDA | 32 | Panic button to disabled wc |  |  | Yes | No |  |
| **17** | DDA | 36 | Low surface temperature radiators in all public areas |  |  | Yes | No |  |
| **18** | DDA | 73 | Coloured surface or paint to differentiate between patient and doctors parking plus signed DDA spaces |  |  | Yes | No |  |
| **19** | DDA | 74 | Induction loop for hard of hearing |  |  | No | Yes |  |
| **20** | Estates | 98 | Filling cellars etc. |  |  | No | Yes |  |
| **21** | Estates | 99 | Demolition of existing buildings on the site |  |  | No | Yes |  |
| **22** | Estates | 100 | Removal of Asbestos |  |  | No | Yes |  |
| **23** | Estates | 101 | Removal of contaminated spoil to licensed tip |  |  | No | Yes |  |
| **24** | Estates | 102 | Abnormal foundations e.g. piling etc. |  |  | No | Yes |  |
| **25** | Estates | 103 | Special planning requirements |  |  | No | Yes |  |
| **26** | Estates | 97 | Retaining walls |  |  | No | Yes |  |
| **27** | Estates | 92 | Work in connection with section 106 agreement |  |  | No | Yes |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **28** | Estates | 13 | Illuminated sign fixed to building |  |  | No | No | Yes |
| **29** | Fire Safety | 16 | Remote fire/security monitoring (‘Redcare’) provision |  |  | No | No | Yes |
| **30** | Fire Safety | 26 | Fire-proof letter box, if essential |  |  | No | Yes | No |
| **31** | Fire Safety | 27 | Firefighting equipment to meet Fire Officer’s requirements |  |  | No | No | Yes |
| **32** | Fire Safety | 76 | Fire alarm system |  |  | Yes | No |  |
| **33** | Grounds | 34 | Soft landscaping |  |  | Yes | No |  |
| **34** | Grounds | 79 | External shed / tool store within the rear secure area |  |  | Yes | No |  |
| **35** | Grounds | 80 | External tap for gardening etc. |  |  | Yes | No |  |
| **36** | ICT | 1 | Telephone system / console |  |  | No | No | Yes |
| **37** | ICT | 2 | Telephone/data cabling-category 5/6 including RJ45 sockets |  |  | Yes | No |  |
| **38** | ICT | 47 | Public telephone in surgery |  |  | No | No | Yes |
| **39** | ICT | 48 | TV/video in reception area |  |  | No | No | Yes |
| **40** | ICT | 49 | Wiring to public telephone |  |  | Yes (conduits) | Yes  (cabling) |  |
| **41** | ICT | 50 | Wiring to tv / video |  |  | Yes (conduits) | Yes  (cabling) |  |
| **42** | ICT | 59 | Computer installation / networking |  |  | No | No | Yes |
| **43** | Infection Control | 64 | Clinical hand wash basin in CRs, treatment room, clean and dirty utility and examination room. No tap holes, no plug, no chain hole, no overflow (see **HBN 00-10** P**art C Sanitary Assembles** – : https://www.gov.uk/government/organisations/department-of-health/series/health-building-notes-core-elements |  |  | Yes | No |  |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **44** | Infection Control | new | Mechanical air change to treatment rooms |  |  | Yes | No |  |
| **45** | Infection Control | new | Dirty utility rooms to have an additional sink and drainer and sluice. |  |  | Yes | No |  |
| **46** | Infection Control | 65 | Elbow lever taps to clinical hand wash basins |  |  | Yes |  |  |
| **47** | Infection Control | 78 | Lockable bin containment |  |  | Yes | No |  |
| **48** | Infection Control | 86 | Carpet floor finish plus non-slip vinyl where appropriate with coved skirtings |  |  | Yes | No |  |
| **49** | Infection Control | 87 | Safety flooring to play area |  |  | Yes | No |  |
| **50** | Infection Control | 88 | Measures within mechanical installation to protect against Legionnaires |  |  | Yes | No |  |
| **51** | Infection Control | 90 | Water standby holding tanks |  |  | No | Yes |  |
| **52** | Infrastructure | 8 | Wiring to examination lamps |  |  | Yes | No |  |
| **53** | Infrastructure | 33 | All necessary statutory authority costs i.e. gas, water telecoms etc. |  |  | Yes (within site boundary) | Yes (beyond boundary) |  |
| **54** | Infrastructure | 57 | Comfort cooling / air conditioning |  |  | No | Yes |  |
| **55** | Infrastructure | 61 | Essential supply and extract system to internal rooms |  |  | No | Yes |  |
| **56** | Misc | 9 | Notice boards / pin boards |  |  | Yes, minor | No |  |
| **57** | Misc | 39 | Re-location costs |  |  | No | No | Yes |
| **58** | Misc | 41 | General shelving |  |  | No | Yes, minor |  |
| **59** | Misc | 51 | Children's play area equipment |  |  | No | No | Yes |
| **60** | Misc | 62 | Doctors' professional fees |  |  | No | No | Yes |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **61** | Misc | 63 | Doctors' solicitors / accountant costs |  |  | No | No | Yes |
| **62** | Misc | 71 | Letter boxes to consulting rooms |  |  | No | No | Yes |
| **63** | Misc | 94 | White goods i.e. microwave, fridges, cookers etc. |  |  | No | No | Yes |
| **64** | Priv. & Dig | 6 | Window blinds |  |  | No | No | Yes |
| **65** | Priv. & Dig | 20 | Curtain tracks around doctors couches |  |  | Yes | No |  |
| **66** | Priv. & Dig | 21 | Curtains around doctors couches |  |  | No | No | Yes |
| **67** | Priv. & Dig | 91 | Blackout blinds |  |  | No | Yes |  |
| **68** | Sanitary | 40 | Baby changing provision |  |  | Yes | No |  |
| **69** | Sanitary | 42 | Electric instant shower / cubicle |  |  | Yes | No |  |
| **70** | Sanitary | 54 | Toilet roll holders |  |  | Yes | No |  |
| **71** | Sanitary | 55 | Paper towel holders |  |  | No | No | Yes |
| **72** | Sanitary | 69 | Electric hand driers to WCs |  |  | No | No | Yes (lease) |
| **73** | Sanitary | 82 | Mirrors to WCs |  |  | Yes | No |  |
| **74** | Security | 25 | Waiting room – fixed seating |  |  | No | No | Yes |
| **75** | Security | 4 | Secure fencing, if essential |  |  | No | Yes |  |
| **76** | Security | 5 | Security shutters to ground floor, if essential |  |  | No | Yes |  |
| **77** | Security | 10 | Internal directional signs |  |  | Yes | No |  |
| **78** | Security | 11 | Internal doctors name signs |  |  | Yes | No |  |
| **79** | Security | 12 | Main external surgery sign at car park entrance or on building |  |  | Yes | No |  |
| **80** | Security | 14 | External security lighting if essential |  |  | No | Yes |  |

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| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **81** | Security | 15 | Intruder alarm system with zoning capabilities |  |  | Yes | No |  |
| **82** | Security | 17 | Separate independent panic button system |  |  | Yes, basic | No |  |
| **83** | Security | 19 | Roller shutter between reception and records |  |  | No | Yes |  |
| **84** | Security | 28 | Security locks to external doors |  |  | Yes | No |  |
| **85** | Security | 29 | Restriction stays to all ground floor windows |  |  | Yes | No |  |
| **86** | Security | 30 | Lockable windows |  |  | Yes | No |  |
| **87** | Security | 31 | Reception counter to meet security requirements and Equality Act 2010 |  |  | Yes | No |  |
| **88** | Security | 37 | Grilles to first floor windows, if essential |  |  | No | Yes |  |
| **89** | Security | 43 | Simple security gate to car park, if essential |  |  | No | Yes |  |
| **90** | Security | 44 | Lockable swing barrier to car park with padlock |  |  | No | No | Yes |
| **91** | Security | 45 | External lighting to car park |  |  | Yes | No |  |
| **92** | Security | 46 | Car park marking |  |  | Yes | No |  |
| **93** | Security | 52 | Statutory signage |  |  | Yes | No |  |
| **94** | Security | 53 | Closed circuit television / wiring (external and internal), if essential |  |  | No | Yes |  |
| **95** | Security | 66 | Security glazing windows i.e. laminate, where essential |  |  | No | Yes |  |
| **96** | Security | 67 | Grilles to protect staff behind reception counter |  |  | No | Yes |  |
| **97** | Security | 68 | Security provisions to rainwater downpipes |  |  | No | Yes |  |
| **98** | Security | 72 | Bicycle locking facility |  |  | Yes | No |  |
| **99** | Security | 75 | Lockable cupboard in dispensary |  |  | No | Yes |  |
| **100** | Security | 77 | Lockable posts to car park entrance |  |  | No | No |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category** | **Original ABC List No** | **Item** | **Is this item in your specification? Yes or No** | | **A** | **B** | **C** |
| **Included in Rent** | **Abnormal Cost or Enhancement  to Specification** | **Other Costs funded by e.g. GPs/ grants and not via the rent** |
| **101** | Security | 81 | Internal DDA compliant digital /card proximity reader security door locks |  |  | Yes | No |  |
| **102** | Security | 83 | Switch to operate front electric doors from reception |  |  | No | Yes |  |
| **103** | Security | 84 | Intercom system connected to the front door and reception |  |  | No | Yes |  |
| **104** | Security | 85 | Front door bell |  |  | Yes | No |  |
| **105** | Security | 89 | Lightning protection |  |  | No | Yes |  |
| **END** |  |  |  |  |  |  |  |  |

**Appendix B**

Parties Network Diagram

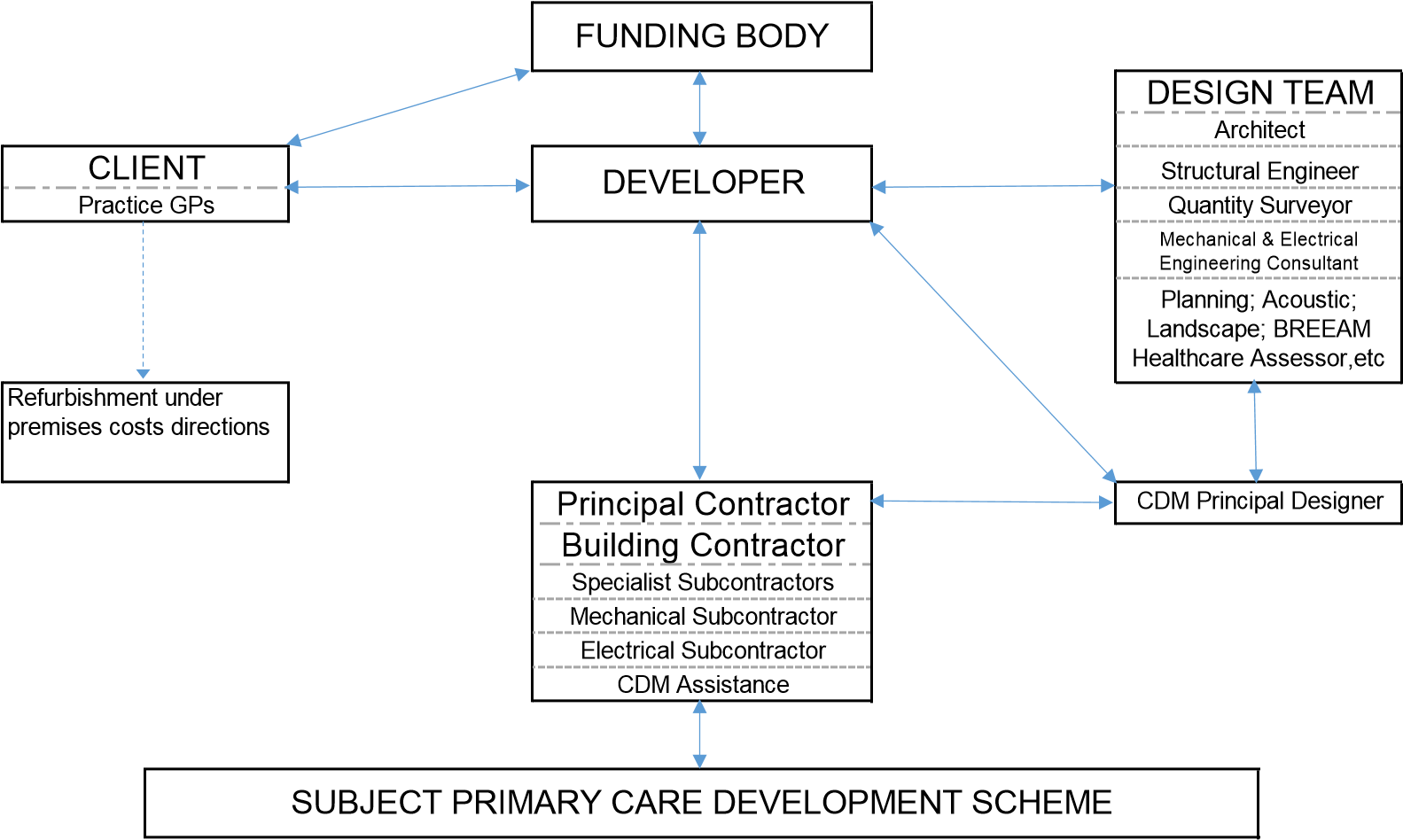
**Appendix B**

Parties Network Diagram

**Valuation Office Agency**

**Primary Care Estates Improvement and New Developments**

**Parties Network Diagram Appendix B**



|  |  |
| --- | --- |
| **Terminology** |  |
|  |  |
| **Funding Body** | *INCLUDING*: NHS England; Clinical Commissioning Group ("CCG"); NHS Property Services; and/or 3rd Party Funder (including LIFT) |
| **Client** | Generally the GP Practice(s) |
| **Project Owner** | Client |
| **Developer** | Conventionally the Company appointed by the Client to procure and deliver the premises under the Building Contract; may also be the GP Practice(s) acting in their own right. |
| **Design Team** | The construction design consultants appointed by the Developer [traditionally retained throughout pre and post contract stages but may be novated to the Contractor for post contract under Design and Build procurement option] |
| **CDM Principal Designer** | The consultant appointed by the Developer to undertake CDM duties on behalf of the Developer as set out within The Construction (Design and Management) Regulations [exclusive, not novated to the Contractor] |
| **Principal; Contractor** | The contractor appointed by the Developer to undertake CDM duties as set out within The Construction (Design and Management) Regulations. [The role may be undertaken by the Building Contractor] |
| **Building Contractor** | The Contractor appointed under the Building Contract for the construction of the subject development. |

**Appendix C**

Valuation Office Agency – DVS Assistance

**Appendix C**

Valuation Office Agency – DVS Assistance

**Primary Care Premises Developments / Projects**

**DVS Assistance as part of the project team can extend to:**

* Project feasibility analysis.
* Site selection.
* BREEAM advice.
* Project brief preparation.
* Advising preferred partner selection.
* Advertising for potential developers in professional press.
* Tender bid documentation and evaluation.
* Interviews and negotiations with preferred bidders.
* Providing reasoned recommendations.
* Agreeing Lease Heads of Terms.
* Working with stakeholders to help optimise value for money.
* Advising on refinements to proposals such as layout to help ensure premises meet requirements.
* Advice on scheme viability and estimates of anticipated Current Market Rent.
* Report on Value for Money.

**As part of the value for money assessment, areas covered would include:**

* Proposed Lease Terms including rental levels sought.
* Capital Value on completion.
* Building cost.
* Land Value.
* Professional Fees.
* Taxation issues such as VAT and Stamp Duty Land Tax.
* Finance Costs.
* Cash-flow timing.
* Developer’s profit.
* Gross Development Yield.
* Size of the proposed premises.
* Layout.
* Specification standards.

**Appendix C**

Valuation Office Agency – DVS Assistance

**Overview of other DVS Services**

DVS is the property services arm of the Valuation Office Agency (VOA), providing professional property and assets advice across the public sector.

DVS has a proven track record in providing strategic and issue specific property advice to the NHS and other healthcare operators.

Our services focus on optimising property performance, advising from strategy through to delivery to achieve successful cost effective outcomes.

**DVS provides a comprehensive range of expertise including:**

* Valuation of land and property.
* Acquisitions and disposals advice
* Leases and Landlord and Tenant Issues
* Dilapidation Reports
* Reinstatement Valuations
* Development Viability assessments
* Collaborative advice of independent scheme reports
* Plant and Machinery Surveys and Valuations
* Insurance Valuations for buildings and plant and machinery
* Asset Valuations for Financial Accounting Purposes

To contact DVS: [dvscustomersupport@voa.gsi.gov.uk](mailto:dvscustomersupport@voa.gsi.gov.uk)

Alternatively, to find out how DVS can help you with your requirements, contact:

Russell Lawrence, Head of Health Services

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