

ADDENDUM A:

GENERAL ITEMS AND PROCEDURES

1. SITE BOOK:

The Contractor must provide an A4-format triplicate book in which all instructions will be noted. No oral instructions may be given.

2. DRAWINGS & SPECIFICATIONS:

The Contractor must study all plans, schedules and specifications together with list of quantities (where applicable) thoroughly to know precisely what the work entails. They must have an overall understanding of the building.

Where contradictions or mistakes are found these must be pointed out to the consultants so that corrections can be made.

A full set of plans, specifications and quantity lists must be kept on site at all times.

3. GENERAL ASPECTS TO BE NOTED BY CONTRACTOR:

3.1 Setting out must be precise, square and in the right position.

3.2 Excavations must be precisely as prescribed and neat.

3.3 All building work must be precisely square and level. All joints of walls to be plastered must be pushed out to ensure proper bonding. Note positions of expansion joints especially below windows.

3.4 Window sills to be built in before plastering.

3.5 Plasterwork to be completely square and level throughout, especially at window reveals and corners. A maximum, of 3mm tolerance will be allowed. Plasterwork at doorframes must be even with inside of lip and must be cut loose from steel frame with steel trowel.

3.6 All windows and doorframes must be set up and built in perfectly level. Aluminium frames must be sealed with silicone in the surroundings. Anchors must be provided and built in at the correct places.

3.7 Roof trusses must be properly anchored.

4. COMPLETION TAKE-OVER PROCEDURE

When the Contractor is ready for Practical Completion, the following should first be checked:

A. INTERNAL CHECK LIST:

- a. Floors – must be cleaned.
- b. Walls, window sills, windows – check if handles are properly fixed and close firmly, window holders work correctly, hinges are oiled, check for paint on glass and clean all over.
- c. Doorframes, doors – check if doors are adjusted to open & close properly. Ensure that the hinges are oiled, all screws are in, doorstops are in place and finishing is complete and neat.
- d. Cornices, ceilings – check finishing.
- e. Sanitary ware – check whether each unit is correctly installed, if it works properly and is complete, check for leakages. Taps are to have hot red dots and cold blue dots, ensure all plugs and chains are in place.
- f. Wall tiling must be perfectly done, joints must be the same and neatly finished. Tiles must be properly cleaned.
- g. Accessories – cupboards and mirrors, etc. – examine each unit to make sure it is made according to plan and is installed according to manufacturer's specification
- h. Painting must be neatly finished, note especially that stopping and sanding is uniformly smooth and neatly done.
- i. Check whether name boards, numbers, signs, etc. have been installed straight as prescribed.

B. EXTERNAL CHECK LIST:

- a. Foundation walls, walls are to be painted and joints as prescribed.
- b. Roof edges – finishing of trusses and fascia – check for slope with water, check ridge tiles.
- c. Site work – the site must be neat and clean with slopes for storm water drainage and ready for use.
- d. All sewerage pipes must be tested, manholes to be clean inside.
- e. All building rubbish must be removed.

After all work has been checked, notice is to be given for Practical Completion.

If there are any mistakes, the building is not ready for actual completion and for use.