

## STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

DATE: May 2015

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### REFERENCE

#### AGREEING THE LAYOUT OF FIXTURES & FITTINGS IN ROOMS PRIOR TO FIRST FIX OF MECHANICAL & ELECTRICAL & SUNDRY ITEMS

1. West Sussex County Council operates in a customer orientated environment where consultation at all levels is paramount.
2. Within building projects, stakeholders and building users must be assisted to understand the design implications with locating fixtures and fittings and other fixed equipment, appliances and installations.
3. The Architect or designer should, therefore, produce room wall layout plans to assist in this process. However, site co-ordination, especially where the control of these elements is by more than one person, can produce problems.
4. Consultants and Contractors are therefore required to include, within all contracts, a clause requiring the contractor to undertake a pre-plastering evaluation of the positioning of all key electrical and mechanical items in relation to Fixtures, Furniture & Equipment and ICT (Information Communications & Technology) installations. This process should be identified in the Construction programme.
5. It is not envisaged that this process should generate requests for major changes or additional requirements, but simply the verification of functional space and items serving that space.
6. The process shall require the Contractor to mark up walls with the principal electrical fittings, radiator and pinboard positions, and the location of ICT equipment. Where rooms of a like nature exist, only a sample room is required for this process. The process may be phased. In each case the principal user should be invited to participate and a record kept of any amendments, in order to facilitate future plan changes. The amendments must be formally agreed with the user and instructed through the contract. The site must be in a safe condition for the user to attend, and suitable personal protective equipment, and induction should be provided by the Contractor.
7. This process should not be seen as an opportunity to delay the works or substantially revisit the design. This is part of a continuous design process to ensure fitness for purpose is achieved and avoidance of costly post completion changes.
8. Minor variations in the location of fittings on a like for like basis can be assimilated within the contract works. Major changes shall be resisted but where required will follow an agreed change or variation

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**NOTE:**

***THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.***

**REFERENCE**

instruction procedure, to ensure no work takes place without the required funding in place.

9. All amendments to layout plans will be adjusted at 'as-fitted' stage and the Contractor should be required to act on the basis of simple hand-drawn marked up plans for all minor variations.

***CONCLUSION***