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## **TERMS & CONDITIONS FOR CONTRACTORS EMPLOYED AT THE BOW QUARTER**

The following terms and conditions are applicable to all contractors working on the Bow Quarter Estate. It is important to note

### **REGISTRATION**

1. All contractors, private and site authorised, must register on arrival and declare the nature of the works to be carried out at the security lodge. Contractors are required to notify the nature of works to be undertaken, and location of the works. For example, 'minor decorative repairs' or 'install new kitchen etc'.

### **CONTRACTORS' INSURANCE**

2. All contractors wishing to work on site are required to have adequate public liability insurance (Minimum £2 million) as well as comprehensive insurance for all vehicles in order to carry out their works. They must also be suitably registered for payment of tax for invoices raised privately or against the estate by being suitably registered CIS card holders or registered companies.

### **HEALTH AND SAFETY**

3. All works are to be carried out in a safe manner, and all required safety procedures adhered to. Any works carried out in an unsafe manner will be stopped by estate staff until relevant safety standards are met. A method statement must be produced for any works which will be carried out in communal areas or which require the use of scaffolding, overhead working or power tools.

### **REFUSE**

4. Any rubbish, old appliances or materials of any description removed or replaced in the course of works are to be removed from site by the contractor. Any contractor waste removed by site staff will be charged for removal (currently £200.00 per event) regardless of size/quantity. Where numerous removals are required, the charge will be applied per trip.

### **WORK IN COMMON/PUBLIC AREAS**

5. Contractors are not authorised to work in common/public areas unless specifically authorised to do so by the General Manager. Where such permission is granted, the contractor is responsible for leaving the area in a clean and tidy condition. Failure to do so will incur contract-cleaning charges based on an hourly rate of £20.00 per hour. (This also applies to any additional cleaning that is required in the event of refuse removal described above).

### **PARKING**

6. Contractors will, if possible, be allocated parking on arrival. Failure to park in designated areas will result in wheel clamping (Current release fee is £50.00).

### **CONTRACTORS ACTION ON LEAVING THE BOW QUARTER**

7. Contractors leaving the site must notify security staff in order to comply with fire safety regulations, and book in again on return.

### **SITE ACCESS TIMES FOR CONTRACTORS**

8. Contractors are only permitted on site between 08.30 – 17.30 hrs Mon-Fri. Power tools or noise is not permitted before 09.00 hrs. Contractors are not permitted to work at weekends without the prior written authority of the General Manager.

James Kirkwood  
General Manager  
The Bow Quarter