

Skypark.

**General contractor
information**

Any contractor that requires access to or within the demise of the Skypark Estate must first make contact with the Centre Management Team on Tel: 0141 221 6868.

Enough notice must be given in order for the works to be programmed and scheduled to suit the building occupants and/or other works.

The following documents must also be provided with sufficient time allocated for the investigation of said documents, the dissemination as required and for the necessary Permits and/or Limitations to Access to be generated...

- A completed and accurate method statement specifically detailed for the local works discussed. Generic method statements will not be acceptable.
- An accurate risk assessment detailing all possible risks to the contractor, building staff and visitors including an itemised schedule of the actions that will be taken to prevent or limit these risks.
- A copy of the appropriate insurance and liability certificates.
- A valid permit to work produced by your relevant responsible person.

Any sub-contractors used on site must also provide similar documentation to the main contractor and this should be made available on request by the estate management.

A register of all employees should be provided in advance including sub-contractors with full names and employer details.

All contractors will be dressed in branded company clothing or alternative means employed to ensure all staff are easily identifiable to the building management. The security/reception team reserve the right to check identification from all operatives and any individual not able to verify their identity will not be permitted access to the estate.

Access to the building is via the Control Room. No parking will be provided to any contractors or visitors unless agreed in advance with the estate management or agents.

Tools, Materials and Equipment can be dropped off and all vehicles must then be removed from the work area and parked elsewhere. No access will be permitted through the front entrance and reception unless agreed in advance with Centre Management.

All operatives will be given a brief site inducted by Skypark Security Control.

Adequate protection to all accessed areas will be provided in advance of any works and it is the contractor's responsibility to ensure all measures are taken to prevent damage to the building fabric and infrastructure. A pre and post contract schedule of conditions will be prepared by the contractor and be witnessed and signed by the Centre Manager before any work permits or limitations will be issued.

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Lifts are generally not to be used for the transport of materials. If however there are no alternatives, it is the contractor's responsibility to pay for pre and post inspections on this equipment along with any damage to same after completion of the works.

The contractor will provide adequate manpower to facilitate a clean-up of all common routes to and from the workplace each day, and post completion deep clean all areas as required. All waste generated by the works will be removed from site daily, at the contractors expense.

Toilet and messing facilities will not be provided on site unless otherwise agreed the contractor should allow for these requirements independently.

It is the contractor's site managers responsibility to report in advance the requirement for any high risk works, including but not limited to; hot works, working at height and work on life safety systems.

The Centre Manager reserves the right to limit access to any area of the estate at any time without notice or reason, to any individual, group or company.
