APPENDIX C

Extract of SMM2 – Section A & B
SECTION A

GENERAL RULES

A.1 Introduction

This Standard Method of Measurement provides a uniform basis for measuring building works and embodies the essentials of good practice but more detailed information than is required by this document shall be given where necessary (e.g. in descriptions or preambles, certain specification information including limits on tolerance imposed by the designer) in order to define the precise nature and extent of the required work. This Standard Method of Measurement shall apply equally to both proposed and executed works.

A.2 Bills of Quantities

1. Bills of quantities shall fully describe and accurately represent the quantity and quality of the works to be carried out. Work which cannot be measured shall be given as a provisional sum. Work the extent of which is not known shall be described as provisional or given in a bill of approximate quantities.

2. Rules of measurement adopted for work not covered by these rules shall be stated and such rules shall as far as possible conform with those given in this document for similar work.

A.3 Measurement

1. Unless the term metre used in this document is preceded by the words square or cubic it shall be deemed to be linear.

2. Unless otherwise stated, works shall be measured net as fixed in position and each measurement shall be taken to the nearest 10mm (i.e. 5mm and over shall be regarded as 10mm and less than 5mm shall be disregarded). This rule shall not apply to any dimensions stated in descriptions.

3. Unless otherwise stated, where minimum deductions of voids are dealt with in this document they shall refer only to openings or wants which are within the boundaries of measured areas. Openings or wants which are at the boundaries of measured areas shall always be the subject of deduction irrespective of size.

4. The use of hyphen between two dimensions in this document or in a bill of quantities shall mean a range of dimensions exceeding the first dimension stated but not exceeding the second.

A.4 Description

1. The order of stating dimensions in descriptions shall be consistent and generally in the sequence of length, width and height. Where that sequence is not appropriate or where ambiguity could arise, the dimensions shall be specifically identified.

2. Unless otherwise stated in the bill or herein, the following shall be deemed to be included with all items:

   a. Labour and all costs in connection therewith.
b. Materials, goods and all costs in connection therewith such as conveyance, delivery, unloading, storing, returning packings, handling, hoisting, lowering, etc.

c. Assembling, fitting and fixing materials and goods in position.

d. Plant and all costs in connection therewith.

e. Waste of materials.

f. All cuttings.

g. Establishment charges, overhead charges and profit.

3. Junctions between straight and curved work shall in all cases be deemed to be included with the work in which they occur.

4. Notwithstanding the provisions in this document for labours to be given as linear items, such labour may be given in the description of any linear items of work on which they occur.

5. Notwithstanding the provisions in this document for labours to be enumerated, such labours may be given in the description of any enumerated items of work on which they occur.

A.5 Drawn Information

1. Drawn information can either be drawings or extracts from drawings used for measurements or specially prepared to supplement a description, and shall show all the information necessary for the manufacture and assembly in the case of components.

2. The requirements of this document for detailed descriptions shall be deemed to have been complied with if drawn information is provided or referred to in the description and such information indicates fully the items required to be described.

A.6 Standard products

The requirements of this document shall be deemed to have been complied with if the item concerned is a product details of which have been published and to which reference has been made in the description.

A.7 Quantities

1. Where the unit of billing is the metre, square metre, cubic metre or kilogramme, quantities shall be billed to the nearest whole unit. Fractions of a unit less than half shall be disregarded and all other fractions shall be regarded as a whole unit.

2. Where the unit of billing is the tonne, quantities shall be billed to the nearest two places of decimals.

3. Where the application of clauses A.7.1 and 2 would cause an entire item to be eliminated, such item shall be enumerated stating the size or weight as appropriate.
A.8 Provisional or prime cost sums

1. Where this document requires provisional or prime cost sums to be given in accordance with this clause, the choice of terms shall be made in conformity with the following definitions unless otherwise provided in the conditions of contract:

   a. The term 'provisional sum' is defined as a sum provided for work or for costs which cannot entirely be foreseen, defined or detailed at the time the tender documents are issued.

   b. The term 'prime cost sum' is defined as a sum provided for work or services to be executed by a nominated sub-contractor, a government or a statutory authority or for materials or goods to be obtained from a nominated supplier. Such sum shall be deemed to be exclusive of any profit required and/or attendance to be provided by the main contractor and provision shall be made for the addition thereof where applicable.

A.9 Work in special conditions

1. Alterations and work in existing buildings shall be so described. Handling materials and getting them in or out of such buildings shall be deemed to be included with the items. Labours on existing work shall be so described.

2. Work carried out in or under water shall be so described stating whether canal, river or sea water and (where applicable) the levels of high and low water.

3. Work carried out in compressed air shall be so described stating the pressure and the method of entry and exit.

4. Work outside the curtilage of the site shall be so described.
SECTION B

PRELIMINARIES

Preliminaries particulars

B.1 Project, parties and consultants

1. The name, nature and location of the project shall be stated.

2. A general description of the works shall be given.

3. The names and addresses of the Employer and consultants to be named in the contract shall be given.

4. The names and addresses of any other consultants shall be given.

B.2 Description of site

1. Information to indicate the boundaries of the site, the means of access and the position of the works shall be given.

2. Attention shall be drawn to any drainage, water, gas and other mains or power services known to exist on or over the site.

3. Attention shall be drawn to any adjacent or abutting buildings.

4. Information to facilitate visiting the site shall be given.

B.3 Drawings and other documents

1. A list shall be given of the drawings from which the bills of quantities have been prepared.

2. Addresses where drawings and other documents may be inspected by appointment or otherwise shall be given.

Contract

B.4 Form, type and conditions of contract

1. Where the conditions of contract are standard and published for general use, particulars of the edition to be used and a schedule of the clause headings shall be given. Where the standard conditions provide for alternative or optional clauses, the clauses which are to apply shall be stated. Amendments to standard conditions shall be given in full.

2. Where the conditions of contract are not standard and published for general use, the conditions shall be set out in full in the bills of quantities or a schedule of clause headings shall be given where a full set of conditions is supplied with the bills of quantities. In either case where the conditions provide for alternative or optional clauses, the clauses which are to apply shall be stated.
B.4 Form, type and conditions of contract (cont'd)

3. Where there is an appendix to the conditions of contract requiring insertion to be made, a schedule of the insertions shall be set out in the bills of quantities.

B.5 Contractor's liability

1. The following shall be given unless already covered by the schedules given in accordance with clause B.4.
   
a. Contractor's liability for risk or injury to persons and property and of damage to the works.

b. Where the Employer requires the Contractor to effect insurance in respect of the Contractor's liability for any such risk, the relevant particulars shall be given.

c. Where the Employer intends to relieve the Contractor of liability of any such risk, the relevant particulars shall be given.

B.6 Employer's liability

Where the cost of insuring any liability of the Employer is required to be included in the contract sum, such cost shall be given as a provisional sum.

B.7 Obligations and restrictions imposed by the Employer

1. Particulars shall be given to any obligations or restrictions to be imposed by the Employer in respect of the following, unless they are covered by the schedules given in accordance with clause B.4

   a. Access to and possession or use of the site.

   b. Limitations of working space.

   c. Limitations of working hours.

   d. The use or disposal of any material found on site.

   e. Hoardings, fences, screens, temporary roofs, temporary name/sign boards and advertising rights.

   f. The maintenance of existing live drainage, water, gas and other mains or power services on or over the site.

   g. The execution or completion of the work in any specific order or in sections or phases.

   h. Maintenance of specific temperature and humidity levels. Alternatively, a provisional or prime cost sum shall be given.

   i. Temporary accommodation and facilities for the use of the Employer including air-conditioning, lighting, furnishing and attendance.

   j. The installation of telephones for the use of the Employer and the cost of his telephone calls shall be given as a provisional sum.

2. Any other obligation or restriction such as restriction upon the employment of labour, restriction on the use of radios by employees, restriction on the felling of trees, car parking arrangements for the employees, etc.
Works, Goods and Materials by Others

B.8 Works by nominated sub-contractors

1. Works which are required to be carried out by a nominated sub-contractor shall be given as a prime cost sum. The name of the firm to be nominated shall be given (if known) together with a description of the sub-contract work.

2. An item shall be given in each case for general attendance which shall be deemed to include the use of the Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the sub-contractor's own offices and for the storage of his plant and materials and the use of messrooms, sanitary accommodation and welfare facilities, which shall all be without charge to the sub-contractor.

3. Other attendance on nominated sub-contractors where required shall be described and given as an item in each case for:
   a. Special scaffolding or scaffolding additional to the Contractor's standing scaffolding.
   b. The provision of temporary access roads and hardstandings in connection with structural steelwork, precast concrete components, piling, heavy items of plant and the like.
   c. Unloading, distributing, hoisting, placing in position giving in the case of significant items the weight and/or size.
   d. The provision of covered storage and accommodation including lighting and power thereto.
   e. Maintenance of specific temperature or humidity levels.
   f. Any other attendance not included in this clause or in clause B.8.2.

4. Builder's work in connection with works by nominated sub-contractors shall be given in accordance with the appropriate clauses of this document.

B.9 Goods and materials from nominated suppliers

1. Goods and materials which are required to be obtained from a nominated supplier shall be given as a prime cost sum. The name of the supplier to be nominated shall be given if known.

2. Fixing goods and materials shall be given in accordance with the appropriate clauses in this document. Unloading, storing, hoisting the goods and materials and returning packing materials to the nominated supplier carriage paid and obtaining credits therefor shall be deemed to be included with the items for fixing. Particulars shall be given where the Contractor is required to pay the costs of conveying goods and materials to the site and/or of any special packing or similar requirements.

B.10 Works by government or statutory authorities

1. Works which are to be carried out by a government or statutory authority shall each be given separately as a provisional or prime cost sum.

2. Works which are to be carried out by a government or statutory authority in accordance with statutory obligations shall be described, stipulating the scope and timing of the work and its effect on the Contractor's operations.
B.11 Works or goods and materials by the Employer

1. A description shall be given of works by others directly engaged by the Employer. Any attendance required shall be given in accordance with clauses B.8.2 and 3.

2. A description shall be given of goods and materials provided by or on behalf of the Employer. Fixing goods and materials shall be given in accordance with B.9.2.

General facilities and obligations

B.12 Pricing

1. For convenience in pricing, items for the following if applicable shall be given. Maintaining temporary works, adapting, clearing away and making good including any notices and fees to government or statutory authorities related to the following items shall be deemed to be included with the items.

   a. Plant, tools and vehicles. Piling plant shall be given in accordance with Section E.
   b. Scaffolding.
   c. Site administration and security.
   d. Transport for workpeople.
   e. Protection of work in all sections.
   f. Water for the works. Particulars shall be given if water will be supplied by the Employer.
   g. Lighting and power for the works. Particulars shall be given if current will be supplied by the Employer.
   h. Temporary roads, hardstandings, crossings and similar items.
   j. Temporary accommodation for the use of the Contractor.
   k. Temporary telephones for the use of the Contractor.
   l. Traffic regulations.
   m. Safety, health and welfare for the workpeople.
   n. Disbursements arising from the employment of workpeople.
   p. Maintenance of public and private roads.
   q. Removing rubbish, protecting casings and coverings and cleaning the works on completion.
   r. Drying the works.
   s. Temporary fencing, hoardings, screens, fans, planked footways, guardrails, gantries and similar items.
   t. Control of noise, pollution and all other statutory obligations.
   u. Surety or performance bond.
   v. Shop drawings, co-ordination and record drawings.
   w. Schedules, charts and the like showing the progress, organisation of trades and similar items.
   x. Progress photographs.
   y. Adjacent, surrounding, concurrent works, adjoining owners, liaison, etc.
   z. Any other items or requirements.

Contingencies

B.13 Generally

Any provision or contingencies shall be given as a provisional sum.