

Liverpool John Moores University

Warning: An incomplete or missing proforma may have resulted from system verification processing

Title: SPECIFICATION & CONTRACT DOCUMENTATION
Status: Definitive
Code: **5012BEFD** (108476)
Version Start Date: 01-08-2011

Owning School/Faculty: Built Environment
Teaching School/Faculty: Liverpool Community College

| Team | Leader |
|------------|--------|
| Derek King | Y |

Academic Level: FHEQ5
Credit Value: 12.00
Total Delivered Hours: 57.00
Total Learning Hours: 120
Private Study: 63

Delivery Options

Course typically offered: Standard Year Long

| Component | Contact Hours |
|-----------|---------------|
| Lecture | 42.000 |
| Tutorial | 12.000 |

Grading Basis: 40 %

Assessment Details

| Category | Short Description | Description | Weighting (%) | Exam Duration |
|-----------|-------------------|-------------|---------------|---------------|
| Exam | AS1 | Formal | 60.0 | 3.00 |
| Portfolio | AS2 | Assignments | 40.0 | |

Aims

To provide students with an introduction to the preparation and use of contract documents within the construction industry in general and the building services engineering sector in particular.

To enable students to demonstrate their understanding of the production of contract documents and evaluate their effects and outcomes on the successful awarding and completion of projects.

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify the various types of contract documents that are required on a building services engineering or construction project.
- 2 Describe how standards and quality are specified in building services engineering and construction work.
- 3 Compare the contractual provisions within the various contract documents.
- 4 Evaluate and apply the contract documents to all stages of a building services engineering or construction project.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

| | | | | |
|-------------|---|---|---|---|
| EXAM | 1 | 2 | 3 | 4 |
| ASSIGNMENTS | 1 | 2 | 3 | 4 |

Outline Syllabus

Contract documents:

Drawings: layout, content, evolution through the design process, priority of drawings, ownership, return of drawings.

Forms of contract: types, articles of agreement, conditions of contract, appendices, priority of information.

Bills of quantities: purpose, preparation, uses, contents, types, bills of approximate quantities.

Specification: project specification, performance specification, schedules of rates.

Schedules: for the various items of M&E building services equipment and components.

Master programme: its preparation and information requirements.

Co-ordinated Project Information (CPI): common arrangements for production information.

Specification of standards and quality:

Specification: purpose and use, as a basis for tendering, in ordering materials, goods and components, on-site by the contractor/sub-contractor, clerk of works and others.

Contents: quality of materials, standards of work, samples of materials and workmanship, testing of materials and work, description of the work to be executed,

pricing by the contractor, materials quality: use of British Standards, workmanship standards: use of Codes of Practice, National Building Specification.

Contractual Provision:

Issues relating to contract documents: different forms of contract, issues relating to contract documents within the different forms of sub-contract.

Contractual requirements: copies of contract documents, availability of documents on site, discrepancies between documents, ownership of design, other information, priority information. Disputes and how they may arise, use of contract documents

and the methods used for resolving them.

Application of contract documents: pre-contract and post-contract phases, drafting of specifications through clear, concise and accurate descriptions of materials, workmanship, work to be executed, use of information technology and specialist computer software.

Drafting of specification clauses: understanding of the client's brief, liabilities of the parties involved, user needs and requirements. Legal rights and responsibilities, statutory controls imposed on the project, factors relating to the environment, planning and building control requirements.

Learning Activities

Formal lectures and tutorials are supplemented with case studies.

References

| | |
|------------------------|---|
| Course Material | Book |
| Author | Ashworth, A. |
| Publishing Year | 2005 |
| Title | Contractual Procedures in the Construction Industry |
| Subtitle | |
| Edition | 5th Edition |
| Publisher | Prentice Hall |
| ISBN | 0131298275 |

| | |
|------------------------|---|
| Course Material | Book |
| Author | Chappell |
| Publishing Year | 2006 |
| Title | The JCT Intermediate Building Contracts |
| Subtitle | |
| Edition | 3rd Edition |
| Publisher | Blackwell Publishing |
| ISBN | 1405140496 |

| | |
|------------------------|--|
| Course Material | Book |
| Author | Allott, T. |
| Publishing Year | 1998 |
| Title | Common Arrangement of Work Sections for Building Works |
| Subtitle | |
| Edition | |
| Publisher | Co-ordinating Committee for Project Information |
| ISBN | 0951266233 |

| | |
|------------------------|------|
| Course Material | Book |
|------------------------|------|

| | |
|------------------------|-----------------------------------|
| Author | Lee, S., Trench, W & Willis, A.J. |
| Publishing Year | 2005 |
| Title | Elements of Quantity Surveying |
| Subtitle | |
| Edition | |
| Publisher | Blackwell Publishing |
| ISBN | 1405125632 |

Notes

This module is a key component for those students wishing to complete the programme following a 'commercial' building services pathway. It develops the students' depth of understanding of legal framework and procurement arrangements for contracts. Whilst there are many similarities and commonalities between the contractual arrangements for construction projects and those for major building services projects, the perspective of this module is to concentrate on those contractual procedures most applicable to the building services engineering sector.