



ANNEX - C

Scope of work and Technical Specifications

1 Introduction

As part of UNICEF commitment for children, UNICEF is supporting the Ministry of Education in Libya with the construction of and rehabilitation of some school facilities. This activity will be implemented in three regions East, West and South of Libya.

2 Scope of Work

The Scope of Work shall include but not limited to the below items:

- Clearing off the site.
- Demolishing Works.
- Repairing Works.
- Block Works.
- Tiling Works.
- Marble Works.
- Sanitary, Sewerage and Water Supply Works.
- Painting Works.
- Aluminum Works.
- Electrical Works.
- Removal of Existing Damaged Objects.
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More details will be provided in the project BoQ as a part of scope of work.

2.1 Clearing off the Site

- During construction operations at frequent intervals or as directed by the Engineer, Contractor shall remove accumulations of debris and rubbish from the construction area.
- Upon completion of all exterior work, all areas disturbed by construction operations including those areas used for material storage construction sheds and offices, and construction toilets shall be cleared of all equipment, tools, scrap, debris and rubbish and Contractor shall leave the site in a clean, orderly condition.
- Upon completion of all Clinic Rehabilitation Contractor shall remove all of his equipment, all surplus materials and all rubbish and debris and leave the premises in a clean.
- Immediately before turning over to the Engineer, Contractor shall carefully inspect the entire Project to assure himself that the following specific cleaning work has been performed:
 - Removing all paint, oil, grease and any other spots or strains from window frames and cleaning and polishing all glass.
 - Removing all paint spots and smears from all non-paint finished surfaces.
 - Removing all marks, stains, fingerprints and dirt from all painted surfaces.
 - Cleaning and polishing all door hardware including the removal of all stains, dust, dirt and paint.
 - Cleaning and dusting the interior of building.

2.2 Demolishing Works

Demolishing of exterior / interior walls (taking into consideration total or partial demolition for block work and creation of free space for doors or windows will be made according to technical norms of safety and health protection. All the necessary operations for total or partial demolition will be performed, such as mounting, dismounting works and removal of steel scaffolds, as well as of waste evacuation spouts, total or partial demolition for making the free spaces (for the doors), according to text plates which indicate the position of the walls and of the zone which will be demolished.

Masonries (block works) demolition will be done manually/hand-made, a great attention will be paid to materials managing (materials/parts which come from demolition process), selection and bricks/blocks transportation to the building-site deposit area, for their further evacuation. Demolition or dismounting works and existing masonry breaking for masonry/brickwork back or free space creation will be done with great attention, together with fixing and supporting elements/facilities. Masonry demolition will be done manually/hand-made, one by one/step by step, to make possible the connection of the maintained masonry with the masonry which will be rebuilt. Demolition will be done in sections, together with partial supporting of the walls

2.3 Block Work

Contractor shall demolish and execute all damaged masonry walls & plastering work as required and as per the Engineer instructions. Refer to relevant BoQ.

2.4 Plastering Work:

All of the following materials used for plaster work shall comply with the following specifications:

- Cement - shall conform to all requirements of the latest edition of ASTM C150 or equivalent.
- Sand - shall be clean, sharp sand meeting ASTM C144-52T or equivalent.
- Water - shall be clean and free from injurious amounts of oil, acid, alkali, salt, organic matter or other deleterious substances.
- It is Contractor's responsibility to properly store and protect all sacks cement in a suitable weather-tight shed or under waterproof tarpaulins. All materials shall be stored off the ground and stacked closely together to minimize air circulation and in such a manner as to prevent warehouse set.
- Contractor shall use strict control in the mixing of the plaster, not only to ensure that the proportions are accurately measured and correct, but that the plaster has been thoroughly and completely mixed and that the grain, consistency, workmanship and appearance of the plaster is up to the best standards of workmanship.

- Immediately before applying plaster, surfaces shall be clean, free from dust and efflorescence, and shall be wetted down with clean, fresh water to prevent extraction of moisture from the plaster.
- Contractor shall use only good and clean equipment in the handling, mixing and placing of the plaster. Mixing tubs, mortar boards, trowels, points and all other tools and equipment shall be in good condition, kept clean, and shall be of the proper size and type for the work required.
- All work shall be performed by skilled and experienced workmen, thoroughly competent to execute the work according to the UNICEF Engineer instruction.

2.5 Marble Work

Marble materials shall comply with the following:

- Sills - shall be cut to the proper size and shall have no broken or chipped edges and no apparent surface imperfections.
- Any cutting required on sills and baseboards shall be done with a masonry saw and all cuts shall be square and clean.
- Mortar used for embedding the sills and baseboards shall be of the type and consistency necessary for good, firm bond and support, and shall consist of one-part Portland cement and four parts sand by volume with only enough water added to make the mix plastic but still enough for the intended purpose.
- The finished work shall be in a true straight line.
- After the installation of sills and baseboards and as soon as the mortar setting bed has sufficiently hardened, the sill or baseboard shall be well washed with clean water to ensure that no mortar remains on the surface and the joints shall be pointed. Any damage which occurs shall be repaired by Contractor to the satisfaction of the Engineer.

The Contractor shall employ only experienced workmen thorough competent to execute the work in accordance with the best practices and methods common to the trade.

2.6 Sanitary Sewerage and Water Supply work

- The Contractor shall perform all plumbing work required for a complete workable plumbing system as described in these specifications and BoQ including the temporary connection of water and sewer lines into the existing nearby utility distribution systems.
- The piping materials for plumbing work shall consist of one or more of the following for each of the several types of installation:

- Water Piping Installation - Outside buildings all piping shall be PVC pipe with screwed or cemented joints. Inside buildings piping shall also be PVC but it shall be capable to the pressure.
 - Sewer Piping Installation - materials shall be PVC both outside and within buildings.
 - Vent Piping Installation - material shall be PVC pipe with joints according to manufacturer's details.
 - Plumbing Fixture Installation - materials shall be chrome plated brass piping and tubing with screwed or slip joints.
 - Tubing shall be installed by utilizing only straight tubing free of dents, cuts, or other handling defects.
- Only standard and heavy-duty fittings will be accepted by the UNICEF Engineer.
 - All sanitary appliances shall be firmly secured to the wall or floor by approved means.
 - Wash basins should be provided with pedestal for support. European W.C.s shall be provided with low level and a suitable capacity. The seat and cover may be in heavy duty plastic color matched to the toilet finish.
 - All toilets shall include a 0.5" flexible steel hose of length 1 m located close to the W.C. This shall be connected to the cold-water supply through a 0.5" bib tap mounted 30 cm above finished floor level and it shall be fitted with a nozzle to deliver a fine spray.
 - All taps should be easy to operate, and they shall allow precise control of water flow to minimize splashing.

2.7 Painting Work

- The Contractor shall perform all painting work if applicable and when needed as per the BoQ.
- All paint, primers, thinners, varnish, filling putty, etc. shall be the standard, first-quality trademark product of Jotun or the Engineer approved equal substitute.
- Before application of any paint, Contractor shall inspect all surfaces scheduled to receive paint in accordance with the following:
 - Plaster Surfaces - all nail holes, checks, hairline cracks or other imperfections shall be filled with a putty colored to match the finished work. Any large cracks shall be cut out to provide good anchorage and the cracks filled with such material and in such a manner as is acceptable to the UNICEF Engineer.
 - The Contractor shall not mix paints of different brands before or during application. All paint and the like shall be brought on to the works in sealed tins and no paint shall be taken from one job to another. A suitable store shall be provided by Contractor in a location approved by the Engineer.

- All coats shall be thoroughly dry and hard before the next coat is applied.
- The Contractor shall provide and use sufficient clean drop cloths to protect all work and material including floors from injury or stains during the progress of the work and shall make every reasonable effort to ensure that drips, splashes and spills are kept to an absolute minimum.
- The Contractor shall, upon completion of painting, remove all paint where it has been spilled, splashed or splattered on surfaces, including fixtures and glass, and leave the entire job in a neat, clean and orderly condition satisfactory to the Engineer.

2.8 Electrical Work

- The Contractor shall perform all electrical works required for a complete workable electrical as described in the BoQ.
- All electrical installations, materials and equipment shall be in strict compliance with the following codes and standards:
 - NEC National Electrical Code.
 - IEEE Institute of Electrical Electronics Engineers.
 - NEMA National Electrical Manufacturer's Association.
 - ANSI American National Standard Institute Incorporation.
 - NFPA National Fire Protection Association.
 - VDE German Standards.
- All work shall be executed in a workmanlike manner, presenting a neat appearance upon completion, and shall be tested for the Engineer approval.
- Accurately locate conduits in walls and partitions so as to be completely concealed and as nearly vertical as possible with no exposed conduit bends at ceiling. Conduits shall never be installed diagonally in walls and horizontally only where unavoidable. Locate conduits at least 15 cm from hot water piping or other hot surfaces.
- Make wire joints and splices only at junction or outlet boxes, never inside conduits. All joints shall be firmly made with wire nuts in a manner approved by the Engineer.
- Electrical Devices - such as switches and receptacles shall be securely installed in the outlet boxes and shall be plumb square and level. All electrical device wiring connecting screws shall be

2.9 Removal of Existing Damaged Objects:

The Contractor shall perform all demolition and removal work required to complete all of the work. In general, the required demolition work and removal work is indicated on the BoQ for each school. Even though not specifically indicated or described, CONTRACTOR nevertheless shall still be responsible to perform the demolition and removal of all items which do not become part of the completed work unless specifically accepted by the UNICEF Engineer.

- Demolition work shall include but not necessarily be limited to the following:
 - Damaged electrical conduits and accessories.
 - All damaged existing partition walls, windows and doors.
 - All damaged existing floor finishes that shall be carefully cleared prior to the laying of the new floor finishes.
 - All damaged toilets and existing plumbing piping except for under floor piping which shall be cut off and plugged below finish floor line.
- Removing all paint spots and smears from all non-paint finished surfaces.
- Removing all marks, stains, fingerprints and dirt from all painted surfaces.
- Cleaning and polishing all door hardware including the removal of all stains, dust, dirt and paint.
- Cleaning and dusting the interior of building.

3 Contractor Responsibilities / Quality Control

- The Contractor is to supply all material, manpower, equipment and tools for the works, transportation and all required consumable material like sand, cement, aggregates, and similar required completing the works in all respects and according to this scope of work and standards.
- The Contractor shall supply and use best substantially same as existing or higher quality materials. All material to be used in the works shall be approved by the UNICEF Engineer.
- The Contractor shall carry out construction works in close co-ordination with UNICEF Engineer and according to UNICEF standard and agreed procedure.
- The Contractor shall, during the progress of work, keep the complete area in a very clean condition.
- All required works should be complying with scope of work and specifications.
- CONTRACTOR shall be responsible to suitably protect completed work from other construction activities and shall be responsible to replace any damaged or defective tiles

at his own expense. All such replacement work must be performed to the satisfaction of the UNICEF Engineer.

- The Contractor shall test the completed and newly installed wiring system for faults and shall remove any defects prior to final inspection.
- All electrical equipment, fixtures, fittings, devices, etc., shall be tested prior to installation and they must be manufactured by reputable companies with worldwide presence.
- All work deficiencies shall be quickly identified and corrected. All works shall be done in accordance with the strict International Quality Standards.

4 Temporary Fire Protection

- The Contractor shall provide and maintain adequate fire protection in the form of barrels of water with buckets, fire bucket tanks, fire extinguishers, or other effective means of extinguishing fire, ready for instant use during construction of the works.
- Gasoline and other flammable liquids shall be stored in and dispensed from safety containers approved by the Engineer.

5 First Aid Facilities

The Contractor shall provide adequate first aid facilities for the use of his staff and of his subcontractors and for the UNICEF Engineer and his personnel. They shall be made available at no extra cost.

6 Temporary Safety Measures HSE / Site Access

- The Contractor shall provide and maintain during the entire Contract period all temporary safety measures necessary for the protection of people, structures, fences and the like on the site or adjacent properties, and he shall be solely responsible for any damage to life and property caused as a result of not having taken adequate precautions against such damage.
- The Contractor shall be responsible for making arrangements with and obtaining necessary permits from relevant authorities to ensure access to Site for construction personnel, delivery of products and construction equipment, and performance of work.
- Maintain clear access for roads and sidewalks on the Employer's and public property.

7 Construction Progress Schedule

- The contractor shall submit initial schedule, product data, samples and required test results within 5 days unless otherwise indicated after date established in Notice to Proceed. Revise and resubmit as required.

- Submit bar chart and/or time related line diagram as appropriate with separate line for each major portion of Work or operation. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.

8 Progress Reports

- Five copies of the progress report shall be furnished to the Engineer with each application for progress payment. If the Works fall behind schedule, the Contractor shall submit additional progress reports at such intervals, as the Engineer shall request.
- Each progress report shall include sufficient narrative to describe current and anticipated delaying factors, their effect on the construction schedule, and proposed remedial and corrective actions. Any work reported complete, but which is not readily apparent to the Engineer, shall be substantiated with satisfactory evidence.
- Each progress report shall include a copy of the construction schedule progress report.

9 Inspection System

- The Contractor shall maintain an adequate inspection system and perform such inspections to ensure that the Works carried out conform with the Contract requirements. The Contractor shall maintain complete inspection records and make them available to the UNICEF Engineer.
- If the Contractor does not promptly replace or correct rejected work, the UNICEF may (a) by Contract or otherwise, replace or correct the work and charge the cost to the Contractor or (b) terminate for default Contractor's right to proceed.

10 Unknown Services

The Contractor shall notify the Engineer immediately should he come into contact with any unknown services such as cables, pipes, boreholes and the like and all work in the vicinity of such services shall cease forthwith until authority to proceed is obtained from the Engineer.