



Savills UK Ltd

***Building Management & Estates
House Rules and Regulations
and General Preliminaries***

1. INTRODUCTION

- 1.1** This document is intended to aid all contractors and contractors employees in maintaining Savills UK Ltd high standard of Health & Safety and operational efficiency.

2. DEFINITIONS

- 2.1** The following Definitions apply:

Term	Meaning
Savills UK Ltd	Savills UK Ltd or any of its Subsidiary Companies.
'Property'	Any site or property owned, occupied or managed by Savills UK Ltd
'Manager'	Any employee of Savills UK Ltd
'Contractor'	Any person, firm or company, or any employee, servant, agent and/or sub-contractor of or for such person firm or company, who or which enters into or upon Savills UK Ltd Property', for the purpose of performing any work or services for Savills UK Ltd, the landlord or the building / tenants / occupiers.
'Building Management team'	Savills UK Ltd on-site Building Management team.
'Managing Agent'	Savills UK Ltd
'Owner'	The legal owner of the Property

3. GENERAL

- 3.1** These rules do not exempt Contractors from their statutory duties concerning Health & Safety but are intended to assist them in attaining a high standard of compliance with those duties.
- 3.2** Savills UK Ltd will be pleased to assist Contractors in any practical way to facilitate safe working, and requests co-operation in observing these rules.
- 3.3** Savills UK Ltd reserve the right to see a copy of the Contractors Policy, Organisation Chart and Arrangements under the Health & Safety at Work etc. Act 1974.
- 3.4** The contractor is to provide Risk Assessments, Method Statements and (if required) a programme of works prior to commencement on site. In cases where construction work is to be completed then we will require sight of a construction phase plan which incorporates risk assessments and method statements.

4. ENTRY INTO PROPERTY

- 4.1** Before work commences, the contractor will provide Savills UK Ltd with details

of all personnel who will attend site including employees, agents and sub-contractors.

- 4.2 On initial arrival contractor's employees **must** report to Reception/Security on Savills UK Ltd Property, and to Savills UK Ltd Building Management Office or to the nominated person on unmanned sites in respect of works or services being undertaken by or for Savills UK Ltd.
- 4.3 The Contractor hereby acknowledges that there is no daily parking available at the Property and that parking may be made available for emergency or exceptional attendance only by prior arrangement with the Owner or Managing Agent. The Contract Price shall be deemed to include any costs related to any necessary parking and no addition to the Contract Price shall be made by the Owner or Managing Agent to the Contractor in respect of any parking costs whatsoever. Non-availability of parking will not be accepted as a reason for the Contractor to fail to fully perform his obligations under the Contract.
- 4.4 Vehicles owned by Contractors or their employees may not be parked in Savills UK Ltd car parks or on Savills UK Ltd sites without the express permission of Savills UK Ltd, who will indicate where such vehicles may be parked.
- 4.5 Parking will only be made available at the discretion of the Property Manager and if such space is available. Savills UK Ltd reserves the right to check the contents of all such vehicles entering and exiting the Property and if necessary, to make a search of such vehicles, their occupants and Contractors themselves. Where vehicle pass schemes are prescribed by Savills UK Ltd, Contractors will be expected to comply with same.
- 4.6 Contractors must allow Savills UK Ltd, site security staff or Savills UK Ltd.'s nominated inspection company access to the works at any stage of the operations, given the usual limitations regarding safety.

5. USE OF THE SITE

- 5.1 The Contractor, the Contractor's Staff and Sub-Contractors shall be confined to the area(s) on the Site allocated by the Owner or Managing Agent.
- 5.2 The Contractor shall not use the Site for any purpose other than that of carrying out the Services ordered.
- 5.3 The Contractor shall not display advertisements on the Site nor permit advertisements to be displayed by the Contractor's Staff, the Sub-Contractors, employees or agents without the prior written consent of the Owner or Managing Agent.
- 5.4 The Contractor shall arrange deliveries to ensure that there is no need to store excess materials on Site. The materials which must be stored on Site prior to use in the Services shall be removed from the point of delivery immediately and placed within the allocated work area and be suitably protected.
- 5.5 The Contractor shall take all reasonable precautions during the progress of the Services to prevent any damage to adjoining Owner or Managing Agent or public or private roadways and to prevent material, plant, rubbish or debris, collecting thereon as a result of the Services. Combustible materials must not be stockpiled or stored close to a building.

6. TRESPASS & NUISANCE

- 6.1** The Contractor shall take all reasonable measures to prevent any trespass on any adjoining Owner or Managing Agent's Owner or Managing Agent by the Contractor's Staff and any Sub-Contractors.
- 6.2** The Contractor shall prevent the Contractor's Staff and any Sub-Contractors trespassing upon any area beyond his area of working or in any part of the Site which is not affected by the Services without the prior written consent of the Owner or Managing Agent. Only approved entrances and approaches to the area of working shall be used and the Contractor's Staff and any Sub-Contractors shall be subject to surveillance on the Site by security staff.
- 6.3** The Contractor shall ensure that the Services are conducted in such a way and shall take all necessary precautions to prevent any disturbance, inconvenience or nuisance to the occupiers and users of the Site and adjoining buildings and Owner or Managing Agent and to the public in general, consulting with and following the directions of the Owner or Managing Agent in all cases where noisy or otherwise disruptive working may need to be performed during normal working hours.
- 6.4** The Contractor shall respect the privacy of all Tenants on the Site and wherever possible, shall liaise with such Tenants through the Owner or Managing Agent to ensure that any required access to their demised areas of the Property causes the minimum of inconvenience.
- 6.5** The Contractor shall ensure that all measures to control the emission of dust or fumes produced by his operations on Site required under or by virtue of any enactment or regulation or by the working rules of any industry, are strictly complied with.

7. NOISE CONTROL

- 7.1** The Contractor shall comply with BS5228 in accordance with the Environmental Protection Act 1990 (EPA (Part III Statutory Nuisances and Clean Air)).
- 7.2** In accordance with the Control of Noise at Work Regulations 2005, the Contractor shall not commence any operation that will result in any person on the Site being exposed to the first action level as referred to in such Regulations or above without first carrying out the noise assessment required by the said Regulations and informing the Owner or Managing Agent in writing accordingly.
- 7.3** The Contractor, the Contractor's Staff and Sub-Contractors shall not use radios or audio equipment or similar apparatus whilst on the Site or the Property.

8. PEST CONTROL

- 8.1** The Contractor shall ensure that the risk of infestation at the Site is minimised by adequate arrangements for disposal of food waste and other matters attractive to pests.
- 8.2** The Contractor shall provide any access to any of the Property or part of the

Property within his control required by the Owner or Managing Agent's contractor responsible for pest control. The Contractor shall not take any action, without the prior written consent of the Owner or Managing Agent, which may reduce the effectiveness of the pest control contractor's preventative measures.

9. FACILITIES ON SITE

- 9.1** The Contractor shall not be provided with an office for his own use.
- 9.2** The Contractor shall ensure that all his employees and Sub-Contractors who use any pagers, two-way radios or any other equipment provided by the Owner or Managing Agent are properly instructed in the operation and care of such equipment. Any loss or damage to such equipment occasioned by abuse or misuse shall be the responsibility of the Contractor who shall reimburse the Owner or Managing Agent the costs of repair or replacement as deemed necessary by the Owner or Managing Agent at his sole discretion.
- 9.3** The Contractor shall be responsible for unloading, placing in and removal from store and hoisting all of his own materials and those supplied by the Owner or Managing Agent including the provision of all necessary unloading and lifting facilities and equipment and shall ensure that all Sub-Contractors shall be responsible for the unloading, placing in and removal from store and hoisting their own materials and plant and those supplied by the Owner or Managing Agent for their use.
- 9.4** Where possible the Contractor shall be provided with electric power free of charge for use as necessary and exclusively to enable the Contractor to carry out his obligations under the Contract at no cost to the Contractor including that for use in his own stores if such are provided, provided always that the Owner or Managing Agent shall not be liable for the non-supply of such electric power where such non-supply is outside the control of the Owner or Managing Agent.
- 9.5** Where necessary for the carrying out of the Services, the Contractor shall provide and be responsible for the maintenance of temporary electricity supplies from the point of connection to the supply including distribution around the Site and the provision and renewal of lamps where used with his own temporary supplies.
- 9.6** Where possible the Contractor shall be provided with water free of charge for use as necessary and exclusively to enable the Contractor to carry out his obligations under the Contract at no cost to the Contractor including that for use in his own stores if such are provided, provided always that the Owner or Managing Agent shall not be liable for the non-supply of water where the supply of water is outside the control of the Owner or Managing Agent.
- 9.7** Where necessary for the carrying out of the Services, the Contractor shall provide and be responsible for the maintenance of temporary water supplies together with necessary temporary receptacles and plumbing from a source to be agreed with the Owner or Managing Agent.
- 9.8** For the avoidance of doubt, the Contractor shall not acquire any lease, licence or other formal rights of occupancy in relation to any facilities provided by the Owner or Managing Agent to the Contractor on the Site.

10. SUPERVISION

- 10.1** The Contractor shall ensure that a competent supervisor is always in charge of the Services and the employees.
- 10.2** The Contractor will be required to attend regular progress meetings attended by the Site supervisor and a head office manager.

11. PRE-AGREEMENT AS TO SAFE WORK PROCEDURES INCLUDING RISK ASSESSMENTS, METHOD STATEMENTS AND PROGRAMME OF WORKS

- 11.1** Any operations likely to put persons detailed at risk must be brought to the attention of Savills UK Ltd. Safe work procedures must be agreed and Risk Assessments approved prior to commencement. Method Statements, a Programme of Works and any necessary warning notices must also be in place. Equally, Savills UK Ltd accepts its own responsibilities in this regard.
- 11.2** All jobs undertaken by contractors will require a Method Statement. This can be provided in the standard Savills UK Ltd format. Should suitable and sufficient risk assessments and Method Statement, or in the event of construction work a construction phase plan not be provided, contractors will not be permitted to undertake work.
- 11.3** Risk Assessments will be required as a precursor to Method Statements and the Property Manager reserves the right to inspect any Risk Assessment documentation.
- 11.4** A Programme of Works shall be submitted if requested by the Property Manager.
- 11.5** An appropriate Permit must be obtained prior to commencement of works. 48 hours' notice is required for issuing of permits and applications are to be supported by Risk Assessments and Method Statements.
- 11.6** For confirmation, the Permit to Work System consists of five permits, namely:
 - a) Access/General Works Permit
 - b) Working At Height Permit
 - c) Access to Confined Spaces Permit
 - d) Hot Works Permit
 - e) Low Voltage Electrical Works Permit

We will issue work permits for access, work at height and hot works only, high risk electrical works and confined space permits will not be issued by Savills. Contractors must appoint their own competent people to oversee and manage their works.

12. COMPLIANCE WITH STATUTORY REGULATIONS

- 12.1** All contractors on site are to comply with all statutory legislation.

13. COMPLIANCE WITH SITE SAFETY & SECURITY REGULATIONS

- 13.1** Contractors must be familiar with and follow any site safety or security regulations specified by the landlord or Building Management team including these House Rules and Regulations.

14. SCAFFOLDING AND SAFE MEANS OF ACCESS/WORK

- 14.1** If the Contractor wishes to erect scaffolding on or make use of any adjoining property for any purpose, he shall obtain permission from the Owner or Managing Agents thereof and meet all charges in connection therewith.
- 14.2** Contractors will provide safe access, comply with all current legislation, and keep statutory inspection registers available for inspection by Health & Safety Executive Inspectors, Environmental Health Officers and Savills UK Ltd.

Particular attention must be paid to the following:

- a) strength and stability of both mobile and fixed scaffolding provision of guard rails and toe boards.
- b) quality and proper support of timber.

- 14.3** All ladders provided by the Contractor must be:

- a) appropriate for the type of work
- b) in sound condition
- c) unpainted
- d) marked with the Contractors identification
- e) placed at the correct angle
- f) firmly secured when in use
- g) locked away or removed from Property when not in use

The Building Management team reserves the right to remove and destroy any unattended ladders or access equipment.

- 14.4** The contractor is to allow only trained and certificated operatives to erect, adapt, move or dismantle any scaffolding. Scaffolding must be checked regularly by a competent person. Records of this must be kept and available on request of Savills.

15. ESTATE AREAS BARRIERS AND HOARDINGS

- 15.1** The following are not to be used on the Estate Areas:

- a) Coloured Tapes
- b) Cones or roadwork equipment

- 15.2** Only standard pedestrian barriers are to be used. Barriers must:

- a) always be kept linked
- b) be in good condition i.e. removed if damaged, bent or have excessive different paint colouring.
- c) have correct notices attached. (i.e. Savills UK Ltd or site brand printed and authorised notices. Hand painted / written signs are not acceptable).
- d) not be mixed with other forms of barriers. (By exception, in emergency only by authorisation of the Property Manager).

The Savills UK Ltd approved barriers are as below:

Dimensions :	1.5m long x 1.005m high
Weight :	13.49kg
Feet dimensions:	100mm wide x 600mm length
Ground Clearance:	175mm
Construction :	Moulded on an 1800 tonne clamp pressure injection moulding machine using UV stabilised tough copolymer polypropylene

16. HOUSEKEEPING

- 16.1** Contractors must comply with all relevant legislation, codes of practice and working rules governing the work being undertaken
- 16.2** Before commencement of works, contractors must ensure the area is suitably isolated. Coloured 'bunting' style tape will not be permitted.
- 16.3** The Building Management team may make pedestrian barriers available for its own contractor's use, if available. It is the contractor's responsibility to check with the Property Manager whether barriers are available for the duration of the works. If barriers are not available, it is the contractor's responsibility to provide barriers complying with barrier specification above for the duration of the works. Cones and other roadwork equipment will not be permitted. Barriers must always be linked and must be replaced if they become damaged or unsightly. Each group of barriers must have at least one suitable 'apologies for inconvenience sign'. (Contact the Property Manager for details).
- 16.4** Steps, ladders, plant and other equipment must not be left between periods of work, where they could encourage unauthorised use. The work area must be closed off when left unattended. All equipment must display contractors' identification markings.
- 16.5** Timber hoardings may only be erected with prior permission of Savills UK Ltd and must conform to sizes, colourings, etc.
- 16.6** Always use correct and relevant warning notices. Hand painted pieces of wood are not acceptable.
- 16.7** Keep approaches to the work area and surrounding pavement areas clear of equipment and debris at all times. Trailing power leads must be taped down to avoid potential trip hazards.
- 16.8** All reasonable measures must be taken to prevent damage to adjacent property. Protective material must be approved by Savills UK Ltd prior to installation.
- 16.9** The Contractor will be held responsible for the cost of any accidental damage to any part of the building structure or environment caused during the contract works.
- 16.10** Savills UK Ltd must be informed in advance, of all safety provisions and procedures requiring the compliance of the employer or his representatives when visiting the site.
- 16.11** The contractor must provide all plant, tools and access equipment for the safe and efficient execution of the works.
- 16.12** All plant, tools, access equipment and materials to be stored off site until required. On site tools must be contained within cordoned off areas approved by

the Savills UK Ltd.

- 16.13** All plant, tools, access equipment and materials must be removed from the work area at the end of each day. Any concession in this regard must be agreed with the Property Manager.
- 16.14** All plant, tools and equipment must be operated by trained and experienced personnel.
- 16.15** Contractors must take all reasonable precautions to prevent pollution of the surrounding environment.
- 16.16** All operatives must wear presentable work attire that are in a clean condition at the commencement of each shift.
- 16.17** The work area must be left in a clean and tidy condition at the end of each shift. All rubbish is to be removed from site. If the Contractor fails to comply with this Clause the Owner or Managing Agent shall be at liberty to arrange for the removal of offending items by others and recover the costs of so doing from the Contractor as a debt or deduct the same from any monies due to the Contractor from the Owner or Managing Agent.

17. EXISTING SERVICES INSTALLATION

- 17.1** In this clause "Service Installations" means gas mains, water mains, electricity and control cables and wires, sewers, drains, conduits, culverts and ditches and other forms of mains and/or services; anything associated therewith including lagging and protective covering, brackets, posts, fittings, foundations and supporting structures.
- 17.2** The Contractor shall:
 - a) not use or interfere with the existing Service Installations without the prior written consent of the Owner or Managing Agent and, where applicable, of services and utility authorities and/or private Owner or Managing Agents;
 - b) exercise particular care to avoid damaging existing Services Installations and the Contractor shall obtain any available information from the Owner or Managing Agent prior to commencement of any section of work as any damage caused through not so doing will be made good at the Contractor's cost;
 - c) inform the Contractor's Staff and Sub-Contractors of the details and locations of existing Services Installations as appropriate and draw their attention to the attendant risks and danger.
- 17.3** The Contractor shall immediately notify the Owner or Managing Agent in writing of any damage caused to public or private services by any action or failure to act of any of the Contractor's Staff, Sub-Contractors or which otherwise comes to his attention.
- 17.4** The Contractor shall obtain the prior written approval of the Owner or Managing Agent at least five working days prior to any interruption to any service.

18. OTHER CONTRACTORS

- 18.1** The Contractor acknowledges that other contractors and/or the Owner or Managing Agent's own labour may be working on the Site and the Contractor

may in such cases be required to work in close co-operation therewith.

- 18.2** The Contractor shall ensure that all of the Contractor's Staff and Sub-Contractors co-operate and liaise with and do not obstruct any other contractors from time to time carrying out duties on or in the vicinity of the Site and shall attend all Site meetings organised by the Owner or Managing Agent as requested.

19. FIRE PRECAUTIONS

- 19.1** The Contractor shall particularly safeguard and take all necessary precautions against damage by fire or explosion when the execution of the Services may involve the presence of flame or sparks.
- 19.2** Before welding, flame or arc cutting of metals, burning of paint, or other processes involving heat, naked lights, dust or smoke are carried out, fire precautions must be agreed with the Savills UK Ltd Building Management team who will issue the appropriate Permit.
- 19.3** Contractors shall familiarise both themselves and their employees with Savills UK Ltd fire precautions, fire alarms, means of escape and emergency evacuation procedures.
- 19.4** The Contractor shall ensure that petroleum products and other inflammable or vaporising liquids, gases or solids shall only be used in accordance with the manufacturer's recommendations and the regulations applicable to the storage and use of these products. When equipment and vessels containing these items are not in use, they shall be removed from the area of the Services together with their contents, to a safe place of storage
- 19.5** Contractors shall ensure that naked lights and other ignition sources have been extinguished before leaving Savills UK Ltd Property. Electrical apparatus, where practicable, must be switched off and, the Hot Works Permit completed and returned to the Property Manager.
- 19.6** Contractors shall comply appropriate legislation with particular reference to the storage of gas, petroleum-based products and other flammable liquids. Contractors must familiarise themselves with the following:
- a) Fire Call points
 - b) Fire Extinguisher Locations
 - c) Fire Exit Locations
 - d) Fire Evacuation Assembly Points
 - e) Fire Evacuation Procedures
 - f) Savills UK Ltd Disaster Recovery Location
- 19.7** Protective materials must comply with appropriate legislation.
- 19.8** Any fire-fighting equipment provided by the Contractor is to be tested and certificated and in good working order. Additionally, operatives must be familiar with its use.

20. FENCING OF MACHINERY

- 20.1** All prime movers, transmission machinery, and dangerous parts of machinery will be securely fenced or guarded in accordance with statutory requirements. It is the Contractor's duty to ensure this before he brings any plant or machinery onto

site.

21. ELECTRICAL WORK

- 21.1** Contractors shall comply with appropriate electrical safety legislation. Safety procedures and permits to work must be agreed with Savills UK Ltd Management before work commences. Any work to the electrical systems of the Property will be strictly governed by the Engineering Manager and will almost certainly involve precautions such as opening circuit breakers at the source of supply, removing fuses, locking isolators and adding signage to indicate 'Caution: System Under Test' etc.
- 21.2** On-site portable electrical apparatus and electric lighting will be supplied at 110 volts by means of mains isolation transformers with the secondary-winding centre tapped to earth.
- 21.3** All portable electrical appliance / equipment used by contractors must be tested annually in accordance with appropriate legislation and certificates made available.

22. SERVICES AND OPERATING PROCESSES

- 22.1** If work done by Contractors is likely to affect any operating process, machinery or service, this must be brought to the attention of Savills UK Ltd and permission obtained *before work commences*. This also applies to coupling in to any compressed air line, steam line, oxygen line, vacuum fuel line or any other existing service.

23. PERSONAL PROTECTIVE EQUIPMENT

- 23.1** Contractors must ensure that their employees make full use of such equipment as the circumstances demand. This includes, but is not limited to:
- a) safety helmets
 - b) eyes / face protection
 - c) safety footwear
 - d) gloves appropriate to the work being carried out / substances used
 - e) ear defenders
 - f) safety harnesses
- 23.2** Savills UK Ltd reserves the right to remove from site any contractor not wearing appropriate PPE.

24. LONE WORKING

- 24.1** Should any contractor need to work alone, the following must be strictly adhered to
- a) A Specific Risk Assessment must be undertaken prior to the individual commencing working alone.
 - b) The individual must be in possession of the appropriate Permit to Work (See Section 11, above).

c) The procedure laid down in the following table must be implemented:

Step	Requirement
1	The individual reports to the Security Control Desk and signs in.
2	The individual must collect and sign for a two way radio.
3	The individual must make contact with Security Personnel, via the radio giving his location every 30 minutes.
4	Security Control must log the contact times on the <i>Lone Man Working Form</i> .
5	If the individual fails to make contact within the prescribed time, Security Control must attempt to contact him via the radio. If there is no response, a search must be undertaken, starting at the last logged location.
6	Should the individual feel that assistance is required, he must contact his company to obtain the necessary labour. The Savills UK Ltd Property Manager should be contacted, if necessary.
7	When the work has been completed the individual must report to Security Control, complete the <i>Lone Man Working Form</i> , sign out and exit the building.
8	Security Control must submit a copy of the <i>Lone Man Working Form</i> to the Building Management Office by 08.30 hours.

25. REPORTING OF ACCIDENTS, DANGEROUS OCCURRENCES, FIRES, OCCUPATIONAL ILLNESS, PROPERTY LOSS/DAMAGE

- 25.1** Notwithstanding the contractor's own procedures and appropriate legislation, contractors shall report to Savills UK Ltd any accident to an employee occurring on Savills UK Ltd Property, which causes absence from work beyond their normal working shift. This must be done verbally, as soon as is practicable, and in writing not more than 24 hours from the time of the incident.
- 25.2** In circumstances under their control contractors shall inform Savills UK Ltd, in writing, in respect of any dangerous occurrence, fire or occupational illness notifiable under the appropriate legislation. A copy of the report to the Enforcing Authority must be attached.
- 25.3** The Accident Reporting Book in the Building Management office must be completed.
- 25.4** Contractors must report damage done to the Property to Savills UK Ltd.

26. SAFETY TRAINING, INSTRUCTION AND SUPERVISION

- 26.1** Where particularly severe or unusual hazards may arise, Savills UK Ltd reserves the right to require Contractor's employees to attend special safety training and instruction sessions, whether carried out on site or externally. On larger projects, Savills UK Ltd may also require Contractor's employees to undergo specified induction safety training. These aspects should be checked with Savills UK Ltd at the Tender stage.
- 26.2** Adequate supervision must be provided at all times by the contractor to his staff, agents or sub-contractors.
- 26.3** Savills UK Ltd will not supervise contractor's operatives. However, from time to time activities may be monitored to check compliance to the submitted statement.

27. SECURITY

- 27.1** Any surplus free issue materials shall remain the property of Savills UK Ltd unless the contract provides to the contrary.
- 27.2** Contractors will ensure that all items of their plant and equipment are properly marked and identified and are securely kept when not in use (See paragraph 9.4, above).
- 27.3** Savills UK Ltd may prescribe a site personnel identification scheme involving use of identity cards with or without a photograph. If so contractors must comply with it, and Savills UK Ltd reserves the right to refuse access to a site to any employee not wearing, or not able to produce an identity card.
- 27.4** No plant, equipment, or materials belonging to, owned by or controlled by Savills UK Ltd may leave a site controlled by Savills UK Ltd without the express permission of the Property Manager. All such plant, equipment and materials leaving site will

be listed on the relevant release document, which will be signed where necessary by Savills UK Ltd Management.

- 27.5** Contractors wishing to work outside of the normal operating hours of the building and estate will only be permitted if the necessary permit is in place and at least 48 hours' notice is given to the Building Management team along with a list of operatives attending. Failure to provide these details will result in access being denied.

28. FIRST AID POSTS

- 28.1** Savills UK Ltd supply a first aid post within the building and estate. This is noted on the acknowledgement form.
- 28.2** Where Savills UK Ltd provide a trained first aider / appointed person, the contractor should not rely on the presence of these individuals and should consider their own first aid requirements as part of their Risk Assessments including the provision of first- aid boxes as necessary.

29. SMOKING

- 29.1** Savills UK Ltd has a no smoking policy in all buildings that it is responsible for, this also includes vaping. Plant-rooms and service roadways are also included in this. This must be adhered to at all times.

30. REMOVAL OF REFUSE

- 30.1** Refuse for removal must be kept in a tidy and safe condition. Spot checks may be made in this regard. Any costs related to ensuring that protection is maintained will be passed to the contractor.
- 30.2** Refuse is **not** to be stored in the following areas:
- a) loading bay
 - b) goods lifts and their lobbies
 - c) fireman's lifts and their lobbies
 - d) riser cupboards
 - e) parking areas
 - f) fire escape routes/corridors
 - g) estate open space
- 30.3** The compactor is not for contractors' use. If used, the full cost of removal will be charged to the contractor.
- 30.4** Two options exist for removal of contractors refuse:
- a) A vehicle to make periodic collections. The refuse will be loaded directly on to the vehicle and is not to be stored in any landlord's area.
 - b) A skip may be sited in the loading bay for short periods. This must be agreed with Savills UK Ltd prior to work commencing.

31. LIFTS

- 31.1** Passenger lifts may only be used with the prior written consent of the Property Manager.
- 31.2** Contractors' personnel and materials must be transported via the goods lift where these exist. The goods lift will be in building occupiers use and the Contractor must not restrict its use for more time than is necessary.
- 31.3** Restrictions may be imposed on the use of the goods lift at any time. Deliveries / removals must be programmed in accordance with such restrictions.
- 31.4** Prior to commencement of works, the contractor must carry out a condition survey of the goods lift and route through the loading bay and issue it to Savills UK Ltd Building Management for agreement. The goods lift and route through the loading bay should be in the same condition at the end of the works as at the start. Any resulting repair works will be chargeable.
- 31.5** The goods lift may also need to be protected, at the discretion of the Building Management team, if so suitable grade plywood should be used. Protective sheeting such as corex does not offer adequate protection.
- 31.6** Following major project works the contractor is to instruct the landlord's lift maintenance contractor to carry out a deep clean of the goods lift shaft.

32. ROOF WORKING

- 32.1** Works carried out to the roof or from the roof of any building must be carried out by a minimum of two persons, one of whom will be the named foreman. The foreman will be responsible for ensuring safe working practices.
- 32.2** All personnel working (within 2 metres of an open edge on the roof outside the cradle rails) must use appropriate safety harnesses and lanyards. These must be secured to the cradle rails or roof latchway system.
- 32.3** Contractors who employ abseiling techniques to access the outside of buildings will ensure that operatives are trained and certificated and that they attach to both safety and working lines before they are in a position of danger i.e. within 2 metres of the edge of the roof.

33. ACKNOWLEDGEMENT OF RULES

- 33.1** Each and every person working at Property on behalf of Savills UK Ltd, the landlord or undertaking work for a tenant which affect either the appearance, structure or technical apparatus are required to sign the acknowledgement at the rear of this document in duplicate. One copy is to be retained by the individual; the other is to be retained by the Building Management Team. If works affect the Building then the Property Manager should have signed copies of the agreement a minimum of 48 hours in advance of works commencing.

Savills UK Ltd ACKNOWLEDGEMENT OF HOUSE RULES AND REGULATIONS

I have read the Savills UK Ltd Document 'House Rules and Regulations and General Preliminaries' and agree to comply with their requirements. I also acknowledge the following:

- That any breach thereunder may result in me being removed from and subsequently barred from site.
- That any breach thereunder may result in my/my employers contract being terminated and barred from being employed by Savills UK Ltd at any time in the future.
- That should I commit any breach thereunder, Savills UK Ltd reserve the right to report my activities and those of my employer to the Environmental Health Officer, the Health and Safety Executive or any other Enforcing Authority and legal proceedings may be taken against me and/or my employer.

Signature:	
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Print Name:	
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Contractor Company:	
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Date:	
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Relevant Savills UK Ltd Permit No:	
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WELFARE INFORMATION

FIRST AID POST LOCATED AT:	
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FIRE EVACUATION ASSEMBLY POINT:	
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Savills UK Ltd COPY

Savills UK Ltd ACKNOWLEDGEMENT OF

HOUSE RULES AND REGULATIONS

I have read the Savills UK Ltd Document 'House Rules and Regulations' and agree to comply with their requirements. I also acknowledge the following:

- That any breach there under may result in me being removed from and subsequently barred from site.
- That any breach there under may result in my/my employers contract being terminated and barred from being employed by Savills UK Ltd at any time in the future.
- That should I commit any breach there under, Savills UK Ltd reserve the right to report my activities and those of my employer to the Environmental Health Officer, the Health and Safety Executive or any other Enforcing Authority and legal proceedings may be taken against me and/or my employer.

Signature:

Print Name:

Contractor Company:

Date:

**Relevant Savills UK Ltd
Permit No:**

WELFARE INFORMATION

**FIRST AID POST LOCATED
AT:**

**FIRE EVACUATION
ASSEMBLY POINT:**

**CONTRACTORS
COPY**