

## **PRELIMINARY COSTS**

These are costs for items, which do not form part of the actual works but are required in order to complete the works in accordance with the contract documents. Preliminaries are normally split into management costs and enabling costs.

- Management & staff
- Health & safety
- Site accommodation/storage
- Facilities & services

### **Management & Staff**

This allows for all costs associated with the Management and staff of the project. At each site this will allow for a minimum of one site manager, one labourer and one resident liaison officer based onsite. It also allows for a contracts manager, a divisional manager and any other resources utilised to complete the project.

### **Health and Safety**

Monthly inspections will be undertaken by a health and safety advisor and reports provided by the contractor. These will highlight areas of concern and areas for improvement and further action.

### **Site Accommodation/ Welfare/ Storage**

This allows for all site accommodation and welfare, required to comply with current Health and Safety legislation. This will include:-

Site Office / Toilets with drying facilities  
Canteen for onsite employees/ workers  
Storage facilities  
Any licenses or permits required  
Fencing / hoarding

### **Facilities & Services**

This allows for all services and facilities required onsite to complete the project. This will include:-

Communications/ telephone/ internet  
Water  
Temporary power  
Cleaning Works  
Insurances, Bonds