



Contract Works Enquiry Form

Please supply the following contract information:

1. Members Name
2. The name of the Contractor
3. Address of the Contract Works
4. What is the work involved?
5. What is the number of storeys?
6. What is its construction?
7. Will the Works be conducted in an area or building that contains Member Collections (Library Books/Fine Art), or in a building that is adjacent/in close proximity to Member Collections?

If "Yes" Please provide full details on proximity (including confirmation of any fire compartmentation between the Works and the Member Collections).

8. Please advise the full contract price plus fees plus VAT

9. Which Contract Form is to be used?

10. Under the Contract Form used who is responsible for insurance of:

a) The Works

b) Any existing structures

11. Please provide details of any Hot Work

12. Please provide details of any Piling

13. Is any particularly hazardous work to be involved?

If "Yes" please provide details

14. Will the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation be complied with?

15. Please advise the start and completion dates.

Start (DD/MM/YYYY)

Completion (DD/MM/YYYY)

Completed By

Position

16. Other Information