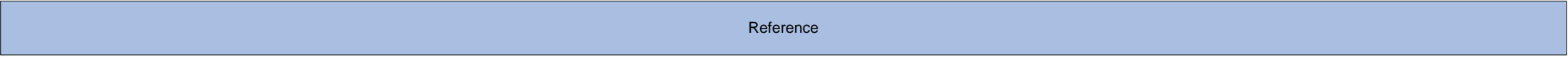
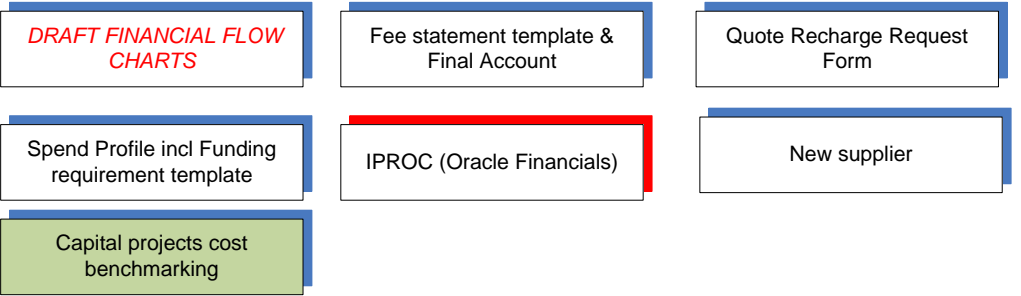
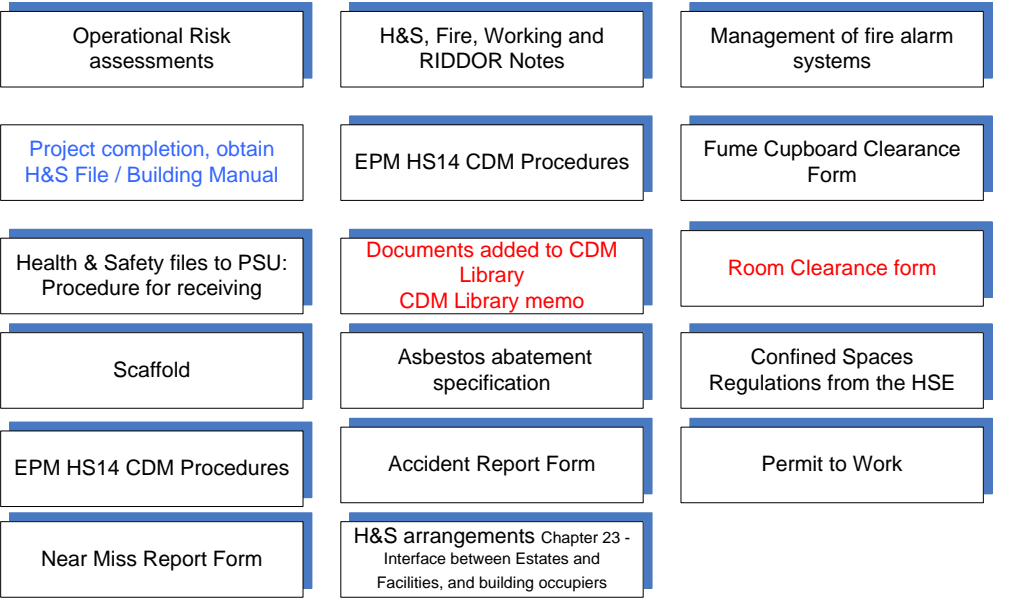
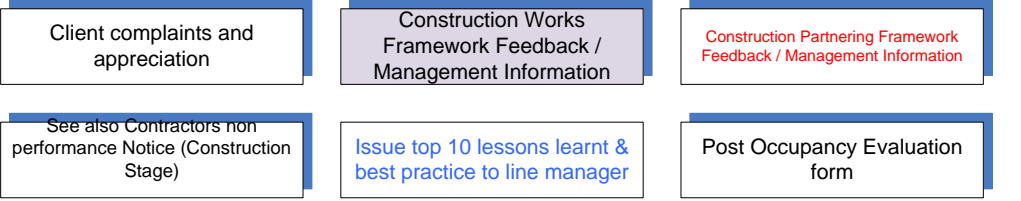
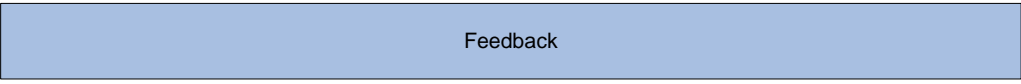
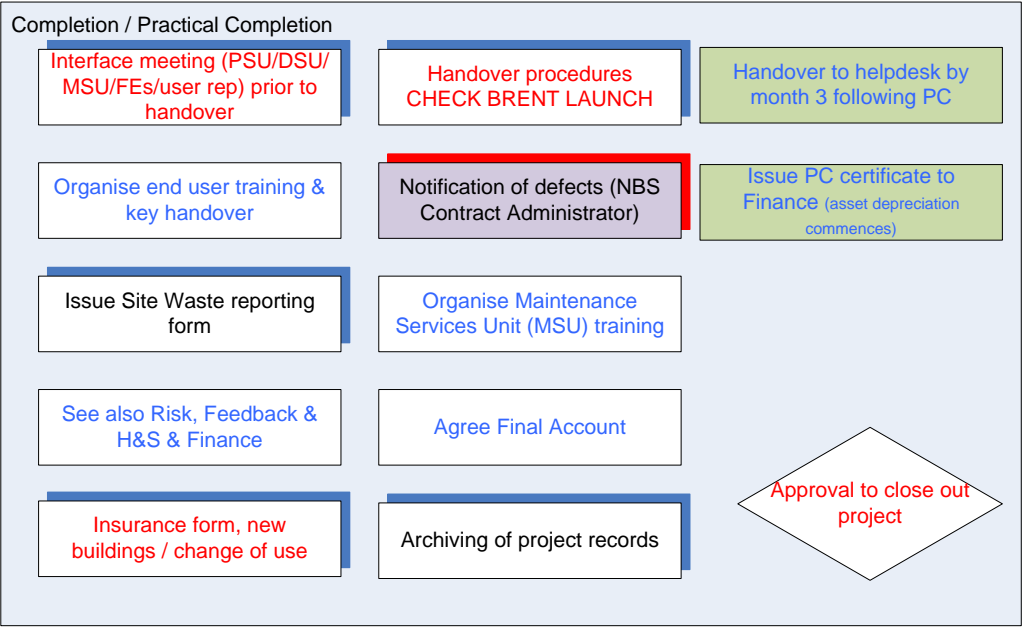
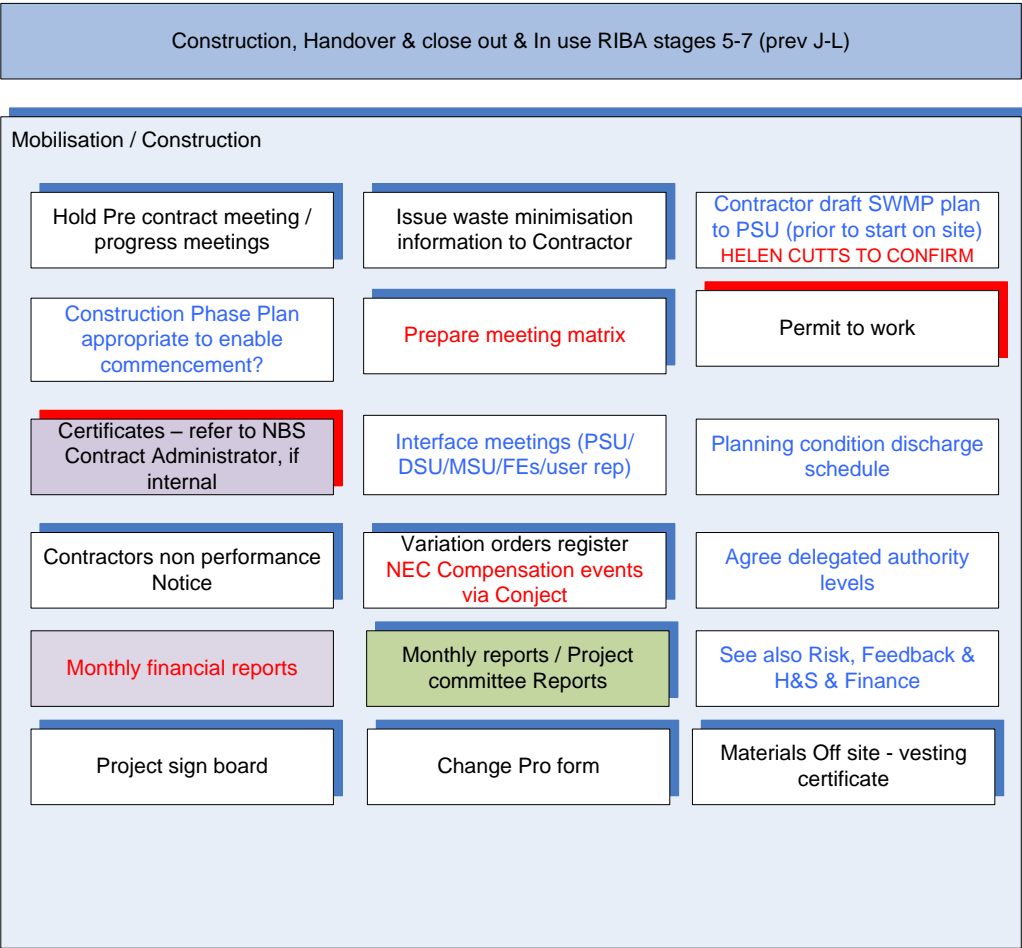


Note: Capital Projects Teams – templates can be amended with the exception of the Supplier List and Framework templates



Pro forma Documents: <ul style="list-style-type: none">Lever Arch File Label TemplateRoom Data SheetsSpecification Report Cover A4 PortraitDrawing Issue SheetDocument receipt recordFile note	Pro forma documents cont'd: <ul style="list-style-type: none">Agenda & minutes template Project MeetingsTelecoms RequestSpace Planning Data Pack BenchmarksBIM Employers Information Requirements MECD ExampleDerogation Tracker	Pro forma documents cont'd: <ul style="list-style-type: none">Schedule of Work Template (incorporating Form of Tender)Liquidated damages (LAD's) assessment	Pro forma documents cont'd: <ul style="list-style-type: none">Professional Appointment Contract (excl general consultancy)Subconsultant's Collateral WarrantySubconsultant's Collateral Warranty to Funder Purchaser Tenant (December 2010)General Consultancy ServicesProcurement Office – Terms and Conditions of Purchase	Pro forma documents cont'd: <ul style="list-style-type: none">Consultant's Collateral Warranty to Funder, Purchaser, Tenant (December 2010)Deed of Novation (April 2011)Professional Appointment Contract (NEC3 & BIM compliant - September 2014)Terms and conditions of purchase form of contract variations
General reference documents: <ul style="list-style-type: none">EPM PM6 - Code of Practice for Contractors on campusDocument Identification, Handling, Storage & Filing of DocumentsBetter Buildings Initiative (BBI)EPM G5, 5a & 5b CAD standardsEPM PM7 Design Team GuideEPM HS25 Asbestos Management PlanTeaching space access for building works (CTS)Faculty Building Occupation ListBuilding Information (including photos, floor, roof & evacuation plans) - Web Central / ArchibusNBS Building (Specification)Calculation & technical note proformaPermit to Work System (for surveys / works)Oracle FinancialsUoM suppliers database (CUPID/ GeM/ UniBuy)	General reference documents cont'd: <ul style="list-style-type: none">Checking of written communications &/or documentsArithmetical checkingOffice Procedures ManualSeeking Legal AdvicePlotter scan image linkEPM PM19 - Structure Cabling SpecificationPM System Guidance (new system document TBC)EPM PM4 Client Representative (University Project Manager) for Capital Projects –Scope of ServicesCrime Reduction Advice SheetInvitation to Quote (ITQ) addendum letterJCT11 Minor WorksJCT11 IntermediateJCT Standard Building Contract XQ	General reference documents cont'd: <ul style="list-style-type: none">Estates General guidance on procurementProtocol for entering student roomsEPM HS14 CDM Policy & proceduresAsbestos Consultancy PricingPlanning & Resources CommitteeApproval Process for Capital and Special expenditureCapital & Special Revenue Business CasesHandy Guide to Capital ExpenditureCapital business case over the OJEU thresholdBuilding Better Buildings Initiative services – ArchitectBuilding Better Buildings Initiative services - M&EBuilding Better Buildings Initiative services - C&SBuilding Better Buildings Initiative services – ESAEPM PM15 Project Sponsor Handbook	General reference documents cont'd: <ul style="list-style-type: none">EPM PM16 Role of the Project SponsorEPM PM17 Project CommitteesEPM PM14 Disabled access guidelinesEPM PM2 Project allocation and project monitoring processEPM PM8 Standard Electrical SpecificationEPM PM9 Standard Lift SpecificationClerk of Works Professional Appointment (Agreement)Nominations for External Awards and PrizesConjectCost BenchmarkingNEC UoM Supervisor role schedule of servicesRIBA Plan of work – green overlayProcurement VFM GuideMaster DrawingsRoof Access Plans	Contacts <ul style="list-style-type: none">Maintenance Services Unit (MSU) Area TeamsFaculty Building Contact ListSafety ContactsContact details Supplier lists and FrameworkAsbestos contact details

