

Schedule 21

Decant Protocol

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1 Introduction

A recommended decant sequence is provided in this method statement. Any actions set out in this method statement, unless stated otherwise, are to be performed by the Contractor.

2 Buildings

[Existing buildings]²].

3 Access

The Facility will only be approached by designated vehicular routes.

Drivers will carry out their duties within the Facility area and drive along the designated route between the [] and the Facility and will be instructed on a variety of issues, namely:

3.1 to drive at a safe speed, taking cognisance of the weather, speed and use of the road by others including pedestrians.

3.2 to reverse only in the presence of a second employee.

3.3 to comply with all speed limits.

4 Crates

Crates, sealing tape and labels for use by the Authority [NHS Partners] will be delivered in accordance with the attached timetable.

An area within the Existing Building shall be identified by the Authority for the short term storage of the empty crates upon delivery.

Guidance will be provided in the use of the crates, labels and tape.

5 Labelling

[]

6 IT Equipment

The moving of IT equipment has been identified as being the responsibility of the Authority. The Contractor acknowledges this requirement and will liaise with the Authority in the coordination of this element.

¹ The parties will need to agree between them the content of the Decant Protocol since this will depend on the specific circumstances of the individual Projects. The terms in this schedule are for inactive purposes only.

² Project specific requirements.

7 Redundant Items of Equipment

[]

8 Protection

[]

9 Identification of Porters

[]

10 Report Times on Site

[].

11 Contractor's Sole Point of Contact (Migration Manager)

A Migration Manager will be appointed who will be the sole point of contact for this key element of the works. The Authority will designate a corresponding Representative in accordance with the decant timescales, who will be solely responsible for direct liaison with the Migration Manager and the issue of any instructions.

It is to be agreed that all instructions, deviations from agreed plans etc, will be conveyed through the Migration Manager for instruction thereafter to the Site Foreman and his staff. It must be acknowledged by all parties that no approach can be made directly to any Contractor Related Party to alter his/her work practices or schedule to accommodate a task not designated in a particular system of undertaking at that time.

12 Packing and Preparation

The crates will be packed and securely sealed by the Authority [and NHS Partners]. Crates will be labelled to identify where they are to be deposited

Glassware and fragile instruments should be wrapped in bubble wrap, which will be provided by the Contractor and transferred by the Contractor.

13 The Move

The decant process is to be carried out in accordance with the attached Decant Protocol Timetable.

A sufficient number of vehicles, (including where deemed appropriate by the Contractor mechanical moving equipment) and labour to undertake the decant process within the specified period, will be provided.

Care in the handling of all crates will be provided and tidiness on site will be considered an essential part of that process.

14 Schedule of Decant Process / Sign-off Procedure

To achieve a systematic and economical decant the following procedure shall be undertaken:

Upon the delivery of the last crate[s] to the correct locations, the Decant Protocol will be deemed complete (other than as set out in paragraph 16 below).

15 Post Decant Activities

For the avoidance of doubt, the following activities will occur after completion of the decant process:

15.1 Unpacking

The Authority [and NHS Partners] shall be responsible for the unpacking of crates.

15.2 Removal of empty Crates

Following the unpacking of the crates, the Authority [and NHS Partners] will make available the empty crates by the date highlighted in the Construction Programme. The Contractor will collect the empty containers from an agreed central storage location and remove from site on the date highlighted in the Construction Programme.

15.3 Removal of existing items of Equipment

Within a period of two weeks following the Services Availability Date, the Authority shall be entitled to remove from the Existing Building any Excluded Equipment.

Decant Protocol Timetable

Empty crates delivered to the Existing Building by the Contractor				
Empty crates packed by the Authority [and NHS Partners]				
Filled crates transported from the Existing Building by the Contractor				
Planned Services Availability Date				

Note: The dates in this timetable shall be varied by an agreement of the Parties (acting reasonably) in the event that there is a material delay to relevant Planned Services Availability Date.