

SCOPE OF WORK

FOR

**CONSTRUCTION OF SHOWER FACILITY AND MODIFICATION OF
TOILETS AT IAS INFLIGHT SERVICES PREMISES.**

DEC 2021

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Ismail Agleem / Manager Projects

Content

- a. Background and Purposes
- b. General
- c. Procedurals & Instructions
- d. Worksite guideline
- e. BOQ
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a. BACKGROUND AND PURPOSE

- 1.1 Island Aviation Service Ltd. has a requirement to construct Shower Facility and modify toilets at inflight services premises at Velana International airport.

b. GENERAL

- 1.1 The Contractor shall provide personnel, material, equipment, and supervision to complete the technical requirements in this scope of work. The contractor shall be responsible for hiring labor, equipment vendors and shall follow safety and security directives.
- 1.2 The Contractor shall not to be admitted to areas of the property outside the areas designated for the project except with permission. The Contractor shall address the impact of the consequent disruption caused by the proposed work.
- 1.3 The Contractor shall always clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness.
- 1.4 Required measurements shall be taken during the Site visit.
- 1.5 All finishing materials shall be approved by employer prior installation.
- 1.6 Nor variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.

c. PROCEDURALS & INSTRUCTIONS

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Section 1 - Scope of Works

The contractor shall carry out the following works

- Site Management
- Site Preparation
- Clean-up
- Ground works
- Concrete Works
- Masonry
- Wall cladding and roofing
- Plumbing
- Electrical wiring & network wiring
- Doors and Windows and metal gate fabrications and installation
- Air conditioning

The contract comprises the provision of labor, materials, tools, transportation, instrumentation and all things necessary to construct the permanent works in accordance with the contract drawings and to the quality standards set in the contract specifications, inclusive of material and performance tests where these are specified.

The Contractor shall submit in the tender that the method of working, equipment and program which are compatible with constructions aligned with the technical specifications mentioned in this scope. The reliance being placed upon the Contractor shall be deemed to be in respect of the Contractor's skill, care and diligence as an experienced contractor executing workmanship and not in respect of any design expertise the Contractor may possess.

The following points shall also be taken into consideration by the contractor

1. All foreign employees must possess valid work permit. And shall obtain security clearance by Aviation Security Command.
2. All employees of the contractor shall wear a uniform outfit or at least safety vest visible with contractor's label to ensure authorized access for the safety of both employer and the contractor.
3. All material to be used shall be presented before commencement and nor substitution will be allowed prior approval.
4. All wiring and electrical fittings shall comply latest British Standards.
5. Comprehensive work schedule with daily tasks including timing which will be carried on a sequence that does not interrupt daily operation shall be presented prior commencement to circulate through airport operational authorities.
6. If the quality workmanship is below the acceptable standard, the contractor shall rectify the situation to the satisfaction of the employer at his own expense
7. Electricity and water required for the project will be supplied by the employer.

8. It is contractors' responsibility to obtain all the permits required (from regulatory authorities' service providers etc.) for construction.
9. Toilets at passenger terminal will not be allowed for contractor's employees.
10. Any damage to adjacent wall/partition/panels or wirings and installation at site shall be rectified on contractors' cost. Any contingencies shall be taken in to consideration during construction.
11. As build drawing of partition and wiring shall be submitted upon completion of said work
12. The metric system of units shall be used throughout.

Section 2 - General Requirements

2.0 General Requirements

2.1. General

The Conditions of Contract, Bill of Quantities and the Detailed Drawings shall be read in conjunction with the Specifications Matters referred to, shown or described in any one of these documents are not necessarily repeated in others. Notwithstanding the subdivision of the specifications in various headings, every part is to be deemed supplementary to every other part and various parts are to be read with each other, so far as it may be practical to do so or when the context so warrants.

2.2. Standards and Workmanship

In various places throughout this specification and the Bills of Quantities reference is made to the Standards if applicable. If any standard is mentioned in any product/material, such shall be approved prior commencement of procuring process. Any product/material, which standard or specification is mentioned and not available in the market, such shall be submitted to the employer for approval.

2.3. Drawings and Specifications

Drawings: Drawings and Specifications are intended to complement each other, so that if anything is shown on the Drawings, but not mentioned in the specifications or vice versa, it is to be furnished and built as though specifically set forth in all three. If any discrepancies, errors, ambiguities or omissions occur in the Drawings or Specifications, the same shall be referred to the Employer before proceeding with the Works, and the Employers representative decision on such discrepancies, errors, ambiguities or omissions shall be final in writing.

Specifications: In addition to the Drawings, BOQ and Specifications attached hereto, the Employer will during the progress of the Works furnish additional Drawings, Specifications, and instructions as may be necessary, in the opinion of the Employer, for the purpose of the proper and adequate execution and maintenance of the Works, and the Contractor shall make his work conform to these. Such drawings and instructions shall be deemed to be part of the Contract Documents.

2.4. Transportation to the Site

The Contractor shall provide all necessary transport, handling and storage of all materials, components and the like to their points of installation on site including transport to and from storage. The Contractor shall provide all necessary transport of labour to and from the site. The contractor shall use routes specified by the island authorities for transporting heavy and oversized goods to the site.

2.5. Schedule and Execution Plan

The Contractor shall prepare and submit to the Employer for approval the construction schedule and an execution plan of temporary facilities, stock yards, etc., before the start of the Works.

2.6. Repairing and Correction

Any breakage(s) or defect(s) of existing buildings, roads utilities, or part(s) of them caused by the Works including transportation for the works shall be repaired or corrected by the Contractor with his responsibility.

2.7. Materials, Goods and Workmanship

Materials, goods and workmanship shall be of the best quality of their respective kinds and, as far as applicable, shall comply in every respect with the requirements of the quoted Standards, Codes of Practice and Specifications or any other National Standard approved by the Employer. Preambles and descriptions of materials, goods and workmanship given in any one section of the specifications shall apply throughout the whole of these specifications unless otherwise described. The substitution of materials, goods, workmanship and the like from that specified shall only be permitted with the written approval of the Consultant.

All workmanship shall be of the best standard. All goods and materials to be incorporated in the Works must be new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract.

2.8. Samples

The Contractor shall furnish for approval with reasonable promptness, all samples as directed by the Employer. The Employer shall check and approve such samples with reasonable promptness only for conformance with the design concept of the Works and for compliance with the information given in Contract Documents. The work shall be in accordance with the approved samples.

All samples shall be delivered to the Employer with all charges in connection therewith paid by the Contractor and deemed to be included in the contract price.

Duplicate final approved samples, in addition to any required for the Contractor's use, shall be furnished to the Employer, one for office use and one for the Site.

Samples shall be furnished so as not to delay fabrication, allowing the Employer reasonable time for consideration of sample submitted.

Each sample shall be properly labelled with the name and quality of the material, name of the project, the Contractor's name and date of submission, and the specification article number to which the sample refers.

2.9. Ordering Materials

The Bills of Quantities shall not be used as a basis for ordering materials and the Contractor is entirely responsible for assessing the quantities of materials to be ordered. Upon receipt of the Employer's order to commence the Works, the Contractor shall immediately place orders for all required materials and will be held responsible for any delays occurring due to the late placing of such orders. Prior to finalizing material orders, the Contractor shall advise the Employer and await the Employer's written approval to complete the same. The Contractor shall pay all expenses, taxes and dues etc. incurred on the procurement of materials from abroad.

2.10. Protection

The Contractor shall have the Works and adjoining properties protected from inclement weather. Any loss or damage caused by weather, carelessness or lack of skill of workers, accident or otherwise shall be of such property that is affected. The Contractor shall provide all necessary dust sheets, barriers and guard rails and clear away at completion.

The work shall be suspended for such time as may be directed and/or approve by the Consultant if the specified quality of work is difficult to maintain during inclement weather.

2.11. Cutting and Patching

The Contractor shall be responsible for all cutting and patching and making good required for all trades for all work and his prices will be deemed to include for all such cutting and patching and making good.

2.12. Electricity for the Works

The Contractor shall make all necessary arrangements and provide all artificial lighting and power (maintaining a generator if necessary) for the proper execution and security of the Works and its protection, with all meters, temporary wiring and fittings, pay all charges and alter adapt and maintain the temporary work as necessary and remove and make good at completion.

2.13. Working Platform

Any temporary platforms shall be secured and safe and shall be covered with safety nets where necessary to avoid falling objects. Temporary platforms shall not be moved without proper footing and sliding equipment's and shall avoid any scratches at the floor and sidewalls or any damage to the surrounding.

2.14. Interference with Access to Properties and Apparatus

Before interfering with access to any property, the Contractor shall make adequate alternative arrangements for the occupiers.

The Contractor shall not obstruct access to any apparatus or utilities of any service or utility.

2.15. Procedure for Complaints and Damage Claims

Details of complaints received by the Contractor as a result of work he is carrying out shall be passed to the Employer without delay. The Employer shall likewise pass to the Contractor details of complaints, which may be submitted directly to him.

A similar exchange of information shall be made in relation to all claims and intended claims, which may be received.

2.16. Protection against Damage

The Contractor shall avoid causing unwarranted damage to streets, pathways, land, property, trees and other features. He shall deal promptly with any complaints from owners or occupiers.

The Contractor shall avoid damage to apparatus or utilities of other undertakers, and shall temporarily support or work around any such apparatus, which crosses or runs alongside his works. In the event of damage, the Contractor shall notify the Employer and the Undertaker.

2.17. Apparatus of Statutory Undertakers

The Contractor shall liaise with all relevant statutory Undertakers before commencing any demolition, and shall satisfy himself of the exact position of existing apparatus, which may be affected by the works.

The Contractor shall notify the Employer in advance of any diversion or removal of apparatus or utilities required for his own convenience or proposed method of working and shall comply with any requirements of the Employer with respect to them.

2.18. Work Standard

Works should be carried out according to professional standard acceptable to Employer. The contractor shall reimburse Employer the cost of material lost or damaged due to faulty installation within the warranty period mentioned in the contract.

Risk management is the identification, measurement and economic control of risks. A qualitative assessment of risk is essential in order to gain an appreciation of the relative importance of the various issues and to determine a risk management strategy during the demolition and construction.

2.19. Tidiness of the Site

The Contractor shall be responsible for the proper up keeping and maintenance of the site and the works and shall remove from the site rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

2.20. Care of Works

The Contractor shall take all necessary and reasonable precautions to protect the existing utilities, properties, and structures etc. in which his is carrying out his activities and make good, at his own cost, any loss or damage that he might cause.

2.21. Security

The contractor shall ensure that the site is secure during the period of work and shall be liable for any loss or damage sustained as a result of their failure to comply with this condition.

Where the works are in close proximity to passenger movement, walls or other existing structures, the contractor shall take adequate measures to prevent any damage. In addition, before commencing work the Contractor shall submit details in writing of his proposed method of carrying out these measures and shall not commence operations until these are approved in writing.

2.22. Sample

The Contractor shall submit samples of all necessary required materials and goods for inclusion in the works to the Engineer and only those approved by the Engineer and to the standards specified elsewhere in the Contract may be ordered for supply. Samples shall be submitted promptly in order not to delay the works.

All work executed shall be of equal standard in all respects to the approved samples and the employer may reject any work which, in his opinion, does not comply with the approved samples.

2.23. Site Safety

2.28.1 Safety on Site

The Contractor shall ensure that the works are carried out in a safe manner to a accepted guidelines on safe working procedures and to the satisfaction of the Employer.

The following requirements shall be complied with by the Contractor:

- (a) Scaffolding - Suitable and sufficient scaffolds shall be provided and properly maintained for all work that cannot safely be carried out from the ground or from part of the structure or from a ladder.

Every scaffold shall be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used. Unless designed as an independent structure, every scaffold shall be rigidly connected to a part of the structure which is of sufficient strength to afford safe support. Protective headgear shall always be worn.

(b) Correct fencing-off of the site and all appropriate security measures. This should be specified under contractor work methodology.

The safety equipment which shall be made available shall include but not limited to:

- Lifting harness with ropes.
- Protective head gear.
- First Aid Box
- Fire Extinguishers.
- Safety sign boards

2.28.2 Traffic Management

Before commencement, contractor shall specify dates which movements of vehicle for removal of debris/construction waste and movement of material to site which may require to utilize main entrance and pathway.

d. Worksite guideline

The following standards apply to all Island Aviation Services Limited (Maldivian) hereafter referred as "IASL", contractors, subcontractors engaged in civil and maintenance related works. The term "worksite(s)" is used in its broadest sense and includes all company owned and/or leased sites, property, facilities, trailers, equipment, machinery, vehicles, parking areas and company provided housing. The

1- General:

1. All authorized/visitors/contractors must obtain a valid airport access pass issued by Aviation Security Command and must be displayed at all times in terminal area and site.

2. Information of site manager/ supervisors name and contact details must be displayed at worksite.
3. During the project period, contactors/workers shall keep caution during lifting/ transferring materials through hallways/alleyways. Any damage caused during the event shall be reported and rectify immediately.
4. Alleys, walkways and driveway shall be kept clear always. Any blockage due to the nature of work carried shall be communicated prior commencement.
5. Any necessary cut off / disruption to service (water/electricity) shall be scheduled and communicated with the relevant department senior personal and shall be communicated with the IAS focal point.

2. Restricted areas and gate protocol:

1. Once the worksite is finalized, access to that specific area including public areas granted by IASL representative.
2. During the construction, contractor's workers/labors/staffs shall display an identity/pass during the construction.
3. During the contracted period, if the contractor requires access to any delivery vehicle via Male'/Hulhumale', 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
4. During the contracted period, if the contractor requires access to any vessel via sea to harbor area, 2 (two) working days prior notice in written shall be sent to given email address by IASL with required date/time and purpose.
5. During any delivery/withdraw, any personal that access the site for loading or unloading, including driver/driver's assistants shall leave site immediately with that specific vehicle or vessel.

3. Use of washroom/toilets.

1. Bathing or cleaning equipment's and cloths are not permissible in washroom.
2. Always keep toilet bowls and washbowl clean after use.

4. Smoking:

1. Smoking is prohibited in worksite and in any area that is not labeled as designated smoking area.
2. Always keep designated smoking area clean.
3. Any employee of contractor found smoking in restricted and unauthorized area will be deemed to remove from the site and hold the security pass.

5. Trash:

1. Any trash or material leftover shall be kept within the parameter of that project worksite and shall not be exposed to public nor left loosed.
2. All trash or material leftover has to be withdrawn from site during or before site handover.
3. Food waste or any trash that might decay or produce bad smell shall be dumped to designated area or shall be cleared from work site immediately.

Any issue that is not address in this worksite guideline will be informed during an event of such activity and will be informed via email to respective personal in charge.

Any complaints, queries during the project shall be informed via telephone during an emergency to Seaplane administration duty mobile **+960 7914242** or IASL Supervisor appointed for the project.

Or via email to: admin.seaplane@iasl.aero and agleem@iasl.aero

e. BOQ

**CONSTRUCTION OF SHOWER FACILITY AND MODIFICATION OF
TOILETS AT IAS INFLIGHT SERVICES PREMISES.**

Dec 2021

IAS IN-FLIGHT SERVICES TOILET MODIFICATION

RENOVATION OF TOILETS AND CONSTRUCTION SHOWER FACILITY

FACILITIES MANAGEMENT SERVICES

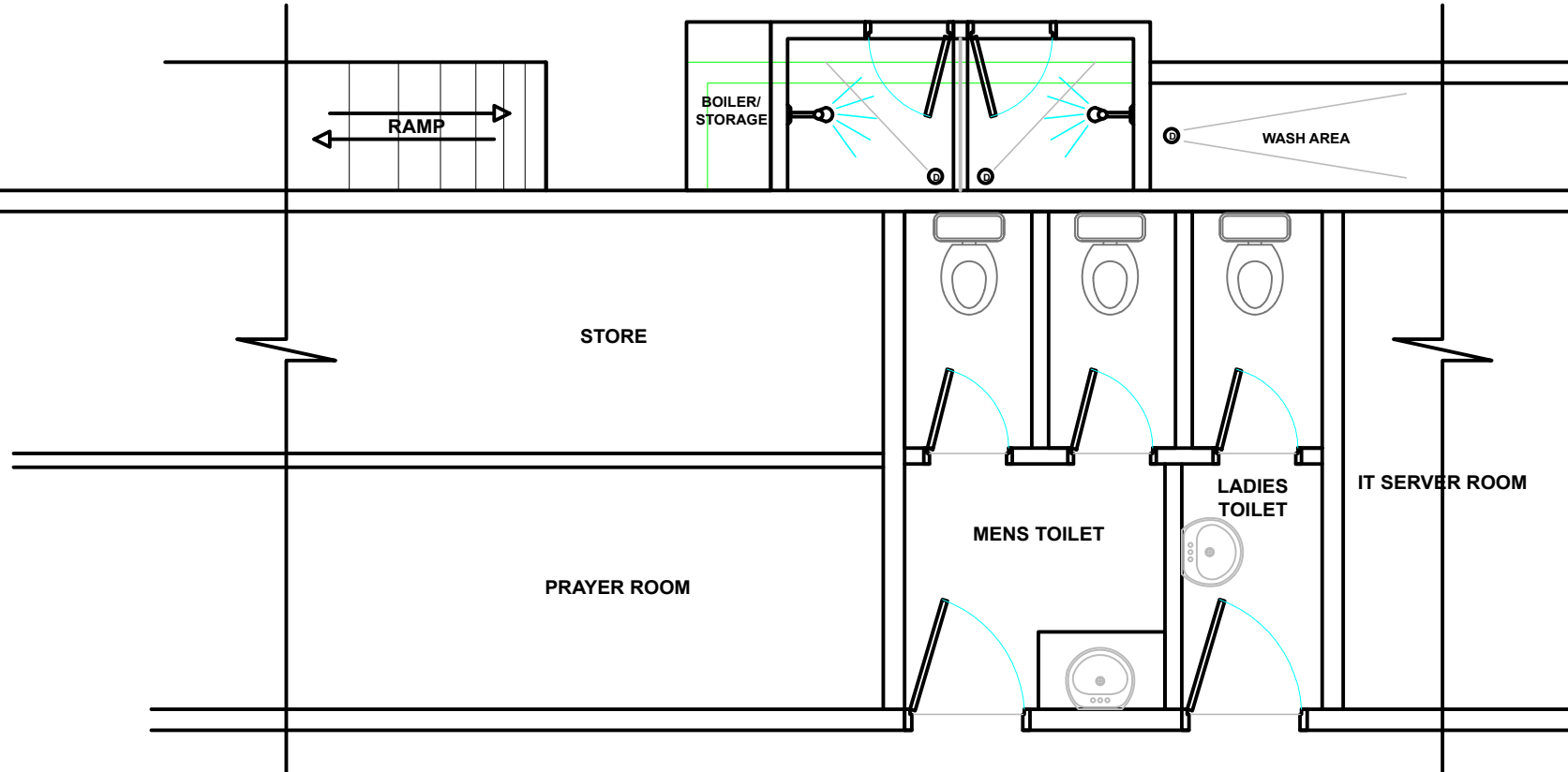
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IN-FLIGHT SERVICES TOILET MODIFICATION



VEHICLE LANE

SHOWER FACILITY



General Notes

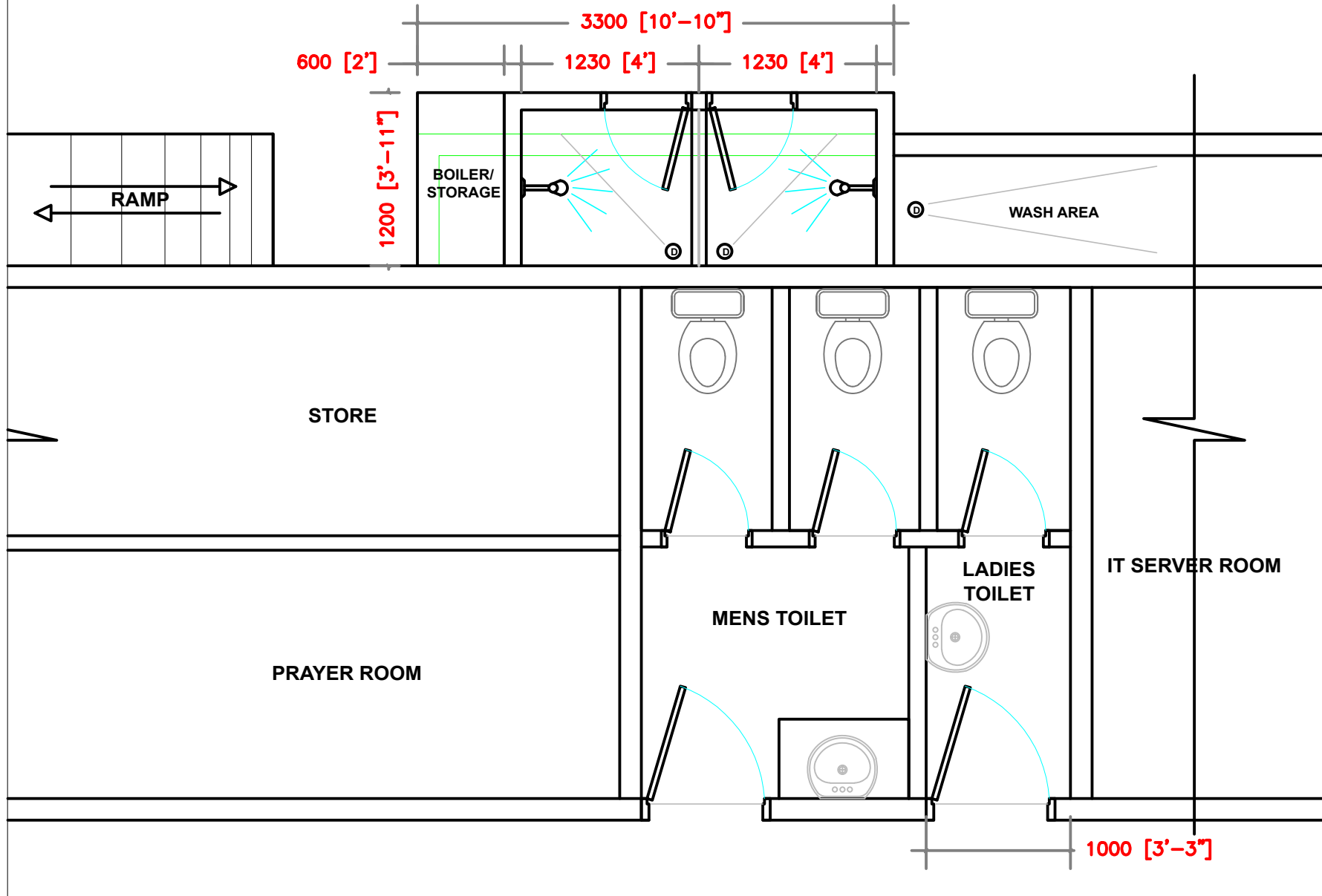
No.	Revision/Issue	Date

Firm Name and Address
 Island Aviation Services Ltd -
 Facilities Management Services

Project Name and Address
 INFLIGHT SERVICES TOILETS
 Rev 00
 OCT 2021

<small>Project</small> MODIFICATION	<small>Sheet</small> 01
<small>Date</small> OCTOBER 2021	
<small>Scale</small> As Noted	

IN-FLIGHT SERVICES TOILET MODIFICATION



General Notes

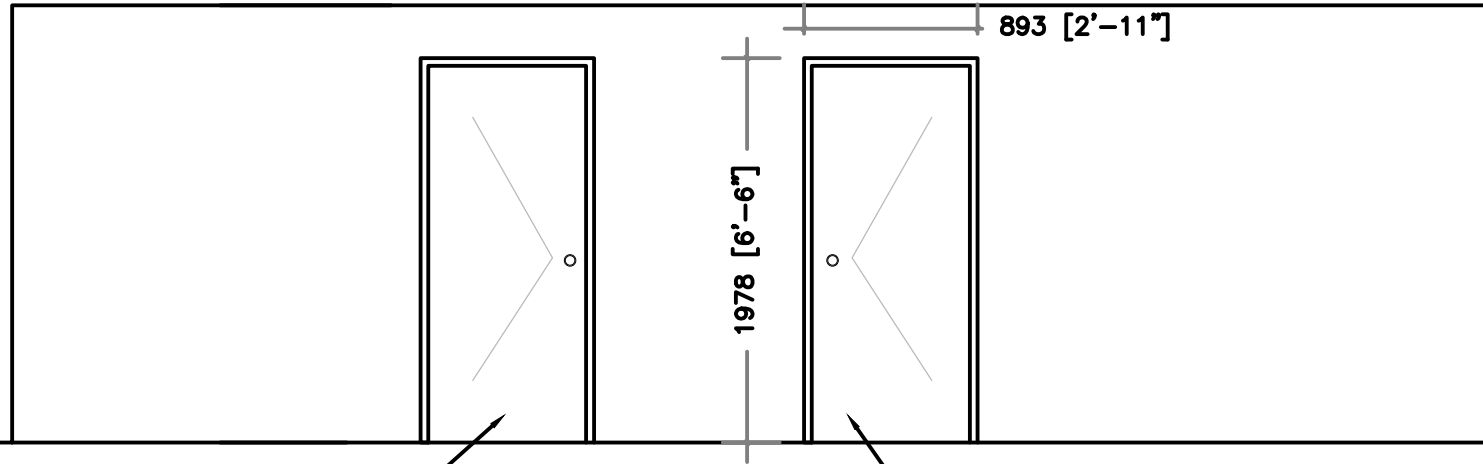
No.	Revision/Issue	Date

Firm Name and Address
 Island Aviation Services Ltd -
 Facilities Management Services

Project Name and Address
 INFLIGHT SERVICES TOILETS
 Rev 00
 OCT 2021

Project MODIFICATION	Sheet 02
Date OCTOBER 2021	
Scale As Noted	

IN-FLIGHT SERVICES TOILET MODIFICATION



EXISTING ENTRANCE
FOR MEN

NEW ENTRANCE
FOR LADIES

FRONT VIEW ENTRANCE DOOR (TOILETS)

General Notes

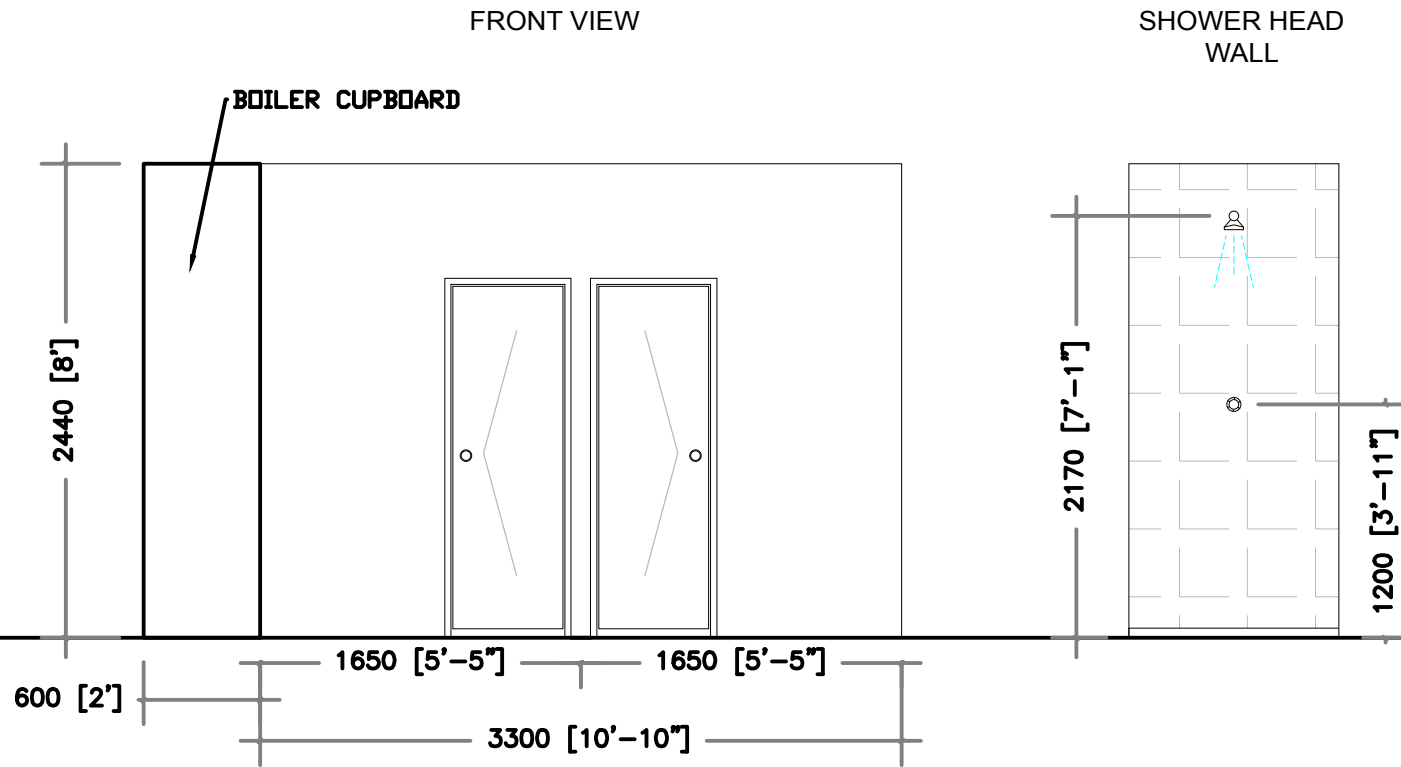
No.	Revision/Issue	Date

Firm Name and Address
 Island Aviation Services Ltd -
 Facilities Management Services

Project Name and Address
 INFLIGHT SERVICES TOILETS
 Rev 00
 OCT 2021

<small>Project</small> MODIFICATION	<small>Sheet</small> 03
<small>Date</small> OCTOBER 2021	
<small>Scale</small> As Noted	

IN-FLIGHT SERVICES TOILET MODIFICATION



SHOWER FACILITY

- NOTE:**
- 1- ALL INTERIOR WALLS TO BE TILED
 - 2- EXTERIOR WALL TO BE PAINTED (1 COAT SEALER 2 COAT PAINT)

General Notes

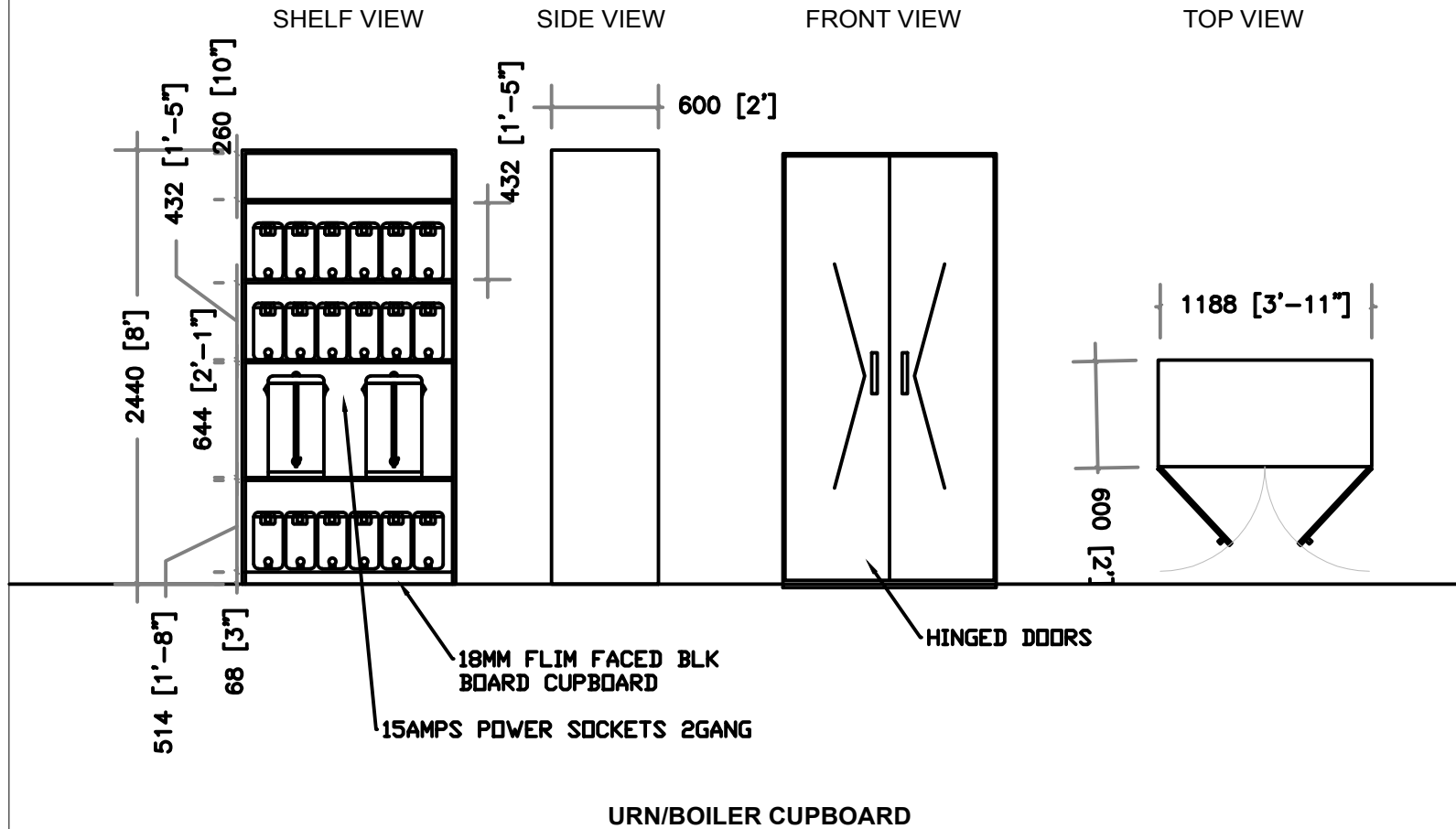
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Project MODIFICATION	Sheet 04
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Scale As Noted	

IN-FLIGHT SERVICES TOILET MODIFICATION



General Notes

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Firm Name and Address
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