























Contractor must abide by the requirements below.

<p>1. Use of 240 volt tools</p> <ul style="list-style-type: none"> All tools must be in good repair and have a current test tag. An RCD must be used when connecting to the 240v supply at KDC buildings. Leads must be kept clear of foot traffic areas. 		
<p>2. Dust, fumes or vapours</p> <p>Excessive dust cannot be tolerated in council offices. Either:</p> <ul style="list-style-type: none"> suitable dust extraction must be used or the work must be scheduled out of office hours <p>Some staff are sensitive to other chemicals and sprays, if in doubt ask.</p>		
<p>3. Noise greater than 85 Db</p> <p>No prolonged noise over 85 Db can be tolerated in KDC offices</p> <p>Prolonged noisy work must be done out of hours.</p> <p>(85 Db requires persons standing 1 M away from each other to raise their voice when having a conversation)</p> <p>Please prefabricate off site where possible.</p>		
<p>4. Interruptions to the 240 volt supply</p> <p>Your contact at KDC must be alerted to any interruptions to the 240v power supply or lighting.</p> <p>This work must be coordinated with staff to ensure essential equipment is not affected.</p> <p>Work that interrupts power may have to be done out of hours.</p>		
<p>5. Fire risks</p> <p>No hot works can be carried out without authorisation from KDC. Depending on the level of risk the Council will need one or more of the following:</p> <ul style="list-style-type: none"> a suitable fire extinguisher a secondary means of extinguishing a fire (bucket of water) a dedicated fire watch person removal of combustible materials <p>Hot works include the use of hot air guns and grinders.</p>		

<p>6. Use any hazardous materials? (E.g. paints, solvents or sprays)</p> <p>The contractor must have a material safety data sheet (MSDS) on hand for all paints, solvents, sprays or solids that can produce dust.</p> <p>The MSDS sheet contains information on the properties and potential hazards of the material, how to use it safely, and what to do if there is an emergency.</p> <p>The contractor should be familiar with the concentrations of any substance that they are likely to generate. For example the flammable solvent methylated spirits may be tolerated in KDC offices in very low quantities.</p> <p>Low V.O.C substances should be used where possible.</p>	 	 
<p>7. Interrupt the water supply to this location?</p> <p>Any interruptions to the water supply must be carefully coordinated with KDC.</p> <p>When planning to stop the water supply we must ensure the time and duration does not affect the function of our offices.</p>	 	 
<p>8. Work over at heights greater than 2 metres (platform / feet to ground level)</p> <p>Contractors need consent to work above 2 metres at any KDC offices. Contractor should be fully familiar with the advice found in the Worksafe document "Best practice guidelines for working at height in New Zealand"</p> <p>Contractors must always:</p> <ul style="list-style-type: none"> • Use industrial rated equipment for height work. • Use scaffold where possible in preference to ladders • Use platform steps in preference to fold up ladders • Keep any areas where equipment for accessing height is to be located clear of other workers and the public. 	 	 
<p>9. Disturb movement through foot traffic areas?</p> <p>Contractors must not obstruct any fire exit or foot traffic areas.</p> <p>Work that is likely to affect foot traffic must be coordinated with KDC.</p>	