

Islwyn West Secondary School  
Works Responsibility Matrix

	Pre Contractor Appointment		Design services provided by Contractor		
	Design Intent	Tender Specification NBS or Performance Specification	Develop detail to Accord with Design Intent	Final Specifications & Working Drawings	As Built Information
Works Package	RIBA Stage 2 Concept Design	RIBA Stage 3 Developed Design	RIBA Stage 4 Technical Design	RIBA Stage 5 Construction	RIBA Stage 6 Handover
Foundations	CCBC in house team (with support from external consultants)	CCBC in house team (with support from external consultants)	Contractor	Contractor	Contractor
Groundworks including drainage & external works	CCBC in house team (with support from external consultants)	CCBC in house team (with support from external consultants)	Contractor	Contractor	Contractor
Structural steelwork including metal deck	CCBC in house team (with support from external consultants)	CCBC in house team (with support from external consultants)	Contractor	Contractor	Contractor
Brickwork / blockwork	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Concrete and re-bar to metal deck floors	tbc	tbc	Contractor	Contractor	Contractor
Pre-cast concrete or metal stairs	tbc	tbc	Contractor	Contractor	Contractor
Structural Framing Systems	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
External cladding	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
External wall	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Co-ordination with structures in relation to external walls	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Curtain walling	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Windows/Non integrated curtain walling	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor

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Plant room louvres	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
External doors	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Steel doors and roller shutters	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Ironmongery	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Roof lights	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Aluminium louvres/Brise Soleil	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Glass canopies	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Floors, lift shafts and pc concrete stairs	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Secondary steelwork	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Sundry steelwork/metalwork (stairs, balustrades etc.)	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Metal roof/cladding system (including access systems i.e. Mansafe)	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Gutters and downpipes	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor

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Groundworks/ underground waterproofing including lift pits and retaining walls	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Above ground waterproofing including dpm & dpc	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Structural screeds	tbc	tbc	Contractor	Contractor	Contractor
Screeding including insulation	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Internal plasterboard, dry lining, partitioning, including detailing/ balustrades	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Architectural metalwork	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Glazed internal partitions	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Sliding folding partitions	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Interior design wall and edge protection	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Reception desks	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Carpentry and joinery	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor

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Acoustic strategy	tbc	tbc	Contractor	Contractor	Contractor
Acoustic treatments including wall and floor panelling	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Flat roofing	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
External timber soffits	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Rainwater goods	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Mastic sealing	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Ceilings	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Tiling - floor and walls	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Floor finishes including sheet flooring, carpet tiles, ceramic floor tiling	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Whiterock cladding	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Lifts	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Non specialist fitted furniture	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Internal decorations	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Statutory signage	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Mechanical and Electrical Services	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor

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Sprinkler systems	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Rainwater harvesting systems	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Fire strategy	tbc	tbc	Contractor	Contractor	Contractor
Fire protection	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Fire stopping	–	–	Contractor	Contractor	Contractor
Air sealing/testing	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Internal glazed doors/screens	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Sanitary ware/IPS	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Blinds	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Cast in inserts in structural members	tbc	tbc	Contractor	Contractor	Contractor
Non civil engineering external hard landscaping	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Works to Adoptable Highways	–	–	Contractor	Contractor	Contractor
Highway Adoption process	–	–	Contractor	Contractor	Contractor
External furniture	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
External soft landscaping including specialist pitches	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor

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Mastic pointing	–	–	Contractor	Contractor	Contractor
Fencing and gates	CCBC in house team	CCBC in house team	Contractor	Contractor	Contractor
Catering kitchen installation and canopies	tbc	tbc	Contractor	Contractor	Contractor
Food Technology benching	tbc	tbc	Contractor	Contractor	Contractor
Food Technology equipment installations	tbc	tbc	Contractor	Contractor	Contractor
Science laboratories benching	tbc	tbc	Contractor	Contractor	Contractor
Science laboratories equipment installations	tbc	tbc	Contractor	Contractor	Contractor
Resistant Materials benching	tbc	tbc	Contractor	Contractor	Contractor
Resistant Materials equipment installations	tbc	tbc	Contractor	Contractor	Contractor
Sports Hall / Activity Studio equipment fit out - fixed	tbc	tbc	Contractor	Contractor	Contractor
Sports Hall / Activity Studio equipment fit out - loose	tbc	tbc	Contractor	Contractor	Contractor
School stage design	tbc	tbc	Contractor	Contractor	Contractor

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Audio/visual installations and stage curtains installation	tbc	tbc	Contractor	Contractor	Contractor
Induction loops and SEN sound systems	tbc	tbc	Contractor	Contractor	Contractor
Sensory room fit out (ALN)	tbc	tbc	Contractor	Contractor	Contractor
Smart board/TV installations	tbc	tbc	Contractor	Contractor	Contractor
Shelving and racking	tbc	tbc	Contractor	Contractor	Contractor
Library book security systems	tbc	tbc	Contractor	Contractor	Contractor
Other fixed furniture	tbc	tbc	Contractor	Contractor	Contractor
Loose furniture	tbc	tbc	Contractor	Contractor	Contractor
Fire risk assessment and fire fighting equipment - extinguishers/blankets etc.	tbc	tbc	Contractor	Contractor	Contractor
ICT - wifi access point installation and active equipment	tbc	tbc	Contractor	Contractor	Contractor