

Unit 9 Reinstatement of modular surfaces and concrete footways

This unit covers the requirements that you must meet when reinstating modular surfaces and concrete footways. **You must ensure that you act in accordance with all current specifications and procedures and that you follow safe working practices at all times when carrying out the activities covered in this unit. The Code of Practice specified in this unit is *Specification for the Reinstatement of Openings in Highways*.**

The unit contains the following five elements, which you must cover:

- 9.1 Remove existing modular or concrete surfacing
- 9.2 Prepare sub-base
- 9.3 Lay bedding materials
- 9.4 Lay modular or concrete surfacing
- 9.5 Dispose of surplus materials

In element 9.1, you will remove existing modular or concrete surfacing, using the correct equipment. You must identify modules that are suitable for re-use, clean them and stack them safely on site. You need to identify materials that are unsuitable for re-use, and set them aside for disposal.

In element 9.2, you will prepare the sub-base, removing loose and deleterious matter and identifying any defects in the sub-base. Where defects are identified, you must make them good using appropriate sub-base material and compact the material correctly. You must also ensure that you re-position displaced ironwork, kerbs and edge restraints in accordance with established levels.

In element 9.3, you will lay bedding materials, ensuring that the layer is uniform, and compact it using the appropriate hand tools.

In element 9.4, you will lay the modular or concrete surfacing. You must position modules to match the existing bond or pattern, and cut them using the appropriate equipment. You must bed or compact the modules to the existing line and level, and apply and finish jointing material correctly. Where you are using concrete surfacing, you must lay and compact the concrete correctly, using the appropriate equipment, texture the surface and cure the concrete.

In element 9.5, you will dispose of surplus material. You will need to identify materials that are unsuitable for re-use or are surplus to requirements, and ensure that safe temporary storage is provided for them on site. You must load all materials for disposal safely for transportation, using the appropriate equipment, and you must leave the site in a clean and safe condition.

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Element 9.1 Remove existing modular or concrete surfacing

| Performance criteria | |
|--|--|
| <p>You must show that:</p> <ul style="list-style-type: none"> a) you take up existing modules or concrete surfacing without causing unnecessary damage using the appropriate equipment b) you remove any adhesive residues and brush modules clean using the appropriate equipment c) you identify damaged modules and set them aside for disposal or for appropriate use in an interim reinstatement d) you set broken concrete surfacing aside for disposal e) you identify modules that are suitable for re-use in permanent reinstatement, and stack them safely on site f) you follow safe working practices for removing existing modular or concrete surfacing that are in accordance with current relevant specifications and procedures | |
| Knowledge requirements | Related performance criteria |
| <p>You need to know:</p> <ul style="list-style-type: none"> 1 the correct procedure for taking up existing modules and concrete surfacing and how to avoid unnecessary damage 2 how to remove adhesive residues and brush modules clean and why you would do this 3 how to identify and provide safe temporary storage for damaged modules that are unsuitable for re-use or are suitable for use in an interim reinstatement 4 how to provide safe temporary storage on site for broken concrete surfacing 5 how to identify modules that are suitable for re-use in permanent reinstatement and stack them safely on site 6 safe working practices for removing existing modular or concrete surfacing | <ul style="list-style-type: none"> a b c d e all |
| Range to be covered | |
| <ul style="list-style-type: none"> I. You must show that modules include: <ul style="list-style-type: none"> i. natural or pre-cast concrete paving slabs ii. pre-cast concrete blocks or similar units II. You must show that concrete includes: <ul style="list-style-type: none"> i. Portland Cement concrete III. You must show that the appropriate equipment includes: <ul style="list-style-type: none"> i. appropriate hand tools - including square and round mouth shovels ii. appropriate lifting and clearing tools - such as hand pick, crowbar, bolster, club hammer, wire brush and hard bristle broom iii. appropriate powered equipment - including concrete cutting equipment | |

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Element 9.1 Remove existing modular or concrete surfacing

Range to be covered (contd.)

- IV. You must show that **safe working practices** include:
- safe use of tools and equipment
 - use of appropriate personal protective equipment, including as necessary:
 - high visibility jacket or waistcoat
 - hard hat
 - ear defenders
 - eye protection visor/goggles
 - dust mask
 - gloves
 - protective footwear
 - waterproof clothing
 - use of risk assessment methods to identify and control any hazards on site
 - precautions to minimise danger or inconvenience to road users
 - precautions to minimise danger or inconvenience to site personnel
 - precautions to minimise damage to equipment or apparatus
- V. You must show that **specifications and procedures** are:
- Health and Safety Executive Guidelines (*HSG 185: Health and Safety in Excavations*)
 - Specification for the Reinstatement of Openings in Highways
 - manufacturer's operating procedures for powered equipment

Evidence requirements

- Your evidence must cover all the performance criteria, all the knowledge requirements and all the range items listed in this element.
- You must complete the following tasks for an actual or simulated footway surfaced with paving slabs, having a minimum surface area of 1.5 square metres:
 - Lift slabs.
 - Identify damaged slabs and provide safe temporary storage for them on site.
 - Identify slabs that are suitable for re-use and clean them.
 - Stack slabs that are suitable for re-use safely on site.

AND

- You must complete the following tasks for an actual or simulated footway surfaced with paving blocks, having a minimum surface area of 1.5 square metres:
 - Lift blocks.
 - Identify damaged blocks and provide safe temporary storage for them on site.
 - Identify blocks that are suitable for re-use and clean them.
 - Stack blocks that are suitable for re-use safely on site.

AND

- You must complete the following tasks for an actual or simulated footway surfaced in concrete, having a minimum surface area of 1 square metre:
 - Break out concrete.
 - Remove broken concrete.
 - Stack concrete pieces safely on site for removal.

Specification of works

- The assessment must take place at a site with physical characteristics that conform to the definition of 'street' at section 48 or 'road' at section 107 of the New Roads and Street Works Act 1991.
- The required dimensions of the areas from which modular or concrete surfaces are to be removed are stated above.

Assessment conditions

- The assessment will be undertaken by a qualified assessor, who will observe you removing existing modular or concrete surfacing.
- The site at which you are assessed must conform to the specifications listed above. Real equipment must be used, that complies with the requirements of the Code of Practice.
- Where you provide supplementary evidence of competence from your workplace, which includes a documented observation report, a qualified Street Works operative, supervisor or assessor must provide this.

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Element 9.1 Remove existing modular or concrete surfacing

Evidence requirements (contd.)

Additional information for candidates and assessors

- The adopted specification for the works should correspond to *Specification for the Reinstatement of Openings in Highways* and *Safety at Street Works and Road Works A Code of Practice* under the New Roads and Street Works Act 1991. The following sections of the Specification provide particular guidance on various items within the performance criteria:
 - i. S3.1.2 Excavation of modular construction
 - ii. S6.3.4 Modular materials within the excavation
 - iii. NG7.7 Modular surface excavation
 - iv. NG3.2 Refers to *HSG 185: Health and Safety in Excavations* which gives guidance to those carrying out excavations
 - v. BS 7533, BS 6717 and BS 6677 provide guidance for types 0, 1 and 2 modular roads.
 - vi. AG26 Application Guide 26, *Footway and Cycle Track Construction and Maintenance Guide* (TRL, 2002) provides advice on excavation of modular and concrete footways.

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Element 9.2 Prepare sub-base

| Performance criteria | |
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| <p>You must show that:</p> <ul style="list-style-type: none"> a) you remove loose and deleterious matter using the appropriate equipment to provide a clean and sound laying surface b) you identify any defects in the sub-base c) where sub-base defects are identified, you replace defective material with approved sub-base material d) you select appropriate equipment for compacting the sub-base, ensure that it is fit for purpose, and compact the sub-base material correctly e) you re-position displaced ironwork, kerbs and edge restraints in accordance with established levels, using the appropriate equipment f) you follow safe working practices for preparing the sub-base, that are in accordance with current relevant specifications and procedures | |
| Knowledge requirements | Related performance criteria |
| <p>You need to know:</p> <ul style="list-style-type: none"> 1 how to remove loose and deleterious matter from the area to be reinstated 2 the potential sub-base defects that you could encounter, and how to identify them 3 the range of approved sub-base materials that could be used to replace defective materials 4 the correct procedures for replacing defective sub-base materials with approved materials 5 how to select and use compaction equipment for compacting the sub-base and how to ensure that the equipment is fit for purpose 6 how to check that the sub-base is adequately compacted 7 how and where to re-position displaced ironwork, kerbs and edge restraints 8 safe working practices for preparing the sub-base | <ul style="list-style-type: none"> a b c c d d e all |
| Range to be covered | |
| <ul style="list-style-type: none"> I. You must show that the appropriate equipment includes: <ul style="list-style-type: none"> i. appropriate hand tools - including square and round mouth shovels, hand pick, rake, hand rammer and hard bristle broom ii. appropriate powered equipment – including vibrotamper II. You must show that the sub-base materials include: <ul style="list-style-type: none"> i. granular sub-base material Type 1 | |

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Element 9.2 Prepare sub-base

Range to be covered (contd.)

- III. You must show that **safe working practices** include:
- safe use of tools and equipment
 - use of appropriate personal protective equipment, including as necessary:
 - high visibility jacket or waistcoat
 - hard hat
 - ear defenders
 - eye protection visor/goggles
 - dust mask
 - gloves
 - protective footwear
 - waterproof clothing
 - use of risk assessment methods to identify and control any hazards on site
 - precautions to minimise danger or inconvenience to road users
 - precautions to minimise danger or inconvenience to site personnel
 - precautions to minimise damage to equipment or apparatus
- IV. You must show that **specifications and procedures** are:
- Health and Safety Executive Guidelines (*HSG 185: Health and Safety in Excavations*)
 - Specification for the Reinstatement of Openings in Highways
 - manufacturer's operating procedures for compaction equipment

Evidence requirements

- Your evidence must cover all the performance criteria, all the knowledge requirements and all the range items listed in this element.
- You must complete the following tasks for a previously prepared excavation in an actual or simulated footway surfaced in paving slabs or blocks:
 - Remove loose and deleterious matter from the area to be reinstated.
 - Identify defects in the sub-base.
 - Replace defective sub-base material.
 - Compact new material.
 - Check the level of the new material.
 - Re-position highway ironwork, kerbs and edge restraints.

Specification of works

- The assessment must take place at a site with physical characteristics that conform to the definition of 'street' at section 48 or 'road' at section 107 of the New Roads and Street Works Act 1991.
- The prepared excavation must have a minimum area of 1.5 square metres.

Assessment conditions

- The assessment will be undertaken by a qualified assessor, who will observe you preparing the sub-base.
- The site at which you are assessed must conform to the specifications listed above. Real equipment must be used, that complies with the requirements of the Code of Practice.
- Where you provide supplementary evidence of competence from your workplace, which includes a documented observation report, a qualified Street Works operative, supervisor or assessor must provide this.

Additional information for candidates and assessors

- The adopted specification for the works should correspond to *Specification for the Reinstatement of Openings in Highways* and Health and Safety Executive Guidelines. The following sections of the Specification provide particular guidance on various items within the performance criteria:
 - S7.4.2 Edge Preparation, including ironworks and kerbs
 - NG3.2 This Note for Guidance refers to *HSG 185: Health and Safety in Excavations*, which gives guidance for carrying out excavations. No other specific guidance is provided within the Specification regarding the preparation of sub-base.

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Element 9.3 Lay bedding materials

| Performance criteria | |
|--|---------------------------------------|
| <p>You must show that:</p> <p>a) you select and lay the specified bedding material uniformly using the appropriate equipment</p> <p>b) you compact the specified bedding material as necessary using the appropriate equipment</p> <p>c) you follow safe working practices for laying bedding materials that are in accordance with current relevant specifications and procedures</p> | |
| Knowledge requirements | Related performance criteria |
| <p>You need to know:</p> <p>1 how to select acceptable bedding material</p> <p>2 how to lay bedding material uniformly, and how much tolerance to allow</p> <p>3 the correct compaction level required for the bedding material</p> <p>4 safe working practices for laying bedding materials</p> | <p>a</p> <p>a</p> <p>b</p> <p>all</p> |
| Range to be covered | |
| <p>I. You must show that bedding material includes:</p> <p>i. cement mortar or lime mortar</p> <p>ii. sharp sand</p> <p>II. You must show that the appropriate equipment includes:</p> <p>i. appropriate hand tools - including square mouth shovel, rake, straight edge (or suitably cut) timber, trowel</p> <p>ii. appropriate powered equipment</p> <p>III. You must show that safe working practices include:</p> <p>i. safe use of tools and equipment</p> <p>ii. use of appropriate personal protective equipment, including as necessary:</p> <ul style="list-style-type: none"> • high visibility jacket or waistcoat • hard hat • ear defenders • eye protection visor/goggles • dust mask • gloves • protective footwear • waterproof clothing <p>iii. use of risk assessment methods to identify and control any hazards on site</p> <p>iv. precautions to minimise danger or inconvenience to road users</p> <p>v. precautions to minimise danger or inconvenience to site personnel</p> <p>vi. precautions to minimise damage to equipment or apparatus</p> <p>IV. You must show that specifications and procedures are:</p> <p>i. Health and Safety Executive Guidelines (<i>HSG 185: Health and Safety in Excavations</i>)</p> <p>ii. Specification for the Reinstatement of Openings in Highways</p> <p>iii. manufacturer's operating procedures for powered equipment</p> <p>iv. Application Guide 26</p> | |

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Element 9.3 Lay bedding materials

Evidence requirements

- Your evidence must cover all the performance criteria, all the knowledge requirements and all the range items listed in this element.
- You must complete the following tasks for a previously prepared excavation in an actual or simulated footway surfaced in paving slabs, that has been prepared to receive bedding material:
 - A. Spread bedding material.
 - B. Screed bedding material.
 - C. Compact bedding material as necessary.

AND

- You must complete the following tasks for a previously prepared excavation in an actual or simulated footway surfaced in paving blocks, that has been prepared to receive bedding material:
 - A. Spread bedding material.
 - B. Screed bedding material.

Specification of works

- The assessment must take place at a site with physical characteristics that conform to the definition of 'street' at section 48 or 'road' at section 107 of the New Roads and Street Works Act 1991.
- In each case listed above, the previously prepared excavation must have a minimum surface area of 1.5 square metres.

Assessment conditions

- The assessment will be undertaken by a qualified assessor, who will observe you laying bedding material.
- The site at which you are assessed must conform to the specifications listed above. Real equipment must be used, that complies with the requirements of the Code of Practice.
- Where you provide supplementary evidence of competence from your workplace, which includes a documented observation report, a qualified Street Works operative, supervisor or assessor must provide this.

Additional information for candidates and assessors

- The adopted specification for the works should correspond to the *Specification for the Reinstatement of Openings in Highways* and *Health and Safety Executive Guidelines*. The following sections of the specification provide particular guidance on various items within the performance criteria:
 - i. S7.7.2-3 Permanent reinstatement of bedding material
 - ii. NG7.7 Performance requirements of bedding and joint sand
 - iii. A12.2 Permanent reinstatement of bedding
 - iv. AG26 Application Guide 26, *Footway and Cycle Track Construction and Maintenance Guide* (TRL. 2002) provides advice on excavation of modular and concrete footways.

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Element 9.4 Lay modular or concrete surfacing

| Performance criteria | |
|--|---|
| <p>You must show that:</p> <ul style="list-style-type: none"> a) you select appropriate modules or materials for the reinstatement operation b) you position the modules so that they match the existing bond or pattern c) you cut modules where required, using the appropriate equipment d) you bed modules using suitable bedding material or compact modules to the existing line and level, using the appropriate equipment e) you apply and finish jointing material correctly f) you lay and compact concrete paving correctly using the appropriate equipment g) you place a membrane and lay quality checked concrete surfacing using the appropriate equipment h) you texture the finished surface and cure the concrete using the appropriate equipment i) you follow safe working practices for laying modular or concrete surfacing, that are in accordance with current relevant specifications and procedures | |
| Knowledge requirements | Related performance criteria |
| <p>You need to know:</p> <ul style="list-style-type: none"> 1 the correct module and materials options to use for reinstatement operations 2 how to position modules to match the existing bond or pattern 3 the correct methods and appropriate equipment to use when cutting modules 4 the correct procedures for bedding and compacting modules to the existing line and level and the appropriate equipment to use 5 the correct procedures for applying and finishing jointing material 6 how to lay and compact concrete paving and the appropriate equipment to use 7 how to place a membrane, check the concrete is acceptable for use and lay the concrete surfacing 8 the correct procedures for applying a texture to the finished concrete surface and curing the concrete 9 safe working practices for laying modular or concrete surfacing | <ul style="list-style-type: none"> a b c d e f g h all |
| Range to be covered | |
| <ul style="list-style-type: none"> I. You must show that modules include: <ul style="list-style-type: none"> i. natural or pre-cast concrete paving slabs ii. pre-cast concrete blocks or similar units II. You must show that the appropriate equipment includes: <ul style="list-style-type: none"> i. appropriate hand tools – including square mouth shovel, concrete block splitter, maul, chisels, club hammer, float, trowel, straight edges and cut timber and a textured roller ii. appropriate powered equipment – including concrete saw and vibrating plate III. You must show that bedding material includes: <ul style="list-style-type: none"> i. sharp sand ii. cement mortar | |

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Element 9.4 Lay modular or concrete surfacing

Range to be covered (contd.)

- IV. You must show that **concrete** includes:
- Class 30 concrete
- V. You must show that **safe working practices** include:
- safe use of tools and equipment
 - use of appropriate personal protective equipment, including as necessary:
 - high visibility jacket or waistcoat
 - hard hat
 - ear defenders
 - eye protection visor/goggles
 - dust mask
 - gloves
 - protective footwear
 - waterproof clothing
 - use of risk assessment methods to identify and control any hazards on site
 - precautions to minimise danger or inconvenience to road users
 - precautions to minimise danger or inconvenience to site personnel
 - precautions to minimise damage to equipment or apparatus
- VI. You must show that **specifications and procedures** are:
- Health and Safety Executive Guidelines (*HSG 185: Health and Safety in Excavations*)
 - Specification for the Reinstatement of Openings in Highways
 - manufacturer's operating procedures for powered equipment
 - Application Guide 26

Evidence requirements

- Your evidence must cover all the performance criteria, all the knowledge requirements and all the range items listed in this element.
- You must complete the following tasks for an actual or simulated footway surfaced with paving slabs, having a minimum surface area of 1.5 square metres:
 - Lay slabs.
 - Cut and fit slabs.
 - Bed slabs.
 - Joint slabs.

AND

- You must complete the following tasks for an actual or simulated footway surfaced with paving blocks, having a minimum surface area of 1.5 square metres:
 - Lay blocks.
 - Cut and fit blocks.
 - Apply jointing materials.
 - Compact blocks.

AND

- You must complete the following tasks for an actual or simulated footway surfaced in concrete, having a minimum surface area of 1 square metre:
 - Place concrete.
 - Compact concrete.
 - Texture finished surface.
 - Cure concrete.

Specification of works

- The assessment must take place at a site with physical characteristics that conform to the definition of 'street' at section 48 or 'road' at section 107 of the New Roads and Street Works Act 1991.
- The required dimensions of the areas from which modular or concrete surfaces are to be removed are stated above.

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Element 9.4 Lay modular or concrete surfacing

Evidence requirements (contd.)

Assessment conditions

- The assessment will be undertaken by a qualified assessor, who will observe you laying modular or concrete surfacing.
- The site at which you are assessed must conform to the specifications listed above. Real equipment must be used, that complies with the requirements of the Code of Practice.
- Where you provide supplementary evidence of competence from your workplace, which includes a documented observation report, a qualified Street Works operative, supervisor or assessor must provide this.

Additional information for candidates and assessors

- The adopted specification for the works should correspond to *Specification for the Reinstatement of Openings in Highways* and *Health and Safety Executive Guidelines*. The following sections of the Specification provide particular guidance on various items within the performance criteria:
 - i. S2.6 Skid resistance of the finished texture, including recommendations on texture depth
 - ii. S7.1.2 Reinstatement of modular surfaces and concrete footways (also see NG7.1, A7.2 and A7.3)
 - iii. S8.3.5-6 Concrete materials requirements
 - iv. S8.3.7 Edge requirements
 - v. S8.5.1 Performance requirements and tolerances
 - vi. S10.2.4-5 Compaction requirements of cementitious materials (also see NG10.2.5)
 - vii. BS 7263, BS6717 and BS6677 provide necessary steps for laying modules
 - viii. AG26 Application Guide 26, *Footway and Cycle Track Construction and Maintenance Guide* (TRL, 2002) provides comprehensive advice on reinstatement of modular and concrete footways.

Unit 9 Reinstatement of modular surfaces and concrete footways

Element 9.5 Dispose of surplus materials

| Performance criteria | |
|---|------------------------------|
| <p>You must show that:</p> <p>a) you identify materials that are unsuitable for re-use or surplus to requirements and provide safe temporary storage for them on site</p> <p>b) you load all types of materials for disposal safely for transportation to the designated disposal area, using the appropriate equipment and at the appropriate time</p> <p>c) you leave the site in a clean and safe condition</p> <p>d) you follow safe working practices for disposing of surplus materials that are in accordance with current relevant specifications and procedures</p> | |
| Knowledge requirements | Related performance criteria |
| <p>You need to know:</p> | |
| 1 how to determine whether materials are unsuitable for re-use or surplus to requirements | a |
| 2 how to store unsuitable materials away from re-usable materials on site, and the distance required between them to ensure re-usable or imported materials are not contaminated | a |
| 3 how to load materials safely for transportation | b |
| 4 the time limit to impose in removing surplus materials | b |
| 5 the action to take to leave the site in a clean and safe condition at the conclusion of works | c, d |
| 6 safe working practices for disposing of surplus materials | all |
| Range to be covered | |
| <p>I. You must show that materials are:</p> <p>i. unsuitable surplus materials</p> <p>ii. surplus materials that are suitable for re-use</p> <p>II. You must show that the appropriate equipment for disposing of surplus materials includes:</p> <p>i. square mouth shovel</p> <p>ii. hard bristle broom</p> <p>III. You must show that safe working practices are:</p> <p>i. safe use of tools and equipment</p> <p>ii. use of appropriate personal protective equipment, including as necessary:</p> <ul style="list-style-type: none"> • high visibility jacket or waistcoat • hard hat • ear defenders • eye protection visor/goggles • dust mask • gloves • protective footwear • waterproof clothing <p>iii. use of risk assessment methods to identify and control any hazards on site</p> <p>iv. precautions to minimise danger or inconvenience to road users</p> <p>v. precautions to minimise danger or inconvenience to site personnel</p> <p>vi. precautions to minimise damage to equipment or apparatus</p> <p>IV. You must show that specifications and procedures are:</p> <p>i. Health and Safety Executive Guidelines (<i>HSG 185: Health and Safety in Excavations</i>)</p> <p>ii. Specification for the Reinstatement of Openings in Highways</p> | |

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Element 9.5 Dispose of surplus materials

Evidence requirements

- Your evidence must cover all the performance criteria, all the knowledge requirements and all the range items listed in this element.
- You must complete the following tasks for a surfaced area in an actual or simulated footway or carriageway, following the reinstatement of modular surfaces or concrete footways:
 - A. Identify, provide safe temporary storage for and load surplus materials for disposal.
 - B. Clean the site.

Specification of works

- The assessment must take place at a site with physical characteristics that conform to the definition of 'street' at section 48 or 'road' at section 107 of the New Roads and Street Works Act 1991.

Assessment conditions

- The assessment will be undertaken by a qualified assessor, who will observe you disposing of surplus materials following the reinstatement of modular surfaces and concrete footways.
- The site at which you are assessed must conform to the specifications listed above. Real equipment must be used, that complies with the requirements of the Code of Practice.
- Where you provide supplementary evidence of competence from your workplace, which includes a documented observation report, a qualified Street Works operative, supervisor or assessor must provide this.

Additional information for candidates and assessors

- The adopted specification for the works should correspond to *Specification for the Reinstatement of Openings in Highways*. The following sections of the Specification refer particularly to re-usable materials:
 - i. S3.3.2 indicates that any "excavated material which is unsuitable for re-use should be removed from site as soon as practicable."
 - ii. S6.3.4 (*Disposal of modular materials within the excavation*): Under item (3) it states that "where surplus modules, cobbles or setts are removed from site, they shall remain the property of the Authority. The Undertaker shall notify the Authority and retain them for 10 days following such notification. Thereafter, the Undertaker shall be free to dispose of all remaining modules, cobbles and setts."