



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	5
1.2 Method Statement Date	02/10/2020
1.3 Method Statement Author	Terence Cooper
1.4 Project/Contract	
1.5 Start Date	10/10/2020
1.6 Expected job duration	3 weeks
1.7 Client Contact	
1.8 Description	Plumbing (Example)
1.9 Site Address	land adjacent to 22 gnoll road goderergraig swansea sa9 2pa

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Terence Cooper	Director		02/10/2020

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Terence Cooper	terence cooper		

Telephone Number		07440191310		
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4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.2 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

An Appointed Person may be provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

4.3 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.4 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

Wearing of PPE is mandatory on all Client contracts:

All O & T Developments site workers will wear Safety boots Foot protection to (EN20345 c/w midsole protection), Hi Visibility protective clothing (Hi-Visibility Yellow Waistcoat to EN471*), Hard Hats (Hard Hat to EN397) , gloves (Hand Protection to EN388) and glasses (Eye Protection to EN 166 Optical Class 1) and at all times.

Other items of PPE such hearing protection, Filter Mask (FFP2 as a minimum - Face Fit test certified to the individual), face shields are available to be worn as and when necessary and as determined by the risk assessment.

- Impact goggles - Drilling, cutting
- Ear defenders - Drilling, cutting
- Face-fit dust mask - Drilling, cutting (Certificate to be available to site).

4.5 Preparation and Induction

Staff & contractors will be inducted onto site, in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work. A risk assessment will be carried out for all tasks, which will be discussed with members of staff. Staff will follow all site rules and safety procedures.

4.6 Staff and Training

The task will be carried out by staff from O & T Developments. All staff are trained and qualified, experienced and receive ongoing training, and hold suitable qualifications where appropriate. Apprentices are under constant supervision by senior members of staff.

4.7 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

4.8 Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

4.9 Contractor and Visitor Safety

O & T Delevopments will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors. All tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

4.10 Controlling dust - Drilling and cutting (Silica, Stone, Brick, Concrete)

During the drilling of floors, walls, paving etc; there may be dust created. O & T Delevopments employees must use the correct type of PPE for this task.

FFP3 half-face dust masks, proof of face fit training must be available on site. Water dust suppressant or LEV dust suppressant systems must be used.

Smoke detectors in the work area may need to be capped so as to ensure the fire alarm isn't set off as a result of dust, this should only be done on authorisation of the site manager as alternative fire arrangements may be required. Upon completion of the work, the detector caps should be removed and the system tested by a competent person where applicable.

All cutting equipment must have dust suppression or extraction. Cutting areas to be located in ventilated spaces and access restricted to authorised persons only.

4.11 COVID-19 (Coronavirus) Personal hygiene measures.

O & T Delevopments workers should follow government guidelines on Personal hygiene measures to reduce the general risk of COVID-19, as outlined below.

- Handwashing technique (use of soap and water, rubbing hands for at least 20 seconds etc.)
- When handwashing is essential (e.g. after contact with hard surfaces or their working environment)
- Respiratory etiquette during coughing and sneezing with disposable tissues or clothing
- Appropriate waste disposal
- Use of appropriate social distancing as per current Government guidance
- Avoidance of close contact with people suffering from or self-isolating from COVID-19

Advice for operatives working in suspected affected areas

O & T Delevopments operatives are reminded to:

- Frequently clean hands by using an alcohol-based hand rub or soap and water.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw the tissue away immediately and wash hands.
- Avoid close contact with anyone who has a fever and cough.
- If experiencing fever, cough and difficulty breathing seek medical care early..

Separation

The standard procedures of O & T Delevopments operatives should be followed when attending a client's premises.

- Efforts should be made to minimize contact between clients and employees attending site, i.e photos, video links etc
- Where this is not possible you must comply to social distancing as per current Government Guidance.

Where self-isolation is in force on the client's premises.

- Where self-isolation is known to be in force on the client's premises attendance must be authorised by the MD or his nominated person.
- All operatives will wear the appropriate PPE.
- Communicate via mobile phone behind closed doors etc to avoid personal contact.
- It is recommended that a face mask should be used by the client when you are attending site if available. If a face mask is not available or cannot be tolerated, the ill person should be asked to cover their mouth and nose with tissues when speaking with you.
- If possible, the client (and any pets if applicable) should be asked to move to a separate room and doors closed.

4.12 Emergency Information

Nearest Accident and Emergency:

Out of hours office number:

4.13 Ladders

Ladders will only be used for light work of short duration. Ladders must be tied and or footed. Ladders must be set at a ratio of 1 metre out at the base for every 4 metres in height.

All staff and sub contractors are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Ladders will be removed or boarded off at the end of each shift to prevent unauthorised access, damaged or unsuitable ladders will be removed from site immediately. Ladders must be stored in such a way that they cannot be damaged by other objects or by the elements. Only EN 131 Professional or Class 1 ladders or step ladders may be used on site. Any ladder spanning more than 3000 mm will require use of a stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

4.14 Solder Flux (Rosin containing)

Rosin Solder flux fumes are potentially dangerous causing occupational asthma and dermatitis, all staff must read and understand the COSHH Assessment regarding solder flux. (HSE Publication INDG248 Solder Fume and You). It is the responsibility of the operative to ensure adequate ventilation where soldering is being carried out.

4.15 Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

4.16 Working from Step Ladders

All staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place. Only Class 1 or Professional grade should be used.

4.17 Working from Step Ups

The majority of tasks that involve working at height will be carried out using the step up. Before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

4.18 Working with L.P.G. cylinders

Keep all cylinders in a safe well ventilated place, preferably in the open air.
 Keep away from buildings wherever possible and ensure there are no sources of ignition or heat.
 Make sure the cylinders are secured and upright.
 Ensure that control valves are not damaged prior to use and report to the supplier if any defect is found.
 Keep the area free from rubbish and anything combustible.
 Keep weeds and grass in the area cut down; do not use chlorate based weed-killer as it can be a fire hazard.
 Do not allow smoking to take place in the area of the cylinders.
 Ensure that the cylinders cannot be damaged by vehicles etc.
 If the pipework has to go to a remote point of use identify the hoses and carry out regular checks to look for corrosion, perishing or damage.
 Report any damage to the cylinder or valves to the supplier immediately.
 Store empty cylinders separately from full ones in a secure cage and treat them as if they were full as they can still be pressurised.
 Turn off the supply whenever it is not in use.
 LPG is heavier than air, staff will not enter confined spaces that are suspected of, or have the potential to have, a build up of gas without first carrying out checks to see if it is present in the area.

5.0 Method Statements

5.1 First Fix Plumbing

1. Check design plans to determine pipe runs locations, pipe sizes and specification.
2. Mark out and drill any access holes through brickwork ensuring clearance for insulation / fire stopping.
3. Mark out main manifolds runs to underside of floor joists using laser and mark joists centres.
4. Drill each joist through centre to suit pipe diameter ensuring clean holes.
5. Determine locations of stabs for take-offs for central heating and returns, similarly hot and cold water feeds.
6. Cut plastic tube sections and slide into place, connect Tees with click fit or adhesive as specification. (Glued fittings are to be made in compliance with pipe / adhesive manufacturer specification and procedure.)
7. Run plastic tube tee-offs in flexible / rigid tube as specification. (Flexible to be run as double for flow and return and connected ready to pressure test - flow to be indicated at each output.)
8. Clip and secure all pipework to prevent vibration.
9. Make temporary connections to close off pipework for pressure test.
10. Fill with water and pressurise. Check for leaks.
11. Pressurise to specified max pressure and close off for pressure drop test.
12. Release pressure and allow pipework to drain.
13. Remove all tools and excess materials.
14. Clear debris to designated waste skip
15. Hand over to client.

5.2 Confined space working procedure

1. Upon arrival to site the cover(s) to the confined space shall be lifted to afford maximum natural ventilation.
2. NO SMOKING OR NAKED FLAMES are permitted.
3. Open covers are to be cordoned off to prevent unauthorised access.
4. A gas detection monitor will be inserted into the confined space so as to identify any hazardous gases. This test will last for a minimum duration of 5 minutes.
5. If the alarm on the monitor is activated it will be withdrawn and a further test will be carried out 15 minutes after the first. If an alarm state is still present no further action will be taken on that confined space and work will be suspended.
6. This occurrence will be notified to the site Health and Safety Officer or Manager and further advice will be taken concerning the correct course of action
7. If the gas monitor is not activated it will be removed when the operative is ready to enter the confined space and a portable monitor attached to the operative entering the confined space to ensure continuous monitoring throughout entry procedure.
8. Personnel entering the confined space will be equipped with all necessary PPE to include (as required) overalls, boots, gloves, hard hat, harness which will be checked for correct fit.
9. The gas monitor will then be checked by the first person entering the confined space, before he enters.
10. Prior to any entry into the confined space both 'Top Man' and 'Confined Space Personnel' will agree two pre-arranged signals. These signals are to designate "OK" or "Help" and will be both verbal and visual with the interval between signals being no more than three minutes.
11. Personnel in the confined space will only respond to the 'Top Mans' three minute call after the gas monitor has been checked.
12. It is the 'Top Mans' responsibility to maintain both visual and verbal contact with the confined space personnel.

13. Escape B.A. equipment will be unpacked and checked. Minimum requirements are (a) Check that the air supply bottle is fully charged. (b) Check all airline connections, straps etc. are serviceable. (c) This is in addition to equipment manufacturers or apparatus supplier's recommendations, which must be read and understood before proceeding further.
14. Following the above procedures entry through the cover(s) to the confined space can be affected with lifeline attached.
15. First person entering the confined space will report back to Top Man that all is okay prior to any further entries by confined space personnel.
16. Escape B.A. gear will be situated within arms reach at all times whilst in the confined space.
17. The above procedure will be repeated on every entry into the chamber inclusive of breaks.

5.3 Drain construction to existing sewer connections

Making a new connection to the public sewer

1. Determine location and route of existing main sewer in association with local water authority.
2. Obtain necessary permissions for breaking in to the sewer and also for possible partial road closure and excavation works.
3. Make all preparations for road works, traffic control and diversions as necessary.
4. Check all service plans and CAT scan area to ensure no interference with other services. If present, then hand dig within 500 mm and support as necessary.
5. Cut out tarmac and commence excavation using suitable excavator. All spoil to be loaded directly into skip or wagon for removal and disposal or re-use as determined. Depths greater than 1200 mm will require shoring to prevent collapse, may be by hydraulic box or constructed shuttering and bracing in compliance with appropriate design.
6. Note hand dig only within 500 mm of sewer location.
7. Excavation to be taken below the sewer to enable cutting of the sewer pipe.
8. Prior to cutting the sewer pipe the sewer will require a bung fitting at the next inspection manhole up line. Arrangements must be in place for safe access.
9. A section of the existing sewer is to be neatly cut out using a suitable pipe cutter or disc saw and the cut out section removed.
10. A new Junction is to be inserted and connected to the existing pipe using secured banded couplers to form flexible joints.
11. The new junction pipe to be positioned such that the inlet is set at invert level.
12. The new foul drain is to be connected and secured into the Junction.
13. Any required inspection to be carried out before infill
14. The area below the sewer is to be backfilled with pea gravel to provide adequate support and to cover pipe.
15. Bung to be removed to re-instate sewer flow.
16. Suitable backfill to be replaced in depth of 300 mm and compacted with whacker or similar before adding additional courses and compacting up to road surface level.
17. Tarmac to be made good using similar grades and compacting to form level surface with existing.
18. Clear all waste for disposal
19. Remove all barriers and signs etc.
20. Re-instate normal traffic flow

Connection to existing manhole

1. Obtain necessary permissions for breaking in to the sewer and also for possible partial road closure and excavation works.
2. Make all preparations for road works, traffic control and diversions as necessary.
3. Check all service plans and CAT scan area to ensure no interference with other services. If present, then hand dig within 500 mm and support as necessary.
4. Excavate new drain trench to outside of manhole and at depth to ensure drain can be set at invert level.
5. Cut a hole through the existing manhole side wall using a suitable core cutter.
6. The new connection should be set so that the top of the connection pipe is at the same level as the top of the main pipe within the manhole.
7. Connection stub pipe should then be inserted through the hole and concreted in place.
8. Manhole benching should be formed to direct new flows into the main channel.
9. Back fill to plans and make good ground around manhole and chamber
10. Clear all debris from site
11. Remove barriers and signage
12. Re-instate normal traffic flow / pedestrian access

5.4 Erection and Dismantling Aluminium Zip Scaffold Tower

1. The tower must be erected by a trained competent person in compliance with manufacturer specification and detail.
2. The site for location of the tower must be checked for a firm base. It must be level and able to support the load of the tower, personnel and any tools and materials likely to be used within the Safe Working Load specification.
3. Any undulations or soft surface must be packed and compacted and covered with a suitable base to support wheels or feet.
4. With assistance, the tower end frame should be positioned with feet or wheels attached as required.
5. Attach bottom side rail to each side.
6. Position second tower end frame with feet or wheels attached to match other end.
7. Attach bottom side rail.
8. Attach brace tube to 1st tower end. Connect to opposite end frame which will enable unit self support.
9. Connect 2nd bottom side rail.
10. Attach 2nd brace tube to opposite side to reverse angle to ensure brace in both directions.
11. Check tower is plumb vertical in both directions, adjust as necessary using screw adjustment on feet / wheels.
12. Ensure brakes are applied.
13. Fit stabilisers to each corner, lock in position and ensure feet are fully supported.
14. If using advanced guard rail system, then attach a guard rail panel to each side of the tower and raise to position for fixing next lift. As each lift is completed, these should be raised to protect the next lift.
15. If using 3T (Through the trap) system, fit the first base platform and through the trap fit handrails.
16. Lift a second lift end section into place.
17. Fit a further brace tube to support in alignment with one directly below.
18. Attach another end section and secure with a further brace tube in reverse pitch to hold in place.
19. Fit a further deck section to enable access to fit hand and intermediate side rails.
20. Use internal ladder to access to height.
21. Fit additional hand and intermediate rails above each deck level.
22. The tower must be inspected and checked complete prior to use.
23. Where applicable, a hand over certificate should be presented and a scaf-tag attached.
24. For extended use, the tower must be checked before use on a daily basis. Every 7 days it must be inspected and scaf-tag updated

1. Dismantle the tower in reverse sequence by lowering deck section to enable safe access to remove hand and intermediate rails.
2. Lower deck section to enable safe removal of bracing and end section.
3. Remove second bracing and second end section.
4. Progressively work down the tower to lowest end sections
5. Fold in stabilisers and remove from the end frames
6. Use assistance to support the frame when disconnecting final bracings and bottom rail tubes.
7. Collect all fittings and remove from site for transport or safe storage.

5.5 Fence Erection - Concrete and timber panels

Dismantling old fencing

1. Site foreman will ensure site is safe to commence work, barriers erected to prevent unauthorised access
2. Staff and contractors will put on Personal Protective Equipment
3. Ensure that scaffold and access is safe to work on.
4. Using pinch bars and hammers staff will dismantle the old fencing by first removing the vertical panels
5. Staff will then remove the horizontal aris bars using hammers and pinch bars
6. Vertical Fencing posts, complete with concrete base will be extracted using a mini excavator.
7. Where concrete base cannot be extracted, staff will break it up using kango hammers
8. Wood will be stacked in a safe area and then removed to a designated waste area for disposal

Installation of Concrete Posts, Gravel boards and timber Panels

1. Site foreman will ensure site is safe to commence work, barriers will be erected to prevent unauthorised access
2. Staff and contractors will put on Personal Protective Equipment as required.
3. Ensure that any scaffold and access is safe to work on.
4. Inspect ground for obvious hazards and make safe
5. Mark out positions of post holes as per contract drawing
6. Cat scan the areas to be bored and ensure no live services are in the area
7. Set up the Powered Post Hole Borer following manufacturers instructions and safety information
8. Lift the Borer into position using good manual handling technique and assistance if required
9. Bore the hole out to the required depth
 - a) Posts up to 1.40 m (approx. 4 ft 6in) holes should be 450 mm (1 ft 6 in) square and 600 mm (2 ft) deep.
 - b) Posts above 1.40 m (approx. 4 ft 6in) holes should be 450 mm (1 ft 6 in) square and 750 mm (2 ft 6 in) deep.
10. Clear out the hole and place the vertical fence post into the hole, check height and pack as necessary to ensure correct height alignment

11. Pour in the Post Crete mix
12. Level the post in both planes using a spirit level, check alignment with other posts.
13. Place large rubble or bricks if necessary to hold the post vertical
14. Pour the required amount of water into the Post Crete mix
15. Support the post until the Post Crete mix has begun to set
16. Carry on the above until all posts have been installed
17. Allow Post Crete to completely harden
18. Fit the gravel boards to the base of the vertical fence posts and pack to level.
19. Prepare prefabricated timber panels with suitable or specified timber preservative treatment
20. Instal pre-fabricated timber fence panels by lifting and lowering into the post slots to sit on top of gravel boards.

Re-Treating the fence with timber preservative

1. Apply a good quality wood preservative (Note: as of mid 2005, it is illegal to use creosote in the UK). Modern wood preservatives are available in various colours, these tend to mellow after a bit of weathering
2. Before applying the preservative, read the manufacturer's instructions carefully and take any recommend precautions
3. Ensure that you protect the surrounding soil and garden plants and the use of appropriate safety gear goggles, gloves etc.

5.6 Central Heating Boiler and Radiators Installation

1. Only competent and appropriately qualified personnel are able to undertake this task, i.e. Gas Safe Registered.
2. Obtain hot work permit (if required) from the Operations Manager (or their designate).
3. Where practical no hot work should be carried out within 1 hour of the end of a shift
4. Isolate gas supply at meter and local isolation valve.
5. Check the system is isolated and disconnected from the power supply
6. Isolate the water supply to enable drain down of the old boiler and radiator system prior to disconnection and removal.
7. Release and remove the boiler casing to safe storage area for recycling.
8. Disconnect all pipe feeds and electrical connections for power and controls.
9. Care should be taken when handling the edges of sheet metal parts; suitable safety gloves may be required.
10. Disconnect the existing flue and remove for recycling.
11. Release fixings and remove the old boiler with assistance, and place in safe disposal area so that it does not pose a trip hazard.
12. Mark out and prepare mounting points for the new boiler, drill and install proprietary fixings as specified. Mark out and prepare flue position prior to installation.
13. Using a suitable size masonry core drill, bore through the external wall to provide aperture for new flue.
14. Check the new boiler paying due consideration to: connections; correct flow and return; heating safety valve outlet pipe, condense drain, gas inlet and water feed are sited correctly to manufactures specification and plan.
15. Check the boiler location has the correct clearance and flue angle; the terminal position is exposed to external air; should a terminal guard be needed it is fitted according to manufacturer instruction; the plant room or compartment ventilation is adequate etc.
16. All pipework within 1 metre of the boiler to be in copper tube to size as specified and connections to be made with metal compression fittings
17. With assistance, engage the boiler on the mounting brackets and secure, checking level.
18. Locate all pipework connections, position and fix using compression fittings with brass ring cone fittings. Check all are secure

Radiators Installation

1. Determine pipework runs through the property
2. Close off the work area and inform tennants / others of unsafe areas where floors are lifted.
3. Prepare access by lifting floorboards where necessary.
4. Run pipework and prepare pipe ends for installation of soldered joints
5. Ensure adequate ventilation available to remove solder fume
6. Where solder work has to be carried out, prepare pipe work for solder joints and use correct PPE (heavy gloves, eye protection, overalls etc.
7. Protect surrounding area with heat shields.
8. Ensure the correct type of fire extinguisher is on hand during hot work.
9. Connect and solder all necessary joints.
10. Check all joints.
11. Ensure all pipework is clipped / secured to prevent movement / vibration, but allow expansion.
12. Mark out and mount radiator brackets using suitable proprietary fixings.
13. Mount radiators in position.

14. Prepare pipework and make connections to valves
15. Check all pipework connections are secure.
16. Fill the system with water and check for leaks
17. Bleed all radiators and pressurise system to operational pressure.
18. Check for leaks.
19. Replace all floor timbers removed for access.
20. All electrical works must be conducted by a suitably qualified electrician, who will ensure that all electrical connections and fusing systems are made according to the manufacturer's instructions and the boiler is earthed
21. All electrical work must comply the current regulations BS 7671 and IEE 17th edition.
22. The entire system to be flushed clean and refilled to include inhibitor
23. System to be pressurised and bled to remove any air trapped within the system
24. The boiler must be commissioned, paying regard to the: filling methods and system pressure, connection and flow; purging of air; lighting method; heating temperature, fuel supply etc.
25. The heating output should be set.
26. All safety devices should be checked and the display on the visual I.e.d. noted.
27. Any settings should be adjusted as required.
28. Undertake safety checks in compliance with manufacturer Installation specification.
29. Replace all covers paying due regard to the hazards posed by sheet metal parts.
30. Provide instruction and issue any required paperwork and manual to client.
31. Carry out final fire checks at least one hour after hot work has been carried out.
32. Report to Operations Manager or their designate and sign off permit to work (if issued.) / Client.

5.7 Central Heating Install

1. Locate services to property and note location of any stop taps etc.
2. Ensure Safe access and egress points to the property are maintained
3. Inform any one in the area of work commencing and cordon off work area if practical to do so.
4. Isolate live services where required.
5. The property will be kept clean and tidy during the works; equipment waiting to be installed will be stored so as not to cause a trip hazard to operatives or tenants.
6. When lifting floorboards attention will be paid to the trip hazard created, do not leave open floorboards and any longer than is necessary, sufficient warning signs must be posted where there is a risk of other contractors entering the site.
7. Disturbance of tenants goods and must be kept to a minimum
8. Suitable PPE will be worn during lifting of floorboards etc, lifted floors and floorboards may expose live services, operative must ensure no damage occurs to under floor services.
9. Suitable PPE will be worn when using power tools.
10. Power tools will usually be 110volts where 240 volt tools are used these must be double insulated
11. Power tools will not be left unattended in an operable condition; if you must leave the area you must isolate the power tools.
12. Copper or plastic water pipe is fed under the floors and into position.
13. Radiators and boilers are manually handled into position and fixed in place with the use of portable Battery/power tools.
14. Heavy or bulky equipment will be handled by 2 or more operatives to prevent manual handling injuries.
15. Pipes are joined either by plastic push fit, compression joints and/or solder joints.
16. Where hot work is carried out, a fire extinguisher will be on hand at all times, properties must be protected from heat via the use of heat shields.
17. The boiler back plate is mounted in position and the boiler fitted to the plate, services are run to the boiler and connected.
18. Large boilers will be lifted by 2 or more operatives to prevent manual handling injuries.
19. All joints are checked for water and gas tightness during commissioning.
20. The site will be left clean and tidy at the end of each shift and at the completion of works.
21. If any of the instructions are unclear or if you are unsure how to proceed, you must seek advice from the site foreman or company manager before proceeding.
22. If you are uncertain with any matters please STOP! and call the office.

5.8 Back Hoe 180 Excavator with Loading Shovel.

1. Operators must be trained and deemed competent and hold an appropriate CPC certification of competency for the machine they are using.
2. The operator must be familiar with site layout and arrangements for traffic / pedestrian segregation.
3. Only designated traffic routes should be used to access the area of work. Deviation for access to a work location must be managed by a banks man.

4. Prior to any excavation, the designated work area must be checked for buried services using site plans from service providers, local authorities and CAT scanning, etc. Services locations should be identified using marker paints and flag markers to ensure no damage to live systems.
5. Ground should be checked for potential collapse, especially on brown field sites.
6. An excavation progress plan should be established to minimise risk of overloading excavated ground.
7. Where possible, the excavation area should be closed off by barrier or bunting to prevent accidental access into the operational area.
8. Prior to use, the operator should carry out a daily inspection to ensure the machine is in good working order. Any defects must be reported and where necessary the machine withdrawn from service for repair.
9. Refuelling should be carried out only in a designated area where there is no potential for fuel ignition and suitable protection is in place to ensure no fuel spillage can be lost to ground or water drainage systems.
10. The excavation site should be closed off to Others during the works.
11. Stabilisers must be set and levelled prior to excavation works. Checks must be made during works to ensure ground structure is not collapsing.
12. Trench excavation should be progressed by machine movement in forward direction using the back hoe.
13. Spoil must be removed and deposited to one side of the excavation, clear of the edge to prevent collapse, where it may be lifted by front shovel and moved into wagons for removal from site, or relocated in a designated remote area for re-use as required.
14. The operator must ensure that rear view mirrors are in good order and clean to ensure maximum visibility. Flashing amber lights should be used at all times during operation and travelling.
15. A banks man should manage the area during excavation and movement, particularly when reversing.
16. Excavations must be marked and fenced as necessary to prevent site personnel or Others falling into them.
17. When transporting material in a loader bucket, keep the loader bucket as low to the ground as possible to maintain backhoe stability.
18. Only raise the loader bucket for the purpose of dumping material when stationary.
19. Reduce speed when turning, crossing slopes, or driving on rough, slick, or muddy surfaces.
20. Quick Hitches - if fitted should be checked when a bucket change is completed to ensure the bucket has been successfully attached and locked in position. The operator must be responsible for inspecting the lock pin and ensuring the mechanism is secure before lifting the bucket to commence use.

Lifting

1. Excavators / loaders may be used as cranes where the work is directly associated with an excavation, and any other application where this type of equipment can be used
2. All work is subject to a suitable and sufficient risk assessment, subsequent control measures ensuring safe working conditions
3. The safe working load of the machine must not be exceeded at any time. The machine should be raised and levelled on stabilisers and front bucket to provide a robust support
4. The safe working load must be clearly marked on the machine, or a copy of the table of safe working loads, bearing the ID number of the machine, must be clearly visible in the cab
5. Excavators above 1 tonne safe working load must be fitted with acoustic and visual warning devices and check valves on the main boom. All excavators, whether UK manufactured or imported, must conform to BS EN 474 or its equivalent
6. Chains or slings for lifting must not be placed around or on the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made lifting point on the machine. This should be readily identified and marked with the SWL rating.
7. Machines used for lifting fall under the Lifting Operations and Lifting Equipment Regulations (LOLER). The Provision and Use of Work Equipment Regulations (PUWER) also call for regular maintenance and inspection. Machines MUST be inspected and tested in compliance with both.
8. Whilst BS 7121 may not specifically refer to excavators used as cranes, compliance with all parts of BS 7121 would assist in the provision of safe work as required by section 2(2) of the H&S at work act 1974
9. A banks-man shall be present at all times during lifting operations

5.9 Beam and Block Flooring

1. Install beams and split course blocks onto damp proof course.
2. Beams to be placed at various standards depending on span and applied load.
3. Beams are positioned according to the layout drawings, perpendicular to the end supports with a nominal bearing of 100 mm to each end when supported by brick or block.
4. Beams may need to be staggered at the internal walls and multiple beams may be required to support partition walls.
5. 100 mm deep building block infill to be used between all beams.
6. Where required, blocks should be cut using suitable mechanical means to leave a clean, vertical, square-edged face.
7. Once all the blocks have been placed in position, the floor is grouted using a 4:1 sharp sand/cement mixture, which is brushed in the direction of the beams and then at right angles to ensure all joints are completely filled.

8. Apply finish to flooring.

5.10 Double Glazing Installation

1. Unload delivery vehicle of double glazing units and glass.
2. Double check all materials are present and measurements are correct prior to work starting. Identify specific locations on frame
3. Stack materials in a safe place. Glass should be stood on its edge.
4. Keep working area clear of any tenants or members of public.
5. Plan a route where glass can be carried into the working area with minimal obstruction.
6. When carrying glass, a marker must be placed on the glass. This is usually in the form of an X.
7. Ensure safe access is available at each window opening. Temporary handrails may be required in locations where cill height is below 940 mm from floor level (internal access).
8. Prior to the installation of the frames, foam expanding spray will fill the cavity in the wall, or fit cavity cladding panels dependant on specification.
9. Check trickle vents are fitted, clip in as necessary.
10. The frame will then be offered up to the window opening and packed with shims to centralise. Drill for proprietary fixings through the central section of each side of frame. Ensure frame is plumb and level
11. Feed through fixings with screws, ensure plugs are bedded and tighten screws onto frame. Ensure frame is plumb and level.
12. Offer glass panes into the frame and check depths top, bottom and sides.
13. Place packers in to the frame at bottom and one side to centralise the glass unit.
14. Unpack pre-cut beading and fit once glass unit is installed.
15. Continue process to complete all panes installation
16. Remove frame protection film. Ensure anti-scratch pads are remove from external face of each unit if present.
17. Apply PVC trims (if specified) using adhesive silicone.
18. Finish by sealing frame to brickwork gaps with silicone sealant, colour as specified.
19. Remove all waste and tools from the site.
20. Waste to be placed into skips provided.

5.11 Excavators (Safe Practices)

1. Operators must be trained and deemed competent and hold an appropriate CPCS certification of competency for the machine they are using.
2. The operator must be familiar with site layout and arrangements for traffic / pedestrian segregation.
3. Only designated traffic routes should be used to access the area of work. Deviation for access to a work location must be managed by a banks man.
4. Prior to any excavation, the designated work area must be checked for buried services using site plans from service providers, local authorities and CAT scanning, etc. Services locations should be identified using marker paints and flag markers to ensure no damage to live systems.
5. Ground should be checked for potential collapse, especially on brown field sites.
6. An excavation progress plan should be established to minimise risk of overloading excavated ground.
7. Where possible, the excavation area should be closed off by barrier or bunting to prevent accidental access into the operational area.
8. Prior to use, the operator should carry out a daily inspection to ensure the machine is in good working order. Any defects must be reported and where necessary the machine withdrawn from service for repair.
9. Refueling should be carried out only in a designated area where there is no potential for fuel ignition and suitable protection is in place to ensure no fuel spillage can be lost to ground or water drainage systems.
10. The excavator must be positioned such that when slewing, the machine is clear of any obstruction by a minimum of 500 mm to prevent trapping of any personnel during operations.
11. The operator must ensure that rear view mirrors are in good order and clean to ensure maximum visibility.
12. A banks man should manage the area during excavation and movement, particularly when reversing.
13. Excavations must be marked and fenced as necessary to prevent site personnel or Others falling into them.
14. Quick Hitches - if fitted should be checked when a bucket change is completed to ensure the bucket has been successfully attached and locked in position. The operator must be responsible for inspecting the latching mechanism is secure before lifting the bucket to commence use.
15. Lifting
16. Excavators / loaders may be used as cranes where the work is directly associated with an excavation, and any other application where this type of equipment can be used

17. All work is subject to a suitable and sufficient risk assessment, subsequent control measures and capabilities of the work
18. The safe working load of the machine in its least stable position must not be exceeded at any time
19. The safe working load must be clearly marked on the machine, or a copy of the table of safe working loads, bearing the ID number of the machine, must be clearly visible in the cab
20. Excavators above 1 tonne safe working load must be fitted with acoustic and visual warning devices and check valves on the main boom. All excavators, whether UK manufactured or imported, must conform to BS EN 474 or its equivalent
21. Chains or slings for lifting must not be placed around or on the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine. This should be readily identified and marked with the SWL rating.
22. Machines used for lifting fall under the Lifting Operations and Lifting Equipment Regulations (LOLER). The Provision and Use of Work Equipment Regulations (PUWER) also call for regular maintenance and inspection. Machines MUST be inspected and tested in compliance with both.
23. Whilst BS 7121 may not specifically refer to excavators used as cranes, compliance with all parts of BS 7121 would assist in the provision of safe work as required by section 2(2) of the H&S at work act 1974
24. A banks-man shall be present at all times during lifting operations

5.12 Groundworks - Excavation of footings

1. The work area is to be cordoned off and barriers erected to prevent unauthorised access.
2. Mark out area to be excavated in compliance with design plans, with marker paint
3. Check local area service plans and identify routes of gas, electric, water and telecoms.
4. Carry out CAT scans of ground to check and confirm live services.
5. Arrange for existing live services to be shutdown where possible
6. Bring heavy machinery onto site following safety procedures listed above
7. Excavators and other mobile plant to be operated only by trained personnel holding relevant certification.
8. Ensure trained banksman is available to manage excavation work and plant movement
9. Excavate ground as per contract drawings to required size and depth.
10. Spoil to be removed to designated storage area for re-use as required on site. Must not be stored within 2 metres of trench excavations
11. Where live services have been located machines must not dig within 0.5 meters
12. Hand dig around live services where necessary using spade and shovel.
13. Services to be supported securely to prevent damage or collapse during the works.
14. Live services may be capped off by the local authority / supplier as necessary.
15. Any services to remain live during the works MUST be identified and signs posted advising of LIVE.
16. Ensure that excavations are cordoned off with secure barriers
17. Excavations deeper than 1.2 metres must be shuttered, benched or battered to prevent collapse
18. Flooding must be controlled by pumping out as necessary.
19. Excavations must be inspected by a competent person prior to allowing personnel access to carry out any works.
20. All excavations must be left safe at the end of each shift

5.13 Installation of load bearing support lintel or RSJ

1. Mark out location of new opening in wall.
2. Break out brickwork for installation of support padstones in compliance with structural engineer's specification. Ensure safe access to height using hop-ups or tower scaffold.
3. Install padstones on mortar bed, dry pack and point up, checking alignment and level. Check dimensions will accept the lintel / RSJ.
4. The wall above must be provided with temporary support to prevent collapse during installation of the lintel / beam
5. Prepare suitable openings above the lintel height to accept steel support pins to protrude each side of the wall. Alternatively use Strong Boy wall supports with acrows to one side only.
6. Check the floor structure for adequate strength, reinforce as necessary to prevent collapse in compliance with structural engineer specification.
7. Position acrows under support pins to each side and adjust to take weight of wall..
8. Carefully break out a slot between padstones to accept the lintel / RSJ.
9. Using adequate resource, the lintel is to be manhandled inside the acrow supports prior to lifting into position on the padstones. Suitable access to height must be in place to enable safe lifting to height. Alternatively use Genie Hoist or similar to transport and lift lintel or beam into position.
10. Lift the lintel into position, check level and height above floor and adjust as necessary with dry shim packing. Secure in place with a mortar mix.

11. Dry pack the clearance above the beam and point with mortar to secure brickwork above.
12. Carefully break out the opening brickwork from the top to prevent collapse and remove debris to waste skip.
13. Remove acrows and support pins
14. Make good brickwork to opening faces and pin openings.

5.14 Lay Concrete Base

2. Mark out location of base in compliance with design plan
3. Check position of concrete base with clients representative.
4. Excavate area to depth specified and rough level.
5. Load out screened hardcore to specified depth and compact with whacker plate to level
6. Construct timber shuttering to provide internal dimensions as specified to form finished base
7. Lay 50 mm sand screed and rake level.
8. compact with whacker plate to level.
9. Lay specified DPM to cover entire surface and allow for turn up to above finished floor level.
10. Lay double layer of A142 steel reinforcing mesh with spacers below and in between. Tie mesh panels together with tie wire
11. Call clients representative to ensure that shuttering and reinforcing are in correct location.
12. Position concrete pump in close proximity to enable pump to deliver to whole area.
13. Confirm concrete quantity to be delivered to site and number of loads to ensure timing for continuous pour.
14. Discharge ready mixed concrete into rear of concrete pump.
15. Pour concrete via boom and nozzle over reinforcing mesh and level through.
16. Level concrete through with a vibrator poker to consolidate
17. Float trowel to a smooth finish as specification.
18. Leave area cordoned off to allow to cure.
19. Remove shuttering after a couple of days.
20. Clear site of all materials and waste

5.15 Mini-digger works

1. Operators must be trained and deemed competent and hold an appropriate CPCS certification of competency for the machine they are using.
2. The operator must be familiar with site layout and arrangements for traffic / pedestrian segregation.
3. Only designated traffic routes should be used to access the area of work. Deviation for access to a work location must be managed by a banks man.
4. Prior to any excavation, the designated work area must be checked for buried services using site plans from service providers, local authorities and CAT scanning, etc. Services locations should be identified using marker paints and flag markers to ensure no damage to live systems.
5. Ground should be checked for potential collapse, especially on brown field sites.
6. An excavation progress plan should be established to minimise risk of overloading excavated ground.
7. Where possible, the excavation area should be closed off by barrier or bunting to prevent accidental access into the operational area.
8. Prior to use, the operator should carry out a daily inspection to ensure the machine is in good working order. Any defects must be reported and where necessary the machine withdrawn from service for repair.
9. Refueling should be carried out only in a designated area where there is no potential for fuel ignition and suitable protection is in place to ensure no fuel spillage can be lost to ground or water drainage systems.
10. The excavator must be positioned such that when slewing, the machine is clear of any obstruction by a minimum of 500 mm to prevent trapping of any personnel during operations.
11. The operator must ensure that rear view mirrors are in good order and clean to ensure maximum visibility.
12. A banks man should manage the area during excavation and movement, particularly when reversing.
13. Excavations must be marked and fenced as necessary to prevent site personnel or Others falling into them.
14. Quick Hitches - if fitted should be checked when a bucket change is completed to ensure the bucket has been successfully attached and locked in position. The operator must be responsible for inspecting the latching mechanism is secure before lifting the bucket to commence use.
15. Lifting
16. Excavators may be used for lifting where the work is directly associated with an excavation, and any other application where this type of equipment can be used
17. All work is subject to a suitable and sufficient risk assessment, subsequent control measures and capabilities of the machine.
18. The safe working load of the machine in its least stable position must not be exceeded at any time
19. The safe working load must be clearly marked on the machine, or a copy of the table of safe working loads, bearing the ID number of the machine, must be clearly visible in the cab

20. Excavators above 1 tonne safe working load must be fitted with acoustic and visual warning devices and check valves on the main boom. All excavators, whether UK manufactured or imported, must conform to BS EN 474 or its equivalent
21. Chains or slings for lifting must not be placed around or on the teeth of the bucket. Accessories for lifting may only be attached to a purpose-made point on the machine. This should be readily identified and marked with the SWL rating.
22. Machines used for lifting fall under the Lifting Operations and Lifting Equipment Regulations (LOLER). The Provision and Use of Work Equipment Regulations (PUWER) also call for regular maintenance and inspection. Machines MUST be inspected and tested in compliance with both.
23. Whilst BS 7121 may not specifically refer to excavators used as cranes, compliance with all parts of BS 7121 would assist in the provision of safe work as required by section 2(2) of the H&S at work act 1974
24. A competent banks-man shall be present at all times during lifting operations

5.16 Pouring concrete foundations

1. The footings are to be checked and pumped clear of excess water.
2. Guide pins to be inserted to give indication of concrete depth to ensure even levels
3. A safe access route is to be prepared for the pump wagon to gain close proximity to the foundations area
4. Personnel involved with the pour will all wear full PPE to include industrial wellingtons and over-leggings with gaiters to prevent wet concrete entering boots.
5. The pump will deliver specified concrete mix by hydraulic boom to the footing runs in turn. Depth to be by guide markers.
6. Concrete is to be consolidated by use of vibration poker and levels checked using dumpy.
7. Surface finish to be checked and smoothed if necessary.
8. Pump is to be cleaned down prior to leaving site
9. Once poured the area will be barriered off to ensure safe whilst the concrete cures.
10. All tools to be cleaned off and returned to secure storage.

5.17 Preparation

1. Load all equipment required for job
2. Carry out visual vehicle safety checks
3. Transport equipment and operatives to site
4. Report to Client and receive permit to work (where required)
5. Put on personal protective equipment
6. Inform all relevant other persons in area of start of works
7. Cordon off work area if practical and necessary to do so.
8. Ensure the area to be worked and exit points are clear of obstruction
9. Ensure that safe access and egress is maintained

5.18 Preparing an insulated concrete base slab

1. Using the dumpy level a level will be taken and crushed stone hardcore will be spread to the required depth.
2. Hard core is to be compacted by whacker plate or vibration roller to form a level base at the specified height
3. Once achieved a 50 mm layer of sand is laid over the area and leveled.
4. Visqueen is then laid across the whole area and taped and lapped.
5. Insulation is lifted and laid across the whole area, boards are butted together and taped. Take care not to damage the insulation.
6. Lay specified reinforcing mesh fitted with suitable proprietary spacers to cover the area & tie using mesh ties.

5.19 Second Fix Plumbing - Sanitary Wear, Sinks And Radiators

Fitting Sanitary Wear

1. Mark out the position of all sanitary wear.
2. Fit the bath or shower base as per the manufacturer instruction. Ensure feet are mounted on robust floor, or add pattress blocks. Secure to wall using suitable proprietary fixings
3. Drill, plug and fix the supports for the sink, toilet and bidet (if applicable) using suitable proprietary fixings.
4. Fit the sink and bidet (if applicable.)
5. Fabricate and install waste pipes and traps
6. Where a plastic pipe is connected with solvents, staff will follow all safe use instructions.
7. Connect the waste pipes to traps and check for leaks.

8. Position wc and connect to soil pipe ensuring seal is aligned correctly.
9. Make up plastic pipework and connect to hot and cold water feeds.
10. Where water feeds are made up in copper, care must be taken to prevent fire during hotwork.
11. Ensure the correct type of fire extinguisher is on hand during hot work.
12. Protect surrounding area with heat shields.
13. Ensure adequate natural ventilation to remove fume during solder work.
14. Prepare all fittings, apply flux, connect and solder all joints.
15. Fit the shower enclosure as per the manufacturer instruction.
16. Seal around the sanitary wear with white or clear mastic as specification.
17. Drill, plug and fix any accessories.
18. Ensure all plugs, handles taps and other ancillaries are correctly fitted to sanitary ware.
19. Test for correct operation including wc cistern capacity, float valve adjustment, flushing of toilet and emptying of water through plugs and overflows.
20. Visually inspect pipe work and joints for leaks and damage both internally and externally.

Fitting A Kitchen Or Utility Sink

1. Use all equipment according to manufacturers instruction and perform a visual check.
2. Ensure correct PPE is worn.
3. Mark out the position of the sink on the worktop. (Check for interference with carcass panels and bracings, adjust as necessary)
4. Drill and jigsaw out the void for the sink (if necessary.)
5. Test fit the sink. Dress the apperture timber face and seal with lacquer to prevent water ingress.
6. Fit the sink and secure with clips provided.
7. Connect the trap, waste, hot and cold feeds.
8. Where a plastic pipe is connected with solvents, staff will follow all safe use instructions.
9. Where copper pipework has been installed take care to prevent fire during hot work.
10. Ensure the correct type of fire extinguisher is on hand during hot work.
11. Protect surrounding area with heat shields.
12. Ensure adequate natural ventilation to remove fume during solder work.
13. Prepare all fittings, apply flux, connect and solder all joints.
14. Seal around the sink ware with clear mastic to work top surface.
15. Test for correct operation, i.e. HOT (left), COLD (Right)
16. Visually inspect pipe work and joints for leaks and damage.

Fitting Radiators

1. Deliver radiator, fittings and sealant tape plus appropriate tools to working area, using safe manual handling techniques and ensuring safe access and egress.
2. Measure up wall for radiator brackets and mark out.
3. Cat scan the walls for live services.
4. Inspect all tools for damage etc prior to use
5. Protect floor area from dust created while drilling.
6. Wear correct PPE as specified
7. If no live services found drill wall, install proprietary fixings and mount brackets.
8. Screw brackets into place.
9. Prepare radiator valves, bleed valve and plug using PTFE tape to seal threads and secure.
10. Mount radiator onto the brackets.
11. Once piping is installed offer up pipe to valves and tighten.
12. Complete installation of all radiators and check sytem is connected.
13. Fill with water and pressurise
14. Bleed all radiators.
15. Visually inspect system pipe work and joints for leaks and damage.
16. Flush and drain system prior to refill with inhibitor
17. Reinstate / commission system.

5.20 Suspended Ceilings Installation

1. Put on your personal protective equipment
2. Inform tenants and other occupants of work commencing and cordon off work area if practical to do so.
Particular attention should be paid to property where children are present; children and adults must be kept away

- from the work area at all times and protected from dangers of power tools and substances
- 3. Mark the height of the new ceiling and use a level or laser to extend the line around the room. Check by measuring from the joists. Note Measure down from the joists at several locations around the room to ensure that you will have enough space above the panel grid at all points across the existing ceiling
- 4. Align the top of the perimeter molding with the suspended-ceiling line and secure with suitable fixings. Cut molding to size with snips
- 5. Set out lay-in grid to be set centrally from centre of room.
- 6. Install the main runners perpendicular to the joists and 4 ft. apart
- 7. Measure across the room parallel to the joists and divide by the panel length to get the number of full panels
- 8. After calculating partial-panel gap, use a chalk line or laser to lay out main runner positions. Place main runners at 4-ft. intervals
- 9. To support the main runners, screw small eyebolts into every third joist along the chalk lines. Then, fasten lengths of 16-gauge wire to each eyebolt
- 10. Run leveling string across ceiling and use to gauge height of each main runner or set up laser levelling system to project to ceiling level.
- 11. Position Cross Tees in slots on main runners at 2 ft gaps
- 12. Install Ceiling tiles to square installation
- 13. Cut and install pieces to connect the grid with the perimeter molding
- 14. Install the remaining panels by lifting, twisting and dropping the panel in from above
- 15. Cut the panels for the smaller perimeter pieces with a sharp Stanley Knife before installing as per other panels

5.21 Second Fix Joinery

FITTING INTERNAL DOORS

- 1. Cut off the horns
- 2. Dry test the door in the casing and mark where trimming is needed
- 3. Trim the door to size, allow a clearance
- 4. Wedge the door in place and mark out the hinges and lock position
- 5. Chop out and fit the hinges to the frame either by hand or router
- 6. Chop out the door hinges by hand or router
- 7. Hang the door and check for plumb and correct clearance
- 8. Drill & chop out the door before fitting the lock
- 9. Fit the handles
- 10. Mark out the frame and fit the striking plate
- 11. Test the door for correct operation

FITTING THE ARCHITRAVE

- 1. Measure the lengths of architrave required
- 2. Check to ensure lengths are not bowed or twisted
- 3. Cut to size with a mitre using the chop saw
- 4. Fix the architrave to the door frame using the nail gun
- 5. Check mitre joints ensure top moulding is level

FITTING SKIRTING BOARDS

- 1. Measure the length of skirting required
- 2. Check to ensure lengths are not bowed or twisted
- 3. Dry test fit and cut/plane to size if required
- 4. Fix to the wall by nail gun / screw & plug or instant grip adhesive as required
- 5. Cut scribed joint or mitred joint as required
- 6. Check all joints and fixings

BALUSTRADES AND HANDRAILS

- 1. Measure / cut and fix the newel posts ensuring each is upright
- 2. Measure the run of the base/hand rail and cut to size with the chop saw
- 3. Fix the base rail to the string
- 4. Fix the hand rail with the supplied fittings
- 5. Measure the angle of the balusters and mark out the position on the base rail and handrail
- 6. Cut the balusters to size and fix to the base rail and hand rail
- 7. Test the rail to ensure it is secure

KITCHEN UNITS

- 1. Check all units for sign of damage

2. Mark out the floor with the position of the units and equipment
3. Assemble each unit as per manufacturers instructions
4. Heavy or awkward items should be tandem lifted
5. Fix the units in place with the appropriate fixings, ensure units are levelled up correctly
6. Measure and cut (if required) the worktop
7. Dry fit and adjust where necessary
8. Fix the worktop using the appropriate fixings
9. Mark out the wall for the position of the wall units
10. Mark a plumb line at the correct height for the underside of the units
11. Drill and subsequently fix the adjustable brackets to the wall
12. Hang fix each unit and adjust as necessary
13. Measure / cut and fix the cornice (if required)
14. Fix the shelves
15. Hang all doors and adjust as necessary
16. Fit the plinth
17. Fix any additional accessories (if required)
18. Remove all tools and equipment from site
19. Recycle as much waste as possible

5.22 Core Drilling in Masonry or Concrete

1. Ensure no services are running through the area to be core drilled.
2. Select the appropriate core drill cutter dependent on hole size required
3. Select appropriate 110v drill or drill rig for larger holes.
4. Ensure all correct PPE is in place including ear and eye protection.
5. Mark the centre of the core hole to be drilled.
6. Ensure that on the opposing side of the wall the area is protected to ensure other operatives or persons are safe as the drill comes through the wall.
7. If drilling through floors ensure area below is closed off and notice posted advising of drilling operation above and to be aware of potential falling debris in area.
8. Drill a centre hole slightly larger than the pilot drill that is used with the core fitting through the wall or floor.
9. Place core drill in position, level and straight with the pilot hole.
10. If using a rig, it should be positioned and secured by a suitable fixing into the concrete or masonry surface
11. Slowly drill through 1 skin at a time and emptying the core before starting the next skin.
12. Once the cores have been drilled ensure the area is left clean, tidy and safe.

IF CORE HOLES ARE BEING DRILLED IN AN ENVIRONMENT WHERE DUST MUST BE CAPTURED, USE A BATTERY OPERATED VACUUM TO TAKE AWAY THE DUST ENSURING A LONG NOZZLE IS FITTED TO ENSURE HANDS ARE KEPT CLEAR OF ANY MOVING PARTS.

IF HOLES LARGER THAN 200MM ARE BEING DRILLED OR HOLES ARE BEING CORED THROUGH REINFORCED CONCRETE THEN THE RIG MUST BE USED AS PER MANUFACTURERS INSTRUCTIONS AND TRAINING.

5.23 Brick and Blockwork

1. Check level and alignment of foundation to ensure walls will be level and plumb
2. Position blocks/Stones work near work area using site crane or fork lift truck
3. Have mortar in tubs transported to suitable location for loading out to spot boards
4. Crane or telehandler to lift mortar tubs into position
5. Set out and check correct alignment in accordance with plans and orientation.
6. Lay Blockwork and brick to just below specified ground level
7. Lay outer brick / stonework to DPC level and install closed cavity DPC as specification
8. Set out openings for door frames and windows.
9. Plan brick / stonework to ensure satisfactory alignment and appearance.
10. Build walls up to level and arrange scaffold lifts installation
11. Ensure all settings are level and plumb
12. Scaffold access lifts will be built up as the height increases
13. At first floor level. floor joists are to be set out and secured within inner blockwork.
14. Temporary flooring must be installed before allowing work above 1st / 2nd floor / roof level.
15. Ensure all working lifts are fully compliant with Work at Height regulations.
16. Ensure access to height is closed off at end of each day, and site is secured at perimeter.

5.24 Dry fit Kitchen units and worktops

1. Fit new pre assembled unit carcasses as per contract drawings.
2. Ensure the units and carcasses are level and plumb
3. Secure to walls using appropriate proprietary fixings
4. Prepare new work tops, measure and cut to length. Identify and mark positions for cut outs for sink and hob locations,
5. Mark out openings from templates provided and cut out from top face ensuring no edge damage to top surface by using downcut blades to jigsaw.
6. Corner Jointed work tops must be cut using mitre jig and router to form a Mason's Mitre ensuring a tight square joint.
7. Joints to be sealed and clamped from underside prior to final positioning
8. Worktops to be secured to top of carcasses using csk screws from underside of frames.
9. Mark out and drill doors and drawer fronts for handles, fit and secure handles
10. Fit new unit doors and adjust to ensure correct alignment
11. Prepare and fit all trims and cornices etc.
12. Large and /or awkward items to be tandem lifted
13. Clear all tools and waste from area and remove to designated waste skip for disposal

5.25 Electrical Test and Handover (NICEIC)

1. NICEIC tests will be carried out on all installations prior to handover, the contract manager is responsible for delivering the certificates to the principle contractor, a copy to be held on file at O & T Developments
2. Carry out dead testing of all individual circuits against circuit drawings in compliance with IET BS 7671:2018.
3. Live testing - Check each circuit individually in compliance with IET BS 7671:2018. Assistance may be required from a competent designated person.
4. Snagging works will be carried out to ensure compliance with specified circuit control.
5. Handover to client

5.26 First Fix Electrical (Installation)

All electrical works will be compliant with current BS 7671 and

IET BS7671:2018 Wiring Regulations. (18th Edition)

1. All Staff and employees will observe the main contractor site rules for access and egress from the work site
2. Staff and employees will attend the safety induction course provided by the main contractor prior to starting work
3. Staff and Employees will be carrying out the relatively low risk operation of installation of cables and wiring for power supply sockets, lighting and switching, security and data, for which they will require access to all areas of the building. It will be the responsibility of the Supervisor to liaise with the main contractor, regarding the safe access and work in areas where other contractors will be working
4. The Supervisor will also ensure other contractors are aware of the presence of staff in all areas.
5. All staff are experienced and have been trained in the use of any tools which they are required to use, where young and/or inexperienced workers are employed, it will be the responsibility of the Supervisor to ensure that these workers are supervised at all times
6. Staff are aware of the high numbers of injuries due to slips trips and falls and they will ensure that trailing cables, tools or debris do not cause a trip hazard to themselves and other contractors
7. Staff and employees will pay particular attention to good housekeeping and ensure that the site is left clean and tidy at the end of each shift.
8. Put on your personal protective equipment
9. Report to site office or main contractors site supervisor/foreman.
10. Take tools and equipment to the place of work and store away from the work area
11. Cordon off work area if practical to do so
12. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
13. Check any electrical or hand tools for damage or faults, faulty or damaged tools must be removed from service immediately
14. Do not leave tools and equipment unattended at any time
15. Temporary task lighting to be available for use as necessary
16. Review house plan and establish location of main board, sockets, switches and lighting. Mark out sockets, switches and light fitting position on walls and floor joists
17. Position and fit pattress boxes.
18. Drill joists through centre to accommodate wiring (as necessary)
19. Run specified cables through from locations, ensure all cables are marked up as to their intended use at both board and socket / switch ends
20. Ensure all wiring is securely clipped in place
21. Position and fix cable sheath where necessary
22. Pack tools and equipment, remove excess cabling and fixings and leave area clean and tidy
23. Report to Client that work is complete, hand over.

5.27 First Fix Joinery

FLOOR JOISTS

1. Measure up number & lengths of floor joist required
2. Collect lengths of wood from storage area and take to cutting area
3. Check joists for straightness, do not use bowed joists
4. Cut joists to required lengths
5. Fit joist hangers in position as per contract drawings (if to be used)
6. Lift the first floor joists into position using the telescopic handler if available, if Not ensure good manual handling techniques are observed
7. Level joists using spirit level or laser
8. Lay first floor temporary platform for use as work area or lay weather protective safedek boards as per drawings
9. Close off any open edges at height with timber barrier.

ROOF TRUSSES

1. Bolt timber 100x100 timber roof pan as per architect drawings using specified fixings at specified centres
2. Lift roof trusses up the outside of the scaffolding using a crane or telehoist and place across the wall plates, manually position each truss at specified centres.
3. Add timber ties to underside of trusses to ensure vertical positioning and support as specification
4. Fix roof trusses to 100x100 timber wall plate using specified cleats by screwing into timber
5. Work from centre of roof to both gable ends ensuring trusses are level and at correct centres
6. Fit storm bracings and cross ties to roof trusses
7. Measure and cut the barge boards and fix to the end truss with proprietary fixings
8. Measure and cut the fascia boards & fix to the rafter feet with proprietary fixings
9. Measure and Cut the Soffits to size and fix

STAIRCASE

1. Ensure staircase in position ready for fitting
2. Cut bottoms of strings square to sit on floor
3. Cut top strings over trimmer joists to hold stairs in position
4. Fix through strings into the wall to secure stairs using supplied fixing screws
5. Fix under third tread from bottom using small stud frame to give support
6. Check stairs for strength and fully test before handover

WINDOW / EXTERIOR DOOR FRAMES

1. Ensure damp proof membrane is in position
2. Test fit the frame and shave down if necessary
3. Fit the frame, test for level sill
4. Temporary wedge the frame in place in preparation for fixing and check for plumb
5. Drill the fixing holes and screw fix with raw plugs or frame fixings
6. Cut the interior sill to size and fix with propriety fixings

STUD WALLS

1. Mark out the position of the internal walls as per the site plan
2. Measure and cut the Ceiling Plate
3. Nail fix the Ceiling Plate through into the joists
4. Measure and cut the Sole Plate
5. Nail fix the Sole Plate ensuring they are plumb with the Ceiling Plate
6. Mark out the position of the Studs on both the Ceiling Plate & Sole Plate
7. Measure each stud and mark up in case of any variation
8. Skew nail each stud both top and bottom and check for vertical with the spirit level
9. Mark out the position for the horizontal noggins as per site plan
10. Nail fix the horizontal noggings
11. Measure and cut to size the interior door frames
12. Nail to stud frame ensuring frame is square and plumb
13. Ensure area is left safe at end of each shift
14. Remove all waste and dispose of as per local authority guidelines

5.28 Fit Exterior Door and Frame

1. Ensure damp proof membrane is in correct position over inner and outer walls.
2. Test fit the timber frame and shave down if necessary
3. Fit the frame, check for level cill.
4. Cut the exterior cill notches allowing clearance for drip outside brickwork.
5. Centralise the frame and shim pack the frame in place in preparation for fixing.
6. Check for square and plumb in both axis. Ensure suitable packers are in place at fixing points positions
7. Drill the fixing holes and screw fix with rawl plugs or frame fixings through timber, packings and brick / block work. Ensure frame is in alignment in all axis.
8. Cut the interior sill to size and fix with proprietary fixings.

Hang timber door

1. Mark out the door and frame for hinge mount rebates.
2. Use wood chisel or router and hinge jig to cut out hinge seats.
3. Mark out door for mortice lock and / or barrel lock.
4. Bore clearance holes for handle shaft and barrel lock as required
5. Mark out stile for mortice lock. Drill out and chisel faces to enable insertion of mortice lock checking alignment for handle shaft.
6. Fix hinges to door and check alignment with frame hinge seats.
7. Lift door into position and pack door to height to enable fixing.
8. Secure hinges to frame and check door for alignment within the frame.
9. Adjust by planing as required to enable soft close.
10. Insert mortice lock and lock plate, secure in position with screws.
11. Fit handle shaft and handles and secure.
12. Close door to frame and mark out for face plate.
13. Chisel rebate and fix face plate to jamb.
14. Close door and check flush closure into rebate.
15. Adjust face plate tongue if necessary.
16. Clear tools and sweep area of sawdust and chippings. Remove to waste skip.
17. Hand over to client

5.29 Rewire of Electrical Installation

1. All electrical work must be carried out in strict accordance with the design, BS 7671: 2018 and IEE 18th Edition Guidance.
2. Any subsequent design changes, for any reason, must be agreed with the principal contractor and or client before being implemented
3. All work will comply the standards required by the National Inspection Council
4. All materials and safety features must be provided as per manufacturer's instructions or as outlined in the design criteria.

Preparation

1. Refer to site safety rules for information on signing in and starting work
2. Report to site foreman before commencing work in any area
3. All staff will be inducted onto site by the main contractor prior to commencing any works; all members of staff are obliged to follow the main contractor rules and regulations whilst on site.
4. The sub contractors site foreman will ensure that all safety measures are followed, by his staff, the site foreman will set up and manage work patterns, equipment storage, control of visitors and protection of clients and members of the public in his area of work.
5. All materials and equipment will be delivered to site by suppliers and kept in designated storage areas.
6. The site foreman will ensure staff are competent to complete the job safely and that apprentices are properly supervised.
7. Physically check all equipment for signs of undue wear or damage, particularly plugs and cables

Set Up

1. Only when in receipt of the following documentation can work commence.
2. Review survey

3. Asbestos summary documentation for details of work.
4. Signed layout of electrical positions by client / occupier.
5. Confirmation where applicable relating to removal of floors, and flooring agreed with the principal contractor and / or client before being implemented.
6. Appropriate signage to be displayed at all times to indicate what work is being carried out.

Wiring Strip Out

1. Any incomer isolator should be opened and locked off
2. All circuits are to be isolated at the consumer unit by opening breakers or removing fuses. Notice to be posted advising to Keep Clear, Electrician working on electrical system.
3. All wiring to be tested and proved dead before proceeding.
4. All supply feeds are to be disconnected from the consumer unit and withdrawn.
5. Wiring to be progressively stripped out throughout the premises to enable new cabling to be run as plan.
6. Scrap to be gathered for recycling by licensed waste management company as determined by client

First fixing

1. Provision of initial electrical wiring system (PVC / PVC insulated cables)
2. Warning signs must be fitted and a physical barrier will be fitted across stair restricting accesses to 1st floor while boards are lifted.
3. Only when the above has been carried out can we proceed to remove floor boards to enable routing of cables beneath floor boards
4. Keep all areas clear of any obstacles and tripping hazards.
5. Floor boards to be lifted with correct tools.
6. If floor boards are to be cut this will be carried with a circular saw set at the correct depth, and ensure the blade cover is working correctly.
7. Saw must be used with a dust bag or with a vacuum attachment.
8. The floor boards must only be left up for the minimum time practical.
9. Floor boards to be secured at the end of every working day.

Switch and control Pattress boxes. (Option 1) Dependant on specification

1. Mark out and cut out a suitable recess in the structure and fixing by means of screws within the box. as per plans
2. Chisels and bolsters with hand protection afforded in the handle should be used for carrying out these operations.
3. Suitable gloves and eye protection should be worn at all times and dust masks when appropriate.
4. Cables will be cleated to walls and must be protected by appropriate sheathing to protect them from future damage.
5. When using fixing nails eye protection will be worn.
6. Ensure, wherever practical, that cable runs do not deviate from plans.
7. Any deviations must be marked on the electrical drawings.
8. Separation of mains electrical services, from other services, should be achieved wherever practicable at a distance of 600mm.

Switch and control outlet boxes (Option 2)

1. Install PVC mini trunking and surface back boxes to walls prior to installing cables as per plans.
2. Care must be taken when drilling and installing fixing to finished plastered walls all as option 1.
3. When fixing the lighting and power circuits, operatives will fix to ceiling joists by means of cleats at specified distances.

Second fixing

1. Strip wiring for terminal connections to socket outlets, light switches and ceiling roses as per plans
2. Connections to mains operated smoke alarms (if appropriate) will also be fitted at this stage.

Consumer units

1. The consumer unit is fitted as per plans and connections made to the various circuits.
2. Including provisions of suitable earth bonding.
3. The consumer unit will be marked at this stage with the relevant destinations for each circuit.
4. Once completed the system will be testing in accordance with the Wiring Regulations.

Testing and commissioning

1. On completion of the wiring, fitting of socket outlets etc., the whole system is to be tested for continuity and earth impedance prior to the connection of any electrical appliances.

2. Once this test is acceptable the electrician will certify the system as completed and is available for connection by the regional electricity company.
3. In exceptional circumstances where any remedial work is required after the circuitry has been approved and made live by the relevant authority, work must only be done once the circuit has had the circuit breaker and or fuse isolated at the consumer unit.
4. All equipment should be labelled to conform with the Electricity at Work Regulations

5.30 Scaffold Erection & Dismantling

All scaffolding must be erected by trained or supervised operatives. Scaffold may be Tube and Fittings or System Scaffold.

Standard scaffold (basic structures) may be constructed in compliance with TG 20 (latest version)
Scaffold structures outside the remit of TG 20 volume 1 will require a design plan approved by a structural engineer.

System Scaffold must be constructed in compliance with manufacturer specification

Tube and Fittings scaffold

1. The delivery vehicle will be parked as close as practicable to minimise the distance needed to carry the scaffold sections
2. The site will be inspected to ensure that the ground is capable of taking the weight of the scaffold, and that there are no voids etc.
3. The site will be fenced or cordoned off to prevent unauthorised access during construction and notices posted advising of "Construction Works in Progress - Do Not Enter area".
4. Where the structure is over a public area or close to the highway, licenses must be obtained from the local authority.
5. Additional protection measures as specified by local authority must be complied with to prevent injury or collision.
6. Any access points will be noted and kept clear where practically possible.
7. Dependant on the type of scaffold being erected (if not free standing) it will be tied into the building at specified intervals.
8. Scaffold will be erected in accordance with TG 20 and SG4.
9. Scaffolders must prepare safe temporary access at each lift and use the advance guard rail system or body harness and lanyard attached to fixed horizontal rails when working above 3 metres height.
10. Access ladders will be blocked off when the scaffold is incomplete or not ready for use.
11. Warning signs will be posted when the scaffold is incomplete. Where a Scaf-Tag system is employed, the appropriate card will be displayed.
12. The scaffold will be signed off and a certificate issued when the scaffold is ready for use.
13. A weekly inspection by a competent person will be made to ensure the security of the scaffold. Scaf-tag to be completed where applicable.
14. Prior to dismantling, where applicable e.g public areas, the area must be closed off to prevent unauthorised access into the work area.
15. Dismantling will start from the top level and scaffold sections will be passed down manually to the levels below by team lifting.
16. Scaffolders working on partially dismantled levels will wear full body harness and lanyard attached to horizontal rails above and retain single boards below, working backwards to downloading point.
17. All connection pieces will be passed (not thrown) and collected in buckets or other suitable receptacles.
18. All sections will be loaded and secured on the lorry for removal from site.

5.31 Scaffolding - Adjustments to Height

1. The person or persons (erectors) carrying out this procedure should hold a current scaffold certificate and be properly trained and supervised. Untrained personnel, i.e. Other trades MUST NOT be allowed to make any kind of adjustments to the scaffold.
2. During the erection or dismantling process the erectors must observe and adhere to the following key points.
 - a) Working lifts to be fully decked out complete with toe boards, handrails and intermediate rails..
 - b) They must access each level using temporary boarding and full body harness with short clip on lanyard to prevent falling.
 - c) They must raise and lower materials using a Rope & Wheel or by the manual handling method known as hand-balling.
3. Whichever method is used erectors must at all times work from a minimum of a decked working platform which has a handrail to both sides.
4. The recommended and maximum, lift height for each and every lift above the first lift is 2 metres.
5. The maximum heights stipulated so as to guarantee that the standards are capable of supporting the maximum safe working load of the scaffold which is 450kg per bay (unless stated otherwise on the Handover Certificate).

6. Additionally each 2 metre lift is a potential working platform along which the average sized person has sufficient headroom to walk without stooping.

5.32 Second Fix Electrical (Installation)

All electrical works will be compliant with current BS 7671 and IET BS7671:2018 Wiring Regulations. (18th Edition)

1. Temporary task lighting to be available for use as necessary
2. Mark out position of Distribution Board on wall and drill and plug wall.
3. Mark out and drill suitable hole to feed Mains Tails to meter box.
4. Fit main panel and feed through all cables for all circuits.
5. Strip back outer insulations to enable individual cables to be routed to appropriate breakers.
6. Strip back inner insulation and connect power side into identified breaker connector.
7. Connect Neutrals into common connector block.
8. Connect Earths into Earth connector block.
9. Ensure all wires are tidy and clear of buss bars. Secure with tie wraps.
10. Sockets – Trim cables back to suitable length for stripping and connecting to socket terminals.
11. Ensure grommets are fitted into pattress back boxes.
12. Fit insulation sleeves to earth wires.
13. Connect to pattress earth terminal and secure.
14. Position socket, fix and secure screws ensuring level alignment
15. Light switches - Trim cables back to suitable length for stripping and connecting to switch terminals. Ensure grommets are fitted into pattress back boxes. Fit insulation sleeves to earth wires. Connect to pattress earth terminal and secure.
16. Lighting – Strip back cabling to enable connection of wires to ceiling rose junction box.
17. Mount ceiling rose and secure to ceiling joist. Fit lamp socket and tail and secure rose cover.
18. Test all circuits for continuity and correct switching.
19. Tidy any cables in trunking and fit trunking covers.
20. Test all circuits for continuity and switching
21. Prepare new Mains and Earth Tails, thread through to meter box leaving adequate length for connection. Connect into Distribution board terminals.
22. Fit Distribution board cover.
23. Pack tools and equipment, remove all waste to designated skip and leave area clean and tidy
24. Report to Client that work is complete and ready for connection by power supplier.

5.33 Tiling

1. Cover floor area and any furniture/fittings to prevent damage to goods
2. Clean down walls using proprietary cleaner
3. N.B. Chemical cleaners and work tools such as hot air strippers will not be left unattended in residential properties, this is especially important where children are present
4. Ensure wall is structurally stable, flat, and consists of a suitable substrate
5. Score the entire surface area to provide a key for adhesive
6. Ensure wall is clean dry and free from dust and contaminants
7. Remove all debris and waste to designated waste disposal area
8. Ensure correct adhesive for type of tiles being applied, if necessary consult tile supplier
9. When doing full walls, shower enclosures etc hang a plumb line and mark to ensure level and vertical alignment of finished tiles.
10. Mix sufficient adhesive to cover desired application area and apply to wall using flat side of trowel
11. Comb the adhesive to a uniform depth using the notched side of trowel
12. Fit spacers to top of sinks, shower trays etc to allow 3mm
13. Fix first run of tiles ensuring level and plumb
14. Fit spacers between tiles
15. Firmly press tiles in place
16. Tiles will be cut where necessary using proprietary cutting tools. Notched, curved or quarter round cuts will be done with a wet saw
17. Wipe off excessive adhesive with clean damp sponge
18. Remove all waste and debris from site to designated area, site will be left clean and tidy at the end of each shift
19. Allow adhesive to cure for 24 hours

Grouting

1. Ensure floor area and any fittings are covered to prevent damage
2. Mix sufficient grout to cover a workable area, refer to manufacturers instructions
3. Using grout float spread grout into joints

4. Make sure all joints are filled using squeegee blade to remove excess grout
5. Allow grout to set for 20 minutes then wipe residue off with damp sponge cleaned regularly
6. Minimal clean-up water should be used to ensure proper grout curing and maintain colour uniformity
7. Shape grout joints with grout tool
8. Buff tiles with clean cloth

5.34 UPVC Door Installation

1. Put on personal protective equipment.
2. Ensure work area is clear of obstruction, furniture and any floor coverings are either removed or adequately covered to prevent damage.
3. Check opening size is correct and will accept the new frame.
4. Remove the old door from the frame and remove from work area.
5. Release the timber frame and carefully remove from the brickwork opening, taking care to not damage the internal plaster finish.
6. Insert the new upvc door frame into the opening and check alignment for secure fixings. If necessary, attach extension brackets to enable secure fixing by drilling and plugging brickwork.
7. Prepare the new cill, notching out to ensure specified overhang above brickwork. Fix to base of door frame
8. Centralise the door frame within the opening and pack with suitable shims to ensure level and plumb in all planes. Secure in position with screws through frame or brackets as necessary.
9. Check to ensure no distortion of frame.
10. Introduce the door into the frame and mount on preset hinges.
11. Check hinges and adjust as necessary to ensure door is central in both directions.
12. Fit door furniture, and check operation.
13. Check operation of bolts system and catch adjustment.
14. Remove any film protection from upvc surfaces.
15. Seal gaps between frame and brickwork. Finish with silicone mastic sealant to specified colour and point to provide smooth bead finish to sides, top and cill.
16. Clear all tools and surplus materials.
17. Remove all waste to designated disposal point or load into van for licensed disposal or recycling.
18. Remove any protection used during works.
19. Hand over to Client and confirm acceptance

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

