Title: Joinery General

Contract Name:	Bridgewater House – Basement Shower Scheme		
Contract Number:		**Client:**	APAM
Contract Manager:	Ben Vernon	**Foreman:**	Gavin Crossley
Date:	8/2/21	**Revision No:**	
Approved By:	BV	**Prepared By:**	Henry Pond

1. Scope of works to be carried out:

This plan of works details the sequence of carefully removing the listed timber partitions to allow them to be sanded back, stained and then reinstated within the ground floor corridor.

2. CTC Ltd Personnel to be involved

Operative	**Grade**	**Qualifications**
Gavin Crossley	Working Foreman	CSCS / C&G
Jack Forshaw	Joiner	CSCS / NVQ 3

3. Subcontractors who will be involved in works:

N/A

4. Equipment/tools to be used:

Hand Tools Electrical Hand Tools Other (Specify): Festool Orbital Sander / Plunge Saw / Class M Hoover

5. PPE required:

Protective Footwear Hi-vis Clothing Safety Glasses Gloves Other (Specify):

6. Temporary works required for activity:

N/A

7. Working areas of activity:	
Floor:	Basement
Building:	Bridgewater House
Location:	New shower room

8. Access and Egress requirements:	
Access:	Main reception / Fire escape door to Atwood Street
Egress:	Fire escapes as per site induction

9. Emergency procedures:
Site induction will confirm fire assemble point and fire alarm testing Site supervisor to be responsible for reporting any incidents

10. Date(s) / time(s) when work is to be carried out:	
Date(s):	15/03/21 – 9/4/21
Time(s):	7.00 – 19.00

11. Permit to work required? If "Yes" give detail of who issues and controls the process
Yes, to be issued by the client and signed off at the end of the works

12. Waste Management
No timber to be remove from site, all timber cut to be stored in sub-basement for further review

13. Hazardous materials and their storage

Item	Storage
N/A	

14. Welfare arrangements

Site welfare facilities to be used during the duration of the works. These are located in the main reception

15. Environmental issues

N/A

16. Risk assessments to be considered

(List relevant forms on documents CTC/QHSE/001 and CTC/QHSE/002 and attach to this method statement):

17. Sequence of works (How the activity will be carried out):

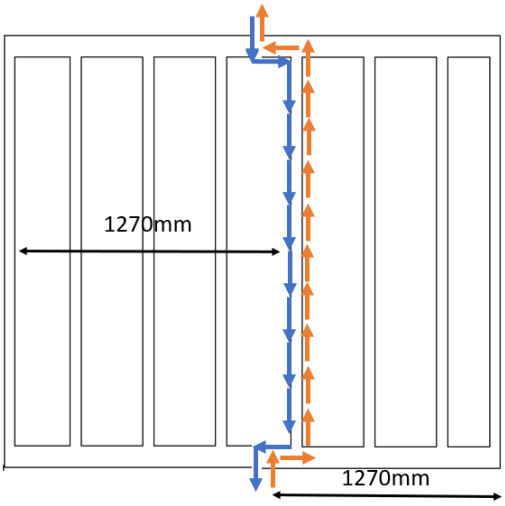
1. Arrive on site and park van in space for visitors
2. Sign in to site with reception and obtain passes
3. Sign in
4. Receive induction
5. Sign induction log sheet issued by Client to confirm you have read and understood induction
6. Review site asbestos register before any works start and sign to say have read and understood survey
7. Assess the job and walk around the job to familiarise with works scope
8. Review RAMS for the works following walk around
9. Sign off RAMS to confirm read and understood and carry out any additional RAMS that may be required due to unforeseen circumstances or other contributing factors not initially known about
10. Move van round to working area to the rear of the building (if required)
11. Put on required PPE for the job including: hard hats, boots and high vis vests gloves and goggles
12. Check all PPE is in working order and report to supervisor if damaged or faulty
13. Unload van of required tools and plant and store neatly next to works area in a safe zone and label as materials storage (if required)
14. Set up work area and put up signage

PANEL REMOVAL

15. Using hand tools, carefully remove existing doors from the timber partitions and set aside
16. Following removal of doors, carefully remove any existing ironmongery / existing fixings and set aside
17. Using hand tools, locate joint in head frame and carefully pry away from timber panels
18. Once head frame has been removed, locate the abutments of panel capping's and carefully pry away leaving the panel free standing

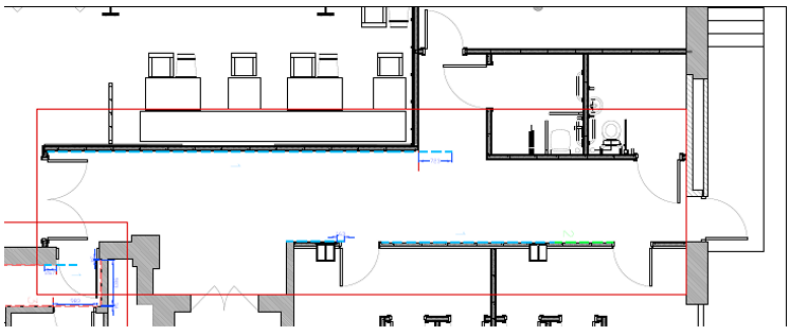
PANEL REFURBISHMENT

Panel cuts for seamless continuation



19. Modified panels to be cut down as per drawing above to allow panels to slot together for seamless continuation
20. Place the panels onto a workbench and using a plunge saw, carefully cut panels to required size
21. Once they have been cut to size, panels are then to be sanded back using an orbital sander to leave the surface ready for painting
22. Once sanded, the panels are ready to be hung on the proposed walls

PANEL INSTALLATION



23. The panels are to be hung on the corridor walls on the ground floor as per drawing above
24. Two people to carefully carry to area of works
25. Locate the stud positions in the exiting walls to ensure the frame is fixed properly
26. Using a laser level, set out positions of MDF frame and pack out accordingly
27. Using a driver, fix MDF frame to stud walls
28. Offer panel up to frame and sit it on the bottom of the frame
29. Check clearances, check for plumb and temporarily hold in position
30. Using a pin gun, fix MDF lipping into frame to trap the panel in position
31. Repeat the process to fix the top lipping
32. Offer up the next panel and slot into position to create a seamless continuation of panels
33. Once complete, panels are to be painted in white satinwood
34. Clean area of works & remove waste
35. Waste to be placed in rubble bags for removal off site

Accepted on behalf of CTC		
Signed	*Print Name*	*Date*

Accepted for and on behalf of Client:		
Signed	*Print Name*	*Date*

This Method Statement must be briefed to all operatives involved in the works.
Operatives to confirm understanding of requirements by adding their name and signing the Toolbox Talk Record of Attendance.