

Title: Joinery – Door Restore

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 doors to allow them to be stripped, extended, stained and then reinstated within the shower area

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:	
<p>Site induction will confirm fire assemble point and fire alarm testing</p> <p>Site supervisor to be responsible for reporting any incidents</p>	

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
N/A

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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

DOOR 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. Doors to be loaded into van and taken back to workshop for stripping, reconditioning and extending

DOOR REFURBISHMENT

18. Once the doors have been stripped, they are to be extended to 2000mm using cedar hardwood
19. Using handtools, carefully drill holes into the bottom of the door and fix dowel with glue
20. Once dowel is set, install cedar hardwood extension piece, glue and clamp together
21. Each door is to be checked and if necessary new beading / trims are to be installed on a like for like basis
22. Using orbital sander, carefully remove and excess glue and leave surface smooth ready for seal

DOOR INSTALL

23. Using power tools, cut door liners to size and fix to metal stud ensuring that it is plumb
24. Using hand tools, chop hinges into door liners
25. Using the existing hinge locations on the doors, fix new hinges into position
26. Offer the door up in position
27. Check clearances, check for plumb and temporarily hold in position
28. Using driver and screw, fix the door into position
29. Repeat the process for all doors
30. Once complete, panels are to be stained in a walnut effect
31. Clean area of works & remove waste
32. Waste to be placed in rubble bags for removal off site

Accepted on behalf of CTC		
<i>Signed</i>	<i>Print Name</i>	<i>Date</i>

Accepted for and on behalf of Client:		
<i>Signed</i>	<i>Print Name</i>	<i>Date</i>

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.