

**PROJECT NAME**  
**Fit-out Works – Location**


**METHOD STATEMENT- PROTECTION WORKS**

**Doc. No.: CBS-MS-01**

**Date: Month/ Year**

Prepared By:




Client Logo	METHOD STATEMENT PROTECTION WORKS	 <b>CBS</b> <small>Interior Design &amp; Decoration</small>
	Head OFFICE Fit-out Works	
CBS -MS-03	Location:	Date:

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## 1. INTRODUCTION

This Method Statement describes the specific safe working methods which will be used to carry out the work. It gives details of how the work will be carried out and what health and safety issues and controls are involved.

## 2. GENERAL

### 2.1. SUMMARY

- A. Section Includes: All work necessary for the temporary protection of all existing structures and finishes, or any part thereof including masonry, steel, reinforced concrete, plain concrete, electrical facilities, and any other material or equipment on the site to give way for the TRSD Office Fit-Out works.

### 2.2. SITE INSPECTION

- A. Visit the site and inspect all existing structures. Observe and record any defects that may exist in buildings or structures. Provide the Client or representative with a copy of this inspection record and obtain the ENGINEER's and the Client or representative approval prior to commencing the work.

## 3. EXECUTION

### 3.1. EXAMINATION OF EXISTING DRAWINGS

- A. Available drawings of existing structures and equipment will be available for inspection at the office of the ENGINEER.


### 3.2. PROTECTION

- A. General Safety: Provide warning signs, protective barriers, and warning lights as necessary adjacent to the work as approved or required. Maintain these items during the work period.

### 3.3. PRE-START WORKS

The following will need to be addressed before works commence on site;

- A. Arrange for all necessary scaffolding and hoarding.
- B. Carry out a condition survey to adjacent areas and surrounding.

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- C. Prior to commencing installation of temporary protection works to any wall, floor and ceiling; arrange for all live services are ensured that adequate protection measures are in place.
- D. Properly secure the covers to prevent accidental movement.

### 3.4. SEQUENCE OF PROTECTION WORKS INSTALLATION

- A. Laydown polyethylene sheets to the existing floor.
- B. Laydown 6mm thick. MDF sheets on existing floor structure / finishes; secure joints and make sure that the protection board does not move during actual works.
- C. Erect 6mm thick. MDF sheets on existing wall structure / finishes horizontally; secure joints and make sure that the protection board does not move during actual works.
- D. Install polyethylene sheets on walls above the MDF protection board, up to slab.
- E. Remove all excess materials, rubbish, scrap pieces, equipment, and materials resulting from protection work installation.
- F. Take approval to all materials for removal and remove such items from the site.