

PROJECT NAME
Fit-out Works – Location

METHOD STATEMENT- FIT-OUT WORKS

Doc. No.: CBS-MS-03

Date: Month/ Year

Prepared By:





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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

Section Includes: All work necessary process for the Project fit-out and refurbishment including:

- 2.1. Gypsum partition, gypsum ceiling and grid ceiling works
- 2.2. Glass and glazing
- 2.3. Painting works
- 2.4. Doors and windows
- 2.5. Dismantling of temporary partitions
- 2.6. Carpet flooring
- 2.7. Awning, blinds and curtains
- 2.8. FCU units pipe installation and drainage
- 2.9. Electrical works
- 2.10. Fire-fighting works
- 2.11. Office furniture installation
- 2.12. Clean practices

3. SCOPE


3.1. GYPSUM PARTITION, GYPSUM CEILING AND GRID CEILING WORKS

Supply & install false ceiling & partitions works as following:

- Gypsum Board & Gypsum Bulkhead
- Ceiling Tiles.
- Gypsum Partitions.

General requirements for false ceiling & partition installation.


- All joints shall be filled and taped properly using joint mesh.
- Partitions lay out should be inspected by main contractor before fixing the metal track.
- Partition type should be identified before starting the work in each area.
- Partition works should be coordinated properly with M.E.P subcontractor specially after fixing structural framing and just before closing the second layer of board.
- Gypsum Board should be fixed staggering in same horizontal level.
- All joints tape shall be even and shall not exceed the level of board by removing paper from the edge which doesn't have sloped edges but not for chamfered edge which is ready to receive filling materials.
- Where applicable, provide bulkhead as indicated on the approved shop drawing.
- Where applicable, provide curtain box/ divider box as indicated on the approved shop drawing.
- The tiles cut piece shall be carried out as per the approved shop drawing and shall not be less than 30 cm (not less than half tile).
- The tiles cutting and formulation of cut piece shall be formed by using suitable cutting machine to avoid any irregular edges for the cut pieces.

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- All necessary coordination with the mechanical and electrical works shall be carried out in three stages:
 - Before starting suspended GI Furring ceiling system.
 - Before fixing Gypsum board.
 - After fixing Gypsum board.
- Coordinate the finish Ceiling level with the adjacent levels, and adjacent window.
- Bulkhead edges and corners shall be provided with proprietary coved mesh accessories with nice finish tapped.
- All coordination process should be supported by formal clearance letter from M.E.P. subcontractor in all stages, main contractor and final approval from the consultant.
- Any temporary opening required by M.E.P. should be by marking on gypsum board before finishing stages. (Joint Treatment)

3.1.1. GYPSUM BOARD FALSE CEILING WORKS

- Site survey by our engineer to assure the work is ready to start accordingly.
- Obtain M.E.P. clearance by formal letter from Main Contractor Coordinator.
- Checked by our engineer if the level of shop drawings is approved for matching with the site condition after M.E.P. service had been installed.
- Any materials at slab concrete soffit base incompatible with the support shall be removed by main contractor.
- All block works, plaster, at least primer paint, to be completed till the slab soffit.
- Fire sealant to be applied wherever applicable.
- Suspension System Installation (70 % of job)
 - a. Fixing the wall angle by (Hilti Gun steel nail) to the wall matching the level which had been marked before starting the fixation.
 - b. Fix the Main channel supported from soffit of slab using Hilti Material fixation.
 - c. Horizontal main channel fixing to dropped supported from top by using ½" white screw DD 02 (Hilti)
 - d. Furring channel fixing to horizontal main channel perpendicularly by ½" white screw DD 02 (Hilti)
 - e. All MEP Access panels required to be marked on the slab soffit for the engineer's approvals.
 - f. Acceptance latter from M.E.P. subcontractor to satisfy that all support should not object any M.E.P. services in future.
- Gypsum Board Installation (30 % of job)
 - a. Fixing Gypsum board stagger on furring channel by using 1" drywall gypsum screw (Hilti) using the required accessories and metal angles as approved materials and shop drawings.
 - b. M.E.P. subcontractor should mark all M.E.P. services which it needs to cut with its tag for each opening.
 - c. After cutting only, we can start joint treatment and assuring that the joint level should not exceed the board level.
 - d. If required in joint area, paper should be removed and hanging the board before treatment with the joint compound.
 - e. In same time of filling joint compound (Boral), Joint mesh (Boral), should be fixed and matching same level of Gypsum Board Ceiling.
 - f. Gypsum ceiling ready for engineer inspection.

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- g. For vertical junctures or partitions and window walls – connect and finish to match mullions.

3.1.2. CEILING TILE WORKS (METAL GRID & MINERAL FIBER BOARD)


Preparation prior to installation

- Obtain M.E.P. clearance by formal later by building management Coordinator.
- Checked by our engineer if the level is approved shop drawings are matching with the site condition after M.E.P. service had been installed.
- Any materials at slab concrete suffix base incompatible with the support shall be removed by main contractor.
- **Suspended Ceiling Installation (60 % of job)**
 - a. Fixing the wall angle by (Hilti Gun steel nail) to the wall matching the level which had been marked before starting the fixation.
 - b. Fixing the main tee angle by 3mm hanging wire Supported from soffit of slab using Hilti Material
 - c. Fixing (Hilti Ceiling Clip) with the steel nail along with adjustable clip as approved in our submittal from engineer.
 - d. Fixing with the cross-tee angle perpendicularly with main tee.
 - e. Acceptance letter from M.E.P. subcontractor to satisfy that all support should not object any M.E.P. services.
 - f. Approval for Suspended System Ceiling should be obtained from the engineer
- **Gypsum Tile Installation (40 % of the job)**
 - a. Lay the Gypsum tile.
 - b. Mark all M.E.P. services which must be cut before fixing the tiles.
 - c. Cutting tiles opening accordingly to M.E.P. subcontractors and hold in store until permission to fix.
 - d. Fixing and cutting in proper way of tiles as per approved shop drawings.
 - e. Before announcing the final inspection, all tiles should be installed.
 - f. False Ceiling tiles will be ready for engineer inspection.
 - g. Submit second for approval.

3.1.3. GYPSUM PARTITIONS

Preparation prior to installation.

- Survey by our engineer to assure the work is ready to start accordingly.
- Partitions Lay out should be marked on the floor by our engineering team.
- Any materials at slab concrete incompatible with the support track should be removed by main contractor.
- Cleared approved shop drawings for partitions type's & partitions lay out should be available with our construction manager and project engineer at site.
- **Suspension System Installation (70 % of job)**
 - a. Submit first WIR-1 for Lay out approval.
 - b. Fixing the track by (Hilti Gun steel nail) to the floor matching the approved lay out on the floor which had been marked before starting the fixation.
 - c. Fix the first and last vertical stud only for each expected wall partition and in same time fix the top track also for check alignment and verticality assurance.

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- d. Continue fixing stud channel 400 mm c/c fixing to top and bottom track supported by using ½" white screw DD 02 (Hilti) and paralleled to basic stud which will be ad bench mark for it.
 - e. Horizontal track channel fixing as support for stud each 1200 mm as standard for two purposes, structural and to get raw cool insulation.
 - f. Around openings doors and windows should be taken in considerations for extra support channels, as horizontal track and vertical stud in position to receive flat faces, and to provide white wood fillet 50 mm as required to receive support screws.
 - g. Our site engineering team will give enough time and coordination for M.E.P Subcontractor to start his work in this critical time to fix his pipes and conduits.
 - h. All MEP Access panels which might be required to be marked on the structural framing to give us chance for sufficient support in this stage.
 - i. Acceptance latter from M.E.P. subcontractor to satisfy that all support should not object any M.E.P. services in future.
 - j. Submit second for approval as M.E.P works has been finished successfully.
- Gypsum Board Installation (30 % of job)
 - a. After obtaining M.E.P. clearance and engineer approval.
 - b. Fixing one layer only Gypsum board stagger on stud channel by using 1" drywall gypsum screw (Hilti) using the required accessories and metal angles as approved materials and shop drawings.
 - c. M.E.P. subcontractor should mark all M.E.P. services which it needs to cut with its tag for each opening.
 - d. After cutting only, we can start joint treatment and assuring that the joint level should not exceed the board level.
 - e. If required in joint area, paper should be removed and hanging the board before treatment with the joint compound.
 - f. In same time of filling joint compound (Boral), Joint mesh (Boral), should be fixed and matching same level of Gypsum Board Ceiling.
 - g. Gypsum ceiling ready for engineer inspection.
 - h. In case of double layers board, we can hold the second layer fixing up to final stage of works to avoid any damages it might be happens.
 - i. So same procedures of finishing board we can go throw and to do WIR as well.

3.1.4. PROTECTION OF FINISHED WORKS


After the final inspection for Gypsum Board Ceiling, and Gypsum Partition walls just to care that nothing to spoil the surfaces as much as possible especially from M.E.P. subcontractor.

We recommend not starting final finish touch unless we assure that M.E.P subcontractor had been successfully finished his works.

For double layers gypsum partitions, we recommend that to hold the second layer of board fixing up to final stage.

• GYPSUM PARTITION

Preparation before Structural framing channels including MEP clearance, surveying lay out and approved level in wet areas for proceeding with fixation, as per method statement.

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- **GYPSUM BOARD**

Preparation before suspended ceiling including MEP clearance, surveying lay out and approved plastering works for proceeding with tile fixation, as per method statement

- **CEILING TILES**

Preparation before suspended ceiling including MEP clearance, surveying lay out and approved plastering works for proceeding with tile fixation.

3.1.5. SAFETY

- Proper scaffolding shall be used and safety harness to be used and secured, if required.
- All personal protective equipment shall be used as appropriate according to the nature of the job.
- Housekeeping shall be of good standard and all of cuts and spills shall be removed.
- Safety belt if required in high level of ceiling.
- Scaffolding tag should be provided while using scaffolding.
- 110 V electrical machines should be used
- Lift carrier to be protected properly.
- The allowable size of the glass panels to be shifted to desired floor by lift.
- Wearing of the safety shoes to avoid foot injuries.
- If the gypsum sheet is unable to accommodate in the lift? To be cut in to two pieces and then to be transferred to the desired location by elevator.
- Wearing of safety hat.
- Wearing of safety goggles to protect eyes from dust

3.2. GLASS & GLAZING

This document sets out the general procedures that will be adopted for the installation of glass. When fitting glass on any site, operatives are to give special attention to occupants who may not be aware of the hazards involved when working with or transporting glass.


3.2.1. PREPARATION

- All obstacles that may impede the safe handling of glass and the mobility of lifting equipment are to be removed.
- Area to be cordoned off by main contractor for the duration of delivery and communicated to all other site workers and building occupants.
- Personal Protective Equipment, to be worn (in compliance with Fusion Glass Operative Policy & site rules) by all Fusion operatives. (Site rules take precedence).

NOTE: If the site supervisor or operatives consider the area or task to be unsafe for any reason, they must contact their Works Programmers, Manager or the H&S Department.

3.2.2. UNLOADING

- Glass is to be delivered to the project site direct from the manufacturer by means of a suitably prepared vehicle. Drivers of glass transportation vehicles are aware of all safety aspects of the transportation of glass products.
- Glass will be delivered to the area designated as a storage site for the glass (this safe area must be agreed with the specialist or principal contractor).

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- If possible, glass will be delivered on an “A” offloaded mechanically and stored in the designated safe area.
- If the Glass is to be manually handled to the safe storage area it should be done following the guidelines set out at the end of this document. Glass is to be stacked on its long edge if possible, a maximum of 12 sheets in each stack.
- Supervisor and operatives are to ensure that there is a suitable amount of people to carry out each lift.

NOTE: If the site supervisor or operatives consider the area or task to be unsafe for any reason, they must contact their Works Programmers, Manager or the H&S Department.


3.2.3. TRANSPORTATION

- A safe route for the transportation of the glass is to be identified in the Health and Safety Site Survey Sheet and communicated to all other site workers and building occupiers.
- Glass is to be manually hoisted via a suitable staircase for Fusion’s use only provided by the principle contractor.
- Glass delivery to site between 06-00pm – 6-00am
- Glass to be offloaded in parking area of the building and carried through front door to service lift.
- Carpet tiles to be placed on floor allowing glass to be rested whilst handling is adjusted before glass is carried up staircase.
- Carpet tiles to be used on floor landings where glass is to be rested for re-handling.
- Glass to be fitted on levels other than the ground floor that will not fit in the service lift will be taken up to the relevant floor using the staircase identified. If the Glass is to be manually hoisted it should be done following the guidelines set out at the end of this document. Supervisor and operatives are to ensure that there is a suitable amount of people to carry out each lift.
- Glass hoisted over uneven ground will require transportation via a glass trolley.
- Glass is to be stored in a suitable area near to the work face against a solid wall resting on timber blocks or carpet tiles. Glass is to be stacked on its long edge if possible, a maximum of 15 sheets in each stack.

NOTE: If the site supervisor or operatives consider the area or task to be unsafe for any reason, they must contact their Works Programmers, Manager or the H&S Department.

3.2.4. INSTALLATION

- The glass will then be transported by hand directly in front of the partition to be glazed. The glass will then be pitched and stood up on its shortest edge and lifted into position using glass suckers.
- Still using the glass suckers, the top of the glass will be lifted within the head channel and the bottom lowered into the base section, leveled with nylon spacer blocks. Supervisor and operatives are to ensure that there is a suitable amount of people to carry out each lift. Gasket is then applied.
- Glazing operatives will then clean glass and fix protective tape to each side of vertical joints and apply a silicone seal to form between the glass panels. This seal will need 48 hours for the silicone to cure the glass may require bracing.
- Alternatively, the vertical joints may be secured using a male and female dry joint.

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- No other building occupiers or other site workers under any circumstances to be allowed in the immediate vicinity while fitting is in progress.
- Identification crosses will be applied to all glazed panels.

NOTE: If the site supervisor or operatives consider the area or task to be unsafe for any reason, they must contact their Works Programmers, Manager or the H&S Department.

3.2.5. CLEAN-UP AND HANDOVER

- Clear all residual debris to designated waste area in accordance with site environmental policy.

3.2.6. SAFETY

- Arranging first aid box at site in case of minor injuries.
- Proper scaffolding shall be used and safety harness to be used and secured, if required.
- All personal protective equipment shall be used as appropriate according to the nature of the job.
- Housekeeping shall be of good standard and all of cuts and spills shall be removed.
- Safety belt if required in high level of ceiling.
- Scaffolding tag should be provided whilst the mobile tower is in use.
- 110 V electrical machines should be used.
- Lift carrier to be protected properly.
- The allowable size of the glass panels to be conveyed to desired floor by lift.
- Wearing of the safety shoes to avoid foot injuries.
- If the glass is unable to accommodate in the lift, to be transferred to the desired location by staircase. In such case more manpower to be arranged with more numbers of glass catchers
- Wearing of safety hat and safety goggles to protect eyes from dust.


3.3. PAINTING WORKS

3.3.1. PREPARATION

- Sanding and cleaning of the surface in order to get smoother and long-lasting paint finish.
- At first apply one coat of primer to ensure resistance from corrosion and get soaked by the surface to reduce the costlier paint's consumption. One should use primer coating on wood, metal and concrete surfaces.
- Now Putty is to be applied to have smoother finish and to fill the gaps in order to attain an even surface.
- Then again one coat of primer should be coated to avoid patchiness on finished surface.
- Apply minimum two and maximum three coats of paint to have better results.
- Allow the surface to be dried off completely before repainting so as to avoid the air gaps which can cause blistering of the paint film.
- Apply at least standard three coats of finish to have smoother surface.
- Check the viscosity of the paint and avoid greater amount of putty to resist gaps and cracks in paint layer. Use good quality paint brushes to avoid visible brush strokes.

3.3.2. SAFETY

- Arranging first aid box at site in case of minor injuries.

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- Proper scaffolding shall be used and safety harness to be used and secured, if required.
- All personal protective equipment shall be used as appropriate according to the nature of the job.
- Housekeeping shall be of good standard and all off cuts and spills shall be removed.
- Safety belt if required in high level of ceiling. Scaffolding tag should be provided while using. Lift carrier to be protected properly.
- The paint drums to be shifted to desired floor by staircase / Elevator. Wearing of the safety shoes to avoid foot injuries.
- Wearing of safety hat.
- Wearing of safety goggles to protect eyes from dust.

3.4. DOORS AND WINDOWS

All work must be carried out in accordance with best practice and the regulatory and statutory requirements.


The work must comply with the planning rules and must be in accordance with the building regulations.

3.4.1. DELIVERY AND HANDLING

- Where windows are to be installed in multi-story flats or low-rise buildings, they must be taken to the correct level by external hoist.
- They must not be hoisted with the use of rope.
- Window or taken in passenger lifts.
- The doors and windows must be delivered to site and fitted on the same day.
- All windows or pre-fabricated units shall be transported in a vertical position and securely anchored to the vehicle to prevent movement in transit. They shall be separated from each other by using adequate packing pieces to prevent damage to adjacent windows and handles.
- All windows s be carried and offered to the structural opening in a vertical position and not dragged.
- The window shall not be carried flat or horizontal as damage may occur to the welded joints.
- Larger windows may require more than one operative to position the window correctly.
- Inadequate structural support, Check prior to the removal of each existing unit.
- The Contractor and the Leaseholder must ensure that when the existing windows are removed from the openings, the new assemblies are to be installed and Left completely secure and weather tight on the same working day.
- Before removing any window, the contractor must carefully check the size and suitability of the replacement window.
- Under no circumstances must windows be removed unless the replacement is physically on site.

3.4.2. INSTALLATION

- Install frames level, plumb and square with anchors and inserts accurately located. Use only metal shims to level frames.

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- Metal spreaders on frames to set in concrete shall remain in place. Metal spreaders on frames set at finish floor level shall not be removed until frames are securely anchored in place with permanent anchors.
- Furnish and install steel channel reinforcement from floor to slab above when double leaf doors exceed 1.82 m in width on metal stud and plaster walls. The CONTRACTOR shall furnish and install the required reinforcing angles to support lead lined frames, where required.
- Install doors and windows accurately in their respective frames and in a manner that will achieve the intended functional operation and appearance.
- Do all drilling and tapping of doors and frames as required for surface applied hardware.

3.4.3. INSPECTION

- On completion of the works the Constructor shall clean the windows internally and externally.
- Survey window Installation/surveying shall be carried out in accordance with the Trade Standards of the Code of Practice for the Installation of White High Impact Modified UPVC windows.
- All dimensions shall be taken including diagonals of all openings where windows are to be replaced.
- The perimeter gap shall be no more than the minimum required for thermal expansion, assumed to be 6mm.
- New window profiles are to have unequal legs to allow for the internal plaster or when the internal plaster is to be cut back.
- Larger external gaps will not be allowed.
- Where internal sills are tiled, the sill section must accommodate the sills without the need for cutting the tiles.
- Where there are concrete, brick or tile external sills the Contractor must agree with us beforehand whether a PVCU sill is required.

3.5. DISMANTLING OF TEMPORARY PARTITION


All work necessary for the removal and disposal of temporary partition specified to be removed.

3.5.1. EXECUTION

- Carry out demolition so that adjacent structures, which are to remain, are not endangered.
- Schedule the work so as not to interfere with the day-to-day operation of the existing facilities.
- Exercise care to break partition well for removal in reasonably small masses.
- Where only parts of a structure are to be removed, cut the partition along limiting lines with a suitable saw so that damage to the remaining structures is held to a minimum.

3.5.2. PROTECTION

- General Safety: Provide warning signs and protective barriers as necessary adjacent to the work as approved or required. Maintain these items during the demolition period.
- Existing Services: Undertake no demolition work until all mechanical and electrical services affected by the work have been properly disconnected. Cap, reroute or reconnect interconnecting piping or electrical services that are to remain in service

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either permanently or temporarily in a manner that will not interfere with the operation of the remaining facilities as required.

- Hazards: Perform testing and air purging where the presence of hazardous chemicals, gases, flammable materials or other dangerous substances is apparent or suspected and eliminate the hazard before demolition is started as required.

3.6. CARPET FLOORING

This section describes carpet, carpet tiles, edge strips, adhesives, and other items required for complete installation.

3.6.1. EXECUTION

- Carpet work shall be scheduled after any other work which would damage the finish surface of the carpet.
- Spaces in which flooring work is to be performed shall have adequate ventilation to remove moisture and fumes from the area.
- After concrete floor surfaces have been cleaned, small patches of cement to be used shall be spread in several locations in each room and allowed to dry or "set" overnight. If the "set" cement can be peeled easily from the floor surfaces, the floor is not sufficiently dry. The test shall be repeated until the cement adheres properly. When the cement adheres tightly to the floor surfaces, the carpet shall be applied. If concrete floors are in contact with the ground or over unventilated crawl spaces, small patches of primer shall be used in lieu of cement to test for moisture.
- Layout grid chalk lines from a starting point near to the center of each room. Carpet tiles shall be installed from the starting point outwards.
- Cut and fit sections of carpet for each room or space prior to application of adhesive.
- Apply adhesive and separate release agent, if required, in accordance with manufacturer's instructions, complying with procedure demonstrated to be satisfactory by test sample. Butt carpet and seams and edges tightly together to eliminate air pockets and ensure uniform bond throughout. Remove adhesive from face promptly upon exposure.
- Provide cutouts as required for removable access devices in the substrate.
- Bind edges as neatly as possible and secure sides of cuts to the substrate, gypsum wall and glass wall / mullions.
- Install carpet edge guard at all locations where edge of carpet is exposed to traffic and at joints with other flooring materials.
- Locate edge guard under centerline of doors, except where necessary to remain clear of automatic door bottoms.

3.5.3. PROTECTION


- After installation remove all debris and thoroughly vacuum carpet.
- Protect carpet with non-staining cover material until time of acceptance

3.7. AWNING, BLINDS AND CURTAINS

This section describes awning, blinds, curtains and other items required for complete installation.

3.7.1. EXECUTION

- Method 1 - To face fix

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This is by securing an L- shaped bracket to the window frame from which the blind will be hung.

Visual Blinds will always consult the relevant personnel to ensure the fitting of brackets to the window frame is in no breach of any warranty that may exist from the supplier or installer of the window.


- Method 2 - To Top fixes using steel clip spring bracket
 - This is secured to the soffit by drilling a 10mm hole then using a plaster plug and the relevant screw depending on the depth of the plaster, brick or metal work.
 - The bracket secures the track from which the blind hangs.
 - On either type of installation all drilling is carried out using a 24v cordless drill.
 - All Visual Blinds fitters have been trained in the safe use of cordless drills as described by the manufacturer's handbook.
 - After each installation the senior fitter will carry out a safety check on any blind that has been installed and will endeavor to make sure the site is left in a safe and clean manner.

3.7.2. SAFETY

- With reference to Visual Blinds carrying out installations of window blinds, it is necessary with the majority of window blind installations to use step ladders and on occasion's double extension Ladders.
- On any one installation it is Visual Blinds company policy to ensure that there will always be 2 Fitters to minimize risk, i.e. should a member of the installation team become unwell or have an accident the second staff member will be on hand to raise the alarm and contact the necessary emergency service.
- When using step ladders, they will always be held and footed by the second staff member.
- If it is necessary to use double extension ladders it is Visual Blinds company policy to use anti-slip mats and wherever possible the ladders will be tied off to a secure point.
- When drilling is necessary on installations, we will endeavor to make sure all existing windows are securely locked and that there are no other personnel within a secure working distance.
- Any nearby equipment will be covered by clean dustsheets.
- When the installation is complete the area immediate to the installation is left in a clean and safe condition.
- If for any reason whatsoever any property or decoration have been damaged in any way Visual Blinds fitters will immediately contact the site Health and Safety personnel and secondly contact the site supervisor.

3.7.3. OPERATION

- Assess suitable travel pathway to enter/exit premises when carrying materials
- Check for stairs, stored items, corners or other obstructions that could cause tripping, crushing of fingers, or awkward postures when carrying a load.
- Barricade installation area. Do not allow persons to work below install works.
- Install awnings, blinds or curtains as per manufacturer's instructions and engineer's specification. Example:

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- Remove old window treatments (if applicable).
- Support all materials adequately before unscrewing.
- Follow installing sequence as instructed.
- Use stud finder (or other reliable means) to identify location of studs for securing mountings.
- Measure securing locations required for brackets, etc.
- Ensure materials are supported during installation.
- Ensure any cords/chains are secured into locks or cleats attached to windows (to prevent choking hazards for children).

3.8. FCU PIPE INSTALLATION AND DRAINAGE

This method of statement describes procedures for pipe installation and Drainage pipe insulation of AC split units.

The aim of this work is to describe mechanical works associated with insulation of A/C drainpipe to ensure compliance with contract requirements approved shop drawings, materials, specification and quality control.

Providing p3 air ducting.

Fixing of the supply and return grills/diffusers.

3.8.1. PLANT AND EQUIPMENT

List of Material and Equipment which are in use for this task is as follows.


- Insulation Tube
- Adhesive
- Copper tube
- Drainage Pipe
- Cutter & Driller

3.8.2. EXECUTION

- Every works shall be installed and connected in accordance with Manufacture instruction which is describe in submittal.
- During the installation use cutter, adhesive, insulation tube and other necessary equipment which are shown in manufacturer's data sheet regarding to pipe installation are attached.
- A/C units to be handled during the execution of the works.

3.8.3. SAFETY

- Proper scaffolding shall be used and safety harness to be used and secured, if required.
- All personal protective equipment shall be used as appropriate according to the nature of the job.
- Housekeeping shall be of good standard and all of cuts and spills shall be removed.
- Safety belt if required in high level of ceiling.
- Scaffolding tag should be provided while using.
- 110 V electrical machines should be used
- Lift carrier to be protected properly.
- Wearing of the safety shoes to avoid foot injuries.

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- Wearing of safety hat.
- Wearing of safety goggles to protect eyes from dust.

3.9. ELECTRICAL WORKS

This section describes electrical works and other items required for complete installation.

3.9.1. SITE INSPECTION


- Confirm site hazards; add to list below as necessary; tick site specific hazards below.
- Confirm the locations of services and all the isolation points for the work area.
- Identify the services that cannot be isolated.
- Advise all staff of all hazards identified and precautions to be taken.
- Toolbox talks to be conducted for all personnel on site prior to project commencing and to be conducted on a weekly basis throughout project.

3.9.2. SITE PREPARATION

- Deliver materials to site, report to client representative and sign in as required. Store materials in the agreed location.
- Delivery times to be agreed with site personnel and agree on a loading and unloading procedure.
- Issue safety equipment and personal protective equipment as required.
- Close off the work area to client staff and others as required.
- Keep route(s) to emergency exits clear at all times.
- Erect safety barriers & signage before starting work.
- Issue the necessary certified tools & equipment as required and ensure that all equipment is in good order and fit for the purpose intended.

3.9.3. EXECUTION

- At the start of each shift, note the names and number of personnel on site – for roll call in the event of an emergency. Site project supervisor to be notified of changes of personnel
- Remove waste materials to the skip via routes approved by the client's representative and agreed by all.
- Keep site and break areas tidy and remove excess materials & food stuffs.
- Break areas to be used to be approved by Site project supervisor or his representative
- When safety systems are temporarily bypassed or out of action, the Site project supervisor or his representative must be notified and give agreement prior to commencement and inform all staff of the problem and the expected time for normal operation.
- Notifications to be given To Site Project supervisor as early as possible in all cases were possible Label equipment as necessary during this period.
- When the shift is over, inspect the work area, unplug all work equipment, check that all staff are accounted for, inform Site project supervisor and sign out as required.
- Make sure that all safety systems are returned to full working order where possible if not possible early notification should be given to the Site project supervisor or his representative all necessary health & safety precautions should be put in place

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Notifications to be given To Site Project supervisor as early as possible in all cases were possible.


- On completion of works, tidy up work area, remove all materials and equipment.
- Inspect and test installation – provide certification as necessary.

3.9.4. SCOPE OF WORKS

- Making provision for wire points for the ceiling light fittings with 20mm pvc conduits and accessories and the cable size will be 2.5mm square plus 1.5mm square cable earth. As per E.E.D. standard and I.E.E. rules and regulation.
- Making provision for power points for switch, sockets and floor box with 25mm pvc conduits and accessories and the cable size will be 4.0mm square plus 2.5mm square cable earth. As per E.E.D. standard and I.E.E. rules and regulation.
- Power circuit will be ring main.
- Power supply for FCU units will with 25mm pvc conduit with 2.5mm² cable plus 1.5mm² for earth.
- Power supply for water heater units will with 25mm pvc conduit with 2.5mm² cable plus 1.5mm² for earth.
- Final termination and earthing at E.D.D. approved DB board and accessories. Eathing will be as E.D.D. standard.

3.9.5. SAFETY

- Trips, Slips, Falls - Use barriers and signage to restrict access to the work area.
- Maintain good housekeeping.
- Store materials in designated areas only.
- Avoid trailing leads in walkways.
- Ensure adequate lighting.
- Falling Materials Use barriers and signage to restrict access to the work area.
- Use safety helmets c/w straps
- Use ladders safely.
- Use scaffold in areas where ladders cannot be used safely. HSA Code of Practice
- Use safety harnesses when working near openings.
- Confined spaces – ceiling voids; risers HSA Code of Practice - Safe Work in Confined Spaces
- Emergency routes kept clear at all times.
- Agree alternative routes /alternative time to do work if work area is not available.
- Use additional temporary signage as required.
- Maintain good housekeeping Risk assessment & communication.
- Tools & Equipment - Tick requirements
 - Electrical test equipment Scaffolding Gloves
 - Welding equipment Power tools Hand Tools
 - Fire Extinguisher 2-way radios Specialist PPE
 - Ladders MEWP Mobile platform
 - Core drill / Kango Cutting equipment Safety Harness
 - Water Ropes Wall Anchor fixing

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3.10. FIRE-FIGHTING WORKS


This section describes fire-fighting works and other items required for complete installation.

3.10.1. EXECUTION

- **Check Pipe Length:** Check the pipe length required based on the approved shop drawing.
- **Marking & Cutting**
Mark the desired length on the pipe and cut it by using a hacksaw. Make sure the pipe is perpendicular to the hacksaw cut.
- **Threading**
Place the pipe in the threading machine and thread it accordingly. Make sure the thread of the pipe is in good condition.
- **Wrap Teflon Tape**
Remove the oil from the pipe end after the threading procedure and wrap it with Teflon tape.
- **Installation:** Install the pipe to the screw fitting.
- **Select Sprinkler Head & Confirm Location:**
Select the sprinkler head according to the approved materials list and ensure that the sprinkler head positions are based on the approved shop drawing.
- **Check Ceiling Tee Installation:**
Ensure the ceiling tee is being installed and leveled by other.
- **Install Dropper:**
Install the dropper pipe to the sprinkler range pipe.
- **Cleaning:**
Clean the screw fitting and sprinkler tee joint to ensure they are free of dust.
- **Wrapping:**
Wrap the screw joint of the sprinkler head Teflon tape to prevent leaking.
- **Tightening:**
Install the sprinkler head rosette and sprinkler head to screw joint of the dropper pipe. Then, tighten the sprinkler head into the screw fitting by using wrench.
- **Leveling:**
Ensure the sprinkler head is level against the ceiling board.

3.10.2. SAFETY

- Proper scaffolding shall be used and safety harness to be used and secured, if required.
- All personal protective equipment shall be used as appropriate according to the nature of the job.
- Housekeeping shall be of good standard and all of cuts and spills shall be removed.
- Safety belt if required in high level of ceiling.
- Scaffolding tag should be provided while using scaffolding.
- 110 V electrical machines should be used
- Lift carrier to be protected properly.
- Wearing of the safety shoes to avoid foot injuries.
- Wearing of safety hat.
- Wearing of safety goggles to protect eyes from dust.

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3.11. OFFICE FURNITURE INSTALLATION

This section describes fire-fighting works and other items required for complete installation.

3.11.1. EXECUTION

- All materials will be delivered by suitable vehicles and unloaded in an allocated area prior to the commencement of work. Vehicles to be reversed with the aid of a Banksman. Vehicles to be booked in prior to delivery as required.
- Materials will be transported to final location and installed in line with installation risk assessment.
- Materials that cannot be off loaded from delivery vehicles and transported to the working areas by hand may be handled by suitable equipment such as trolleys pallet truck and furniture skate.
- Manual lifting of weights over 25kg must use the team lifting option. Lifting of loads in excess of 100kg must conform to an approved Method Statement. Plant & Equipment All hand tools and plant equipment shall be in good condition and be suitable for their intended duty.
- Lifting equipment is to be examined and tested at the appropriate intervals and a copy of the valid certificate is available on request for inspection.
- Portable electrical equipment is to be battery operated or rated at 230-250 volts on mains power supply or 110 volts through a transformer. Equipment using other operating voltages may be used only with the written consent of the clients Electrical Engineer.
- The use of electrical equipment of any sort, whether battery or mains powered, must not be undertaken in hazardous areas without prior consultation, and then, only under the control of the "Permit to Work "system.

3.11.2. SAFETY

There is possibility of Slip or trip therefore Employees receive site induction.

- Safety Footwear to be worn
- Hard Hat to be worn when required.
- Fire / explosion YES Employees receive site induction detailing evacuation procedures
- Noise YES Appropriate ear protection to be worn where necessary
- Manual Handling Employees trained in manual handling techniques. To follow manual handling procedures
- Lift carrier to be protected properly.
- The allowable size of the glass panels to be shifted to desired floor by lift.
- Wearing of the safety shoes to avoid foot injuries.
- If the glass is unable to accommodate in the lift, to be transferred to the desired location by staircase. In such case more manpower to be arranged with more numbers of glass catcher.
- Wearing of safety hat.
- Wearing of safety goggles to protect eyes from dust.

3.12. CLEAN PRACTICES

The leaseholder must ensure that all disused materials, etc. are removed from the building or estate on the same day and properly disposed of. No materials or units must be left at any time in communal or estate areas. Burning of debris on site will not be permitted.