



METHOD STATEMENT FOR:
INSTALLATION TYPE: Changing room furniture

Before we commence our works on site, we will require **written confirmation** that the following works have been completed in the changing room area:

1. LIGHTING AND HEATING
2. ELECTRICAL POWER POINTS
3. FLOOR DOWN AND SEALED
4. ALL OTHER TRADES TO HAVE FINISHED IN THE CHANGING ROOM (LEAVING SITE OF WORKS CLEAR FOR OUR TECHNICIANS).

We require unrestricted access to work in the hall between 8.00 am and 7.00 pm and we shall also require vehicle access for the off-loading of our equipment into the sports hall.

If the situation changes subsequent to you confirming the above, please contact us **in writing** as soon as possible with all necessary details so that our workload can be re-scheduled to take into account the delayed installation date.

IN THE EVENT THAT WE ARE NOT PREVIOUSLY ADVISED, WE REGRET THAT A CHARGE WILL BE MADE FOR AN ABORTIVE VISIT. THIS WILL BE AN “AREA CHARGE” BASED ON YOUR DISTANCE FROM OUR FACTORY AND A “PER MAN HOUR CHARGE” BASED ON LOADING, UNLOADING AND TRAVELLING TIME.

1.0 **Project Information**

1.1 Location of Work

1.2 Sub Contractor: Continental Sports Limited

2.0 **Delivery and Offloading**

2.1 Check with site foreman on arrival to site. Advance arrangement made by letter or telephone.

2.2 Vehicle parked as close as possible to installation site

3.0 **Distribution**

3.1 Main Contractor issued with copy of method statement prior to installation date and copy to site manager on arrival

4.0 **Materials**

4.1 Combination of changing room furniture to include: wall to floor benches and /or double sided island units and /or wall battens with hooks

5.0 **Drawing Information**

5.1. Drawings issued by Drawing Office – contact Garry Spivey

5.2 Drawings issued after final site survey for approval by client. Setting out drawings, installations drawings both issued and used by fitters on site.

5.3 Client requested to sign documents after installation to confirm correct location of installed equipment.

6.0 **Schedule of Plant and Equipment**

6.1 Benches and tools necessary for installation work. Electrical equipment tested for safety and certified - all electrical equipment run on 110v transformers.

7.0 **Location on Site of Works**

7.1 Changing room location as directed by Site Manager/Client Representative.

8.0 **Nature of Works**

8.1 High level work – not applicable

Low level work – not applicable

Floor level work – installation of floor and wall fixings for benches, island units and timber battens.

9.0 **Access**

- 9.1 Photographic ID cards submitted prior to arrival on site for validation.
- 9.2 Photographic ID cards to be carried by fitting personnel whilst on site and shown if requested.

10.0 **Preparing Area for Work**

- 10.1 All fitters wear soft soled, non-marking footwear to protect floor
- 10.2 Heavy duty canvas or plastic dust covers laid out to protect floor
- 10.3 Floor level work is carried out with floor covers surrounding the work area.
- 10.4 Area cleared of all other trades and equipment to be installed located on coned / marked off area.

11.0 **Control Measures to Ensure Safety of Third Parties**

- 11.1 All other trades cleared from working area and area secured by coning / marking off.
- 11.2 All operatives are required to wear hard hats.
- 11.3 Supervision of materials and tools being used on towers controlled by chargehand.

12.0 **Method of Works**

12.1 **Wall to Floor Bench Seating (Ref. 0030)**

Before fixing brackets to wall, timbers are laid on floor to ensure that any butt jointing that may be required will be positioned centrally on intermediate brackets.

Slats may have to be cut to size on site. Edges should be then lacquered.

Before fixing, remove plastic end caps from legs.

Place cap in desired position on floor and mark around in pencil.

Mark drilling point through hole in cap.

Drill hole in floor and fix cap to floor as required.

Place leg over cap and screw bolt into back of leg bracket.

Affix bracket to wall at no more than 1.250m apart.

PLEASE NOTE: End brackets are handed **Left/Right**.

Position timbers evenly and affix to brackets (see drawing 1010/04).

Where corners are mitred, a bracket is provided (timbers to be mitred on site).

12.2 **Double Sided Island Units with Footbar (Ref. 2010)**

Attach footbar to legs using threaded bar (see drawing 1000/14). Ensure fixing plates on legs are facing inwards on assembly.

Attach back rest and hook rail with fittings provided (see drawing 1000/12).

Using screws provided attach beech slats to frames (see drawing 1080/03 - 1080/04).

These benches can also be floor fixed for greater stability and this can be done by drawing round the plastic end cap in the leg in the position required and marking the drilling point through the centre of the cap. Drill hole to suit the plastic plug provided, place cap over hole and fix with screw. Place leg back over cap and screw bolt back into bracket situated in leg.

12.3 **Timber Wall Battens with Hooks (Ref. 1010)**

Screw hooks to timber wall battens before fixing to wall with screws provided.

For hook centres see drawing 1040-1/1040-2.

For wall fixings see drawing 1040-3/1040-4.

12.4 **Cantilever Bench Seating**

End and intermediate brackets are laid on floor no more than 1.25m apart.

Timber battens are laid on floor ensuring any joints are sited above brackets.

Brackets are then fixed to the wall using rawlbolts.

Battens are laid in place, cut to length where necessary, and screwed into the brackets from below.

Cut edges are then sealed.

12.5 **Lockers – solid grade laminate**

Plinths are screwed to floor ensuring top of plinth is horizontal regardless of floor irregularities.

Aluminium locker bodies are presented to the plinth and bolted together in lengths as requested.

Bodies are screwed to wall in every third locker

Doors are bolted to pre-fixed hinges and locks are fixed in place.

End panels are bolted to locker bodies where required.

12.6 **Lockers – mild steel**

Lockers are presented into the correct position and screwed to the wall.

- 12.7 All fixings to side walls/steel columns are undertaken using rawlbolt fixings or screws/plugs appropriate to structure.
- 12.8 Floor fixings (if required) are final element of fixture and fixing work and these are installed to suit the floor.
- 12.9 Residual dust is removed with vacuum cleaners etc. and all waste is removed from site.

13.0 **Site Supervision**

- 13.1 Site Supervisor – T B A
- 13.2 Contracts Manager – G M Spivey

14.0 **Site Safety**

- 14.1 On arriving at site all fitters will attend (if required) a site induction to be carried out by Contractor
- 14.2 Operatives will have a copy of this method statement and be experienced in carrying out these particular works, adhering to the methods as defined in this statement
- 14.3 Minimum requirements for PPE to be worn at all times
 - i) hard hats
 - ii) safety boots or shoes tested to 200 joules
 - iii) high visibility vests / jackets

15.0 **Facilities**

- 15.1 Operatives will use facilities as provided by Contractor

16.0 **First Aid Provision**

- 16.1. First aid kit carried on site

17.0 **Risk Assessment**

- 17.1 See sheets in enclosed booklet

18.0 **COSHH Assessment**

- 18.1 See sheet in enclosed booklet

19.0 **Manual Handling Assessment**

19.1 See sheets in enclosed booklet

20.0 **Emergency Procedures**

20.1 All as Contractors Safety Plan