

5.1 Listed building strip out

1. An internal soft strip of the building will be carried out by demolition operatives to remove fixtures, fittings, partitions, floor and wall finishes of non-original fabric that are no longer required.
2. Whilst undertaking the strip out, all operatives will ensure that extreme caution is being exercised and that items as such are removed in a methodical and controlled manner, to avoid damage to any surfaces or finishes which are of a historical nature.
3. The use of mechanical tools for the strip out will not be permitted. All strip out must be completed with the use of hand tools only.
4. All waste arising from the strip out will be segregated accordingly and then placed into suitable waste bins and stillages, ready for removal in waste skips.
5. All controlled waste being removed to skips will be done during quiet periods of the day and where possible, materials will be loaded by hand method into skips and removed from site. As skips will be on a wait and load basis, where access to skips is not available, materials will be stored within the building where they will be removed at a later stage.
6. At no times will operatives gain access to areas of the building to recover soft stripped materials.
7. All suitable to task PPE to be worn at all times.
8. No partition walls, MF ceilings, structures or materials to be left in an unsafe manner.
9. No walls and alike are to be removed until all hidden services have been identified, isolated or removed.

5.2 General strip out

1. All fixtures, fittings, partitions, floor and wall finishes are to be stripped carefully and removed in a methodical and controlled manner into suitable waste bins and stillages for removal into waste skips in service yard.
2. All waste, materials and plant to be moved at quiet periods when passenger numbers are low. Banksman to be used at all times.
3. All suitable to task PPE to be worn at all times.
4. No partition or block walls, ceilings, structures or materials to be left in an unsafe manner.
5. No walls and alike are to be removed until all hidden services have been identified, isolated or removed.

5.3 Plumbing strip out

1. Liaise with other contractors and Site foreman to isolate water supplies.
2. Isolate Hot & cold water pipes where necessary.
3. Drain down the water system where necessary.
4. Obtain the appropriate hot work permit from the site manager/foreman where applicable.
5. Ensure the correct type of fire extinguisher is on hand during hot work.
6. Protect surrounding area with heat shields.
7. Liaise with facilities manager/site manager to turn water supplies back.
8. Carry out further checks for water tightness and quality of finish.
9. Request site manager/foreman to inspect works.
10. Pack tools and equipment and leave area clean and tidy.
11. Maintain fire watch for 2 to 4 hours where hot work has been carried out.
12. Report to site foreman and sign off permit to work.

5.4 Partition fixing and erection (metal stud partitions)

1. Put on your personal protective equipment.
2. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
3. Fit galvanised steel top channel to ceiling working from step ladders, ensure company ladder procedure is followed.
4. Mark out and fit track to floor, soffit and abutments, fix with proprietary screws.
5. Mark out position of doors, openings, glazed units etc.
6. Slide vertical aluminium partition posts into top channels and floor track and fix with self tapping screws.
7. Slide angle brackets into position and fix with self tapping screws.
8. Additional framing is installed as required to support heavy fixtures.
9. Measure and cut to size plasterboard to fit to partition posts which are fixed at 600mm centres to all framing members to form the lining.
10. Plasterboard to be cut by hand with a hand saw or stanley knife.
11. Respiratory, when sawing or sanding plasterboards, use local exhaust system to control dust or wear a half face mask to EN149 Class FFP 2 if dust cannot be controlled.
12. Fixing channels can be installed between studs to support recessed switch boxes/socket outlets.
13. Install mineral fibre insulation prior to fitting plasterboard to other side.
14. Remove all debris to designated waste disposal area.
15. Do not leave tools and equipment unattended at any time.
16. Ensure area is left safe at end of each shift.

5.5 Glazed partitions installation

1. Take delivery of framework and manually hoist to work area via designated route.
2. Measure and cut frame work to suit. Framework to be cut to size using table chop saw.
3. Secure framework using plastic plugs and screws.
4. Arrange for glazer to undertake site measure of glass.
5. Hoist glass via designated route.
6. Install glass into framework.
7. Clean glass and remove packaging and waste materials to the skip.
8. Install temporary manifestation prior to permanent manifestation being fitted.

5.6 MF ceiling installation

1. Ensure all correct PPE is being used.
2. Refer to method and risk document working at height.
3. Set out ceiling as per drawings.
4. Refer to Gypsum method of build installation.
5. All cutting to be completed using correct and suitable tools.
6. All operatives to be trained using machine tools.
7. Do not stack or store materials on scaffold.
8. Do not work from hop ups or steps.
9. Fix all suspended tracks and supports using suitable fixings.
10. Apply plasterboards as per recommendations.
11. Do not cover any essential services, switches or valves.
12. If so include for access panels.
13. Clean down and decant site ready for tape and jointing.

5.7 Tape and joint

1. Ensure intensity and direction of lighting is suitable to enable a satisfactory finish.
2. Where suitable PPE and refer to COSH data associated.
3. Check hand and power tools before use.
4. Fit the appropriate specified beads and tape to corners and abutment joints to the plasterboard.
5. Mix hand troweled Jointing compound by hand or mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly.
6. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area.
7. Apply 2 coats of compound over joints to a uniform thickness. Allow first coat to cure prior to applying final coat.
8. Sand down joints by hand. Ensure staff operative is wearing dust mask and the room is well ventilated.
9. Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately.
10. Do not attempt to tape and joint where extremes of temperature or moisture will affect the finish.
11. Remove all debris to designated area, leave area clean and tidy.

5.8 Chasing out walls

1. Prior to chasing out any walls, use the cable and pipe finder to locate any electric cables or pipe work.
2. Once it is safe to continue, mark the wall for the area to be chased out.
3. On plaster walls chase out using a Kango power chisel or hand bolster. On plasterboard walls carefully cut out using a knife or saw.

5.9 Plumbing works

1. Isolate cold water pipes where necessary.
2. Drain down the water system where necessary.
3. Carry out installation of new pipework (HP20).
4. Where plastic pipe is connected with solvents, staff will follow all safe use instructions.
5. Check all joints.
6. Liaise with facilities manager/site manager to turn water supplies back.
7. Carry out further checks for water tightness and quality of finish.
8. Chlorinate the system if required and check for successful completion.
9. Request site manager/foreman to inspect works.
10. Pack tools and equipment and leave area clean and tidy.
11. Report to site foreman and sign off permit to work.

5.10 Fitting internal doors, arcs and skirting boards

FITTING INTERNAL DOORS

1. Cut off the horns.
2. Dry test the door in the casing and mark where trimming is needed.
3. Trim the door to size, allow a clearance.
4. Wedge the door in place and mark out the hinges and lock position.
5. Chop out and fit the hinges to the frame either by hand or router.
6. Chop out the door hinges by hand or router.
7. Hang the door and check for plumb and correct clearance.
8. Drill & chop out the door before fitting the lock.
9. Fit the handles.
10. Mark out the frame and fit the striking plate.
11. Test the door for correct operation.

FITTING THE ARCHITRAVE

1. Measure the lengths of architrave required.
2. Check to ensure lengths are not bowed or twisted.
3. Cut to size with a mitre using the chop saw.
4. Fix the architrave to the door frame using the nail gun.
5. Check mitre joints ensure top moulding is level.

FITTING SKIRTING BOARDS

1. Measure the length of skirting required.
2. Check to ensure lengths are not bowed or twisted.
3. Dry test fit and cut/plane to size if required.
4. Fix to the wall by nail gun / screw & plug or instant grip adhesive as required.
5. Cut scribed joint or mitred joint as required.
6. Check all joints and fixings.

5.11 Installation of kitchen units and worktops

1. Hoist fittings to the work area using team lifting techniques.
2. Remove packaging and transfer waste materials to the site skip or re-use where required.
3. Check hand tools and power tools for correct operation.
4. Check fixing points for buried services.
5. Set out all wall and base units and fix together
6. Fit, scribe worktops in position.
7. Apply mastic sealant at wall junctions following COSHH guidelines for the mastic product.
8. Check joints etc.
9. Wipe clean the work surfaces.

5.12 Flooring - latex screed

Cordon off area of work.

Sweep clean area prior to laying latex screed.

Mix self levelling latex screed using hand tool mixer.

Apply latex screed to floor using hand trowels. Ensure application is level and even.

Allow latex screed to cure.

Refer to all COSHH data when handling mortar mix products.

5.13 Flooring - Lay carpet tiles

1. Prepare floors, clean and sweep ready for new installation.
2. Lay new carpets using tackfire adhesive.
3. Ensure all knives used have retractable blades.
4. Remove all packaging and waste in the same manner as above.
5. Clean down site upon completion.

5.14 Tiling - walls

1. Report to site manager upon arrival and put on PPE.
2. Cordon off area ensuring all access/egress routes are maintained.
3. Carefully hoist materials to working area using mechanical aids where required.
4. Set up a segregated area to perform cutting and mixing etc ensuring all dust is controlled.
5. Mix adhesive and grout using hand tools in accordance with material COSHH sheets.
6. Apply adhesive to substrate and tile walls.
7. Apply grout and clean down tiles.
8. Remove materials and barriers and ensure site is clean and tidy before vacating.

5.15 Tiling - floors

1. Report to site manager upon arrival and put on PPE.
2. Cordon off area ensuring all access/egress routes are maintained.
3. Carefully hoist materials to working area using mechanical aids where required.
4. Set up a segregated area to perform cutting and mixing etc ensuring all dust is controlled.
5. Mix adhesive and grout using hand tools in accordance with material COSHH sheets.
6. Apply adhesive to substrate and tile floors.
7. Apply grout and clean down tiles.
8. Remove materials and barriers and ensure site is clean and tidy before vacating.

5.16 General fixtures and fittings

1. Ensure suitable tools are utilised.
2. When hoisting or moving across public areas ensure suitable trolleys, stillages and alike are used.
3. Where fitting in occupied areas ensure all areas have barrier protection.
4. Do not work directly above or near staff or employees in immediate vicinity.
5. Before fixing or drilling test and inspect walls for any live services.

5.17 Clean Down

Ensure areas are clear from debris.

Clean down horizontal surfaces.

Wipe down ironmongery.

Hoover carpet.

Apply disinfectant to sanitary ware having regard to COSHH assessment for the product to be used

Wipe glazing and framework using warm soapy water.

Sign off from site manager.