Task Sheet

Site: **SE.02**	Activity: **TfGM Wayfinding sign site works**	trueform

Emergency Arrangements	**Permits and documents**	**Skills**	**Plant and equipment**
Nearest Hospital Manchester Royal Infirmary Oxford Road Manchester M13 9WL TEL (0161 276 1234)	Appendix A – Site photos Appendix B – Site survey / Lifting plan Appendix C – Planning application Appendix D – Site utility drawings Section 50 License	NRSWA Operative NRSWA Supervisor Lorry mounted crane operator license Slinger Banksmen	Small hand tools Petrol generator Lorry mounted crane Petrol saw Mixer C.A.T Scanner Battery powered flag lifter Hydraulic power pack and breaker Battery powered drill

Installation Supervisor – Tam Sinclair (07511 034479)
Project Manager – Dave Gowans (07803 661151)

Scope of works
Installation of wayfinding sign plus associated foundation and removal of old fingerpost

Site setup

1. Identify the proposed wayfinding sign installation location and orientation. Sign details are set out as per the planning application (appendix C).
2. Park vehicles with consideration to other road users and pedestrians and cone off. Vehicle to be parked as per site survey (appendix B)
3. Access to site is on by parking partially on the footway and parking bays on Aytoun Street. MCC is to be contacted prior to attending site for arrangements to be made for the parking bays to be coned off.
4. On arrival at site operatives will undertake an onsite risk assessment to assess current conditions.
5. The boundary of the site will be set up using red and white barriers with site accessibility provided for Trueform personnel. Ensuring a safe working zone has been erected. In order to maintain site security no loose materials or plant should be left unattended at any stage of the works and all will be removed at the end of works.

Method of works

<u>Foundation Installation</u>

1. The area is to be checked by the competent person for underground services using a CAT scanner. Refer to the statutory services drawings (appendix D)
2. If area is free from services proceed and remove finished floor materials carefully and set aside for re-use where applicable.
3. Refer to drawing standard foundations drawing no. TEL-B716-10-001

4. Commence excavation to required foundation sizes (1200mm x 400mm x 400mm deep for standard foundation). 'Safe dig' practices are to be employed at all times. The initial part of the excavation is done by using hand tools (scissor shovels) to ensure that there are no services present that the CAT scanner has not detected e.g. clay pipes and cable TV
5. Remove all earth and spoil from site carefully by loading into tonne bags for return and safe disposal from the company yard.
6. For standard foundation install the foundation cage and paving tray into excavated hole and ensure line and level using special metalwork foundation levelling jig structure.
7. Mix sufficient rapid setting QC10 cement to fill the hole and pour the concrete around metalwork to the required level.
8. Check foundation metalwork levelling jig has not moved during the pouring process and leave concrete to cure sufficiently to enable the levelling jig to be removed (30 minutes+).
9. Carefully remove levelling jig and set aside.
10. Reinstate area up to the paving tray utilising previously removed materials with sizes and flows matched like-for-like. No temporary concrete infill or tarmac should be used (unless these materials match the site pavement).
11. Fit temporary cover plate
12. Remove the cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice. Sweep site and surrounding area clean of all spoil and leave in a clean and tidy condition.
13. Photograph completed works and fill out completion paperwork

<u>Sign Installation</u>

1. The truck is to be positioned within the cordoned off area as identified in the basic lift plan site layout in line within the site survey (appendix B).
2. Refer to document 15115-HS-MET-000003 for full lifting plan for wayfinding totems
3. The site supervisor is to install lifting straps to the top bar frame of the sign.
4. The lorry mounted crane hook will then be connected to the straps and the crane operator will proceed to operate the lorry mounted crane for the lift.
5. The operatives will be located adjacent to the position of where the totem is to be placed to guide the sign onto the previously installed base plate onto the studs.
6. Ensure that the sign is located in the correct orientation in accordance with the signage directional information.
7. Once in position affix 4 off holding down nuts, washers and shake proof washers into position and securely tighten.
8. Place lower stainless steel foundation plates into position
9. Affix lower plate 'locking bars' into position so as to ensure lower plates are secure, and affix side extrusions into place.
10. Operatives to install glazing to sign frame.
11. Carry out final visual inspection of sign to ensure no damage has occurred during the installation/erection process.
12. Remove the cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice. Sweep site and surrounding area clean of all spoil and leave in a clean and tidy condition.
13. Photograph completed works and fill out completion paperwork

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Fingerpost removal (decluttering)

1. Any existing signage (if to be removed) is to be removed and site remediated before the installation of the new signage
2. The area is to be checked by the competent person for underground services using a CAT scanner. Refer to the statutory services drawings (appendix D)
3. Set up podium steps and remove top sections individually from existing wayfinding fingerpost and store on vehicle
4. If area is free from services proceed and excavate/remove finished floor materials carefully and set aside for re-use where applicable.
5. Remove wayfinding pole and store on vehicle
6. Any existing damaged pavement from the previous signage to be totally removed.
7. No temporary concrete infill or tarmac is to be used (unless these materials match the site material), and that the site pavement would be re-instated first time.
8. Reinstate and replace like-for-like with appropriate materials as per the site survey (appendix B)
9. Remove all surplus earth and spoil from site carefully by loading into tonne bags for return and safe disposal from the company yard
10. Remove the cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice. Sweep site and surrounding area clean of all spoil and leave in a clean and tidy condition.
11. Photograph completed works and fill out completion paperwork