

SITE SPECIFIC PLAN OF WORKS

Vale House, Franklin Street, Oldham, OL1 2DP
Tel: 0161 688 6444, -Fax: 0161 688 6448, - Email: Info@reddishvale.co.uk

DOCUMENT DETAILS	PROJECT NUMBER:	12712SS	DATE OF ISSUE:	06/02/2023
	POW SHEQ DOCUMENT NUMBER	QMS4 / D23		
	SITE SPECIFIC RISK ASSESSMENT REFERENCE		Risk1_12712SS	
	PLAN OF WORKS PREPARED BY:	Roy E Tindall – Commercial Director		
	CONTACT NUMBER	0161 688 6444	EMAIL ADDRESS	Roy.etindall@reddishvale.co.uk
	METHOD STATEMENT AUTHORISED BY:		John Tindall – Operations Director	
	CONTACT NUMBER	0161 688 6444	EMAIL ADDRESS	John.tindall@reddishvale.co.uk
	VERSION:	2	REVISION DATE:	/
	REV NO	REVISIONS MADE	REVISION DATE:	WHO AUTHORISED REVISION
	1	Addition of Removal of Lift / Escalators into works	17/02/2023	RET
2	Addition of MEWP	23/02/2023	JT	
3	Addition of method for taking out shutters	24/02/2023	JT	
CONTRACT DETAILS	PROJECT SITE ADDRESS:		Rylands Building 3 Bridgewater Place Manchester M60 1TA	
	CLIENT DETAILS AND ADDRESS		Russell WBHO 13 Westpoint Enterprise Park, Clarence Avenue, Trafford Park, Manchester, M17 1QS	
	CLIENT CONTACT DETAILS:		NAME:	Peter Cresswell
			TEL:	0161 868 4310 / 07384 258 541
			FAX:	
EMAIL:			PCresswell@russellwbho.co.uk	

CLIENT'S SITE REPRESENTATIVE DETAILS	NAME:	Peter Girvin			
	TEL:	07392091466			
REDDISH VALE PROJECT MANAGER:	NAME:	John Tindall			
	CONTACT NO:	07803504644			
	EMAIL:	John.tindall@reddishvale.co.uk			
	SITE VISITS:	Start of the project and then at regular intervals throughout the works			
	REDDISH VALE SITE SUPERVISOR:	NAME:	Sean Curran Steven Marsh		
		CONTACT NO:	07367888506 07305336673		
		EMAIL:	Sean.curran@reddishvale.co.uk Steven.Marsh@reddishvale.co.uk		
		SITE VISITS:	All day, every day throughout project		
	MINIMUM NUMBER OF EMPLOYEES ON SITE DURING THE WORKS:		4		
	MAXIMUM NUMBER OF EMPLOYEES ON SITE DURING THE WORKS:		20		
	START DATE:	20/02/2023	COMPLETION DATE:	07/07/2023	
	SITE WORKING HOURS:	MONDAY	07:30 – 16:00	FRIDAY	07:30 – 16:00
		TUESDAY	07:30 – 16:00	SATURDAY	Not Applicable
		WEDNESDAY	07:30 – 16:00	SUNDAY	Not Applicable
THURSDAY		07:30 – 16:00	NIGHT SHIFT	Not Applicable	
WASTE CONTRACTOR FOR PROJECT:		Loosehead			
EMPLOYED BY:		Reddish Vale Insulations			

CDM INFORMATION	IS THE PROJECT CDM NOTIFIABLE?		YES:	✓	NO:	
	NAME OF THE PRINCIPAL CONTRACTOR:		Russell WBHO			
	NAME OF THE PRINCIPAL DESIGNER:					
	NAME OF THE CLIENT UNDER CDM:		AM Alpha CD9 Properties (Manchester) Ltd			
ASBESTOS SURVEY INFORMATION	HAS AN ASBESTOS SURVEY BEEN COMPLETED		Yes			
	ASBESTOS SURVEY DETAILS (IF ANY):	SURVEYED BY:	APEC			
		REPORT REF:	CH.23.1.334-335			
		SURVEY DATE:	January 2022			
		SURVEY TYPE:	Refurbishment			
DESCRIPTION OF WORKS	LOCATION(S) OF WORKS:	Basement -2 Basement -1 Ground 1 st floor 2 nd floor 3 rd floor 4 th floor 5 th floor 6 th floor Roof including lift plant rooms				

	SCOPE OF WORKS BEING UNDERTAKEN BASEMENT - 2	Complete soft strip to floor; remove all partitions (both plasterboard and non-load bearing masonry partition walls), wall linings, suspended ceilings, fixtures, furniture, equipment, soft flooring coverings, column linings, mirrors, signage, wall cladding, shelving, blinds, linings / secondary glazing to external windows, pipe boxings and the like; walls to staircores not required to be removed in soft strip works Removal of areas of white rock wall coverings to store rooms Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leaves, timbers, furniture, equipment, clothing, pallets and the like Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes, chemicals & oil / grease / fuel barrels Removal loose piles of rubble across floor level including from ground investigations works; backfill any voids in slab with excavated material to leave level with adjacent slab and safe Remove crates, bins and pallets of debris / rubble stored on floor level Remove all redundant M&E installations from floor level; remove all lighting, electrical installations, water / heating installations, mechanical ventilation, pipework, ducting, floor boxes, fire alarms, security installations, data cabling, control panels, pumps, conduit & cable trays, and the like Remove gas fired boilers & all control panels Remove fuel tanks; drain down fuel prior to removal Remove pumps present to boiler room Remove all gas distribution pipework from main isolation / intake location Remove water tank, pumps and ancillaries Remove. HV/LV electrical distribution room; note some equipment may be required to be retained to provide electrical power for main project works Remove AHU and heat exchange radiators Remove AHU and associated plant Remove lift plant equipment Remove isolated plasterboard linings to concrete beams to ceiling (not bonded plaster, only where linings present); 20% of ceiling area Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with separately by others
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	SCOPE OF WORKS BEING UNDERTAKEN BASEMENT - 1	Complete soft strip to floor; remove all partitions (both plasterboard and non-load bearing masonry partition walls), wall linings, suspended ceilings / bulkheads, fixtures, furniture, equipment, soft flooring coverings, column linings, mirrors, signage, wall cladding, shelving, blinds, linings / secondary glazing to external windows, pipe boxings and the like; walls to staircores not required to be removed in soft strip works Remove isolated areas of wall tiling inclusive of all adhesive beds back to masonry / plaster Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leaves, timbers, furniture, equipment, clothing, pallets and the like Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes, chemicals & oil / grease / fuel barrels Removal loose piles of rubble across floor level including plaster and plasterboard. Remove isolated lengths of suspended ceiling edge trim across floor level Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators. Remove crates, bins and pallets of debris / rubble stored on floor level Remove all redundant M&E installations from floor level; remove all lighting, electrical installations, water / heating installations, mechanical ventilation, toilet installations, ducting, floor boxes, fire alarms, security installations, data cabling and the like (Please note – Spot lights to be saved and stored – Confirmation via Russells required) Remove isolated plasterboard linings to concrete beams to ceiling (not bonded plaster, only where linings present); allow for 20% of ceiling area Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with separately by others
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	SCOPE OF WORKS BEING UNDERTAKEN GROUND FLOOR / LOADING BAY	Complete soft strip to floor; remove all partitions (both plasterboard and non-load bearing masonry partition walls), wall linings, suspended ceilings, fixtures, furniture, equipment, soft flooring coverings, column linings, mirrors, signage, wall cladding, shelving, blinds, linings / secondary glazing to external windows, pipe boxings and the like; walls to staircores not required to be removed in soft strip works Remove balustrades and floor coverings to small staircase at GL A-C / 9-10 Remove isolated areas of wall tiling inclusive of all adhesive beds back to masonry / plaster Remove secondary glazing screens along Tib St elevation Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leaves, timbers, furniture, equipment, clothing, pallets and the like Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes, chemicals & oil / grease barrels Removal loose piles of rubble across floor level including plaster and plasterboard Remove isolated lengths of suspended ceiling edge trim across floor level Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators Remove loading bay security office entirely including all walls and contents within Removal & disposal of security roller shutters from loading bays at low level along Bridgewater Place elevation; carefully remove all components of roller shutter; 5 roller shutter units Remove cut up and remove freestanding safe on floor level Remove crates, bins and pallets of debris / rubble stored on floor level Remove all redundant M&E installations from floor level; remove all lighting, electrical installations, water / heating installations, mechanical ventilation, toilet installations, ducting, floor boxes, fire alarms, security installations, data cabling and the like Remove platform lift between Staircase D and E travelling from GF to Mezzanine only; remove shaft walls, machinery and cart in full Remove isolated plasterboard linings to concrete beams to ceiling (not bonded plaster, only where linings present); allow for 20% of ceiling area Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with separately by others Security shutters to windows and doors not required to be removed as part of soft strip works
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	SCOPE OF WORKS BEING UNDERTAKEN MEZZANINE	Complete soft strip to floor; remove all partitions (both plasterboard and non-load bearing masonry partition walls), wall linings, suspended ceilings, fixtures, furniture, equipment, soft flooring coverings, column linings, mirrors, signage, wall cladding, shelving, blinds, linings / secondary glazing to external windows, pipe boxings and the like; walls to staircores not required to be removed in soft strip works Temporary welfare area to floor & toilet block to be removed as part of this item as not required to be maintained" Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leaves, timbers, furniture, equipment, clothing, pallets and the like Cut up and remove freestanding safe on floor level Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes & oil/ grease barrels Remove full timber raised access floor structure back to concrete slab; Remove all balustrades / partitions / studwork to slab edge; allow for removing progressively with mobile tower erected on Ground Floor slab below; include for installing herras fencing (provided by RWBHO) as edge protection. Remove all redundant M&E installations from floor level including two plant rooms (one containing AHU with associated plant and second containing electrical distribution plant & ducting); remove all lighting, electrical installations, water / heating installations, mechanical ventilation, toilet installations, ducting, floor boxes, fire alarms, security installations, data cabling and the like Strip out temporary toilet block to current welfare provision for site; strip out all toilets, cubicles, partitioning, sinks and the like Remove platform lift between Staircase D and E travelling from GF to Mezzanine only; remove shaft walls, machinery and cart in full Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others
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	SCOPE OF WORKS BEING UNDERTAKEN FIRST FLOOR	Complete soft strip to floor; remove all partitions (both plasterboard and non-load bearing masonry partition walls), wall linings, suspended ceilings, fixtures, furniture, equipment, soft flooring coverings, column linings, mirrors, signage, wall cladding, shelving, blinds, linings / secondary glazing to external windows, pipe boxings and the like; walls to staircores not required to be removed in soft strip works Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leaves, timbers, furniture, equipment, clothing, pallets and the like Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes & oil / grease barrels Removal loose piles of rubble across floor level including plaster and plasterboard Remove isolated lengths of suspended ceiling edge trim across floor level Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators Strip out toilet at GL X-Y/12-14; floor & wall tiling only including adhesive beds back to plaster / concrete slab Remove crates, bins and pallets of debris / rubble stored on floor level Remove all redundant M&E installations from floor level including small domestic water tank with supporting steel frame (located adjacent to Staircase D); remove all lighting, electrical installations, water / heating installations, mechanical ventilation, toilet installations, ducting, floor boxes, fire alarms, security installations, data cabling and the like Remove toilet blocks; remove all toilet pans, cubicles, sinks, mirrors, shelves, urinals and the like; remove all wall and floor tiling Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Remove isolated plasterboard linings to concrete beams to ceiling (not bonded plaster, only where linings present); allow for 20% of ceiling area Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with separately by others
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	SCOPE OF WORKS BEING UNDERTAKEN SECOND FLOOR	Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, door leafs, timbers, furniture, equipment, clothing, pallets and the like Cut up and remove freestanding safe on floor level Strip out residual tiling, adhesive, loose plaster and plasterboard boxings to Rainwater Pipes to toilet location at GL X-Y/13-14 Remove residual wall tiling & adhesive from wall to Stair D (ST/D) Removal loose piles of rubble across floor level including loose flags Remove isolated lengths of suspended ceiling edge trim across floor level Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators Remove isolated M&E installations GL K-M / 14 (db boards, ladder racking, conduit and the like) Remove redundant foul water cast iron / plastic pipework from previous toilets to floor above; GL A-G/9-14; extent to be removed to be agreed with RWBHO site management prior to commencement on this floor Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others
	SCOPE OF WORKS BEING UNDERTAKEN THIRD FLOOR	Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, timbers and the like Cut up and remove freestanding safe on floor level Removal loose piles of rubble across floor level including loose flags Remove isolated section of ductwork with dampner left in ceiling Remove isolated lengths of suspended ceiling edge trim across floor level Remove all partitions, ceilings, balustrades and redundant M&E from around location of escalators Remove all residual tiling to columns and solid walls from above area Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others

	SCOPE OF WORKS BEING UNDERTAKEN FOURTH FLOOR	Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, timber door leafs, pallets & timbers Removal loose piles of rubble across floor level Remove isolated M&E installations GL K-M / 14 (db boards, ladder racking, conduit and the like) Remove partitions, mesh screens, shelving and redundant M&E from around Customer Lift 1 & 2; all to be removed carefully to ensure no damage to heritage features to location Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others
	SCOPE OF WORKS BEING UNDERTAKEN FIFTH FLOOR	Remove loose general waste materials and debris from floor level. Waste noted includes loose M&E materials, timbers, plastic crates and the like Strip out toilet at GL B-C/12-14; floor and wall tiling only remaining for removal in room Strip out residual tiling and adhesive to toilet location at GL X-Y/13-14 Removal loose piles of rubble across floor level Remove isolated M&E installations GL K-M / 14 (db boards, ladder racking, conduit and the like) Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others

	SCOPE OF WORKS BEING UNDERTAKEN SIXTH FLOOR	Remove loose general waste materials and debris from floor level. Waste noted includes wheeled delivery cages, loose M&E materials, timber door leafs, furniture, loose pipe insulation, pallets, timbers and the like Remove loose hazardous materials from floor level. Hazardous waste inclusive of fluorescent lighting tubes & oil tubs Strip out toilet at GL E-F/11-13; all floor & wall tiling, 3 toilet pans, 3 urinals, 5 sinks with stands, 2 shelves, cisterns Remove walls to toilet as per JBA soft strip drawing for floor Removal loose piles of rubble across floor level Remove crates, bins and pallets of rubble stored on floor level Remove isolated M&E installations GL K-M / 14 (db boards, ladder racking, conduit and the like) Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Remove all timber doors from across floor level including all frames; any fire doors containing ACMs to be dealt with seperately by others
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7A: Open Floor Area Remove all redundant surface mounted M&E installations to room including the following: ➤ low level heating pipework under windows ➤ 2 x Reznor ac units to room and bracketry ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like ➤ Silver coloured steel pipes to perimeter of rooflights to centre of room Note: all radiators <u>are to be kept insitu</u> and any pipework for removal cut either side of radiator. Remove modern internal timber doorset with ironmongery (white door); remove leaf, frame & archs Remove loose water damaged plaster to ceiling; chase debonded plaster back to sound plaster to leave safe Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection Area 7B: Circular Room under Cupola Roof Remove heating pipework to perimeter of room including all brackets Remove isolated timber studwork sections from floor and wall; unscrew and dispose Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7C: Staircase and Lobby Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7D: Circular Room under Cupola Roof Remove heating pipework to perimeter of room including all brackets; all radiators are to be kept insitu and any pipework for removal cut either side of radiator. Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7E: Office with timber cupboard and wall cladding Remove loose water damaged plaster to ceiling; chase debonded plaster back to sound plaster to leave safe; sweep up all debris from room Remove flourescent light fitting and cabling from middle of ceiling Area 7F: Staircase with lobby Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Area 7G: Staircore with Corridor (Note highly decorative tiling to walls & heritage lift shaft; work to location to be undertaken with care not to damage these heritage items) Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like ➤ Electrical distribution board and associated equipment ➤ Air conditioning pipework from inside disused lift shaft / riser (works within shaft included in Lifts section of scope of works) Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove modern internal timber doorset with ironmongery; remove leaf, frame & archs Remove pigeon guano, feathers, carcasses and debris from floor level; requires damping down with diluted cleaning solution and respiratory protection
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7H: Storage Cupboard Remove fixed timber shelving including all supports and brackets Area 7I: Previous Kitchen Area Remove timber stud partition; retain door leaf and set aside for storage (heritage door) Remove all redundant surface mounted M&E installations to room including the following: ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like ➤ Silver coloured pipework within room and meter box and valves ➤ Cut back 4nr pipes to floor; leave flush ➤ > Cooker hood and all supports / brackets Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove all tiling to floor and skirts; remove all adhesive beds back to structural slab Area 7J: Male Toilets Remove all tiling to floor and walls; remove all adhesive beds back to structural slab / masonry or plaster Remove all toilet cubicles and timber shelves Remove all redundant surface mounted M&E installations to room including the following: ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Remove toilets, sink stands, urinals & cisterns Area 7K: Female Toilets Remove all tiling to floor and walls; remove all adhesive beds back to structural slab / masonry or plaster Remove all toilet cubicles, mirrors and timber shelves Remove all redundant surface mounted M&E installations to room including the following: ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Remove toilets, sink stands, urinals & cistern
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7L: Single toilet Remove all tiling to floor and walls; remove all adhesive beds back to structural slab / masonry or plaster Remove all toilet cubicles and timber shelves Remove all redundant surface mounted M&E installations to room including the following: ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Remove toilets, sink & stand, urinals & cistern Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7M: Corridor Remove all redundant surface mounted M&E installations to room including the following: > All surface mounted electrical cables & conduit > All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables Remove glazed timber windows to both sides of corridor Remove modern internal timber doorset with ironmongery; remove leaf, frame & archs Area 7N: Staircase with goods lift Remove modern internal timber doorset with ironmongery; remove leaf, frame & archs Remove concertina steel lift door including frame Remove noticeboards from walls Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like ➤ Pipework at high level Area 7O: Plant Room Remove all air conditioning plant from room including fan unit, all ducting, pipework, control panel, bracketry and all associated plant
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7P: Lift Plant Rooms Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Remove oil drum & fuel drum; hazardous waste Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7Q: Generator Plant Room Remove generator from room including fuel tanks and associated electrical installations & distribution boards; drain down, dismantle and dispose. Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Remove fuel drums & wet car battery; hazardous waste Remove loose timber doors from room Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7R: Generator Plant Room Remove alternator from room including fuel tanks & exhaust and associated electrical installations & distribution boards; drain down, dismantle and dispose Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Remove oil / grease pots; hazardous waste Remove loose timber doors from room Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Area 7S: Lift Plant Room Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove vertical access ladder to floor above; remove all restraint brackets from walls Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Area 7T: Lift Plant Room Remove furniture & loose steel protection cages from plant room Remove human faeces from within room; hazardous waste Remove stockpile of fluorescent tubes within room; hazardous waste Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Area 7U: Lift Plant Room Removal all loose general debris & waste from room; include for brushing all loose materials and removing to leave areas clean and clear Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Area 7V: Staircase Remove all redundant surface mounted M&E installations to room including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like Remove loose timbers from staircase Area 7W: Plant Room Remove modern timber doorset with ironmongery; remove leaf, frame & archs Remove all air conditioning plant from room including fan unit, all ducting, pipework, control panel, bracketry and all associated plant (including to second floor of plant room) General Flat Roof Areas; items to be removed only where safe to access without external scaffolding not being insitu during this phase of works Remove loose waste materials and debris from across roof. Waste inclusive of loose timber / plywood, pallets, furniture, M&E waste, timber doors, loose cabling, freestanding metal stands. Remove satellite dishes with associated bracketry & cabling from walls Remove TV aerials with associated bracketry & cabling from walls
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	SCOPE OF WORKS BEING UNDERTAKEN SEVENTH / ROOF FLOOR	Remove all redundant surface mounted M&E installations to roof including the following: ➤ All modern emergency lighting installations inclusive of all cabling and clips ➤ All surface mounted electrical cables & conduit ➤ All lighting installations; all fittings, fluorescent tubes/ bulbs, strips and cables ➤ Fire alarm installations & illuminated signs; all cabling, clips and the like ➤ Electrical distribution boards fixed to outside of plant rooms ➤ All cabling fixed to railing barriers to perimeter of roof Remove timber ramps Remove all piles of rubble present across roof Remove loose hazardous materials from Roof Level. Hazardous waste inclusive of oil & fuel drums
	SCOPE OF WORKS BEING UNDERTAKEN STAIRCORES	ALL STAIR CORES Remove any loose materials or debris from within floor inclusive to any storage areas within stairwell Remove all redundant surface mounted M&E installations within staircase including all cabling, conduits, lighting, fire alarm installations, illuminated fire signage, pipework and the like Remove all signage, photos, posters, sign boards and the like from walls within staircase Remove all floor coverings from within staircase including to landings & lobbies; do not remove any ceramic tiling or terrazzo floor tiling Remove any plasterboard linings and bulkheads from within staircase Stair core E further works Remove plasterboard dryling from around redundant heritage lift shaft; it is assumed bronze coloured mesh lift shaft still present behind lining; work to be undertaken to avoid damaging heritage shaft Stair core G further works Remove steel mesh security partitions with stairwell Stair core E, I, J & K NOTE: This staircase is considered of high heritage interest. All soft strip works to be undertaken with heightened care and include for unscrewing / uncoupling any items for removal from existing fabric that is to be kept. Service Riser (SR1); adjacent to Stair G (ST/G) – Asbestos works to dictate works within riser

	SCOPE OF WORKS BEING UNDERTAKEN LIFTS	Remove Goods Lift 1 in full; lift shaft travels from Basement -2 to 6th Floor with machine room at roof level (7th floor) Remove Goods Lift 2 in full; lift shaft travels from Basement -2 to 6th Floor with machine room at roof level (7th floor) Remove Goods Lift 3 in full; lift shaft travels from Basement -2 to Ground Floor with machine room at Mezzanine level Remove Goods Lift 4 in full; lift shaft travels from Basement -2 to 7th Floor with machine room above at roof level Remove Goods Lift 5 in full (GL E-F/13-14); lift shaft travels from Basement -1 to 2nd Floor with machine room above at 2nd Floor Remove Goods Lift 6 in full (GL W-X/13-14); lift shaft travels from Basement -1 to 6th Floor with machine room at roof level (7th floor) Remove Goods Lift 7 in full (GL V-W/13-14); lift shaft travels from Basement -1 to Level 6 with machine room at roof level (7th floor) Disused heritage lift shaft to middle of Stair E; remove all M&E plant fixed to this shaft from Basement -2 to 7th Floor; note this shaft is of heritage importance so all services to be carefully unbolted where fixed to shaft fabric Remove Customer Lifts 1 & 2 in full; adjacent lifts travelling from Basement -2 to Level 6 with machine room at roof level (7th floor)
	SCOPE OF WORKS BEING UNDERTAKEN ESCALATORS	Escalators to central void (GL J-N / 8-9) from Basement -1 to Ground Floor Escalators to central void (GL J-N / 8-9) from Ground Floor to 1st Floor Escalators to central void (GL J-N / 8-9) from 1st Floor to 2nd Floor Escalators to central void (GL J-N / 8-9) from 2nd Floor to 3rd Floor Escalator to Main Entrance (GL B1-C1) from Basement -1 to Ground Floor

SITE ACCESS EQUIPMENT REQUIRED

STATE ACCESS EQUIPMENT TO BE USED AND WORKING HEIGHT(IF ANY):		600X600mm Hop ups Step ladders Mobile tower scaffolds Fixed scaffolding
ACCESS EQUIPMENT CONTROLS	IF HOP UPS ARE USED WHAT CONTROLS WILL BE IMPLIMENTED	Operatives are to ensure they carry out pre user checks before use. The locking arms of the Hop-up are to be in the locked position before use
	IF STEPLADDERS ARE TO BE USED STATE A DETAILED JUSTIFICATION FOR USING THEM	Step ladders are to be used only in areas of the work area where mobile tower scaffolds cannot be used such as riser cupboards etc. Operatives are to ensure they carry out pre user checks before use and do not stand on the top two runs of the ladders.
	IF EXENSION LADDERS ARE TO BE USED STATE A DETAILED JUSTIFICATION FOR USING THEM	Not applicable
	IF MOBILE TOWER SCAFFOLDS ARE USED WHAT CONTROLS WILL BE IMPLIMENTED	Mobile tower scaffolds are to be erected and inspected by PASMA certified operatives ensuring toe boards, stabilizers and hand rails are fixed in correct place. "Scaff" tags will be placed on each mobile tower scaffold to indicate that they are fit for purpose and have been checked
	IF MOBILE ELEVATING PLATFORMS ARE USED WHAT CONTROLS WILL BE IMPLIMENTED	Operatives are to ensure they carry out pre user checks before use. Only IPAF trained operators are to operate the MEWP. Once the works are complete the MEWP will be thoroughly cleaned using damp cloths removing any debris The MEWP is to only be operated in normal weather (< 20mph winds and non heavy rain). Supervisor to make a determination daily
	IF FIXED SCAFFOLDING IS USED WHAT CONTROLS WILL BE IMPLIMENTED	Fixed scaffolding to be constructed by a qualified scaffold contractor. Hand over certification to be issued to site supervisor before use. 7 day inspections are to be undertaken on each scaffold
NAME OF SUBCONTRACT SCAFFOLDER		Hardy Scaffolding
IF FIXED SCAFFOLD IS TO BE ERECTED STATE THE SCAFFOLDERS DESIGN REFERENCE: (WHERE APPLICABLE)		TBC

SITE CHARACTERISTICS	WHAT TYPE OF SITE IS THE WORK BEING CARRIED OUT ON	A Grade II listed nine storey former retail building in the centre of Manchester city centre
	ARE THERE ANY SITE FEATURES, WHICH WILL IMPACT ON THE PROJECT AND HOW IT WILL BE MANAGED?	Several significant Heritage items of the building. The site team are to be briefed on the Heritage report issued (Report: 2020.09.15 - Rylands Building - Heritage Statement) All heritage items affected by the works will be protected using Heras fencing, Corex/Timber ply wood panelling. 5th – 6th floor heritage stair core out of bounds at all times during works Tool box talk to be issued to all site personnel on Heritage items
	HOW WILL COMMUNICATION BE UNDERTAKEN BETWEEN SITE SUPERVISOR AND CLIENT REPRESENTATIVE	The site supervisor is to verbally liaise with the client representative on any matters arising on site. Any follow up actions are to be emailed with John Tindall copied in
	IS THE SITE OCCUPIED DURING THE WORKS	No
	ARE THERE ANY SPECIAL CONTROLS THAT NEED TO BE IMPLEMENTED TO FACILITATE IT BEING OCCUPIED	No
WELFARE	ARE WELFARE FACILITIES AVAILABLE FOR USE ON SITE	Yes
	WHAT WELFARE IS BEING PROVIDED	Toilet, canteen, Drying room
	ARE THEY SUITABLE FOR THE AMOUNT OF EMPLOYEES ON SITE	Yes
	WHERE WILL THE WELFARE BE LOCATED	Toilet block to Loading bay on ground floor Toilets, Canteen and drying room located offsite to Church street building basement
	WHO IS PROVIDING THE WELFARE	Russell WBHO
	WHAT TIME WILL THE WELFARE BE AVAILABLE FOR USE	07:30 – 16:00 each working day

	WHO IS RESPONSIBLE FOR CLEANING THE WELFARE	Reddish Vale Operatives to keep the areas clean and remove all rubbish as its produced. Russell WBHO will ensure all facilities are cleaned
	WHERE IS HOT / COLD / WARM RUNNING WATER BEING PROVIDED FROM	Within canteen and Church street toilets

SITE HEALTH AND SAFETY INFORMATION	FIRE EQUIPMENT & MEANS OF RAISING THE ALARM:	Air claxons used for operatives to raise alarm, on site WES fire system will then be activated. Fire extinguishers to be kept within designated locations on site and provided by Reddish vale. Site supervisor will ensure that: - Reddish Vale Hot works Permit to work to be used in all instances where Angle grinders are used - Reddish Vale Burning Permit to work to be used in all instances where burning is being undertaken.
	FIRE MUSTER POINT:	Nominated location on site induction by Russell WBHO site manager
	FIRST AID PROVISIONS:	Basic first aid box to be kept on site in designated location by Reddish Vale & Russell WBHO. Russell's will also provide first aid facilities within Church St Welfare
	DESIGNATED FIRST AIDER:	Sean Curran
	IN THE EVENT UNKNWON SUSPECTED ASBESTOS DISCOVERED	If during the soft strip demolition phase of the works materials found are suspected to contain asbestos, all works in that area will cease. Reddish Vale supervisor will be informed immediately, and the area made safe and fenced off or if possible, the doors locked with adequate warning signage placed on all entrance. Russell Construction site management will be informed, and the area will be out of bounds until materials have been confirmed as no asbestos present or removed by others.
	STORAGE OF HIGHLY FLAMMABLE LIQUIDS / LPG	Open air compounds will be set up for the storage of fuels and LPG. The floors of the storage area will be well compacted and kept clear of any other flammable materials and waste. COSHH Procedures in place and adequate signage. Adequate fire-fighting equipment and spillage kit at hand.

	ENVIRONMENTAL CONSIDERATIONS	Dust and noise will be monitored during the course of the works. It is accepted that noise cannot be eliminated entirely, but reasonable steps will be taken to reduce any adverse effects of noise generated by the works. Reasonable steps will be taken to reduce dust by water suppression as required in the form of water spraying and spill kits as necessary. All fluorescent lighting tubes are to be carefully removed from their light fitting, lowered to the ground and transported to a designated coffin for storage. Waste contractor will collect and dispose of tubing Oil and other chemicals will be drained from any tanks and disposed of by a suitable chemical removal contractor. Tanks will be cleaned before any dismantling works are carried out
	ANY OTHER KNOWN RISKS?:	See Site Specific Risk Assessment reference: Risk1_12712SS
	EMERGENCY A&E ADDRESS:	Manchester Royal Infirmary Oxford Road Manchester Greater Manchester M13 9WL
	EMERGENCY CONTACT NUMBER:	999
GENERAL SITE INFORMATION	POWER WILL BE SOURCED FROM	10Kva transformers to each floor
	WATER WILL BE SOURCED FROM	Water outlet to each floor
	VEHICLE LOCATION ON SITE	On local car park
	SKIP LOCATION ON SITE	Skips to be located within Bay 1 of the GF Loading bay

	TRAFFIC MANAGEMENT	Use existing roads or loading bays were possible. Reversing manoeuvres need to be controlled and managed using guides were possible. Russell WBHO banksman will be on site at all times Reversing bays using traffic cones or similar should be set up.
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METHOD OF WORK

On arrival to site, position vehicle on car park and attend site induction off Russell WBHO site manager.

All Site operatives and visitors are to sign in and out of the designated site log book provided by Russell WBHO. Reddish Vale site supervisor to ensure this is complied with

Reddish Vale Project Manager is to convey method of work and work areas to the supervisor prior to morning briefing.

The supervisor is to ensure that all operatives who attend site are fully conversant with the methods of work and risk assessment. The site supervisor is to review the risk assessment to ensure it is still valid and amend it, if new hazards are identified.

All personnel will sign the method of work and risk assessment to indicate their compliance and understanding.

The sequence of works will be followed in line with the current sequence identified below

1. Induction by Russell WBHO site manager (8am daily)
2. Site Set-up including deliveries.
3. Team daily briefing including tool box talks / Heritage briefing
4. Set up the works area including any protection of walls and floors
5. Confirmation of site isolations to be received by Russell WBHO
6. Supervisor's checks prior to commencement
7. Undertake works as per POW and waste removal from works area
8. Works completion - Visual inspection by site supervisor
9. Work area sign off by Russell WBHO
10. Snagging works undertaken where required
11. Job completion - Equipment preparation and loading of van

The supervisor will ensure they do not proceed to the each step until the previous one has been completed

A daily activity briefing will be conducted on the start of each working day to ensure that operatives are familiar with any changes to the site from the previous day and to run through the upcoming days work. Any additional information such as tool box talks are to be conducted during the DABS Briefing

Waste will be moved from the work area during each shift. All waste routes are to be clearly marked and designated with the use of Barrier tape / Chapter 8 barriers forming a central walkway on each floor. Each route will take the waste to the designated lift shaft where a 500Kg hoist will be in use. A designated person will operate the hoist at any one time and will ensure that the hoist is locked before it is used. **No persons are to ride the hoist at any time.**

The hoist will take the waste to the ground floor lading bay where operatives will transit into the designated waste skips located in the bay. All waste is to be segregated into designated skips. All skips are to be labelled with the correct material type that is to be put inside. Waste transport bins, wheel barrows are to be used to transport loose and small debris from the work area to the skips.

Supervisor is to inspect the waste routes on a regular basis to ensure that they are kept clear and that excessive amounts of waste are not allowed to build up.

Temporary 110v stand up or festoon, existing building and natural outside lighting will be used where required to illuminate the work areas and transit routes. The site supervisor will ensure that he inspects the ambient light levels regularly throughout the day and will ensure additional lighting installed during winter months

Fixed scaffolding, Hop Ups, Mobile tower scaffolds and Step ladders will be used to access high level areas within the work area.

- Mobile tower scaffolds are to be erected and inspected by PASMA certified operatives ensuring toe boards, stabilizers and hand rails are fixed in correct place. "Scaff" tags will be placed on each mobile tower scaffold to indicate that they are fit for purpose and have been checked.
- Step ladders are to be used only in areas of the work area where mobile tower scaffolds cannot be used. Operatives are to ensure they carry out pre user checks before use and do not stand on the top two runs of the ladders
- Fixed scaffolding for access will be constructed for various work activities during the works by a qualified and competent scaffold contractor. The scaffold will be constructed with a ladder and HAKI stairwell for operatives to navigate up and down the scaffold. The scaffold contractor will perform a thorough inspection every 7 days during the works. No operatives are to alter the scaffold in any way during the course of the works.

Due to the grade II stature of the building operatives will take great care in removing all materials from the building following each method below. Heritage items identified on each floor will be protected by Russell's & reddish vale operatives where applicable. Toolbox talks on working on heritage projects will be issued to all individuals who are inducted on site.

Soft Stripping Activities

Operatives will restrict access to each floor with the use of barrier tape to the entrance doors. Warning signs to be placed on each entrance door. The site supervisor will inspect all work areas daily and initiate a close down at the end of the work day where all areas are cleared of all stored waste and the site is left in a safe condition ready for the next days works.

Upon completion of the works to each floor the site supervisor will walk around and sign off each floor with Russell WBHO Site manager

Removal of stored loose fixture and fittings

- Operatives will load all loose fixture and fittings into waste transport bins and wheel barrows and transport them to dedicated skip
- Where bins cannot be used operatives will use two man lifting to lift the waste and transport to vehicle.
- Where the materials are on higher floors, operatives will use stair climbers to transport large and bulky items
- Operatives will strap the items to the stair climber and then wheel the items down to the ground floor
- Operatives will ensure they work carefully and use hand tools such as bars, mattocks and claw hammers to remove small fixings to walls and ceiling etc.
- Where ever materials require cutting out, operatives will use a Dewalt Multi tool to cut out the item

Removal of Organic suspended ceiling tiles & grids

- Operatives will spray the ceiling tiles with a low pressure hand held sprayer mixed with 1-10 solution of water (10) and a dust suppressant solution (1).
- Once sufficiently soaked to the operative's discretion, operatives will carefully remove the ceiling tiles and place directly into waste bins once the bin is full it will be transited to the skip
- Once all the ceiling tiles have been removed the grid will be disconnected
- Where the tracking is too large to be placed in waste bags it will be cut up into manageable 500mm lengths using a 110v Reciprocating saw
- A fire extinguisher will always be on hand during cutting.
- Operatives will wear ear defenders at all times whilst cutting is being undertaken
- Operatives will rotate the use of the saw after 5 minutes use with no more than 20 minutes use per day to minimize exposure to HAVs
- Supervisor is to record HAVS exposure using designated form

Doors and Frames

- Prior to commencement the site supervisor will review the asbestos report and identify the doors to the floor being worked on that do not contain asbestos. These are the ones that are to be removed
- Operatives using hand held cordless drills will take the screws out of the door hinges
- Once all screws have been removed operatives will lift the door/ and transport to the skip. Where required two man lifting will be used to transport
- 3 no metal heritage doors are to be carefully removed in B2 and transported to a cleaned area of B2 for storage.
- Russell WBHO site manager will identify location for storage
- Once the doors are removed operatives using cordless drills will take the screws from the frames and remove the frames intact and transport them to the skip

Lightweight Partition walls

- Operatives will carefully locate the screws holding the partition walls in situ where possible
- Once located operatives using 16V cordless screw drivers will remove the screws holding the panels
- If unable to locate screws operatives using flat bars will carefully price the boards from the existing stud work
- Care will be taken not to damage any fixtures behind.
- Each panel is to be transited to the skip intact where possible
- Operatives will fine spray the environment at regular intervals during removal with a hand held low pressure sprayer filled with water.
- The stud work will be deconstructed using mattocks to remove from fixings all timber will be stacked in a neat pile ready to be transited to the skip

None Load-bearing walls

Prior to commencing any block or masonry walls, the site supervisor will confirm with Russell WBHO site manager that the designated wall is not structural

- Operatives will carefully remove the top course of block / masonry ensuring they start from the ceiling and working their way down to ground level
- Mobile tower scaffolds are to be utilised to provide safe working platform for operatives to use
- The wall will be broken up with hand tools such as sledge hammers and hand held 110v breakers
- Where a HILTI TE500 breaker is used operatives will rotate the use of the breaker after 30 minutes use with no more than 3 hours 30 minutes use per day to minimize exposure to HAVs
- Operatives will wear ear defenders at all times whilst cutting is being undertaken
- Supervisor is to record HAVS exposure using designated form
- Once a section of the wall has been removed operatives will stop dismantling and clear up the rubble
- Operatives will load wheel barrows that will transit the rubble to the skip.
- Once the work area is cleared they will carry on with the process of dropping the rest of the wall
- The dust will be suppressed with airless sprayers during the wall removal
- Operatives will work in a methodical manner taking the top of the wall as they work their way down to ground level

M&E including AHU units, Electrical boards, Air con ducting, Water pipework and Electrical cables etc using Angle grinders / recip

Prior to commencement of works all operatives are to be shown what is not being removed and is deemed live. This will be tagged and marked out by Russell's

- For the M&E that is being removed operatives are to cut all pipework and Air con ducting to manageable 1 metre lengths using a 110v Angle Grinder
- Operatives will rotate the use of the Grinder after 30 minutes use with no more than 3 hours 30 minutes use per day to minimize exposure to HAVs
- It maybe required that 110v recip saw be used to aid in the cutting of plant. When a recip saw is being used operatives will rotate use of the saw after 5 minutes with no more than 20 minutes use per day
- Each section of pipework/plant will be carefully lowered to the ground using 2 men lifting
- Supervisor is to record HAVS exposure using designated form
- A fire extinguisher will be on hand whilst cutting is being undertaken.

REDDISH VALE HOT WORKS PERMIT TO BE IMPLIMENTED DURING ALL CUTTING WORKS

- For larger air con ducting removal, operatives will cut sections of the ducting away in 2-4m2 progressively dismantling the ducting.
- Operatives will work from the bottom of the ducting and ensure and hangers to the sections are the last part to be cut
- For M&E in close proximity to heritage features operatives will cut through the pipework using the above method, once the cut has been done half way through the pipe operatives will finish off with a Multi tool
- Due to the low vibration rating of the multi tool there is no requirement for rotation of use
- Once the final cut has been made operatives will lower the section of M&E to the floor where it will segregated to be transported to the skips
- For small boilers, operatives using hand held tools such as hammers and flat bars will carefully split the boilers/large machinery into manageable sections
- Each section of equipment will then be removed from site and taken to the metal skip on site for disposal
- The pipework feeding the radiators will be cut as close as possible to the radiators once cut operatives will carefully remove the radiators using hand tools only ensuring no damage is done to the walls
- Pipe Valves will also be carefully lowered to the ground and then two men transported to the skip on site.
- Two man lifting will be used where required to transport the sections of any large equipment to the skip
- Upon completion of the works, the supervisor will undertake a visual inspection of the work area ensuring all required M&E has been removed

Removal of boilers to B2 plant room and large air handling units to roof using Burning Works

Prior to the commencement of any burning activities, operatives will firstly ensure that the works area is fully cleared of any stored items or flammable materials. Fire Matts will then be placed directly below the area marked for burning.

Negative pressure units will be attached to the work area to pull clean air through the boiler room from one end to the other to reduce fumes

When burning is being undertaken the site supervisor will issue a **Reddish Vale Burning Permit to work** which will be issued each day. A second operative will be designated to the burning works to act as a watcher to ensure no metal spatter lands outside the work area. Operatives undertaking burning will ensure they wear:

- Suitable Gauntlet heat resistant gloves
- Suitable flame retardant overalls
- Suitable footwear
- Safety Glasses

An OxyPropane burning kit will be utilised to undertake cutting. Operatives will set up the system and undertake pre-user checks of the equipment. Operatives will ensure that the bottles are secured within the trolley and in the upright position. All connectors will be checked to ensure they are secured.

- Operatives will turn on the oxygen and propane bottles.
- Then using the gun operatives will turn the Propane feed ONLY on and use a spark lighter to light the gun
- Then operatives will mix the oxygen feed to create the correct burning setting
- The designated burner will undertake cuts of the steel sections to reduce the size of the steel beams to 1-2metre lengths.
- Operatives will work from the front of the room back towards the far side
- Care will be taken not to burn in or around other installations within the vicinity
- A fire extinguisher and designated watcher will be on hand whilst burning is being undertaken.
- SNR25 Ear defenders will be worn by all those working on the plant deck
- When each section has been cut up, operatives will allow the steel to cool before transporting.
- The area around the burning will be kept clear at all times of flammable materials and waste
- The burner will ensure that all hoses are kept away from the burning zone.
- At the end of each shift a **1 hour fire** watch will be undertaken to ensure no smouldering or fires occur.
- At the end of each shift operatives will ensure that all loose debris have been removed from the works area
- At the end of each shift the burning equipment will be neatly packed up and secured ensuring all gas and oxygen bottles are switched off

Removal of Toilets, Urinals and sinks

- Russells will undertake sufficient isolation of all services to toilets, urinals and sinks
- Russells will empty all water within cisterns prior to confirming isolation
- Once confirmation of isolation operatives will seal all toilets lids using 1000guage polythene
- Operatives will then remove all pipework attached to the toilets and then carefully remove the toilet and cistern from the wall fixings
- For the urinals and sinks operatives using hand held tools will remove them from the wall fixings. All pipework attached will be left in situ
- Care will be taken not to damage any fixtures behind.
- Operatives will fine spray the environment at regular intervals during removal with a hand held low pressure sprayer filled with water.
- The stud work will be deconstructed using mattocks to remove from fixings all timber will be stacked in a neat pile ready to be transited to the skip
- Once completed the supervisor will check each toilet area and ensure works are completed

Removal of Carpet/floor coverings

- Operatives will lift the carpet tiles/vinyl flooring using floor mutts and store within a waste area on the floor
- Operatives will transit waste at regular intervals during the day to limit build up of waste
- Once all soft flooring waste has been removed operatives will locate and lift any timber boards carefully using suitable hand held tools such as floor scrappers/flat bars.
- Operatives will then scrape back the adhesive as far as is reasonable practicable with the floor mutts and scarpers
- All waste will be placed in the designated bins and transited to the skips

Removal of safes

- Due to the size and construction of the safes they will have to be deconstructed to remove from site
- The safes will be cut into sections utilizing stihl saws
- Operatives will cut the safes into manageable sections using a stihl saw
- Operatives will be rotate the use of the saw after 30 minutes use with no more than 5 hours use per day to minimize exposure to HAVs
- Supervisor is to record HAVS exposure using designated form
- A fire extinguisher will be on hand whilst cutting is being undertaken
- A fire extinguisher and designated watcher will be on hand whilst cutting is being undertaken.
- SNR25 Ear defenders will be worn by all those working in the work zone
- When each section has been cut up, operatives will allow the steel to cool before transporting.
- The area around the cutting will be kept clear at all times of flammable materials and waste
- At the end of each shift a 1 hour fire watch will be undertaken to ensure no smouldering or fires occur.
- The process will continue all waste will be moved periodically until the safes are removed

Removal of pigeon Guano

For the Pigeon Guano removal operatives will set up a respiratory zone to the work area barrier tape. Warning signs will be placed on all entrances warning of respiratory zone. Operatives will enter respiratory zone wearing type 5 white overalls and an Orinasal half face mask with an assigned protection of 2F/CM³ and begin to the asbestos works using the below method.

- Operatives will spray the Guano with a low-pressure handheld spray mixed with 1-10 solution of water (10) and a disinfectant (1).This will break down the pathogens in the toxic dust
- Once sufficiently soaked operatives will scrape the guano directly into red asbestos bags treating the waste as Hazardous
- Each bag will be sealed with polycloth tape and double bagged in clear bags inside the work area before being transited directly to the sealed skip on site.
- All surfaces in the vicinity will be cleaned with spray bottles cloths ensuring all guano has been removed
- The process will be repeated as the team move across each level.
- The site supervisor will undertake a thorough visual inspection prior to moving to the next location

Removal of 9 no goods lifts and Passenger Lifts

Prior to commencement of the works, Oldham Lift Services will undertake a lifting test on the lifting beam to the shaft being worked in. A testing certificate will be issued to Reddish Vale before work can commence which will be stored on site

All Lifting equipment being used will carry valid test certificates under (LOLER)

On shafts with an opening around the car bigger than 300mm operatives will wear a full body harness which will be connected to the car anchor points

- The qualified and competent lift engineers will then supply and install all the lifting equipment to the tested lifting beam in the lift motor room this involves a 2000kg a manual winch
- The lift shaft will then be inspected to ensure there are no obstructions to interfere with the safe lowering of the counterweight and car
- All floors will have the lift doors locked off before operatives release the main brake unit and hand wind the lift to the 7th floor position and rest the counterweight on a super prop
- Once in position a trained operatives will attach the lifting equipment and safety slings to the lift car and secure the car in position
- The wire load ropes and counterweights will then be removed, Operatives will then begin to safely remove existing gear unit, steel supports within the motor room
- Cutting will be undertaken with 110v 9" angle grinders
- A fire extinguisher will always be on hand during cutting.
- Operatives will wear SNR25 ear defenders at all times whilst cutting is being undertaken
- Operatives will be rotate the use of the angle grinder after 30 minutes with no more than 5 hours use per day to minimize exposure to HAVs
- Supervisor is to record HAVS exposure using designated IPAD form
- Operatives will utilise the car as access to the internal of the shaft
- Operatives will lower the lift car in a controlled manner to each floor to undertake the cutting works of all gumming's of the lift shaft, the lift shaft runners and cables will be removed in sections and left on the floor at each level while the car is in position,
- Reddish vale operatives will remove the equipment off each floor level and dispose into skips located in the loading bay
- Once the floor level has been completed operatives will install plywood boarding over the door opening and place warning sign on entrance
- The cart can then be lowered to the floor below to carry out works as above.
- The process will be repeated until the car is in the basement and all the guides and rails have been removed from the shaft.
- Operatives will then proceed to dismantle the lift car and place on the basement level, the counterweight will be dismantled into individual weights approximately 50kg sections before the pit floor is removed leaving the entire lift shaft empty.
- Once completed the site supervisor will undertake an inspection of the works and liaise with Russell site management
- All lifting equipment will then be dismantled and the team will move to the next lift shaft to repeat

Removal of Shutters to loading bays

Prior to commencement of the works, the fence line around the shutter will be adapted to accommodate the MEWP. A trained banksman will be on the ground managing the public around the fence line

- Trained IPAF operator will drive the MEWP into position inside the fence line the shutter will be lowered from the steel roller to its lowest position by attaching a chain to the cogs.
- operatives are to cut all sections of the shutter in to manageable lengths using a 1110v Recip saw When a Recip saw is being used operatives will rotate use of the saw after 5 minutes with no more than 20 minutes use per day
- Each section shutter will be carefully lowered onto the mewp where it will be lowered to the floor and passed to an operative on the ground.
- Supervisor is to record HAVS exposure using designated form
- A fire extinguisher will be on hand whilst cutting is being undertaken
- Once all the shutter has been removed from the Steel Roller operatives will place 3x SLA-20 Genie lifts evenly distributed along the roller
- Once in place operatives will unbolt the Roller from its fixings if the fixings are to worn to unbolt Operatives will grind the bolts using using a 110v Angle Grinder
- Operatives will be rotate the use of the Grinder after 30 minutes use with no more than 3 hours 30 minutes use per day to minimize exposure to HAVs
- An exclusion zone will be established around the work activity of 2 meters manned by the banksman ensuring nobody encroaches the area
- Once the Roller is free from the structure Operatives working in sequence will carefully lower the load to the floor
- From there operatives using pallet trucks or skates will manoeuvre the steel to a stored location inside the loading bay
- The process will be repeated on each shutter until all shutters have been removed.

RPE AND PPE

TYPE OF FULL-FACE RESPIRATORS TO BE USED:		Not applicable	
TYPE OF HALF FACE RESPIRATORS TO BE USED:		SUNSTRUM SR 100 / ORI NASAL HALF MASK / SCOTT AVIVA	
OTHER GENERAL PPE TO BE WORN ON SITE AT ALL TIMES			
ITEM		IS IT REQUIRED	WHEN IS IT REQUIRED TO BE WORN
	HIGH VISIBILITY CLOTHING BS EN 471	✓	To be worn whilst on site at all times
	HARD HATS BS EN 397	✓	To be worn whilst on site at all times
	SAFETY FOOTWEAR BS EN 345 SBP with ankle support	✓	To be worn whilst on site at all times
	SAFETY GLOVES (Gripper)	✓	To be worn whilst undertaking works throughout site
	EYE PROTECTION	✓	To be worn whilst undertaking works throughout site
	HEARING PROTECTION – AS REQUIRED	✓	To be worn in close proximity to all cutting works.
DETAILS OF SPECIALIST PPE: (IF APPLICABLE)		Full body Harness to be worn in lift shafts with openings exceeding 300mm	

ISOLATIONS	ARE ISOLATIONS REQUIRED ON SITE. PLEASE INDICATE		Yes
	ITEM	IS IT REQUIRED	ANY FURTHER INFORMATION
	ELECTRIC	✓	
	WATER / HEATING SYSTEM	✓	
	GAS	✓	Gas pipes feeding boilers and other installations to be isolated and purged.
	FIRE ALARMS	✓	
	OTHER	✓	AHU units to be de-gassed before they are dismantled
	WHO WILL CARRY OUT THE ISOLATIONS		Russell WBHO
	HOW WILL THE SUPERVISOR WILL ENSURE THE ISOLATIONS HAVE BEEN UNDERTAKEN		Supervisor to receive all Purge, Degassing and isolation certificates from Russell WBHO before any works commence
	WHAT WILL BE DONE TO CONTROL WHERE SERVICES ARE STILL LIVE		Live electrical cables running through any floor plates will be tagged with "danger still live" tags as live and highlighted to the working team No Gas pipes re to be cut at all during the works

REQUIRED TRAINING	REQUIRED TRAINING FOR THE SITE WORKS. BEFORE A TASK IS UNDERTAKEN, THE SUPERVISOR IS TO ENSURE THAT THE OPERATIVE HAS THE CORRECT IN DATE TRAINING			
	CSCS Card	Full / Half Face fits	Working at Height	Manual Handling
	✓	✓	✓	✓
	PASMA	IPAF	Abrasive Wheels	Confined Space
	✓		✓	
	Abrasive Blasting	Others		
	✓	✓		

DEPARTURES AND REVISIONS**PLAN OF WORK REVISIONS**

THE SITE SUPERVISOR IS ONLY AUTHORISED TO MAKE ALTERATIONS TO OR DEVIATIONS FROM THIS PLAN OF WORK WHEN AGREED WITH THE CONTRACT MANAGER. A RECORD OF ANY ALTERATIONS OR DEVIATIONS MADE BY THE SITE SUPERVISOR MUST BE KEPT IN THE SITE DIARY OR RECORD SHEET FOR RETURN TO THE OFFICE AND ALL OPERATIVES INFORMED DURING DAILY ACTIVITY BRIEFINGS.

DATE	REVISION NO.	REVISION	INITIALS

PLAN OF WORKS COMPLIANCE

**WE, THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAND THIS PLAN OF WORK.
ANY QUERIES, PROBLEMS OR AREAS NOT UNDERSTOOD HAVE BEEN DISCUSSED
AND CLARIFIED WITH THE SITE SUPERVISOR / PROJECT MANAGER AS APPROPRIATE
PRIOR TO SIGNING BELOW**

[illegible]