

Method Statement – Installation of Louvres at 6th Floor Level

1. Scope of Works

Installation of a new external louvres at 6th floor level, including:

- Removal of existing glazed window pane (existing from to remain insitu).
- Installation of new milled aluminium transom support
- Installation of external louvre system
- Formation of internal plenum box finished in black
- Access via MEWP from ground level

2. Access & Logistics

- Access to the façade will be achieved via a suitably sized MEWP (boom lift) positioned at ground level.
- MEWP to be located on firm, level ground and structural check of existing deck.
- Exclusion zone to be established at ground level with barriers and signage.
- Banksman in place at all times during MEWP operation.
- All operatives using MEWP to hold **IPAF certification**.

3. Sequence of Works

3.1 Pre-Start Checks

- Confirm dimensions and setting out of louvre opening.
- Verify structural opening and load capacity for new transom and louvre.
- Check weather conditions (no high winds for MEWP or lifting operations).
- Ensure all materials and fixings are pre-approved and on site.

3.2 Removal of Existing Glazing

- Carefully remove internal trims/beads where applicable.
- Existing glass pane to be removed in a controlled manner using suction lifters.
- Glass to be lowered safely to ground level via MEWP or internal route.

- Opening to be temporarily protected to maintain weather tightness if required.
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3.3 Installation of Aluminium Transom

- Install **milled aluminium transom** to manufacturer's specification. To match with existing frame.
- Fixings to be into primary structure (not just frame) using appropriate anchors.
- Ensure level, plumb, and alignment tolerances are achieved.
- Apply sealant and weatherproofing measures to all interfaces.

3.4 Louvre Installation

- Louvre unit to be lifted via MEWP and positioned externally.
- Secure to transom and surrounding structure in accordance with manufacturer's details.
- Ensure adequate support, fixing centres, and load transfer.
- Apply perimeter sealing to ensure weather tightness.

3.5 Internal Plenum Box Installation

- Form internal plenum box behind louvre opening.
- Construct using sheet metal / suitable material as specified.
- Finish internally in black (spray finish as specified).
- Ensure airtight sealing to surrounding fabric and integration with services (if applicable).

3.6 Making Good

- Reinstall internal finishes around opening.
- Ensure all external sealants are complete and visually acceptable.
- Remove all debris and waste materials from site.

4. Health & Safety

- All works to comply with CDM Regulations 2015.
- MEWP operations in accordance with IPAF guidelines.
- Operatives to wear full PPE: helmets, gloves, eye protection, harness (when in MEWP).
- Glass handling to follow manual handling and glazing safety procedures.
- Permit to work system in place where required.
- Wind speed limits to be adhered to for working at height.

5. Quality Assurance

- Installation to follow manufacturer's recommendations and approved drawings.
- All fixings to be checked and signed off.
- Sealant works to be inspected for continuity and finish.
- Final installation to be inspected for alignment, finish, and weather tightness.

6. Environmental Considerations

- Waste materials (including glass) to be removed and disposed of in accordance with regulations.
- Noise and disruption to be minimised, particularly in occupied buildings.
- Dust control measures to be implemented internally.

7. Risks & Mitigation (Summary)

- **Working at height:** MEWP, trained operatives, exclusion zones
- **Falling materials:** Tool lanyards, controlled lifting
- **Glass removal:** Suction lifters, controlled handling
- **Weather exposure:** Temporary sealing, monitor conditions
- **Public interface:** Ground-level barriers and signage