

OUR TOWN HALL

MANCHESTER CITY COUNCIL

Albert Memorial: Control Procedure

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OTH-PUR-EE-XX-PRO-A-0007

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Albert Memorial

METHODOLOGIES / CONTROL PROCEDURE

As the project progresses, there will be a continual process of formal reporting and assessment undertaken prior to works commencing and after each stage of work.

The method for each element of work shall be a clear and detailed method statements including photographs of each element/area, fully recorded before, during and after the works. This is to ensure that the works undertaken are the minimum necessary, not only in number but also in the extent of the building fabric removed or disrupted. Further information is given overleaf but a summary of the five stages is given below.

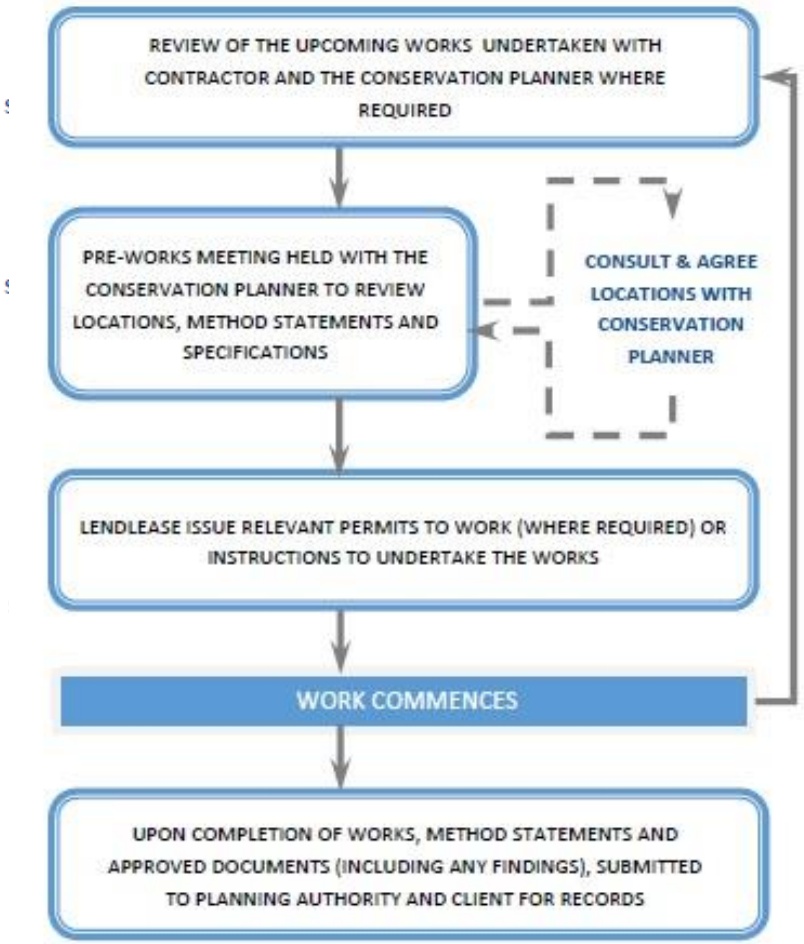
With regards to the approval procedure, we are proposing a two-stage procedure, the first of which being a verbal approval between the Design Team and Conservation Officer followed by confirmation in writing of decisions for formal retrospective condition discharge.

Once the works have been approved the following two stages are with the Contractor to issue the relevant instruction to proceed and then to monitor the works.

The final stage is to record the works that have been undertaken for submission to LPA and Client.

This flow chart should be read in conjunction with

Lendlease Method Statement document ref: OTH-LLC-XX-XX-RPT-W-0005.



Stage 1: Review of the works to be undertaken:

The locations and extent of the works will be in accordance with the drawings and specification.

Where further clarification is required these areas will be agreed with the Design Team and the Conservation Officer. The extent will be visually identified using photographs which will either be temporarily marked up on site by the contractor or the location will be digitally identified on a photograph of the area.

Stage 2: Agreement of works with Conservation Officer:

A “pre works” meeting with be held with the Conservation Planner to discuss the forthcoming survey works. The photographs identifying the works in Stage 1 will be tabled and/or inspected on site if required. All method statements and specifications will be reviewed and the protection requirements agreed. These locations will be verbally agreed with the Conservation Planner, Design Team & Contractor and confirmed via e-mail and Aconex with the photographs, method statements and specifications for the works attached (where required) for the Conservation Planner to confirm in writing by return.

All works will also be reviewed against the requirements in the Project Execution Plan.

Stage 3: Instruction to Proceed

Once the areas of work and the method statements have been agreed with the Design Team and the Conservation Planner the Contractor shall issue the Permit to work if required or an instruction to proceed to the Sub-Contractor undertaking the works.

Stage 4: Undertaking the works

Prior to undertaking the agreed works, the contractor will be required to record the building fabric prior to and during the opening up. Should the contractor find/ uncover any element of the works which is unexpected or anything at all that may be of interest to the archaeologist/CA, this must immediately be reported and further works in the immediate location of the find must be ceased for 2 days or less if the site is investigated and the 'all clear' given to proceed.

Stage 5: Final recording of the works

Upon completion of the works, all documents produced which determined / clarified the location of the works or the methods used to undertake the works including record photographs taken before during and after the works, will be submitted to the client and the Local Planning Authority as an accurate record of the works undertaken.