

METHOD STATEMENT



CUSTOMER: A1 Building
ATTENTION: John Smith

SITE ADDRESS: Police Station
25, High Street,
London

PROJECT: Installation of Carpet & Vinyl Flooring

START DATE: October 2005

OFF SITE

- Following receipt of your official order and pre-start meeting (if applicable) we will order all materials for the project and take delivery at our warehouse prior to commencement.
- Our Contracts Manager Mark Ruddy will liaise with your Site Managers to arrange access to site and put in place any job specific Method Statement / Risk Assessment.
- Prior to commencement on site, we will inspect all sub floors for suitability for floor coverings.
- We have enclosed all relevant COSHH sheets for adhesives generally used on site.

ON SITE

- Upon first arrival on site we will attend your site specific induction and sign your daily register / collect hot works permit if job requires.
- The subfloor will be checked prior to installation of flooring and any preparation above what has not been allowed for in our accepted quotation will require a signed works order variation.
- In order to create a suitably clean floor space for commencement of programmed works we may include either deep hole filling, levelling compound, plywood installation or excessive clean up of other trades or general site waste.

CARPET TILES:

- After receiving clear working areas the sub floor will be prepared as per our quotation starting lines will then be struck using chalk lines. The floor will then be glued out using F Ball F41 tackifier or equivalent and laid in accordance with the manufacturer's recommendations.
- All flooring products will be delivered to site and stored in the immediate vicinity of installation a minimum of 24 hours prior to installation to acclimatise.
- At the end of each day, all debris will be cleared to areas as defined by you and the days work protected, if allowed for in our quotation.

SHEET LINO & VINYL

- After the application of levelling compound products to the subfloor, the area will be glued with adhesive, the lino / vinyl will then lay onto the adhesive after manufactures recommended drying time, rolled into place. Perimeter cuts will be sealed with clear silicon. Vinyl will be joined together using a hot weld gun and weldrod, using hot air to melt the weld.
These works will require a hot works permit to be provided by the client.
- Lino/vinyl will butt into trim to provide a neat and clean edge for the installation of the carpet tiles.
- Mark Ruddy, Contracts Manager will be in control of the overall projects
- All works on site will be carried out using the appropriate PPE Equipment.
- Working areas are to be cornered off using hazard tape and are to remain closed/out of bounds during the uplifting/floor prep period.