

E RANKIN LTD

DEMOLITION & BULK EXCAVATION

DEMOLITION MANAGEMENT PLAN

**Wates House
22 Gordon Street
London
WC1H 0QB**



Principal Contractor: **Gilbert-Ash Limited**

Principal Contract Reference: **John Davis**

Designed By: **E Rankin Ltd**

22nd January 2015

Approved By:

22nd January 2015

Status: **Draft for Contractor Comment
Revised for Contractor Approval
Contractor Approved for Demolition**

✓

Demolition Management Plan – Revision Schedule

Revision Schedule

Revision	Date of Revision	Description	Copy to Site Team
			✓

Demolition Management Plan - Contents

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1 Introduction

This Demolition Management Plan (DMP) has been produced by E Rankin Limited to outline the proposed management of demolition activities, traffic and site vehicles connected to the demolition works operating in and around the site known as Wates House, 22 Gordon Street, London WC1H 0QB.

Once agreed with all parties involved in the management of the project, the contents of this plan must be fully adhered to by all persons to whom it relates.

This document is designed to be fluid and may require changing or amending as the works progress.

Demolition Management Plan

2 Project Directory

Role	Contact	Telephone	Email
Principal Contractor			
Gilbert-Ash Limited 47Boucher Road Belfast Co. Antrim Northern Ireland BT12 6HR	John Davis	07968 604736	davis@gilbert-ash.co.uk
Demolition Sub-contractor			
E Rankin Ltd Unit 6 Blackheath Business Centre 78b Blackheath Hill London SE10 8BA	Robert Williamson	07884 655708	robert.williamson@erankinltd.co.uk

3 Description of Site

The site is an existing 5-storey commercial building located in the Fitzrovia, West London. The building structure is a reinforced concrete frame with two internal concrete stair cores and clay pot suspended floor slabs. The roof is built from straw-board over timber joists, weatherproofed in hot-rolled felt. The facades are of masonry and internal blockwork with double-glazed window units. Externally to the rear of the south of the building is an open courtyard at basement level and ground level entrance portico.

4 Description of Works

In brief, the works involve the removal of the external masonry façade cladding; removal of 5th floor structure and roof; demolition of rear staircase, walkway and associated structures; formation of new openings through suspended slabs; removal of part 1st floor slab including associated temporary works; other sundry works.

5 Programme Dates

- The works are due to commence on Monday 26th January 2015.
- The works are expected to be complete within 24 weeks.

6 Site Operating Hours

Work will be permitted on site:

Between 0800 and 1800hrs Monday to Friday
Between 0800 and 1300hrs Saturday

Work outside these hours will be by pre-arrangement with the PC only.

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7 Contractors Compound

No specific compound area will be available other than within the confines of the site. Welfare facilities will be situated on Gordon Street supplied by UCL. Additional site office, meeting room and storage facilities will be located on the footpath within the hoarding on Taviton Street.

8 Site Security, Hoardings & Fencing (Appendix A – Site Plan)

Mobile security patrols will be provided by the client (UCL).

The site will be secured during normal working hours by the PC and UCL security patrols will monitor the site out of hours.

The site will be contained within a temporary plywood hoarding constructed by the PC as detailed within the attached hoarding plan (Appendix A). Gilbert-Ash has met LBC on site and agreed the hoarding positions and in particular the closing of the footpaths on both Endsleigh Gardens and Taviton Street. Due to the height of the building and close proximity of demolition works LBC have agreed to the closure of these footpaths provided the closures are all well signed. The footpath on Taviton Street will also be used for some additional site accommodation including site office, meeting room and containerised storage.

9 Welfare Facilities

Welfare facilities including WCs, changing room and canteen will be provided within the temporary UCL welfare facility on Gordon Street.

10 Live Services

All live services will be disconnected and made safe by others prior to commencement of the demolition works.

Temporary power and water will be installed by the PC and marked-up accordingly.

11 Asbestos

All known asbestos materials will be removed from the building by others prior to demolition works commencing.

12 Demolition Techniques, Plant & Equipment

Works will involve the use of the following demolition techniques:

- Manual demolition using hand-held percussive tools
- Robotic demolition using remotely operated equipment
- Mechanical demolition using ground-based excavators
- Diamond saw-cutting and drilling

13 Demolition Scaffolds

All external perimeter scaffolds for demolition of the existing facade will be designed and erected under E Rankin Ltd.

Demolition scaffolds will be fully clad in fire retardant reinforced plastic sheeting. The sheeting must extend from the top lift down to a level below any adjacent hoarding line, or to ground level should no hoarding or solid panel cordon be in place. Debris netting is NOT suitable for demolition purposes.

Internal crash decks will be provided by E Rankin Ltd and will be double boarded with a polythene membrane wherever practicable.

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14 Movement of Demolition Materials

The movement of materials arising from the demolition works within the confines of the site will be removed to lower ground level via internal and external chute system. From the lower ground level, demolition material will be removed to the external courtyard area and placed into a stockpile adjacent to the ground level loading bay area. At periodic intervals the stockpiled material will be loaded into 20yd skips by a 3-5T 360° excavator.

15 Control of Dust

Dust will be controlled with the use of water from a stand-pipe and hose, located as close to the works as possible. A fine spray of water will be applied to the dust source as required.

Wherever possible, avoid work that creates dust during periods of high-wind. Keep stockpiles of rubble dampened down. Provide dust screens near public areas.

When working in a dusty environment all operatives must wear suitable dust-masks (minimum FFP3), protective eyewear and gloves.

When loading away or moving materials using mechanical means, the material will be well soaked with water in advance of the operation. This will allow the water to soak through the material thoroughly. A fine spray of water will also be applied during the loading process.

Throughout the works, all areas including vehicular routes will be swept clear wherever possible to limit the sources of dust.

16 Control of Noise

There are no noise restrictions imposed upon site works other than those detailed below:

Noise will not be permitted on site outside the hours of 0800 and 1800hrs, Monday to Friday and 0800 and 1300hrs on Saturday.

All noisy plant and machinery will be shut down during periods of non-use and will be fitted with noise bafflers where possible. Noise screens will be erected around works carried out in close proximity to areas of increased public use where practicable. Alternative types of equipment that create less noise should be considered where possible e.g. using cutting torch instead of electric grinder.

E Rankin Ltd will provide suitable ear protection for operatives undertaking noisy works. Suitable noise barriers should be used at the working face where possible.

The PC should provide general ear protection in the form of free issue disposable ear plugs for all site staff.

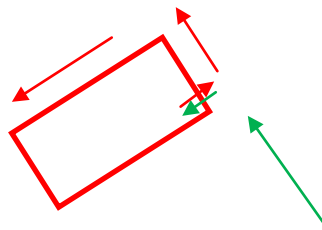
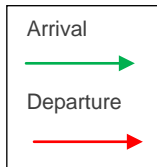
A noise assessment and survey should be carried out by the PC during the works.

17 Access Arrangements

Pedestrian access to the site will be via Gordon Street.

Vehicular access to the site will be via the existing loading bay off of Taviton Street.

18 Proposed Routes for Deliveries and Collections



19 Size & Frequency of Vehicles

Various sized vehicles will visit site for deliveries and collections:

- Small light-waste vehicles (3.5-ton tippers) for strip out works
- Heavy skip wagons (20-ton Ro-Ro) for strip out works, rubbish and removal of demolition arisings
- Heavy rigid flat-bed (10 to 20-ton) i.e. plant deliveries, scaffold and salvage collection

The type and frequency of the vehicles arriving at site will vary as work progresses.

For all vehicles over 3.5 tonnes must meet all of the following conditions:-

1. *Operators must be a member of TfL's Fleet Operator Recognition Scheme (www.tfl.gov.uk/fors) or similar at the Bronze level.*
2. *All drivers must have undertaken cycle awareness training such as the Safe Urban Driver module through FORS or similar.*
3. *All vehicles associated with the construction of the Development must:*
 - i. *Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.*

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- ii. *Have a close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.*
- iii. *Have a Class VI Mirror.*
- iv. *Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.*

UCL operate a Logistics Zone. The UCL Logistics Partner will establish and implement a Delivery Management System (DMS) to book all deliveries into the off-site consolidation centre and to call-off deliveries from the consolidation centre to site. Direct to site loads will also be booked in using the DMS. Refer to Wilson James logistics arrangements.

20 Restricted Manoeuvring

There are no anticipated deliveries or collections involving restricted manoeuvring. Deliveries will arrive from Taviton Street and will be reversed into site under direction from Banksman.

21 Highway Works

There are no highway works to be undertaken as part of the demolition works.

22 Parking & Loading Arrangements

The following arrangements will be implemented by the site team:

- Delivery/collection schedule to ensure no vehicles are waiting to be accepted by the site.
- Specialist deliveries to be scheduled at least 48hrs in advance of arrival.
- Designated operatives to act as banksman and traffic marshal to direct and coordinate vehicles.
- Notice to be given to local residents relating to any arrangements that may impact upon them.

23 Parking Bay Suspensions

No parking bays are expected to be suspended for the purpose of the demolition works. There is a motorcycle parking bay adjacent to the site on Taviton Street, but this is considered a wide enough street to reverse vehicles into the site using a banksman without the need to suspend parking bays.

24 Overhang of Public Highway

No temporary structures, plant or equipment are expected to encroach on or over the public highway.

25 Pedestrian & Cyclist Safety

Pedestrians and cyclists will have right of way along the public footpaths / highways within the immediate vicinity of the site.

The site entrance gates will be controlled to avoid any obstruction to the public footpath and kept shut when not in use to prevent any unauthorised persons entering the site.

All vehicles either accessing or egressing the site will be supervised by a banksman or traffic marshal to ensure full consideration and safety of pedestrians and cyclists within the immediate vicinity of the site are maintained.

No pedestrian or cyclist diversion arrangements are deemed necessary for this project.

Details of the PC Site Manager will be displayed on the site hoarding to enable any member of the public to make contact should an incident occur. Such incidents and/or complaints will be acted upon promptly, depending on the nature of the incident, with a review of our working procedures and traffic plan made if deemed necessary.

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26 Traffic Management (Appendix B – UCL Traffic Management Plan attached)

All deliveries to the site will be made via the UCL Logistics Zone (LZ) in Gordon Square and will be held until the site is ready to receive through Gordon Street entrance. Deliveries to the site from the LZ will be made between 0930 and 1600 on Monday to Friday and between 0800 and 1300 on Saturday.

In addition, there will be a requirement to take deliveries or access the site outside these hours. This will be required for the delivery of the piling rig and delivery and erection of the tower crane. For these operations a separate management plan will be developed and agreed with LBC prior to commencement.

An appointed person will be tasked with ensuring all reasonable measures are being taken to avoid traffic congestion occurring as a direct result of our site deliveries and/or demolition works being undertaken – as outlined previously within this DMP. A traffic marshal will also be appointed who will be tasked with controlling delivery vehicles arriving on site and to provide direction to both pedestrian and vehicular traffic as necessary whilst ensuring the safety of the general public is maintained at all times.

Such management arrangements will be closely monitored and subject to review and/or amendments where improvements to our procedures are considered appropriate.

27 Control of Large Vehicles

The control of movement of large / heavy goods vehicles within close proximity of the site will be undertaken by the designated traffic marshal.

This will include escorting any large vehicles and providing attendance to vehicles accessing and egressing the site, with particular attention to any reversing manoeuvres.

No waiting of large vehicles in areas adjacent to the site will be permitted. All large vehicles will be required to attend site at only the pre-designated time slot.

Throughout the demolition works all measures will be taken to avoid obstruction to adjoining premises.

28 Measures to Reduce Impact of Associated Traffic

No further measures are currently proposed.

29 Measures to Avoid Contamination of the Highway

Measures will be implemented to avoid mud and debris from contaminating the public highway. No vehicles are expected to enter the demolition zone and therefore we expect the risk of residual debris being transferred to the highway to be low.

Prior to any vehicle leaving the site the wheels and tyres of vehicles will be inspected by a designated operative to ensure they are free from contamination. A pressure washer will be on hand to clean wheels / tyres as required. The area around any skip lorry or wagon will be swept and hosed down immediately after the vehicle has left site.

All muck away and waste vehicles will be fully sheeted prior to leaving the site to minimise the risk of any muck or debris from contaminating the highway.

Should an incident occur where the highway gets contaminated with mud and/or debris as a direct result of demolition vehicles egressing site, then RDL will make the necessary arrangements for a road sweeper to clean the road as promptly as possible.

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30 Construction Working Groups

The PC (Gilbert-Ash) will contact the Kings Cross Construction Centre prior to works commencing.

Angela Clemo of UCL currently attends the Gordon Street construction meetings giving an update on the progress of works. The PC will attend the future meetings.

31 Considerate Contractors Scheme

The PC (Gilbert-Ash) will register the site with the Considerate Constructors Scheme prior to works commencing. All contractors will also be given the Guide for Contractors Working in Camden.

32 Effects of Local Developments

The situation regarding the presence of other existing or planned developments within the local vicinity of the site are unknown at present.

E Rankin Ltd will review traffic activity on a regular basis and will address this issue again should any unforeseen problems occur.

UCL have led on neighbours and stakeholders meetings advising them on programme – these include UCL Chemistry, Nanotec, Bloomsbury Theatre, UCLC, Drayton House.

The PC nominate John Davis (07968 604736) as the point of contact who will inform neighbouring occupants / community of progress / forthcoming works (Letter drop / newsletter) and address any comments / complaints that may arise.

Contact details will be posted on the hoarding and site notice board at the site entrance.

A record of all communications with the public will be kept on site and available for review.

The PC will meet residents face to face and explain the work and what will be involved, if required.

33 Review, Monitoring & Implementation of Plan

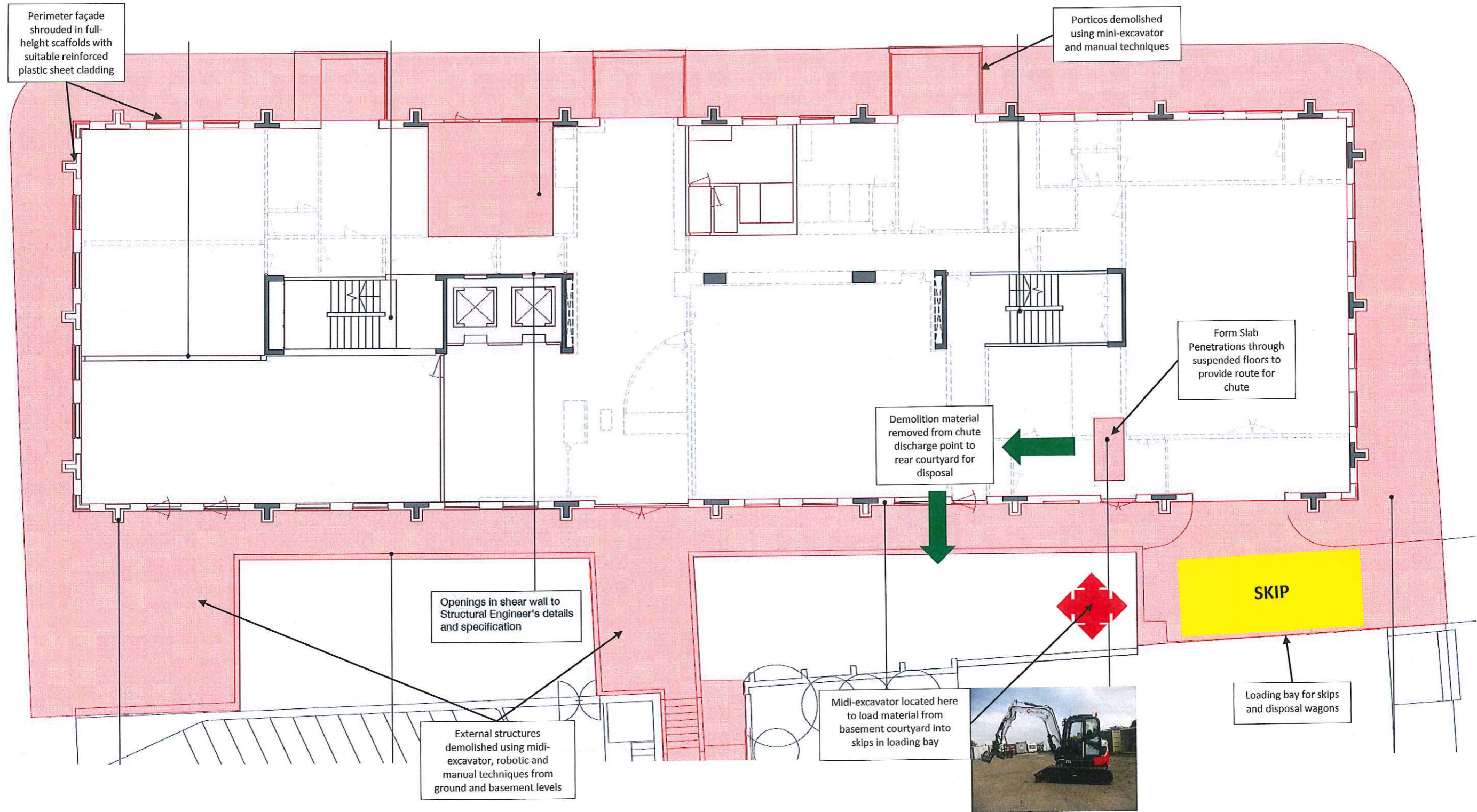
This DMP will be monitored and reviewed on a regular basis to insure the content is being fully implemented and adhered to. Should there be a requirement to alter or amend the plan, this will be carried out in consultation with the PC and the plan re-issued as necessary.

The agreed contents of the Demolition Management Plan must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the Development. Any future revised plan must be approved by the Council and complied with thereafter.

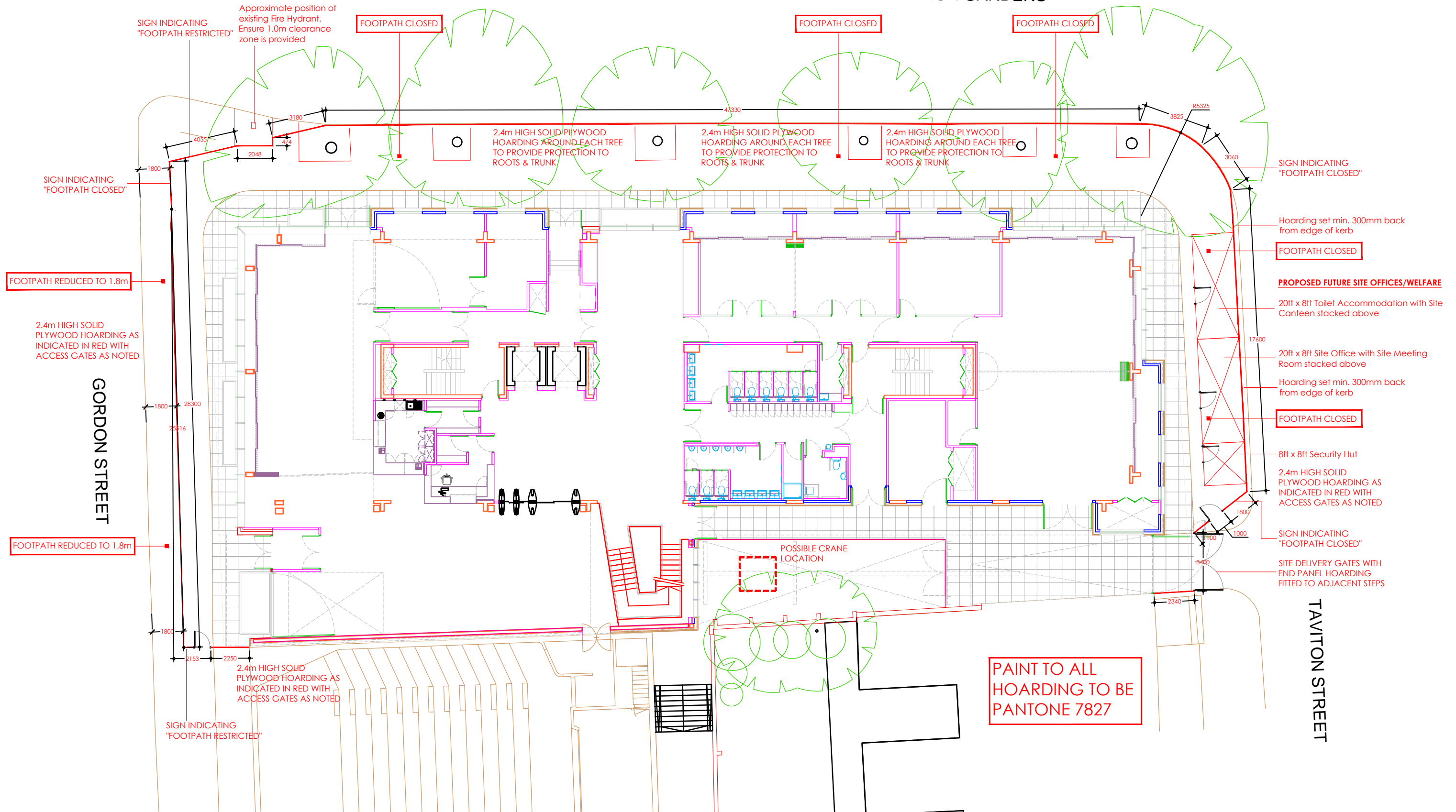
34 Other Supporting Information

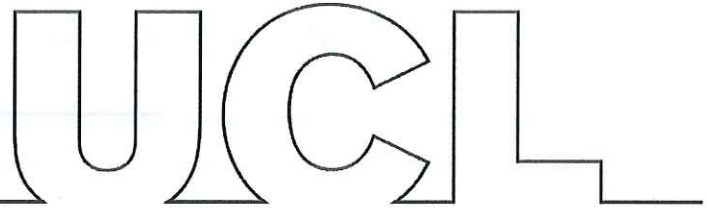
- Hoarding Plan attached.
- Demolition Logistics Plan attached.
- UCL Traffic Management Plan.
- UCL Construction Logistics – Operational Services Document.

WATES HOUSE
DEMOLITION LOGISTICS PLAN
6th January 2015



ENDSLEIGH GARDENS





UNIVERSITY COLLEGE LONDON
TRAFFIC MANAGEMENT PLAN
BLOOMSBURY CAMPUS

Revision	Date	Nature of Revision	Prepared by	Approved by
1	26-05-11	First Issue – for Approval	Emma Shirbon	Not Approved
2 DRAFT	09-07-14	Reviewed to update and include construction logistics risk.	Emma Shirbon	

This UCL Traffic Management Plan has the authority of the President and Provost who is responsible for ensuring its implementation.

UCL TRAFFIC MANAGEMENT PLAN

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UCL TRAFFIC MANAGEMENT PLAN

1.0 INTRODUCTION

UCL Bloomsbury campus has a high volume of pedestrian movements and vehicles movements every day. Pedestrian safety must be the primary concern and therefore on-site roadways must be **pedestrian areas** to which vehicles are allowed controlled access.

The activities involving vehicles at UCL Bloomsbury Campus are;

Business as Usual

- Deliveries of materials and equipment for departments, events.
- UCL Service Vehicles – Portering, Waste Collection, Postal Services.
- Deliveries of perishable goods for catering facilities.
- Taxi and personal vehicle movement.

Construction

- Deliveries of materials and equipment for maintenance / construction projects

Emergency Arrangements

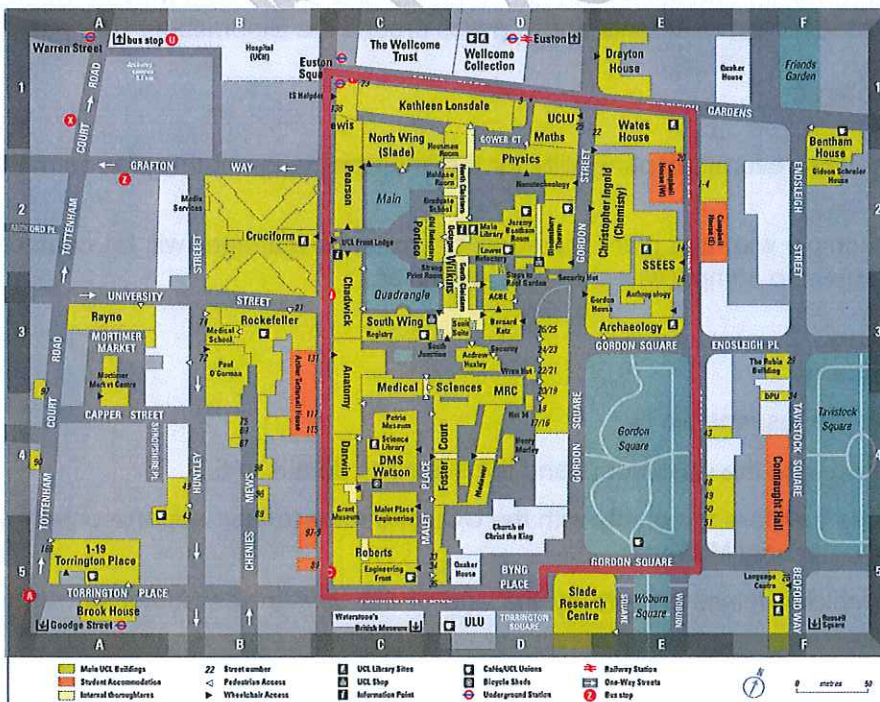
- Emergency vehicles

1.1 PURPOSE

The purpose of this Traffic Management Plan is to outline the control measures in place to ensure vehicle movements and logistics around the Bloomsbury Campus do not adversely affect the health and safety of students, staff or others.

1.2 SCOPE

The scope of this document covers the UCL Bloomsbury Campus and for the purpose of this traffic management plan the area is indicated within the red line below;



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There are four main entrances to the Bloomsbury Campus that are currently used by vehicles & pedestrians;

1. Front Quad Entrance – Gower Street
2. Malet Place Entrance – Torrington Place (with an additional ramp to Roberts building)
3. Gordon Street Entrance – Gordon Street
4. Gower Court / Physics Yard Entrance – Gower Place

2.0 ABBREVIATIONS

HSC Health & Safety Committee
UCL University College London
FORS Fleet Operator Recognition Scheme.

3.0 REFERENCES

Faber Maunsell Transport and Logistics Report 6 June 2008
HSE Workplace Transport Safety INDG199 (Rev1), revised 11/05
Arups Traffic and Pedestrian Surveys 2014

4.0 ROLES & RESPONSIBILITIES

The principal responsibilities for the management of health and safety are stated in the UCL Safety Policy. Specific responsibilities relating to traffic management are stated below;

4.1 UCL Estates

UCL Estates as the controlling department for access & construction activities will take appropriate action to ensure health and safety of staff, students and others who may be affected by the risks associated with vehicle movements and logistics around the Bloomsbury Campus.

4.1 UCL Security Manager

The UCL Security Manager has overall responsibility for the implementation of this plan within the Bloomsbury Campus.

Should any supplier not comply with this plan, the supplier contracts manager will be contacted and advised of the requirement to comply when on UCL premises.

4.2 UCL Security Officers

The UCL Security Officers are responsible for;

- ensuring vehicles entering the site understand the site rules details in 5.2
- reporting any vehicle that fails to comply with the UCL site rules to their supervisor who will escalate to the UCL Security Manager.
- ensuring that all vehicles leave the site by the end of the day unless authorised to stay overnight.

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4.3 UCL Logistics Manager (Construction & Maintenance)

The UCL Estates Logistics Manager is responsible for;

- review of this plan periodically and monitoring the traffic management improvements.

4.4 All Departments, Employees & Contractors

All departments, employees and contractors will;

- Advise suppliers / contractors of the delivery rules for UCL.
- Comply with the rules when cycling or driving on campus.

5.0 TRAFFIC MANAGEMENT RULES

5.1 GENERAL RULES

- No Cycling is allowed on Campus
- No vehicle access or movement will be permitted 10 minutes before each hour and finishing at 10 minutes past the hour.
- No Parking on campus.
- Loading / Unloading only – maximum stay 30 minutes.
- No double parking when delivering.
- Drivers must remain with an unloading vehicle where the road way has been reduced to less than 3.2 metre, so that they move if emergency access is required.
- Vehicles must not park or unload anywhere in a manner that reduces the walkway for pedestrians – minimum width 1m required
- All loads must be secured prior to moving.

5.2 DRIVERS SAFETY BRIEFING

All drivers when arriving at UCL will be given the following briefing;

- Site speed limit = walking pace only
- Hazard warning lights must be switched on when driving on site
- Avoid the need to reverse where possible & use assistance if reversing
- Engines must be switched off when stationary

5.3 LOCATION SPECIFIC RULES & RESTRICTIONS

5.3.1 Front Quad – Gower Street

- Pedestrianised Front Quad - 09:00hrs – 21:00hrs
 - Except for emergency vehicles
 - Except for UCL service vehicles
 - Except by special arrangement for events, disabled or VIP parking
 - Taxis only admitted where there is a person with a disability
 - All general deliveries to be redirected to Gordon Street Entrance or Gower Court.

5.3.2 Malet Place – Torrington Place

- No more than 4* vehicles at any one time.
- Pedestrianised from 11:00 til 14:00
- Height Restrictions in Foster Court tbc
- No vehicle to pass through anatomy arch to south junction.

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5.3.3 Roberts Ramp – Torrington Place

- Available for deliveries
- Height Restrictions – tbc

5.3.4 Gordon Street Entrance

- No more than 6* vehicles at any one time.
- Use the turning area outside MRC as a turning circle and delivery area.
- No deliveries through to South Junction Quad during 08:45hrs – 17:15 hrs

5.3.5 Gower Court – Gower Place

- No more than 3* vehicles at any one time. (Reduced due to Physics Yard closure for construction)
- Height Restrictions – tbc

***Note: Lorries count as 2 vehicles & articulated lorries count as 3 vehicles**

5.4 UCL VEHICLES

- All drivers must be in possession of a valid driving licence.
- All drivers of UCL vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.
- All UCL Drivers must attend regular drivers screening with UCL Occupational Health.
- Check that vehicles are in good safe order before setting off.

5.5 OPERATION OF RISING BOLLARDS (Front Quad & Malet Place)

The operating procedure for the bollards:

- Pedestrians must have priority over vehicles.
- Security / Room Bookings staff must engage with pedestrians to make them aware when bollards are being raised.
- If view is restricted because of pedestrian numbers then bollards should remain lowered.
- The operator must operate the bollards from outside the lodge/office, standing beside the switch.
- Do not allow yourself to be interrupted

A record must be kept of those who have been instructed to use the bollards

5.6 OPERATION OF VEHICLE BARRIER (GORDON STREET)

Controlled by security operatives, access is allowed once check sheet is complete. Security operative will ensure no pedestrians are on the road way when the barrier is being raised or lowered.

6.0 LOGISTICS

Deliveries at UCL are divided into two categories business as usual (BAU) & construction.

UCL has appointed a logistics partner Wilson James to manage construction logistics. The arrangements for this are covered under the Logistics Procedures.

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- All construction deliveries must be pre-booked
- All construction deliveries will be received to the Logistics Zone.
- Skip / Container location application form to be approved by Security Manager prior to the works. <https://www.ucl.ac.uk/estates/security/skips/form/>
- Any unloading by HIAB or crane must be planned, supervised and marshalled by the receiving contractor at all times.

7.0 EMERGENCY ARRANGEMENTS

- If there is an emergency on campus vehicle movements in the affected areas must be stopped to allow safe pedestrian escape and allow fire brigade vehicles to access the site.
- Minimum 3.2m width restriction required for Fire Brigade Access

8.0 MONITORING & REVIEW

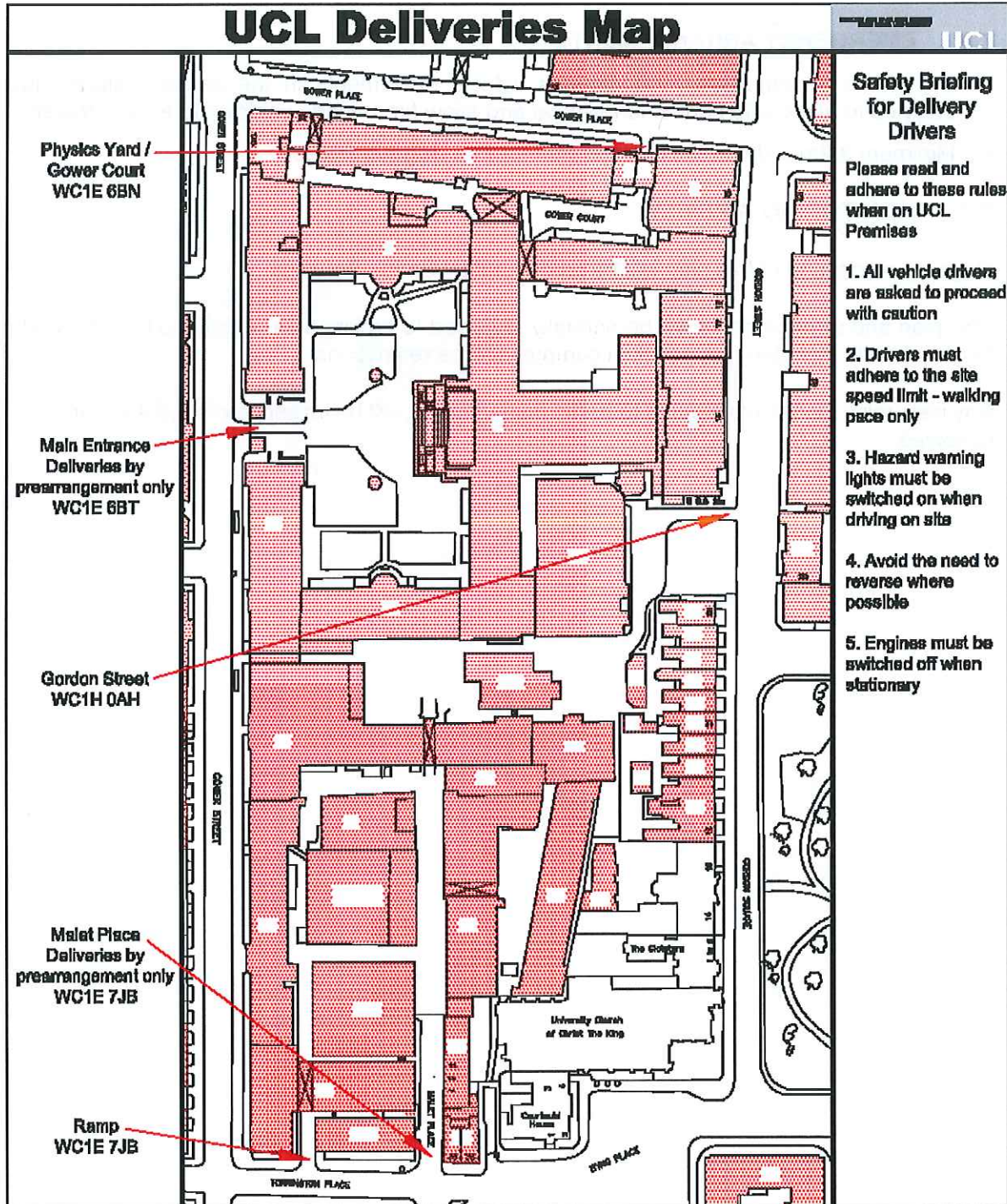
Ongoing monitoring of this plan will be carried out by Safety Services.

This plan and arrangements will be annually reviewed to ensure they remain up to date. Failure to comply with this plan may result in campus access restrictions.

Any near miss / incidents relating to traffic management will be investigated and the plan reviewed.

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Appendix 1 - Bloomsbury Campus – Deliveries Map



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Appendix 2 – Risk Assessment

The severity of harm	The probability of harm			
	Very unlikely (1)	Unlikely (2)	Likely (3)	Very likely (4)
Slight (1) e.g. Nuisance, irritation, temporary ill health	LOW (1)	LOW (2)	MEDIUM (3)	MEDIUM (4)
Moderate (2) e.g. Medical Attention with several days off work	LOW (2)	MEDIUM (4)	MEDIUM (6)	HIGH (8)
Major (3) e.g. Long term Injury or Illness	MEDIUM (3)	MEDIUM (6)	HIGH (9)	INTOLERABLE (12)
Extreme (4) e.g. Kill or Permanently Maim	MEDIUM (4)	HIGH (8)	INTOLERABLE (12)	INTOLERABLE (16)

Hazards	Who might be harmed	Severity 1-4	Likelihood 1-4	Risk	What are we currently doing	Further Action? <i>By whom</i>
Inadequate pedestrian / vehicle segregation causing pedestrians to walk into the road Vehicle / Person collision	Students, Staff, members of the public	4	3	12(l)	Restricting access times - see 5.0 Traffic Management Rules No Cycling on campus Creation of service areas - back of house areas – <i>Wilkins Terrace Project</i> .	Change the behaviours – Malet Place, South Junction & Front Quad must be viewed as a pedestrian areas to which vehicles are occasionally allowed access. <i>UCL Estates</i> Implementation of a demarcated walkway through Gower Court, to separate pedestrians from vehicles. <i>UCL Estates</i> Review narrowed walkway adjacent to Andrew Huxley / Wilkins consider increasing width <i>UCL Estates</i>
Increased Construction vehicles on site due to construction programme. Vehicle / Person collision / Bike	Students, Staff, Members of the public	4	3	12(l)	Construction logistics provider employed. All construction vehicles to be booked onto site via delivery management system. Logistics operating zone established to receive deliveries. All logistics vehicles to be fitted with FORS silver safety. All construction vehicles to be marshalled onto site via a traffic marshall at a safe time.	Work with business as usual deliveries to review feasibility of them using the system. <i>UCL Logistics Manager</i>
Vehicles speeding in a crowded area of students	Students, Staff, Members of the public	3	3	9 (H)	Restricting access times - see 5.0 Speed limit at walking pace - see 5.2 No Cycling on campus	Monitor effectiveness of access times and speed limits. <i>UCL Security</i> Reduction in the number of vehicles coming onto campus by establishing a

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						courier drop off point <i>UCL Estates</i>
Vehicles reversing in a crowded area of students	Students, Staff, Members of the public	3	3	9 (H)	Restricting access times see – 5.0 Avoid reversing - see 5.2 Physics Yard and MRC turning circle to be used for turning	UCL Security Guards to be trained as traffic marshalls to assist vehicles. <i>UCL Security</i>
Vehicles reversing onto a main road	Members of public, other road users	3	3	9 (H)	Vehicles must avoid reversing out of UCL campus. Wherever possible they should use the turning areas in Gordon Street and Physics Yard.	UCL Security Guards to be trained as traffic marshalls to assist vehicles. If a vehicle has come to the incorrect gate, security to allow them to come in and turn round to reduce reversing onto the road. <i>UCL Security</i> Consider requesting the installation of a no right turn sign on Gower Street to prevent vehicles turning into the front quad. <i>UCL Estates</i>
Vehicle / Building collision	Damage to structure	3	3	9 (H)	Height signage in place at all archway and tunnels and protective barriers on the corners of building.	Review buildings to see if additional protective barriers are required. <i>UCL Estates</i>
Bollards causing trip hazards (Malet Place & Front Quad)	Students, Staff, members of the public	2	4	8(H)	Room Booking and Security Trained to use the bollards and barriers Reduction in vehicles entering Malet Place & Front Quad equals a reduction in the bollard use.	
Vehicle Barrier hitting person on the head (Gordon Street)	Students, Staff, members of the public	2	3	6(M)	Room Booking and Security Trained to use the bollards and barriers Improvements in the pavements to Gordon Street will reduce the need for people to walk down the road way. UCL Security encourage people to use of the pavements rather than roadway.	
Insufficient illumination	Students, Staff, members of the public	3	2	6 (M)	All walkways and roadways have adequate illumination at night.	
Vehicle / vehicle collision	Students, Staff, members of the public	2	2	4(L)	Speed limit at walking pace - see 5.2 Speed bumps in Gordon Square Mirrors in Gordon Street and Physics Yard Limited number of vehicles	

UCL TRAFFIC MANAGEMENT PLAN

					allowed into the campus at one time. See 5.3 No Cycling on campus	
Unsecured loads	Students, Staff, members of the public	4	1	4 (M)	All loads must be secure before moving.	
UCL vehicles being driven by unqualified persons	Students, Staff, members of the public	3	1	3 (L)	See 6.6 Driver screening HR Guidelines on UCL Drivers http://www.ucl.ac.uk/hr/docs/college_drivers.php	



UCL

Construction Logistics

Operational Services Document

Version 1.2

Document Control

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Version	Amendment	Date
1.0	Draft for review	8th August 2014
1.1	1st Review	14th August 2014
1.2	Delivery Section Edit	19th September 2014

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1. Executive Summary

University College London (UCL) has appointed Wilson James as the Construction Logistics Partner and they will start mobilising on the 11th August 2014. The primary focus of activity will be in the central campus area (known as the Bloomsbury Campus) – where the majority of capital investment and EM& I projects will be delivered – though in due course many principals and arrangements may extend to more remote (satellite) properties in other parts of central London with emphasis on delivering a consistent standard. The following types of project have been taken into account for this Logistics document and these include:

1. Capital Projects
2. EM&I Projects
3. Minor Works
4. Quick Wins

Multiple projects being undertaken in the central campus create significant additional risk if uncontrolled to the university's business as usual activities for example:

- The safety of students, staff and the general public - in and around the University estate.
- Disruption to 'business as usual' – teaching, research, public events, supply chains and other University activities.
- Confusion caused by changes to pedestrian and vehicle access and circulation routes into and around the campus.

Wilson James activities will be fundamental in reducing safety concerns and managing any conflicts within the space outside of individual construction site boundaries which would become overwhelmed with individual project movements and activity if left without central control.

UCL also recognises the potential cost saving that can be achieved from centralising the control of certain activities, such as waste through one provider. The proposed use of consolidation services for palletised material deliveries will benefit the University by using more efficient and sustainable methods of transport operations and reducing vehicular movements.

The need to control Construction Logistics becomes apparent on entering the campus with current business as usual activities displaying frenetic activity in addition to the delivery of a major capital projects programme. Safe and efficient Construction Logistics in collaboration with business as usual will deliver a safe and efficient solution. The UCL Estates acknowledge that Construction Logistics is essentially a skilled discipline working side-by-side to the Business as Usual and that specialist knowledge is required to facilitate success.

2. Glossary

- **UCL – University College London**
- **LM – Logistics Manager (UCL)**
- **LP – Logistics Provider (Wilson James)**
- **LZ – Logistics Zone**
- **COSHH – Control of Substances Hazardous to Health**
- **REL - Rear End Loader (Type of Waste Disposal Vehicle)**
- **OOG – Out of Gauge**
- **FOD – Foreign Object Debris (uncontrolled loose waste)**
- **DMS – Delivery Management System**
- **BAU – Business As Usual**
- **AIL – Abnormal Indivisible Load**
- **EM&I – Electrical Mechanical and Infrastructure**
- **PSO - Portfolio Services Office**
- **PO – Project Officer**
- **ER's - Employers Requirements**
- **LCCC - London Construction Consolidation Centre**
- **TMP- Traffic Management Plan**

3. Purpose of document

The purpose of this document is to provide enough detail to get a full understanding of how the Operational Services that Wilson James provide will combine into the project and contractor procedures. It is written in support of the original Logistics Strategy that University College London has adopted for its construction projects. This document will be used as part of a wider package of information controlling Construction, Logistical and Business as usual functions:

- Construction Management Plan
- UCL Logistics Strategy
- Operational Services Document
- Employers Requirements (Contractual Content)
- Logistics Information pack (Training Pack)
- UCL Traffic Management Plan
- UCL Security Assignment Instructions

It is essentially for the Estates Department and contractors and will add clarity to the employer's requirements (ER's) incorporated within the contracts. Wilson James will seek to consolidate a list of all contractors and will utilise all means but essentially be seeking information from Project officers for contact details.

The headings in this document identify the mandated and collaborative services that UCL Estates have approved and which Wilson James will implement and maintain. This Operational Services Document will be cascaded to UCL Estates team including framework contractors, Principle Contractors and Sub Contractors during the initial mobilisation of Logistics and then at the start of projects and during the tender process.

In addition to this Operational Services Document a Logistics information pack will be provided to all appointed contractors and act as a training guide for these services. Wilson James will also be included in pre-start arrangements and project meetings as agreed with the UCL Project Officers. Logistics briefings will be compulsory for each individual project start up regardless of a contractors being awarded more than one project.

This document refers to the central campus projects that fall within the template at (Annex A); however the projects falling outside of this area will at a later stage be subject to the same conditions.

Wilson James will assist in facilitating these additional requirements if UCL approves expansion of the geographic zone beyond the central campus area.

UCL maintains a Project Portfolio containing information about all anticipated programme activity. The information in this portfolio will be merged with actual data passed to UCL by the Logistics provider. Estates will then use this material for future projects providing greater accuracy in the early stages.

The University will be fully operational during the construction phases and the Logistics provider is fully responsible for providing a service within the "Shared Space" outside of any contractor works – this will be to deliver or manage the following mandated services for each project:

1. Material deliveries to the site boundary
2. Centralised construction waste disposal
3. Construction works way finding and temporary alterations to Campus way finding or information.
4. External/ Internals site hoarding (where appropriate) including working with the branding supplier and removing any branding for re use.

This document details the requirement of each of these services and each contractor will be informed of the mandatory standard to be adhered to.

4. Material Deliveries

General

UCL Estates mandate the use of a Delivery Management System (DMS) for construction deliveries covering Capital Construction Projects, EM&I, Minor Works and Quick Wins. The DMS divides scheduled deliveries into three types:

- Consolidated Loads -Palletised Goods
- Direct Deliveries – indivisible loads, fragile or specialist
- Small Tools and Parcels (STP)

In this document the DMS can also be referred to as Datascope, this is a web based portal available 24/7 and all contractors will receive access rights after receiving formal training from Wilson James. Datascope will have the ability to provide messages to contractors on the login screen – these will only allow access once they have been acknowledged and may include information about UCL Events/ Access restrictions etc.

All scheduled deliveries will utilise the Logistics Zone (LZ) at UCL in the area of Gordon Square (North) as a release point. The Logistics team will effectively manage the onward travel of construction vehicles or Materials into the central campus area using the VMS and collaboration with UCL Security. The materials will be delivered to a point of access to the site agreed between the Contractor and Logistics Team.

The main purpose of using the London Construction Consolidation Centre combined with the DMS is to reduce the impact from LGV's carrying palletised construction materials in the Camden Borough and specifically the Central Campus area. The ability to utilise the LCCC for storage also reduces the amount of materials that need to be stored on site.

Vehicles less than 3500kgs carrying small tools or parcels for construction will still be managed through the DMS ensuring they are scheduled. They will still be controlled at both the LZ and Security gates but it is unlikely they will use the LCCC.

Contractor's deliveries are scheduled for when the vehicles are to arrive at the LZ and not at the final destination. They will access the preferred Gate. Once the vehicle has arrived Wilson James will work with UCL Security, the UCL Traffic Management Plan (TMP) and the Vehicle Monitoring System (VMS) to forward vehicles to the correct gate when it is safe to allow access. The TMP for UCL dictates how many vehicles can safely operate within the campus areas and security manage this access using the VMS.

Wilson James will provide Traffic Marshalls to meet the vehicles at the access point once they have been released from the LZ. They will marshal the vehicle to its unloading point and ensure unloading operations are carried out safely.

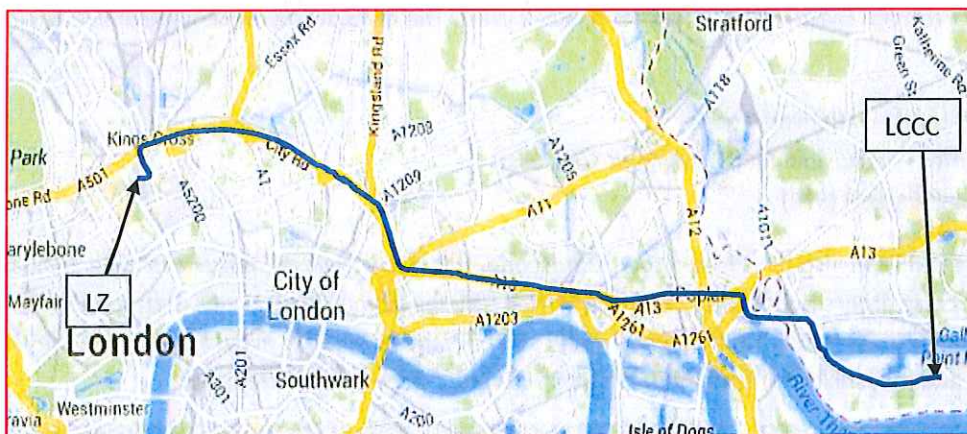
Where possible the marshals will also assist with Business as Usual deliveries

Wilson James is providing the use of a consolidation centre in Silvertown known as the London Construction Consolidation Centre (LCCC) and it is located approximately 10 miles to the South East of Gordon Square

The full postal address is

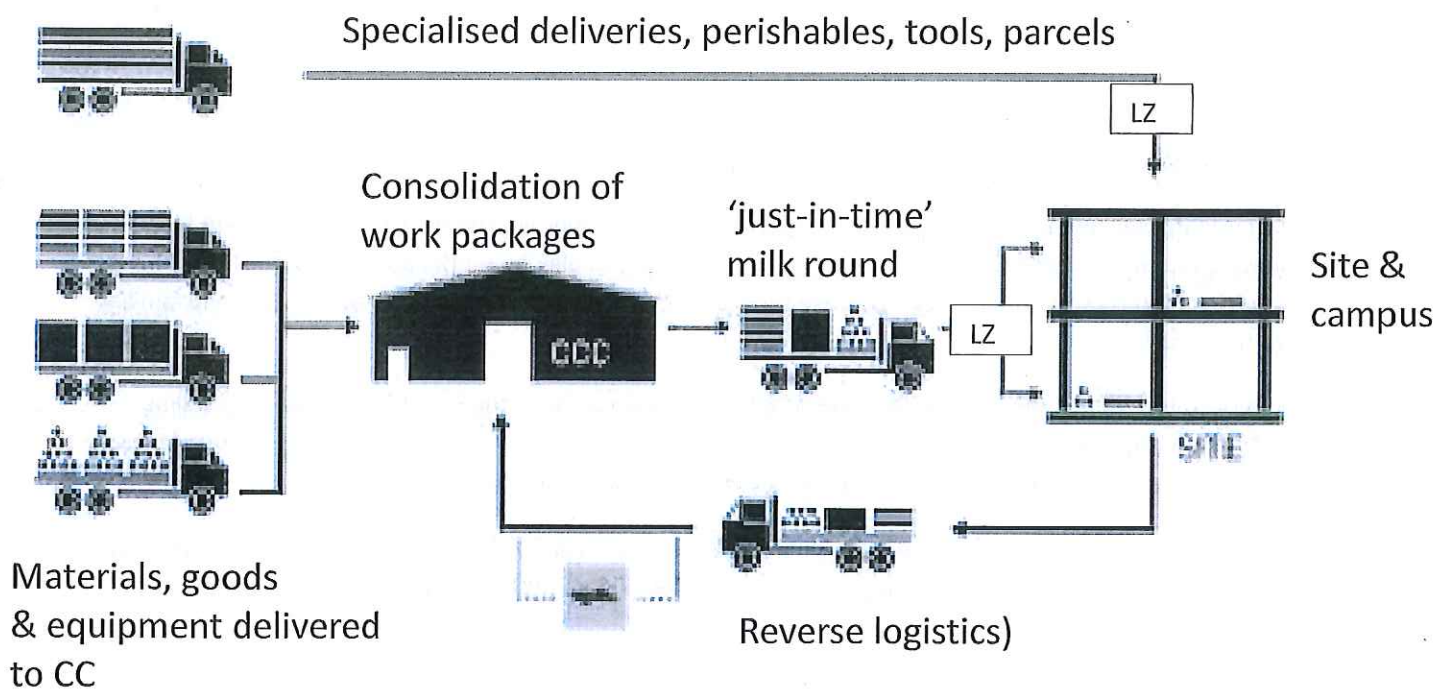
London Construction Consolidation Centre
Thames Road
Silvertown E16 2EZ

The contact number is 0207 474 7412



The LCCC is a secure warehouse that is used to receive materials from contractor's suppliers. Vehicles use the scheduling system to book materials into the LCCC and they can use it to store materials free of charge for up to 21 days. The LCCC uses a FORS Gold registered fleet of vehicles to deliver the consolidated materials to the LZ in line with contractor's requests.

The diagram below explains the consolidation and direct delivery process



Consolidated Deliveries

Consolidation provides the following advantages to UCL and contractors

- The ability to maintain an orderly site clear of materials working with the right items at the right time.
- The ability to purchase in bulk high demand materials and store them free of charge for set periods calling to site the amount you need when you need it.
- Reductions of up to 70% in vehicle movements on site with all the associated safety and environmental impacts that accompany this.
- Safe vehicle operations by operator whose drivers and fleet meet the FORS Gold Standard.

Consolidation process assists the contractor to plan his materials required to deliver his programme of works. It allows him to have confidence that materials he has in storage at the consolidation centre will be delivered to his site on the day he books them.

The high level process for contractors is broken down into five elements:

1. Contractor books materials for project to be delivered to the LCCC
2. Monitoring Material levels in storage
3. Book material from consolidation to site
4. Receipt materials on site
5. Book return journey for materials back to LCCC

Consolidation will be the default process for all deliveries unless approved by the UCL Logistics team for following another process. Consolidation needs the contractor to plan his workload and recognise the timings for getting materials to site. It is not a reactive process and will take contractors little time to become familiar with the process.

The term D is to define the working Day, this may be the booking day or the day that the materials will be received at either the LCCC or LZ. Materials arriving at the LZ can be expected to arrive at the site during the same day. It is advised that contractors plan to use this material the following day.

All materials arriving at the site must have someone from the project to check them and sign for the delivery. Availability will be confirmed before the materials leave the LZ and utilise the contact details entered onto Datascope.

Material Condition

Wilson James will review materials when they arrive at the LCCC for damage. Where damage is identified the contractor will be notified through Datascope and images will be obtained and included in the communication. The contractor can then make the decision to abort the delivery and send the materials back to the supplier, store the materials for further inspection or continue deliver the materials to site.

Where materials in crates/ packaging are not visible then Wilson James will review the packaging only and report on any damage to the packaging and will not be responsible for the materials inside. In these instances and where high value or extended replacement times are involved Wilson James advise the contractor to be present at the LCCC on arrival of the materials to check and receipt.

When consolidated materials arrive at the LZ and are unloaded the same principles apply, pre reported information damage will be available and further damage to the visible packaging or materials will be reported.

Materials subject to damage from inclement weather must be packaged by the supplier appropriately. If the materials scheduled are not packaged to prevent damage from the weather then the contractor will be informed and action can be agreed.

An approved contractor's representative must be available to receipt the materials on the day they are delivered to site. If the approved person is not available the material's will not be delivered and remain in the LZ or at the LCCC.

The LCCC offers dry secure storage and can be reviewed by UCL or its contractors at any time for suitability. Materials requiring specialist storage conditions or have a high individual value > 200k must be notified to the LCCC.

Booking Materials into the LCCC from the Supplier

The Contractor will order materials from his supplier informing them of the LCCC delivery location. He will then put the delivery date and time into the Datascope system using the scheduler to arrange the most convenient available unloading slot with their supplier.

The LCCC is available for receiving materials between Mon – Fri 0800hrs – 1700hrs

Provision can be made by special arrangements outside of these hours.

The simplified timeline is as follows:



Datascope will allow the contractor to book material deliveries into the LCCC up to 1400hrs on the previous working day. Deliveries due on a Monday must be booked by 1400hrs the previous Friday (Thursday if there is a Bank Holiday).

The vehicle is expected to turn up at the LCCC within 15 minutes of its booking time and will be unloaded within 5 minutes of the original booking time. Delays may occur where the vehicle arrives later than 15 minutes past the booked time where upon an agreed time for off load will be agreed by the LCCC

The contractor will be informed through Datascope when the delivery has arrived and all contractors have the opportunity to be present when the materials arrive for inspection if required.

Storage at the LCCC

The LCCC will allow contractors up to 21 days free storage from the date their materials arrive and are unloaded.

Contractors will be able to view their stock holding through the Datascope portal. The Contractor is responsible for identifying each material by name or code and Datascope and the LCCC will only refer to this information for selecting materials.

Stock may be split down at the LCCC and delivered separately but the contractor is responsible for breaking the pallet down and informing the LCCC so that stock levels can be adjusted on Datascope.

Datascope will warn contractors of the expiry period from the 7 day point. This will also be flagged to the UCL project manager if the details have been entered. The UCL Project Manager will be invoiced for periods of storage past the 21 day point at £7 per pallet per week.

The term Pallet is recognised as a 1200mm x 800mm area. Materials that overhang the standard pallet size or larger pallets will have an increment applied and this is known as the Pallet Equivalent.

Pallet height should be notified if it exceeds 1800mm, pallets/ materials that are deemed to be unstable or in a dangerous condition will not be unloaded and the contractor informed.

Datascope will require the Pallet or Pallet equivalent size entered as mandatory information, this will be confirmed when it arrives at the LCCC. Variations will be agreed with the contractor.

Contractors will be able to visit the LCCC at any time during normal working hours Monday to Friday 0800hrs – 1700hrs. Pre booking is required and 5 point PPE is mandatory for access to the warehouse area (Hard Hat, Protective Glasses, Gloves, Hi Visibility Vest, and Protective boots)

Booking Materials from the LCCC to Site

Contractors will book their palletised materials to site using Datascope. In the same way that they select the LCCC option there is an option to select deliver from LCCC to site. The simplified timeline is as follows:



Datascope will enforce this timeline, it should be noted that there are a fixed number of consolidated deliveries each day (normally up to 4) and once these are full the contractor will have to select another date. Predictions of palletised deliveries identify that 4 journeys will meet the normal expected requirement.

UCL has traffic Management Plan (TMP) that restricts the numbers of vehicles accessing site through any gate in any one hour. These deliveries generally have a 30 minute period to carryout unloading unless extensions are authorised. The TMP allows campus security to control the quantities and types of vehicle requiring access. The Logistics team will provide a daily schedule of expected delivery vehicles and times to security and utilise the Vehicle Monitoring System (VMS) and radios to establish free space in the unloading areas.

When a consolidated delivery arrives at the LZ the time will be recorded and the consolidated materials will normally be unloaded, temporarily stacked and then taken onto site using 3500kg vehicles to the various sites scheduled for them. The onward delivery to site will always be initiated by communication with the contractor identified on Datascope. Where a consolidated vehicle load is for one or more sites in the same location there may be opportunity to take the vehicle onto site to one unloading area negating the need for double handling.

Consolidated vehicles arriving on time at the LZ will be pre booked and get priority for access as they will need to return to the LCCC for re loading.

Direct Deliveries

Direct deliveries are made in the same timeline as bookings into the LCCC, this is by 1400hrs the previous working day for receipt on site during the following working day.

Notified of Delivery by 1400hrs D-1

Contractors that have vehicles less than 3500kgs with small tools or parcel deliveries or have indivisible loads such as concrete, aggregate or loads that are perishable can use the direct to site option.

If this option is selected for loads that can be consolidated they will be refused using the approvals process.

Delivery Approval

All site deliveries booked on Datascope are managed by the system administrator and subject to the approvals process. This will confirm that your delivery can be processed in line with your request. There are 3 responses and you will receive one of these via the email contact submitted during Login registration.

The options are

1. Approved – your method and timings have been accepted and your delivery must arrive at the LZ at the scheduled time.
2. Rejected and advised – your method or scheduled time/ date are not approved and options are provided for alternatives or further information is required.
3. Rejected - your method or timings have been rejected please re schedule your delivery.

Construction Vehicle Transit Routes

All contractors will agree to inform their suppliers about the agreed routes the delivery agents must take to get to the UCL LZ. The DMS will provide a mandatory acceptance process, information and maps for the contractor to send to their suppliers.

All construction vehicles using the DMS will be routed from the Euston Road into Upper Woburn Place turn right into Tavistock Square and be met by Marshals at the holding area in Endsleigh Place until they are released to site.

Vehicles exiting are also to use a pre-determined route found on the DMS information.

The routes are identified at Annex B.

5. Construction Waste

UCL Logistics will provide predicted waste outputs from the Project Portfolio information and pass this to Wilson James who will resource to meet the demands. Wilson James will manage the construction waste disposal process and provide the actual waste production information back to UCL so that future waste predictions can have more accuracy.

Wilson James have been contracted to work with the incumbent UCL waste contractor that is managed through a contract with O&G. Wilson James will effectively manage a process that allows contractors waste arising to be placed into receptacles –measured and disposed of ensuring ownership of waste transfer happens at each stage.

Where demolition activities take place each main contractor must provide their own disposal methods for waste produced. It is essential to monitor all UCL Construction vehicle activity and use of DMS is mandated for all construction vehicles (including demolition) and where they may interfere directly the Logistics Team will provide safe access to the agreed loading area. Demolition companies will not be able to utilise the Wilson James construction waste processes unless they can provide evidence that the waste arising will be suitable for the process.

The method of operation for construction waste will be independent of the UCL business operation and will not interfere with any existing UCL waste transfer methods. Wilson James will provide close liaison with UCL soft services through their management team to ensure that any potential conflicts are resolved and BAU is not impaired.

Skips and wheeled bins will be predominantly used for waste arising from projects. Wheeled bins will take preference over skips as this will further reduce vehicle numbers and improve space availability. Wheeled bins will be purchased for the transformation programme. Spare bins for exchange will be stored at the LZ and 140 Hampstead Road.

The waste process will allow the contractor to inform the Logistics team how many and type of receptacles it requires to place waste into. Each project will be able to “Call Off” waste from their site using a request form emailed or passed to the Logistics team. The Call Off will inform Logistics of the project number the quantity and type of construction waste arising. It will identify when they want it collected and request an exchange of bins if required, effectively maintaining a level of bins on-site under project control.

Once the waste has been collected it will be subject to 2 methods of disposal:

1. General Construction Waste acceptable to Rear End Loading/ Skip Vehicle
2. Coshh, Out of Gauge (OOG) General Construction Waste

Once a project has submitted a waste request the Logistics team will agree the timings for either collection or exchange of bins or to bring the REL to the proximity of the site and empty and return the bins. The Project must ensure that bins for collection/ exchange are available at the agreed time at an agreed safe area and will not be left in the public domain. It is important that Wheeled Bins are filled allowing the tops to close and do not exceed a weight of 150Kgs to reduce the likelihood of injury during manual handling operations. Bins found to be outside of these conditions will not be collected or exchanged until corrected by the contractor. Where the project is not accessible by the waste vehicles Wilson James will collect the full bins and transfer them to an approved stacking area commonly known as a corral. These areas will be created by Wilson James and will be secure compounds. They will be strategically positioned to minimise handling and allow for quick transfer to an REL. The corrals may also store empty bins ready to be returned to project areas.

Wilson James will be responsible for administering the booking of waste disposal vehicles and including them on Datascope. The Logistics team will meet each waste vehicle and ensure that only the suitable construction

waste is transferred and signing the transfer notes. Each projects general construction waste will be accounted for separately by identifying its weight and providing an individual transfer note.

Construction waste that does not meet the operating requirements of the REL will be classified as OOG. This waste will be itemised and weighed or estimated by the Logistics team and placed into a skip – normally located in the LZ. Individual projects OOG waste will be added to their total.

Where waste items are classified as Coshh the process shall follow the same format. Coshh waste will be placed in a different coloured receptacle and each different item must have safety data sheet provided by the contractor. This waste will then be transferred to the LZ where it will be placed into suitable containers awaiting technical disposal. The quantities and types of products will be measured to provide benchmarks for future transforming projects.

Wilson James will ensure the safe timing and routing of Waste movements around site, collaborative storage of waste with UCL and provide a safe means of loading skips at the LOZ.

Wilson James will provide all waste data to UCL Logistics.

6. Hoarding

The multiple project sites at UCL will benefit from standard external and internal hoardings. Wilson James has agreed to install Hoarding where appropriate but it is recognised that certain projects may review the risk of liability too high and will instruct the Principle Contractor to meet the specification.

Wilson James will provide the standard hoarding specification for UCL to approve and this will assist in providing the standard and form part of the ER's.

Hoarding may be subject to the application of Transformation branding in the form of lightweight bonded panels being applied. The project will be responsible for the costs of this branding and the communications team will arrange the panels to be manufactured. The Logistics team will be tasked with removing the panels on project completion in such a way that they can be stored and re used.

Wilson James will also provide temporary construction related way finding across the campus. This may include information regarding:

- Fire route changes
- Assembly Point Changes
- Temporary route changes to Campus facilities or project sites.
- Welfare signs

