

Method Statement Wall Panelling

Cape Construction

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Task Description

This method statement describes the work process for the following:

- Fabrication and Construction of Partition wall and panelling as per approved drawings and schedule of finishes for the project
- Setting out of doorways

Step by Step Process

Start of Works

- Report to site office and inform site manager of arrival, collect permit to work where required
- Attend any induction as required by the Principal Contractor
- Put on your personal protective equipment
- Take tools, equipment and materials to work area
- Cordon off work area, if required to do so
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained
- Check any electrical or hand tools for damage or faults; faulty or damaged tools must be removed from service immediately
- Do not leave tools and equipment unattended at any time.
- Ensure operatives are fully aware of method statement and that all required approved drawings and specifications have been provided to the operatives.
- Site Foreman to be present and ensure all fabrication and installation of panelling is carried out in accordance with approved drawings, specification and approved method statement.

Pre-Installation Setting out and Fabrication works

- Carefully remove the existing panelling and set aside for reuse
- Using small tools carefully remove for storage and reinstatement existing wall
 - Note: Other demolished wall panelling will be stored for reuse.
- Existing wall panelling to be measured for reinstatement in accordance with set out drawing
- Check partition is level before installation of panelling,
- Existing skirting to be replaced with new.
- Temporarily fix panelling, line up and check alignment (floor/ceiling and panels) and presence of any gaps
- Make adjustments (i.e. fill any gaps) as necessary; no joints should be visible
- Sand and fill, the surface should be smooth plain
- Apply primer coat allow to dry for 2-3 hours sand any gaps or cracks and apply 2nd coat of primer
- Check again for any cracks or gaps and make even
- Once installed apply final coat in accordance with approved specification.

QA/QC Checks:

- Operatives to co-ordinate with Site Forman to check wall panelling is installed as per client and listed building status requirements
- Check for no scratches and damage to panels
- Check all panels are aligned properly
- Checks all panels are even and straight
- Check for any gaps between panels
- Check for cleanliness and avoid any dust particles

Lifting and Positioning

- All lifting work will be properly planned and supervised
- Slinging work to be carried out by competent personnel
- Loads will have a hand line attached
- Slung loads will be guided into position and positioned by two men working from suitable access equipment

Finishing

- All tools and equipment will be cleared to secure storage at the end of each shift.
- Staff will leave area clean and tidy at end of shift.
- Report to site office and sign off permit to work where necessary.

Plant/ Equipment Required

PLANT required:	PLANT Certification required
Small Hand tools	Plant Inspection Tickets Electrical PAT Tested Toolbox Talks
Metal Grinder/Cutter	
Electrical Extension Cables	
Safety Harness	
Hand Wood Saw	
Drills	