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**34 Great James Street
London WC1N 3HB**

**Method Statement the Renovation of the Existing
Wall Panelling and the installation of the Replacement
Panelling.**

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Project / Contract	34 Great James Street
Contractor	Cape Construction
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Site Address	34 Great James Street

Emergency Contact Details		
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Task Description

This method statement describes the work process for the following:

- Renovation of the existing partitioning/panelling.
- Fabrication and construction of partitioning/panelling as per approved drawings and schedule of finishes for the project.
- Setting out of doorways.

Preparation for the 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.
- 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.

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.
- Existing wall panelling to be measured for reinstatement in accordance with set out drawing.
- New wall panelling to be measured for reinstatement in accordance with set out drawing.
- Check partitioning is level before installation of panelling.
- Existing skirting to be replaced with new, where required.
- 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.

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

- 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.
- Apply an intumescent paper faced with white fire card (ES/MP/900) to the inset panels using 1A adhesive. The stiles and rails of the panelling will be painted with 2 coats of HW02 clear intumescent paint and 1 coat of HW Enviroclear protective coat.
- Apply a thinned first coat of Trade Vinyl Silk (up to 1 part clean water to 5 parts paint).
- Apply 2 coats of Trade Vinyl Silk.

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.

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	