

Works Method Statement



Works Method Statement No:	MLSC/WMS/MNE/08/15/1
Works Type:	Installation of Mechanical and Electrical Equipment

Works Description: [In brief]	General installation works for ELV and LV circuits, installation and supply of light fittings and installation for plumbing and drainage services including cleaning and carting away of debris and waste generated from this contract.
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1. Method Statement to general work practice

1.1 Sanitary Services

- a. Lavatories and Kitchenette are not yet fully functional and therefore cannot be used.
- b. If water supply is not available, the contractor is to provide and maintain a storage of water on site.
- c. In the case where the sanitary facilities available on site are used, the contractor is to ensure that toilets are kept clean. The contractor is also to provide for sanitary cleaning services.

1.2 Use of service lift

- a. The contractor is to note the lift load bearing capacity which information is attached to the goods lift.
- b. Where the internal of the service lift is not protected, the contractor is obliged to cover the internal panelling of the said service lifts by using wood to protect against any mechanical damages.
- c. ½ “plywood or similar material of equal strength should be used as a protection in the lift cabin so as to prevent any damage to which the contractor/client is liable.

1.3 Working on site and use of equipment

- Any doors in the vicinity where the works are carried out, should be closed at all times.
- Movable scaffolding shall be used to carry out works at a certain height. Contractor is to ensure that scaffolding wheels are clean and free from any material that can damage flooring.
- All equipment used on site should be certified fit for use as indicated in the regulatory requirement and the Laws of Malta.

1.4 Dusty and waste generation trades.

- Any operation during the works contract that generate dust should have the operating machinery equipped with a dust vacuum system.
- Waste generated material shall be shifted with carts to the service goods lift and lowered to basement level. Once again the contractor is to ensure that the carts are clean both as a wheel and the cart itself during transportation.
- Waste generated material shall be loaded into transport vehicles and properly disposed of away from the site.
- Debris and waste generated material is to be carted away “off site” every other day.
- If the service lift is used by the contractor, both lift cabin as well as basement loading bays should be vacuum cleaned periodically.
- Dust or waste material cannot escape the units and enter into third party areas.
- Frequent Vacuuming of leased area would prevent contractor from further cost in treatments on installed equipment such as fire cabinets, sprinklers/sprinkler nozzels etc.

2. Work methods statement specific to Contract.

2.1 Where structural alterations are carried out in works contracts

- a. Formal assurance shall be obtained from the Landlord so as to ensure that walls are non-load bearing. The contractor is to adhere to the Landlord's architect's indications as per approved works schedule, which are to be approved in advance. The owners architect shall be responsible for all alteration works undertaken and shall provide interim reports during the course of the works and a final report at the end of the works undertaken and prior to final certification.

2.2 Dismantling of equipment and fixtures prior to commencement of actual works

The contractor shall disconnect from the mains supply any life circuit that is currently passing through the aperture. This should be carried out by a Wireman licence B electrician.

2.3 Where ELV circuits and LV circuits cross apertures and works in general

Both ELV and Electrical circuits should be neatly coiled at the nearest junction so that fixtures can be removed. They should be placed in a plastic cover for later use and protected from dust trades.

2.4 Where Hot Water circuits and Cold Water circuits cross apertures.

- a. Disconnection of water is carried out by closing the mains supply situated above the main lab door in the corridor.
- b. The Hot Water circuit is to be completely removed and supplied as a whole to the Site Manager for inventory.
- c. The Cold Water is to be cut and tapped approximately 30 cm [not less] from the entry into the lab.
- d. The Cold Water circuit is to be then completely removed and supplied as a whole to the Site Manager for inventory.

2.5 Supplying items to the site manager

Based on an inventory created by the site manager, the contractor is obliged to supply all the fixtures and fittings that were removed for the completion of works stipulated in the contract. This would generally include [but not limited to] Soffit ceilings, trunking covers, trunking, plumbing, trims, LV and ELV base plates, switches, trolley connection barriers etc.

2.6 Trimming of PVC skirting in areas where apertures shall be made.

A vertical slot should be neatly cut on both sides of the apertures. The slot should reach the end of the curvature to the slot. During the cut, it is important the upper trim [brushed aluminium] and the lower trim [plastic curvature should also be cut].

2.7 Protection of HVAC units from dust trades.

- a. Prior to commencement of works, the contractor is to inform to site manager to shut off the fire damper.
- b. The contractor is obliged to cover the entry of the fire dampers with a square plastic sheet cut slightly smaller from the perimeter of the HEPA filter face plate. The plastic cover is to be held firm around the HEPA filter face plate, using Musking tape [all around perimeter].
- c. The Site manager need to install a sign stating “Do Not Connect” during the phases of work at the main exit of each HVAC duct.
- d. Dust covers need to remain covering the heap filters even after works are carried out.

2.8 Removal of soffit ceilings.

- a. Movable scaffolding shall be rigged up to remove soffit tiles.
- b. The Soffit steel structure shall be appropriately removed and returned to the site manager for re-use. Any damaged soffit grid should be reported to the site manager for replacement. A physical inventory needs to be reported for such damage.

2.9 Installation of plumbing and drainage services

- a. The main line water can be taken from the main entrance of the designated area and as indicated in the plans. The water is required to supply a toilet, and sink [with possibility of a shower] in both cold and hot services. The hot water boiler needs to be installed in an enclosed shaft accessible from the corridor.
- b. With regards to drainage, to junctions needs to be installed as well as two inspection traps. The drainage needs to be connected to the main sewer line, right down into the basement. The connection needs to have an air vent leading to the roof. Some coring [into the ceiling of the car park] operations are required to carry out this installation.

2.10 Installation of ELV circuit

Where the cables, that are already provided on site, are not long enough to be delivered to the designed location, the cables should be neatly coiled and anchored to the ceiling. In this case, a new set of Cat 6a coil should be provided from the source [server unit] to the designed location. After perforating into the fire retardant expansion foam, the contractor is to re instate the 1hr fire retardant expansion foam to its original function.

2.11 Installation of LV Circuit

Distribution units that will be installed, should be slightly larger to allow for future expansion. An electrical circuit for the hot water boiler needs to be provided.

2.12 Installation of light fittings, ELV circuits and power point partitions.

The installation of luminaries and any works that involves working within gypsum partitions should be directly coordinated with the gypsum partition contractor.