# Works Method Statement

<table>
<thead>
<tr>
<th>Works Method Statement No:</th>
<th>MLSC/LS1/L3/FIN/GYP/08/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works Type:</td>
<td>Supply and installation of high and low wall gypsum partitions and soffit false ceiling</td>
</tr>
<tr>
<td>Works Description: [In brief]</td>
<td>Supply and installation of gypsum partitions in single or double layer form including the installation of insulation mats, plastering and painting as per details and the installation of soffit false ceiling</td>
</tr>
</tbody>
</table>
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 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 panels of the service lift are not protected, the contractor is obliged to cover the internal paneling of the said service lifts by using wood to protect against any mechanical damages.
   c. ⅜ “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.
   • The vinyl is to be protected against damage during the works being carried out.

1.4 Dust 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 at all times.
   • 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 soon after use.
   • 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 Owner so as to ensure that walls are non-load bearing. The contractor is to adhere to the Owner’s architect’s indications as per approved works schedule, which are to be approved in advance. The owner’s 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 live power circuit that is currently passing through the aperture. This should be carried out by an electrician holding a Wireman licence B certificate.

2.3 **Where Extra Low Voltage circuits and Low Voltage circuits cross apertures.**

   Both Extra Low Voltage 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 crossing 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 terminated 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 the 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 Masking tape [all around perimeter].
- c. The Site manager need to install a sign stating “Do Not Connect – works in progress” 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 doors.

During the installation, it is required that the jambs be properly plastered or covered after the sealant is applied. The installer is to ensure that any waste from sealant is cleaned with the appropriate chemical and no damage is done to the pvc flooring, walls and other furniture.

2.10. The installation of gypsum panels.

The installation of the gypsum panels should be made in two phases. Initially the steel structure and one side of the gypsum walling should be installed so that both electrical and low voltage conduit will be channelled through the gypsum walls. The works will be jointly carried out with the mechanical and electrical installation contract.
2.11. Detail of interfacing gypsum partition with glass window

Section Side elevation showing partition interfacing with window glass