

# METHOD STATEMENT

<b>Process:</b>	<b>WOOD FLOOR PROCESSING AND RE-FINISHING</b>		
<b>Site :</b>	<b>APPLE R118 NEW STREET, BIRMINGHAM</b>		
<b>Operations Director :</b>	<b>Thomas Campton</b>	<b>Site Supervisor :</b>	<b>Dariusz Romanski</b>
<b>Originator :</b>	<b>D.Campton</b>	<b>Position:</b> Director H & S Representative	<b>Date:</b> 26 <sup>th</sup> October 2017
<b>This method statement is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.</b>			
<b>Area :</b>	<b>SALES AREA</b>		
<b>Access :</b>	<b>Monday 6<sup>th</sup> to Thursday 9<sup>th</sup> November 2017</b> Works to take place 19.30 to 06.00 am		
<b>Working Environment and Restrictions :</b>	Health & Safety , Security & Fire Regulations In accordance with our policies and site requirements		
<b>Protection of Others :</b>	Work to be undertaken during designated hours Areas to be isolated & cordoned off as required		
<b>Emergency Procedures :</b>	Normal site emergency procedures		
<b>Personal Protective Equipment :</b>	FPP3 Masks, Safety footwear, Safety Glasses, Gloves Kneepads as required.		
<b>Plant and Equipment:</b>	Belt Sanders, Finishing Sanders, Clarke Edger, Bona Edge, Lagler Flip & Trio , Sundry Power Tools , Hand tools		
<b>Materials Handling/Storage and Safety Information:</b>	No special procedures required Disposal in accordance with MSDS		
<b>Stages:</b> ( to be undertaken in correct sequence) <ol style="list-style-type: none"> <li>1. Make contact with Security, park as required and adhere to Store requirements</li> <li>2. Check in using IVR System / Site Representative</li> <li>3. Cordon off areas, position hazard Warning Signage.</li> <li>4. Remove shelves from 3<sup>rd</sup> party shelving areas as required and reposition tables /stools using Custom Wheels</li> <li>5. Mask areas as required to protect from splashes and any impact damage</li> <li>6. Remove trims from power &amp; data outlets and mask off.</li> <li>7. <b>1<sup>st</sup> Night</b> Photograph areas ( Left ,Right &amp; Centre) after protection installed to show condition of areas to be processed.</li> </ol>			



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8. Ensure Masks, safety glasses, safety shoes and ear plugs worn
9. Sweep and Vacuum all areas to remove dust and grit
10. Sand floor using Clarke Belt Sander and various grit ranges from 60 - 120
11. Sand edges using Lagler Flip and Clarke B2+ Edging Machine -various grit ranges.
12. Sand and Finish floor using Lagler Trio with required grit range.
13. Vacuum all areas before Lacquer application
14. Apply High Solids Oil and allow to dry
15. Apply 3 coats of Eukula Extreme 473 Ultra Mat water based Lacquer using rollers
16. Allow to dry.
17. Replace furniture as specified by floor plan
18. Remove all masking, equipment and products from site .- ensuring no items left on site.
19. Clean & check all areas to enable trading to commence.
20. **1<sup>st</sup> Night** Photograph areas ( Left ,Right & Centre) after areas processed
21. Contact Security to notify them work completed & comply with signing out procedures .
22. Remove all equipment & Products and leave premises.

**N.B. All wood sanding dust and rubbish to be removed from site**

### **CAUTION**

- ✗ **No foot, wheeled access or scrubber drier use on wood flooring permitted during course of works .**
- ✗ **No use of scrubber drier or wheeled access on wood floors for at least 48 hours after completion of works - to enable lacquer to dry and cure. No lacquer will be applied after 4am.**

