

**5-7 CARLTON GARDENS  
LONDON SW1**

**OPERATING & MAINTENANCE  
INSTRUCTIONS  
for the  
BUILDING FABRIC**

**VOLUME 5  
5.9 – Sections 20, 21, 22 & 23**

*Collated By :  
Commissioning Management Ltd  
5, St Peters Court  
Colchester  
Essex  
CO1 1WD*

*Tel : 01206 761911  
Fax : 01206 761932*

**THIS FOLDER WAS CHECKED BY  
ARUP ON**

**21.3.03**

**The checking process was to ensure that 3 identical  
sets of each Volume of the Operating and  
Maintenance Manuals existed**

# **5-7 CARLTON GARDENS LONDON SW1**

## **OPERATING & MAINTENANCE INSTRUCTIONS for the BUILDING FABRIC**

**VOLUME 5  
5.9 – Sections 20, 21, 22 & 23**

*Collated By :  
Commissioning Management Ltd  
5, St Peters Court  
Colchester  
Essex  
CO1 1WD*

*Tel : 01206 761911  
Fax : 01206 761932*

## **MASTER INDEX**

### **Volume 1      Mechanical Services**

<b>Book</b>	<b>Section</b>	<b>Title</b>
1.1	A	General Details
	B	The Installation
	C	Schedules
	D	Operation of the Installation
	E	Maintenance of the Installation
	F	System Records
1.2	G	Record Drawings
		<i>Manufacturers Literature</i>
1.3.1	H1-16	A to Ho
1.3.2	H17-29	Hu to W
1.3.3	H23	Mcquay Chiller
1.3.4	H25	Preussag (Part 1)
1.3.5	H25	Preussag (Part 2)
		<i>Inspection &amp; Testing Records</i>
1.4.1	I	Basement & Lower Ground
1.4.2	I	Ground & 1 <sup>st</sup> Floors
1.4.3	I	2 <sup>nd</sup> & 3 <sup>rd</sup> Floors
1.4.4	I	4 <sup>th</sup> & 5 <sup>th</sup> Floors
1.4.5	I	Risers & Soil Systems
1.5	J	Commissioning File

**MASTER INDEX – cont.**

**Volume 2      BMS**

<b>Book</b>	<b>Section</b>	<b>Title</b>
2.1	A	General Details
	B	The Installation
	C	Schedules
	D	Operation of the Installation
	E	Maintenance of the Installation
	F	System Records
2.2	G	Record Drawings
2.3	H	Manufacturers Literature
2.4	I	Commissioning File

**Volume 3      Electrical Services**

<b>Book</b>	<b>Section</b>	<b>Title</b>
3.1	A	General Details
	B	The Installation
	C	Schedules
	D	Operation of the Installation
	E	Maintenance of the Installation
	F	System Records
3.2	G	Record Drawings
3.3	H	Manufacturers Literature
3.4	I	Commissioning File

**MASTER INDEX – cont.**

**Volume 4      Lifts**

<b>Book</b>	<b>Section</b>	<b>Title</b>
4.1		Lift 1 Integrated Instructions
4.2		Lift 2 Integrated Instructions
4.3		Lift 3 Integrated Instructions
4.4		Lift 4 Integrated Instructions
4.5		Lift 5 Integrated Instructions
4.6		Lift 6 Integrated Instructions
4.7		Lifts 7&8 Integrated Instructions

**Volume 5      Building Fabric**

<b>Book</b>	<b>Section</b>	<b>Title</b>
5.1	1	<i>Not Used</i>
	2	Sub/Superstructure
5.2.1	3, Part 1	Structural Steelwork
5.2.2	3, Part 2	Structural Steelwork
5.2.3	3, Part 3	Structural Steelwork
5.3	4	External Stonework
	5	Security Kiosk
5.4	6	Windows & Glazing
5.5	7	Dry Lining & Partitioning
5.6	8	Blockwork
	9	Roof Finishes
	10	Pergola
5.7	11	Suspended Cielings
	12	<i>Not used</i>
	13	Raised Floors
	14	Toilet Fit-out

**MASTER INDEX – cont.**

**Volume 5**

***Building Fabric – cont.***

<b>Book</b>	<b>Section</b>	<b>Title</b>
5.8	15	Marble Flooring & Screeding
	16	Soft Floor Finishes
	17	Door Sets & Joinery
	18	Standard Architectural Metalwork
	19	Bronze Architectural Metalwork
5.9	20	Residential Bridge
	21	General Decorations
	22	Compactor
	23	Façade Cleaning
5.10	24	Residential Fit-out
	25	Soft Landscaping
	26	Sculpture





**5-7 CARLTON GARDENS  
LONDON SW1**

**OPERATING & MAINTENANCE  
INSTRUCTIONS  
for the  
BUILDING FABRIC**

**VOLUME 5  
Section 20 – Residential Bridge**

*Collated By :  
Commissioning Management Ltd  
5, St Peters Court  
Colchester  
Essex  
CO1 1WD*

*Tel : 01206 761911  
Fax : 01206 761932*

# *Building Fabric & Fit-Out Maintenance Instructions*

## *5-7 Carlton Gardens, SW1*

## **RECORD OF MODIFICATIONS**

## **SECTION INDEX**

### **SECTION 2 RESIDENTIAL BRIDGE**

#### **A GENERAL**

1. Emergency Information
2. Contractual and Legal Details

#### **B THE INSTALLATION**

1. Purpose of the Installation
2. Basis of Design
3. Description of the Elements

#### **C SCHEDULES**

1. Schedule of Suppliers/Materials

#### **D MAINTENANCE OF THE INSTALLATION**

#### **E SYSTEM RECORDS**

1. Expected Service Life
2. Disposal Instructions

#### **F RECORD DRAWINGS**

1. Schedule of Record Drawings

#### **G INSPECTION & TESTING RECORDS**

N/A

#### **H MANUFACTURERS LITERATURE**

N/A

A

**A GENERAL DETAILS**

Contractor: O Keefe Construction (Greenwich) Ltd

Address      St Andrews House  
                  1 Dreadnought Street  
                  London  
                  SE10 0PU

Tel:            0181 858 9124  
Fax:            0181 858 0806

**A.1 EMERGENCY INFORMATION**

Emergency Contact

As above

Hazardous, Aggressive or Unstable Materials

No materials were used which would, either in themselves or in combination with other materials, give rise to a health hazard or damage to the building structure.

**A.2 CONTRACTUAL AND LEGAL DETAILS**

**A.2.1 Guarantees or Warranties**

All works are guaranteed to be free from defects.

**A.2.2 Insurance Inspection Reports.**

N/A

**A.2.3 Statutory and Non Statutory Certificates and Approval Documents.**

N/A

**A.2.4 Safety and Fire Certificates.**

N/A

**A.2.5 Installation Approval Certificates/Documentation.**

N/A

B

**B THE INSTALLATION**

**B.1 PURPOSE OF THE INSTALLATION**

To provide pedestrian access to residential entrance at western end of building.

**B.2 BASIS OF DESIGN**

Concreting and stainless steel angles as shown on drawing number MWP(34)019B.

**B.3 DESCRIPTION OF THE ELEMENTS**

Concreting and stainless steels angles forming a pedestrian bridge.

Bronze handrail on glass balustrade – see Glazzards manual (Section 19 of this volume)

Bronze fascia panels – see Sherlocks manual (Section 21 of this Volume)

12 recessed uplighters – see T.Clarkes manual (Volume 3)

York Paving – see Grants manual (Section 4 of this Volume)

C

***Building Fabric & Fit-Out Maintenance Instructions  
5-7 Carlton Gardens, SW1***

---

**C SCHEDULES**

**C.1 Schedule of Suppliers/Materials**

Supplier	Equipment	Order no. / date
Rainham Steel Ltd	Stainless steel angles	OKEEFE
RMC	Concrete	OKEEFE
Also refer to the manuals listed under Section B for items not included in the O'keefe package.		
5-7 Carlton Gardens Schedule of Suppliers		Schedule no. C.1.1

D

**D MAINTENANCE OF THE INSTALLATION**

**D.1 INTRODUCTION**

The installations covered by this manual require no maintenance.

**D.2 SAFETY CONSIDERATIONS**

None relevant.

**D.3 EMERGENCY MAINTENANCE**

None relevant.

**D.4 MAINTENANCE/CLEANING SCHEDULES**

**D.4.1 Residential Bridge.**

**D.4.2.1 Every Year**

A visual inspection of the structure should be carried out. Any apparent damage should be referred to a structural engineer for further assessment.

**D.5 SPARE PARTS / TOOLS LIST**

None relevant.

E

**E SYSTEM RECORDS**

**E.1 EXPECTED SERVICE LIFE**

Design Life of structure is 125 Years.

**E.2 DISPOSAL INSTRUCTIONS**

NOT APPLICABLE

F

***Building Fabric & Fit-Out Maintenance Instructions***  
**5-7 Carlton Gardens, SW1**

---

**F**                   **RECORD DRAWINGS**

**F.1**               **RECORD DRAWINGS SCHEDULE**

MWP (34) 019/REV B

HANDRAIL - 80x80mm STAINLESS-  
STEEL CORE, WRAPPED WITH PRE-  
PATINATED NATURAL BRONZE

NYLON SHIMS BETWEEN BRONZE  
AND STAINLESS STEEL FRAME  
GLAZING COMPOUND 'ARBOMAST 500'  
OR EQUAL AND APPROVED.

15MM HEAT SOAKED TOUGHENED GLASS

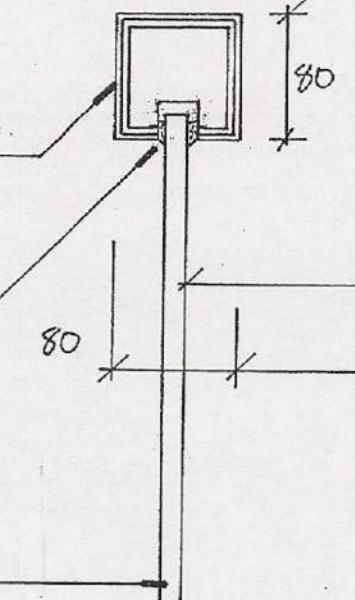
50mm THICK YORK STONE

30mm MORTAR BED - ALLOWANCE  
SHOULD BE MADE FOR LIGHT FITTINGS

BRONZE BASE PLATE

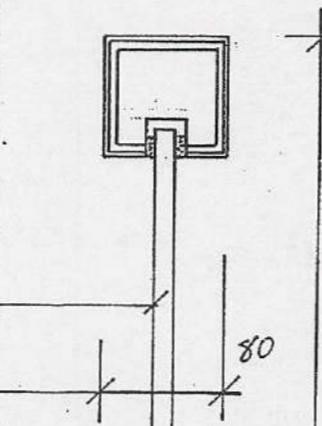
BRONZE FASCIA PANEL AND SOFFIT  
ON STAINLESS STEEL FRAME.  
FIXINGS TO FABRICATORS DETAILS.

STAINLESS STEEL ANGLE  
(BY O'KEEFE)



1500

1435



TOP OF HANDRAIL  
+12.579

TOP LEVEL OF BELCOUR/  
STREET LEVEL +11.465

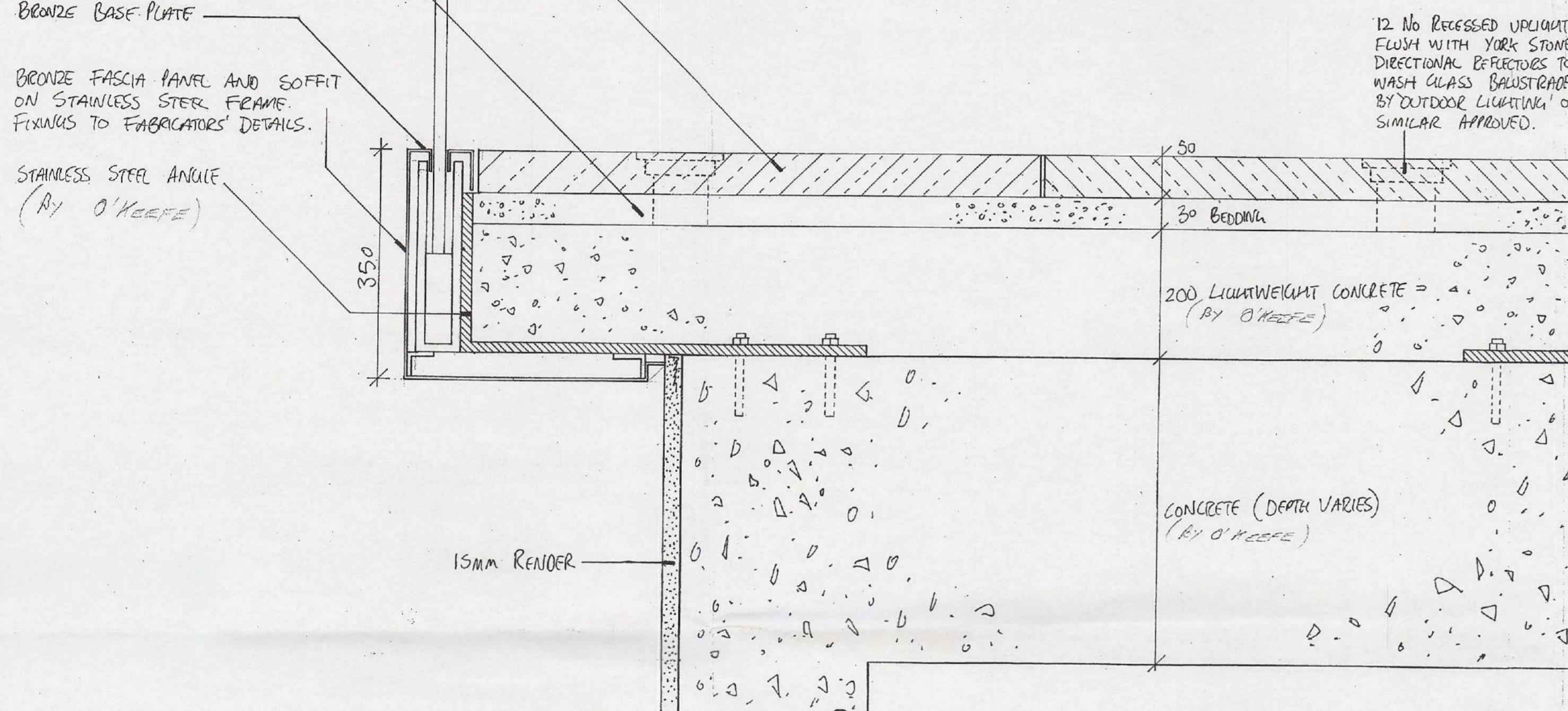
- NOTES  
1. ALL DIMENSIONS ARE TO BE SCALED.  
2. ALL DIMENSIONS ARE TO BE VERIFIED BY THE CONTRACTOR BEFORE WORK.  
3. THE ARCHITECT IS TO BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE  
FOUND.  
4. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHER ARCHITECTS  
AND ENGINEERS DRAWINGS AND SPECIFICATIONS.  
5. THIS DRAWING IS THE PROPERTY OF MICHAEL WILFORD & PARTNERS LTD.

ALL DIMENSIONS TO BE CHECKED ON SITE  
WITH SITE SURVEYS AS REQUIRED

BALUSTRADES TO BE A CONSTANT  
114mm HIGH.

ALL EXPOSED COMPONENTS OF BALUSTRADE  
TO BE PRE-PATINATED BRONZE  
REFER TO SPECIFICATION L3-SSO

CO-ORDINATE WITH CURANTS OF SHOREDITCH  
FOR SPECIFIC PAVING LEVELS.



CONCRETE (DEPTH VARIES)  
(BY O'KEEFE)

50

30

25

20

15

10

5

0

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

G

G

**INSPECTION & TESTING RECORDS**

None relevant.

H

*Building Fabric & Fit-Out Maintenance Instructions*  
5-7 Carlton Gardens, SW1

---

H MANUFACTURERS INFORMATION

None relevant





**5-7 CARLTON GARDENS  
LONDON SW1**

**OPERATING & MAINTENANCE  
INSTRUCTIONS  
for the  
BUILDING FABRIC**

**VOLUME 5  
Section 21 – General Decorations**

*Collated By :  
Commissioning Management Ltd  
5, St Peters Court  
Colchester  
Essex  
CO1 1WD*

*Tel : 01206 761911  
Fax : 01206 761932*

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**MODIFICATION INFORMATION**

*The following schedule is for use following PC on the project, to record any significant future modifications which may affect the installation as described herein.*

# ***Building Fabric & Fit-Out Maintenance Instructions 5-7 Carlton Gardens, SW1***

### **RECORD OF MODIFICATIONS**

## **SECTION INDEX**

### **SECTION 17 - GENERAL DECORATING**

#### **A           GENERAL**

- 1     Emergency Information
- 2     Contractual and Legal Details

#### **B           THE INSTALLATION**

- 1     Purpose of the Installation
- 2     Basis of Design
- 3     Description of the Elements

#### **C           SCHEDULES**

- 1     Schedule of Suppliers

#### **D           MAINTENANCE OF THE INSTALLATION**

- 1     Introduction
- 2     Safety Considerations
- 3     Emergency Maintenance
- 4     Maintenance / Cleaning Schedules
- 5     Spares / Tools

#### **E           SYSTEM RECORDS**

- 1     Expected Service Life
- 2     Disposal Instructions

#### **F           RECORD DRAWINGS**

- 1     Schedule of Record Drawings

#### **G           INSPECTION AND TESTING RECORDS**

#### **H           MANUFACTURERS LITERATURE**

A

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**A GENERAL (General Decorations)**

*Package contractors name and address for this element of work:*

***Sherlock Interiors Contracting Limited  
20/22 Vestry Street  
London N1 17RE***

**Tel: 0171 336 7337  
Fax: 0171 336 7180**

**A.1 EMERGENCY INFORMATION**

*In the event of an emergency with this element of work please contact:*

***Sherlock Interiors Contracting Limited  
20/22 Vestry Street  
London N1 17RE***

**Tel: 0171 336 7337  
Fax: 0171 336 7180**

**A.2 CONTRACTUAL AND LEGAL DUTIES**

*The decoration is guaranteed for the defects liability period only, which as set out in the contract, is twelve months after Practical Completion.*

B

**Building Fabric & Fit-Out Maintenance Instructions  
5-7 Carlton Gardens, SW1**

---

**B THE INSTALLATION**

**B.1 PURPOSE OF THE INSTALLATION**

*The emulsion paint to walls is to provide a decorative cleanable surface, the floor paints to Basement area are to seal the concrete/screed floor and give a cleanable surface.*

**B.2 BASIS OF DESIGN**

*The paint finishes are based on the Michael Wilford & Partners Limited specification section M60, document (40) 005 comprising 4 pages.*

**B.3 DESCRIPTION OF THE ELEMENTS**

**B.3.1 EMULSION PAINT TO WALLS AND PLASTERBOARD CEILINGS.**

*Dulux white vinyl matt emulsion to plasterboard wall and ceiling surfaces, applied in two coats on top of British Gypsum top coat.*

**B.3.2 EGGSHELL PAINT TO JOINERY**

*Applied one undercoat and two top coats of eggshell oil to all paint grade doors, frames and skirtings.*

**B.3.3 FLOOR PAINT**

*Applied ICI Glidden Endurance floor paint system to basement floor plantrooms in accordance with manufacturers instruction, see section H for supplier literature and COSHH details.*

**B.3.4 CONCRETE SEALER**

*Applied concrete dust proofer and hardener to all concrete floors in the Basement Areas.*

**B.3.5 LACQUER TO JOINERY**

*Factory applied AC lacquer 20% gloss level as manufactured by Becker Acroma Kemira Limited, see sub-section H for Manufacturers data sheets.*

**B.3.6 LOCATION**

*Sherlock Interiors decoration work is limited to the external plasterboard lining of the central core, the internal walls of the lift lobby, ceiling perimeter margin to lift lobby, skirtings to the same wall areas on the Lower Ground Floor, 1st to 5th floors inclusives.*

C

***Building Fabric & Fit-Out Maintenance Instructions***  
**5-7 Carlton Gardens, SW1**

**C SCHEDULES**

Supplier	Equipment	Order no. / date
Foxell & James Ltd 57 Farringdon Road London EC1M 3JB  Tel: 0171 405 0152	Dulux paints, Emulsion & Eggshell	
Hopwood Limited t/a Armourclad Limited Hollybank Manchester Road Heywood Greater Manchester OL10 2AW  Tel: 01706 620200 Fax: 01706 620528	Staircase floor paint	
Jewson Limited Baltic Sawmills Carnwath Road London SW6 3DS  Tel: 0171 736 5511 Fax: 0171 731 8179	Concrete Dust Sealer	
5-7 Carlton Gardens Schedule of Suppliers		Schedule no. C.1.17

D

**Building Fabric & Fit-Out Maintenance Instructions  
5-7 Carlton Gardens, SW1**

---

**D MAINTENANCE OF THE INSTALLATION**

**D.1 INTRODUCTION**

*Decorative surfaces will only require cleaning when scuffed / marked by general occupational traffic.*

**D.2 SAFETY CONSIDERATIONS**

*Generally, the emulsion paint and eggshell paint contains no hazardous substances but the Armourclad paint must be applied in a well ventilated space wearing the appropriate respiratory mask, see manufacturer's literature for COSHH details enclosed in Section H.*

**D.3 EMERGENCY MAINTENANCE**

*Not applicable*

**D.4 MAINTENANCE / CLEANING SCHEDULE**

*The paint surface will remain maintenance free, except when it is scuffed / marked, then these blemishes can be removed using a mild detergent and water on a soft cloth. It is important not to rub too vigorously on painted surfaces so as to remove the emulsion paint which is a water based product.*

*Should an area of wall / ceiling become heavily soiled, it may be necessary to repaint the surface using the appropriate paint as previously defined in sub section B. When repainting plasterboard surfaces, us a roller so the paint texture remains the same and brush finishes on skirtings and frames.*

**D.5 SPARES / TOOLS**

*Paints are readily available from most Builders Merchants in the London area but as it is very low cost, 5 litre tins of each paint type could be held on site.*

E

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**E SYSTEM RECORDS**

**E.1 EXPECTED SERVICE LIFE**

*Dependant upon the building usage it will be necessary to redecorate every 3 to 5 years especially on the main access routes ie. lift lobbies, staircases.*

**E.2 DISPOSAL INSTRUCTIONS**

*Not applicable*

F

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**F RECORD DRAWINGS**

**1 SCHEDULE OF RECORD DRAWINGS**

*Refer to the Michael Wilford and Partners internal finishes schedule reference (40) 001, revision A.*

G

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**G INSPECTION AND TESTING RECORDS**

*Not applicable*

H

***Building Fabric & Fit-Out Maintenance Instructions***  
***5-7 Carlton Gardens, SW1***

---

**H MANUFACTURER'S INFORMATION**

*ICI Glidden Endurance application details and safety data sheets.*

Room Code	Name	Element/Clause Reference Number							
		Walls	Soffits	Floors	Skirting	Doors	F/Furniture	S/Steelwork	Sec/Glazing
BASEMENT									
B.01	LEB Switch room	A1	A1 X	E	-	-	-	-	-
B.02	Tenant meters	A1	A1 X	E	-	C	-	-	-
B.03	Main LU switchboard	A1	X X	E	-	C	-	-	-
B.04	IT intake room	A1	X X	E	-	C	-	-	-
B.05	Generator room	A1	X X	E	-	C	-	-	-
B.06	Life safety switchboard	A1	A1 X	E	-	C	-	-	-
B.07	Plant room	A1	X A	E	-	C	-	-	-
B.08	Tank/pump room	A1	X X	E	-	C	-	-	-
B.09	IT Intake room	A1	A1 A	E	-	C	-	-	-
B.10	Tank/pump room	A1	X X	E	-	C	-	-	-
B.11	Boiler room	A1	X X	E	-	C	-	-	-
B.12	Gas meter room	A1	X A	E	-	C	-	-	-
B.13	Workshop	A1	X A	D	-	C	-	-	-
B.14	Mail room	B	12 B	G	C	C	-	-	-
B.15	Lobby	B	5 B	G	C	C	-	-	-
B.16	Corridor	B	16 B	G	C	C	-	-	-
B.17	Female staff WC's	H	2 B	H	-	C	-	-	-
B.18	Male staff WC's	H	2 B	H	-	C	-	-	-
B.19	Staff room	B	15 B	G	C	C	-	-	-
B.20	Lift motor room	A1	X A	E	-	C	-	-	-
B.21	Refuse store	A1	X A	D	-	C	-	-	-
B.22	Lift motor room	A1	X X	E	-	C	-	-	-
B.23	Car park	A1	X A	X	-	C	-	-	-
B.24	Corridor	A	13 B	G	C	C	-	-	-
B.25	Corridor	A	2 B	G	C	C	-	-	-
B.26	Lift motor room	A1	X X	E	-	C	-	-	-
B.27	Corridor	A	2 B	G	C	C	-	-	-
B.28	BMS & security room	B	12 B	G	C	C	-	-	-
B.29	Lift motor room	A1	X X	E	-	C	-	-	-
B.30	Wash room / toilet	H	3 B	H	-	C	-	-	-

**5-7 CARLTON GARDENS**  
**Internal Finishes Schedule : Office**

JAMES WILFORD AND PARTNERS LIMITED  
(40) 001 Revision

A

**5-7 CARLTON GARDENS**  
Internal Finishes Schedule : Office

MICHAEL WILFORD AND PARTNERS LIMITED  
(40) 001 Revision

**5-7 CARLTON GARDENS**  
Internal Finishes Schedule : Office

CHAEI WILFORD AND PARTNERS LIMITED  
[40] 001 Revision

5-7 CARLTON GARDEN

### Internal Finishes Schedule : Office

CHÆL WILFORD AND PARTNERS LIMITED  
[40] 001 Revision

**5-7 CARLTON GARDENS**  
Internal Finishes Schedule : Office

© MICHAEL WILFORD AND PARTNERS LIMITED  
[40] 001 Revision

**5-7 CARLTON GARDENS**  
Internal Finishes Schedule : Office

CHAL WILFORD AND PARTNERS LIMITED  
[40] 001 Revision





INTERNAL FINISHES SCHEDULE : OFFICE  
(40) 001

## TENDER ISSUE

Revision

FINISHES REFERENCES	Page 1
CLAUSE REFERENCE NUMBER AND DESCRIPTION	SPECIFICATION REFERENCE
PAINTS.&SEALERS	
Emulsion_Paint	
A. Vinyl matt emulsion on plaster	M60 : 110
<del>A1</del> B. Vinyl matt emulsion on F/F blockwork / concrete	M60 : 110
B. Vinyl matt emulsion on plasterboard	M60 : 111
Oil_Paint	
C. Undercoat and Eggshell finish	M60.112
Floor_Paint	
D. Sealer and floor paint on concrete	M60:113
Concrete_Sealer	
E. Concrete Sealer	M60:114
F. Lacquer on specialist joinery	M60:115



06/07/15

INTERNAL FINISHES SCHEDULE : OFFICE  
(40) 001

Revision

FINISHES REFERENCES		Page 2
CLAUSE REFERENCE NUMBER AND DESCRIPTION		SPECIFICATION REFERENCE
<u>FLOOR FINISHES OTHER THAN PAINTS OR SEALERS</u>		
G.	Studded rubber on levelling compound	M50: 110, 190
H.	Ceramic tiling	M40 : 118
J.	Granite slabs : Office Entrance Hall	M40 : 112
K.	Granite slabs : toilets	M40 : 115
L.	Raised access floor (shell fit-out)	K41 : 110
M.	Oil resistant asphalt	M11 : 120
<u>WALL FINISHES OTHER THAN PAINTS OR SEALERS</u>		
N.	Limestone cladding	H51 : 110
O.	Granite tiling	M40 : 114, 115, 116
P.	Ceramic tiling	M40 : 118
N1.	Timber veneer panelling	K13 : 120, 121, 122
N2.	Timber veneered doors and frames	L2 : 410, 411
N3.	Stainless steel skirting	
E.	Concrete Sealer	M60:114
F.	Lacquer on specialist joinery	M60:115

INTERNAL FINISHES SCHEDULE : OFFICE  
(40) 001

Revision

FINISHES REFERENCES		Page 3
CLAUSE REFERENCE NUMBER AND DESCRIPTION		SPECIFICATION REFERENCE
CEILING FINISHES OTHER THAN PAINTS OR SEALERS		
Q.	Metal access ceiling	K40 : 105, 106
R.	Limestone suspended ceiling	{ K40 : 120 H51 : 111
S.	GRG suspended ceiling	K40 : 121
T.	Plasterboard suspended ceiling	K40 : 130
U.	Fire cladding board	M50 : 46 , K11 : 610
X.	No decoration	

## HEALTH AND SAFETY DATA SHEET ICI GLIDDEN DECORATIVE PAINT PRODUCTS

This document has been produced for use by professional decorators and those who use Glidden products in their day-to-day work. It has been prepared in accordance with the CHIP Regulations (Chemicals (Hazard Information and Packaging) Regulations 1994 and as amended in 1996). This issue replaces the previous issue dated 1995. New or changed information is highlighted by the use of bold text and square brackets for the appropriate product name.

The layout has been modified to make it easier to photocopy or fax the document.

Under CHIP 96 certain low viscosity solvent-based products will gain an additional Harmful classification plus appropriate warning phrases, due to the aspiration hazard. Also changes in the naming of hydrocarbon solvents are required, e.g. 'white spirit' has been renamed 'naphtha hydrodesulfurised heavy'.

The information in this document is given to help the process of assessing risk and ensuring safe practices when using Glidden products in the workplace, in line with the aims of legislation as follows.

The Health and Safety at Work Act 1974 places a responsibility upon manufacturers and suppliers of substances for use at work to ensure so far as is reasonably practical that they will be without risk to health when properly used. Suppliers are also required to provide users with information on the nature of any hazards of the materials supplied together with recommended precautions for their safe use.

Glidden products are formulated to be safe provided that they are used in accordance with the instructions for use given on the can and that common sense standards of personal hygiene and working methods are observed.

All containers of Glidden products are labelled in accordance with the CHIP Regulations 1994 to indicate any health and fire risks and safety precautions to be taken.

**BEFORE USING ANY GLIDDEN PRODUCT CAREFULLY READ THE INSTRUCTIONS ON THE CAN.**

**NOTE PARTICULARLY ANY SPECIAL WARNINGS.**

Before commencing work an assessment should be carried out as required by the COSHH (Control of Substances Hazardous to Health) Regulations 1994. Advice on this procedure may be found in the following publications:

Control of Substances Hazardous to Health, Approved Code of Practice ISBN 0 7176 08190 HMSO and any future issues.

Guidelines to the COSHH Regulations, British Coatings Federation.

COSHH Assessments. A step by step guide to assessment and the skills needed for it. ISBN 0 11 8854704.

The Safe Use of Pesticides for Non-Agricultural Purposes, Approved Code of Practice ISBN 0 7176 05421 HSC (Health and Safety Commission).

Every employer shall ensure that the exposure of his employees to substances hazardous to health is either prevented or, where this is not reasonably practical, adequately controlled.

So far as is reasonably practicable the prevention or adequate control of exposure of employees to a substance hazardous to health shall be secured by measures other than the provision of personal protective equipment.

Where measures taken in accordance with the above paragraphs do not prevent, or provide adequate control of exposure to substances hazardous to the health of employees, then in addition the employer should also provide suitable personal protective equipment that will adequately control the exposure of employees to substance hazardous to health.

The Construction (Design and Management) Regulations 1994 (CDM) may apply to construction projects where Glidden products are specified. All Glidden health and safety information needed for compliance with these Regulations is included in this sheet.

Advice on these Regulations may be found in the following publication:

Managing Construction for Health and Safety - CDM Regulations 1994 - Approved Code of Practice ISBN 0 7176 07925

### HOW TO FIND THE HEALTH AND SAFETY INFORMATION APPROPRIATE TO A GLIDDEN PRODUCT

Information covering the full range of Glidden products is given in this datasheet. Product-specific data can be found in the tables on pages 2-6: Water-based products are listed first alphabetically by product sub-brand (Endurance, Primecoat, Speedmaster and Ultrahide), followed by the Solvent-based products. Information that is common is given in pages 7 to 9, split into Water-based and Solvent-based product headings where applicable.

**HEALTH AND SAFETY DATA SHEET FOR ICI GLIDDEN DECORATIVE PRODUCTS REVISION NOVEMBER 1996**

1 IDENTIFICATION OF THE PREPARATION AND COMPANY																									
SUPPLIED BY: ICI Paints, Wexham Road, Slough, Berkshire, UK, SL2 5DS, part of Imperial Chemical Industries plc. EMERGENCY TELEPHONE NUMBER (01753) 550000																									
1 (continued) PRODUCT NAMES	2 COMPOSITION/INFORMATION ON INGREDIENTS (having recognised health effects or OELs (Occupational Exposure Limits) assigned)				3 HAZARDS IDENTIFICATION (Product CHIP Classification)	4	5	6	7	8 EXPOSURE CONTROLS/PERSONAL PROTECTION (see also page 7 Section 8) (Ingredients with assigned OELs)							9	10	11	12	13	14	15	16	
WATER-BASED PRODUCTS	Contents	%	Symbol	R Phrase(s)	NOT CLASSIFIED					Ingredient	LTEL-8hr TWA ppm mg/m³	STEL ppm mg/m³	Time (minutes)	Notes											
[Glidden Speedmaster Fungicidal Vinyl Matt, Mid and Ultra Bases]	BENZYL ALCOHOL ETHYLENE GLYCOL	<2.5 <2.5	Xn Xn	R20/22 R22	NOT CLASSIFIED					ETHYLENE GLYCOL	-	10	-	125	15	OES									
[Glidden Speedmaster Fungicidal Vinyl Silk]	BENZYL ALCOHOL	<2.5	Xn	R20/22	NOT CLASSIFIED	See page 7 Section 4	See page 7 Section 5	See page 7 Section 6	See page 7 Section 7	NAPHTHA HYDRODESULF. HEAVY	100	575	125	720	15	OES	See page 8 Section 9	See page 8 Section 10	See page 8 Section 11	See page 8 Section 12	See page 8 Section 13	See page 8 Section 14	See page 9 Section 15	See page 9 Section 16	
[Glidden Speedmaster Vinyl Matt, Mid & Ultra Tinting Bases]	BENZYL ALCOHOL ETHYLENE GLYCOL	<2.5 <2.5	Xn Xn	R20/22 R22	NOT CLASSIFIED					ETHYLENE GLYCOL	-	10	-	125	15	OES									
Glidden Speedmaster Vinyl Silk	BENZYL ALCOHOL	<2.5	Xn	R20/22	NOT CLASSIFIED																				
<b>GLIDDEN ULTRAHIDE</b>																									
[Glidden Ultrahide Trade Acrylic Eggshell]	2-(2-BUTOXYETHOXY) ETHANOL PROPYLENE GLYCOL	2.5 <5	Xi -	R36	NOT CLASSIFIED	FIRST-AID MEASURES -	FIRE-FIGHTING MEASURES -	ACCIDENTAL RELEASE MEASURES -	HANDLING AND STORAGE -	PROPYLENE GLYCOL	150	470	-	-	-	OES	Long-term Exposure Limit - Short-term Exposure Limit - Time Weighted Average	STABILITY AND REACTIVITY -	TOXICOLOGICAL INFORMATION -	ECOLOGICAL INFORMATION -	DISPOSAL CONSIDERATIONS -	TRANSPORT INFORMATION -	REGULATORY INFORMATION -	OTHER INFORMATION -	
[Glidden Ultrahide Trade Contract Matt]	NAPHTHA HYDRODESULF. HEAVY	<2.5	-	-	NOT CLASSIFIED					NAPHTHA HYDRODESULF. HEAVY	100	575	125	720	15	OES									
Glidden Ultrahide Trade Contract Silk	BENZYL ALCOHOL	<2.5	Xn	R20/22	NOT CLASSIFIED					NAPHTHA HYDRODESULF. HEAVY	100	575	125	720	15	OES									
[Glidden Ultrahide Trade Vinyl Matt]	BENZYL ALCOHOL NAPHTHA HYDRODESULF. HEAVY	<2.5 <2.5	Xn -	R20/22 -	NOT CLASSIFIED					NAPHTHA HYDRODESULF. HEAVY	100	575	125	720	15	OES									
Glidden Ultrahide Trade Vinyl Silk	BENZYL ALCOHOL	<2.5	Xn	R20/22																					
NOTES: THE TEXT FOR R PHRASE(S) IS GIVEN ON PAGE 9 SECTION 16. Up to 5% ETHYLENE GLYCOL (Xn, R22) will be present in paints tinted in-store after the addition of tint.																		OES - Occupational Exposure Standard Xi - Can Be Absorbed Through Skin Sup - Manufacturers recommended tint							

**HEALTH AND SAFETY DATA SHEET FOR ICI GLIDDEN DECORATIVE PRODUCTS REVISION NOVEMBER 1996**

1 IDENTIFICATION OF THE PREPARATION AND COMPANY SUPPLIED BY: ICI Paints, Wexham Road, Slough, Berkshire, UK, SL2 5DS, part of Imperial Chemical Industries plc. EMERGENCY TELEPHONE NUMBER (01753) 550000																								
1 (continued) PRODUCT NAMES	2 COMPOSITION/INFORMATION ON INGREDIENTS (having recognised health effects or OELs (Occupational Exposure Limits) assigned)				3 HAZARDS IDENTIFICATION (Product CHIP Classification)	4	5	6	7	8 EXPOSURE CONTROLS/PERSONAL PROTECTION (see also page 7 Section 8) (Ingredients with assigned OELs)							9	10	11	12	13	14	15	16
SOLVENT-BASED PRODUCTS	Contents % Symbol R Phrase(s)									Ingredient LTEL-8hr TWA STEL Time Notes ppm mg/m³ ppm mg/m³ (minutes)														
GLIDDEN ENDURANCE										Ingredient LTEL-8hr TWA STEL Time Notes ppm mg/m³ ppm mg/m³ (minutes)														
[Glidden Endurance Floor Paint]	NAPHTHA HYDRODESULF. HEAVY 25-50 - -	Xn	R20/21,R38	FLAMMABLE	See page 7 Section 4	See page 7 Section 5	See page 7 Section 6	See page 7 Section 7		NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES	XYLENE, MIXTURE OF ISOMERS 100 435 150 650 15 OES sk	TRIMETHYLBENZENE 25 123 - - OES	ALL OF ISOMERS 1000 1900 - - OES											
[Glidden Endurance Pliotte® Based Masonry Paint]	2-BUTOXYETHANOL 2.5-10 Xn R20/21/22,37			FLAMMABLE	See page 7 Section 4	See page 7 Section 5	See page 7 Section 6	See page 7 Section 7	2-BUTOXYETHANOL 25 120 - - MEL sk	NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES	SOLVENT NAPHTHA, LIGHT AROMATIC 50 240 - - SUP													
[Glidden Endurance Stabilizing Primer]	NAPHTHA HYDRODESULF. HEAVY 50-100 Xn R65			FLAMMABLE HARMFUL R65					NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES															
GLIDDEN PRIMECOAT										Ingredient LTEL-8hr TWA STEL Time Notes ppm mg/m³ ppm mg/m³ (minutes)														
[Glidden Primecoat Metal Primer]	NAPHTHA HYDRODESULF. HEAVY 25-50 - -			FLAMMABLE					NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES															
[Glidden Primecoat Primer Sealer]	NAPHTHA HYDRODESULF. HEAVY 25-50 - -			FLAMMABLE					NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES															
[Glidden Primecoat Wood Primer]	NAPHTHA, HYDROTREATED HEAVY 2.5-10 NAPHTHA HYDRODESULF. HEAVY 25-50 - -			FLAMMABLE					NAPHTHA, HYDROTREATED HEAVY 300 NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 SUP OES															
GLIDDEN SPEEDMASTER										Ingredient LTEL-8hr TWA STEL Time Notes ppm mg/m³ ppm mg/m³ (minutes)														
[Glidden Speedmaster Fence Stain]	NAPHTHA HYDRODESULF. HEAVY 50-100 Xn R65			FLAMMABLE HARMFUL R65					NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES															
[Glidden Speedmaster High Build Woodstain]	NAPHTHA HYDRODESULF. HEAVY 25-50 - -			FLAMMABLE					NAPHTHA HYDRODESULF. HEAVY 100 575 125 720 15 OES															
[...]	NOTES: THE TEXT FOR R PHRASE(S) IS GIVEN ON PAGE 9 SECTION 18. Up to 5% ETHYLENE GLYCOL (Xn, R22) will be present in paints tinted in-store after the addition of tint.																							

OES: Occupational Exposure Standard.  
sk: Can Be Absorbed Through Skin.  
SUP: Manufacturers recommended limit.

# HEALTH AND SAFETY DATA SHEET FOR ICI GLIDDEN DECORATIVE PRODUCTS REVISION NOVEMBER 1996

**SECTIONS 1 AND 2 (IDENTIFICATION OF THE PREPARATION AND COMPANY / COMPOSITION / INFORMATION ON INGREDIENTS - REFER TO TABLE ON PAGES 2 TO 6 SECTIONS 1 & 2)**  
All of these products are intended for the decoration and protection of interior and exterior wood, metal and masonry surfaces, as directed on the product container. Application is by brush or roller only. However certain Trade use products are suitable for spray application, but only if directed to do so on the container.

## SECTION 3 (HAZARD IDENTIFICATION - REFER TO TABLE ON PAGES 2 TO 6 SECTION 3)

These products have been assessed under the CHIP Regulations (Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 and as amended in 1996) and are classified as shown in the table on pages 2 to 6 Section 3.

## SECTION 4 (FIRST-AID MEASURES)

**General:** In all cases of doubt, or when symptoms persist, seek medical attention. Never give anything by mouth to an unconscious person.  
**Inhalation:** Remove to fresh air, keep patient warm and at rest. If breathing is irregular or stopped administer artificial respiration. Give nothing by mouth. If unconscious place in the recovery position. Seek medical advice.  
**Eye Contact:** Contact lenses should be removed. Irrigate copiously with clean, fresh water for at least 10 minutes, holding lids apart. Seek medical advice.  
**Skin Contact:** Remove contaminated clothing, wash skin thoroughly with soap and water, or use a proprietary skin cleanser. Do not use solvents or thinners. Seek medical advice if symptoms persist.  
**Ingestion:** If accidentally swallowed, DO NOT INDUCE VOMITING. Keep at rest and obtain medical attention.

## SECTION 5 (FIRE FIGHTING MEASURES)

**Extinguishing media Solvent-based products only:** Recommended: alcohol resistant foam, CO<sub>2</sub>, powders. Do not use water jets.  
**Recommendations:** Fire will produce dense black smoke. Exposure to decomposition products may cause a health hazard. Fire fighters should wear self-contained breathing apparatus. Cool closed containers exposed to fire with water. Do not allow run-off from fire-fighting to enter drains or water-courses.

## SECTION 6 (ACCIDENTAL RELEASE MEASURES)

Exclude non-essential personnel. Exclude sources of ignition and ventilate the area. Avoid breathing vapour. Refer to protective measures listed in section 8. Contain and collect spillage with non-combustible absorbent materials, e.g. sand, earth, vermiculite or diatomaceous earth, and place in a suitable container for safe disposal according to local regulations (see section 13). Clean preferably with a detergent; avoid the use of solvents. This material and its container must be disposed of in a safe way. Do not contaminate ponds, waterways or ditches with chemical or used container. If the product enters drains or sewers, the local water company should be contacted immediately; in the case of contamination of streams, rivers or lakes, the Environment Agency.

## SECTION 7 (HANDLING AND STORAGE)

**Handling Conditions:** Prevent air-borne concentrations higher than the occupational exposure limits. Keep the container tightly closed. Avoid contact with skin and eyes. Smoking, eating and drinking should be prohibited in the work area. Solvent-based products only: vapours are heavier than air and may spread along floors. Vapours may also form explosive mixtures with air. Prevent the creation of flammable or explosive concentrations of vapour in air and avoid vapour concentrations higher than the occupational exposure limits. Additionally, Solvent based products should only be used in areas from which all naked lights and other sources of ignition have been excluded. Electrical equipment should be protected to the appropriate standard. When handling Tinters (ETHYLENE GLYCOL PIGMENT CONCENTRATE) suitable protective gloves should be worn. The manufacturer of protective gloves should be contacted for advice as to the most suitable type.  
**Manual Handling Of Loads:** The Manual Handling Operations Regulations 1993 may apply to the handling of certain Paint Products. Products packed in containers of 5 litres and above will be marked with a guide weight; refer to these weights when carrying out an assessment.  
**Storage Conditions:** Store FLAMMABLE products in a cool, dry, well ventilated place and keep container tightly closed and keep out of reach of children. Keep away from sources of ignition. No smoking. Protect water-based products from frost or extremes of temperature. Do not use or store any paint container by hanging on a hook.

## SECTION 8 (EXPOSURE CONTROLS/PERSONAL PROTECTION - REFER TO TABLE ON PAGES 2-6 SECTION 8)

BEFORE COMMENCING WORK, ENSURE THAT A COSHH ASSESSMENT HAS BEEN CARRIED OUT.

**Respiratory protection:** For solvent-based products, where equivalent water-based products exist, these should be considered as alternatives. Work only in places of good ventilation. Inside always keep doors and windows fully open during application and drying.

When applying solvent-based products by brush or roller to large surface areas inside or using in small confined spaces, the wearing of air supplied breathing apparatus will normally be necessary. When applying for short periods only, a cartridge mask may be worn providing the filter is changed regularly. Do not spray any product unless directed to do so on the container. The principal hazards associated with paint spraying are health hazard from inhalation of vapours and spray mist, and fire risk. When applying either solvent-based or water-based products by spray inside, the wearing of air supplied breathing apparatus will always be necessary. When spraying solvent-based products it is possible to build up an explosive or flammable atmosphere: refer to Guidance Note EH9 from the HSE for advice on good practice. All respiratory equipment must be suitable for the purpose and meet an appropriate standard approved by the HSE. Refer to BS4275 and BS4667 Part 3:1974. **Hand protection:** Wear suitable gloves for protection against materials in section 2. **Eye protection:** Wear eye protection to B.S.2092. **Skin protection:** Wear appropriate protective clothing. Barrier creams may help to protect exposed areas of skin but are not a substitute for full physical protection.

### FLATTING

Where possible wet flattening methods should be used to avoid the creation of dust. When dry flattening cannot be avoided and effective local exhaust ventilation is not available, it is recommended that a suitable dust respirator be worn. Wear a dust respirator to BS2091 : 1969 fitted with a particulate cartridge. If only relatively brief periods of exposure to dust are involved, a combined vapour/particulate cartridge of the type used when spray painting water-based paints will suffice. Protective gloves should be worn to avoid the risk of skin irritation. When surfaces are to be prepared for painting, account must be taken of the age of the property and the possibility that lead pigmented paint might be present. There is a possibility that ingestion or inhalation of scrapings or dust arising from the preparation work could cause adverse health effects. As a working rule you should assume that this will be the case if the age of the property is pre 1960. Where possible wet flattening or chemical stripping methods should be used with surfaces of this type to avoid the creation of dust. When dry flattening cannot be avoided, and effective local exhaust ventilation is not available, it is recommended that a dust respirator is worn, that is approved for use with lead dusts, and its type selected on the basis of the occupational hygiene (COSHH) assessment, taking into account the occupational hygiene exposure standard for lead in air. Furthermore, steps should be taken to ensure containment of the dusts created, and that all practicable measures are taken to clean up thoroughly all deposits of dusts in and around the affected area. The Code of Practice for the Control of Lead at Work (reference ISBN 011 883780X 1985) should be consulted for advice on protective clothing and personal hygiene precautions. Care

## HEALTH AND SAFETY DATA SHEET FOR ICI GLIDDEN DECORATIVE PRODUCTS REVISION NOVEMBER 1996

### **SECTION 15 (REGULATORY INFORMATION)**

The products listed have been assessed according to the CHIP Regulations 1994 and as amended in 1996 and the classification for hazard is given below. The information contained in this safety data sheet does not constitute the users own assessment of workplace risks as required by other health and safety legislation. The provisions of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations apply to the use of the products listed in this data sheet at work.

#### **Water-based Products (except Universal Tinters A-P)**

**Named Substances:** Nil. **Hazard Classification:** NOT CLASSIFIED. **Warning label phrases:**

Ensure good ventilation during application and drying. Do not breathe vapour/spray. When applying by spray inside or using in small confined spaces, always wear suitable respiratory equipment. Refer to your COSHH Assessment. When applying paint it is advisable to wear suitable eye protection. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Remove splashes from skin: use soap and water or a recognised skin cleaner. Keep container tightly closed and keep out of reach of children. Do not empty into drains or watercourses. Contains no added lead. Protect from frost and extremes of temperature.

When applying by spray inside or using in small confined spaces, always wear suitable respiratory equipment. Refer to your COSHH Assessment.

Glidden Endurance Smooth Masonry Paint has the additional phrases: THIS PRODUCT IS FOR EXTERIOR USE ONLY. This product contains a fungicide.

Glidden Endurance Textured Masonry Paint has the additional phrase: THIS PRODUCT IS FOR EXTERIOR USE ONLY.

Glidden Speedmaster Fungicidal Acrylic Eggshell, Glidden Speedmaster Fungicidal Vinyl Matt and Glidden Speedmaster Fungicidal Vinyl Silk have the additional phrase: This product contains a fungicide.

#### **Water-based product - Universal Tinters A-P**

**Named Substances:** ETHYLENE GLYCOL **Hazard Classification:** HARMFUL. **Warning label phrases:**

Harmful if swallowed (R22). Keep container tightly closed and keep out of reach of children. Avoid contact with skin and eyes. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Remove splashes from skin: use soap and water or a recognised skin cleaner. In case of spillage clean up thoroughly and quickly with water. Contains no added lead.

#### **Solvent-based Products (All except Glidden Endurance Stabilising Primer, Glidden Speedmaster Fence Stain)**

**Named Substances:** Nil. **Hazard Classification:** FLAMMABLE. **Warning label phrases:**

FLAMMABLE. Keep away from sources of ignition. No smoking. Contains white spirit. Work only in areas of good ventilation. Inside always keep doors and windows fully open during application and drying. When applying to large surface areas inside or using in small confined spaces, always wear suitable respiratory equipment. Refer to your COSHH Assessment. When applying paint it is advisable to wear suitable eye protection. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Remove splashes from skin: use soap and water or a recognised skin cleaner. Keep container tightly closed and keep out of reach of children. Do not empty into drains or watercourses. This product contains no added lead. However, the wood and metal surfaces of your home, especially if it is a pre-1960 building, may have been painted in the past with a paint that was made with lead pigments. Special care must be taken when sanding or stripping.

#### **Solvent-based Products - Glidden Endurance Stabilising Primer, Glidden Speedmaster Fence Stain**

**Named Substances:** Nil. **Hazard Classification:** FLAMMABLE, HARMFUL. **Warning label phrases:**

FLAMMABLE. Harmful: may cause lung damage if swallowed (R65). If swallowed, do not induce vomiting: seek medical advice immediately and show this container or label (S62). Keep away from sources of ignition. No smoking. Contains white spirit. Work only in areas of good ventilation. Inside always keep doors and windows fully open during application and drying. When applying to large surface areas inside or using in small confined spaces, always wear suitable respiratory equipment. Refer to your COSHH Assessment. When applying paint it is advisable to wear suitable eye protection. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Remove splashes from skin: use soap and water or a recognised skin cleaner. Keep container tightly closed and keep out of reach of children. Do not empty into drains or watercourses. This product contains no added lead. However, the wood and metal surfaces of your home, especially if it is a pre-1960 building, may have been painted in the past with a paint that was made with lead pigments. Special care must be taken when sanding or stripping.

Glidden Speedmaster Fence Paint has the additional phrases: THIS PRODUCT IS FOR EXTERIOR USE ONLY. This product contains a fungicide.

### **SECTION 16 (OTHER INFORMATION)**

*Text for R phrases given in section 2 of the data table on pages 2 - 6:*

R20/21 Harmful by inhalation and in contact with skin

R20/22 Harmful by inhalation and if swallowed

R22 Harmful if swallowed

R36 Irritating to eyes

R36/38 Irritating to eyes and skin.

R38 Irritating to skin.

R65 Harmful: may cause lung damage if swallowed

CHIP 96 requires certain hydrocarbon solvents to be classified as Carcinogenic and labelled as Toxic unless the benzene content is less than 0.1%. All solvents used in the Glidden Products listed contain significantly less than 0.1% benzene and so none of these products are classified as Carcinogenic/labelled as Toxic.

The information contained in this data sheet is not a specification: it does not guarantee specific properties. The information is intended to provide general guidance as to Health and Safety based upon our knowledge of the handling, storage and use of ICI Paints products. It is not applicable to unusual or non-standard uses of ICI Paints products or where the instructions and recommendations are not followed.

For specific enquiries regarding the Safe Use, Storage and Handling of ICI Paints products, contact the ICI Paints Advice Centre on 01753 534225, and they will be pleased to answer any questions.

ICI Paints in the UK is part of Imperial Chemical Industries plc and a member of the ICI Paints World Group. Registered in England Number 218019. Registered office: Imperial Chemical House, Millbank, London, SW1P 3JF.

The ICI Roundel and the Glidden Oval are trade marks of the ICI Group. Pliolite® is a trade mark of The Goodyear Tire & Rubber Co. © ICI 1996





**5-7 CARLTON GARDENS  
LONDON SW1**

**OPERATING & MAINTENANCE  
INSTRUCTIONS  
for the  
BUILDING FABRIC**

**VOLUME 5  
Section 22 – Compactor**

*Collated By :  
Commissioning Management Ltd  
5, St Peters Court  
Colchester  
Essex  
CO1 1WD*

*Tel : 01206 761911  
Fax : 01206 761932*





5-7 CARLTON GARDENS  
LONDON SW1

OPERATING & MAINTENANCE  
INSTRUCTIONS  
for the  
BUILDING FABRIC

VOLUME 5  
Section 23 – Façade Cleaning

*Collated By :*  
*Commissioning Management Ltd*  
*5, St Peters Court*  
*Colchester*  
*Essex*  
*C01 1WD*

*Tel : 01206 761911*  
*Fax : 01206 761932*

# ***Building Fabric & Fit-Out Maintenance Instructions***

## ***5-7 Carlton Gardens, SW1***

## **MODIFICATION INFORMATION**

## **RECORD OF MODIFICATIONS**

## **SECTION INDEX**

### **SECTION (23) (FAÇADE CLEANING)**

#### **A GENERAL**

1. Emergency Information
2. Contractual and Legal Details

#### **B THE INSTALLATION**

1. Purpose of the Installation
2. Basis of Design
3. Description of the Elements

#### **C SCHEDULES**

A

A                   **GENERAL DETAILS**

**KOBI LIMITED.**  
**UNIT 2J**  
**ST. MARKS INDUSTRIAL ESTATE**  
**ORIENTAL RD**  
**LONDON E16 2BS**

A.1               **EMERGENCY INFORMATION**

1.   **KOBI LIMITED**  
**UNIT 2J**  
**ST MARKS INDUSTRIAL ESTATE**  
**ORIENTAL ROAD**  
**LONDON E16 2BS**  
**TEL: 0171 474 3464**  
**FAX: 0171 511 2306**
2.   **CONTACT SAEMA FOR LIST OF FIRMS**  
**TEL: 0171 580 5588**
3.   **FIRE FIGHTING EQUIPMENT NOT APPLICABLE**
4.   **NOT APPLICABLE**

A.2               **CONTRACTUAL AND LEGAL DETAILS**

B

**B THE INSTALLATION**

**B.1 PURPOSE OF THE INSTALLATION**

**THE DEAD WEIGHT TROLLEY EQUIPMENT IS TO ENABLE THE GLAZING TO CERTAIN FACADES TO BE ACCESSED FOR CLEANING BY MEANS OF ABSEILING.**

**FURTHER LATCHWAY EQUIPMENT TO THE ROOF IS TO ALLOW MAINTENANCE OF THE ROOF AREAS.**

**B.2 BASIS OF DESIGN**

**B.2.1 GENERAL**

**THE EQUIPMENT IS BASED ON THE DESIGN PREMISE TO ALLOW THE MAINTENANCE OF CERTAIN FACADES AND ROOF AREAS TO BE CARRIED OUT WITHOUT THE OPERATIVES HAVING TO DISTURB THE TENANTS OPERATION OF THE BUILDING.:-**

**B.3 DESCRIPTION OF THE ELEMENTS**

**B.3.1 ROOF : LATCHWAY SYSTEM FIXED TO THE ROOF BY MEANS OF GALVANISED POSTS AND THROUGH BOLTS.**

**B.3.2 5<sup>th</sup> FLOOR: 2 No DEAD WEIGHT TROLLEYS TO AFFORD ACCESS BY ABSEILING.**

C

C SCHEDULES

Supplier	Equipment	Order no. / date
OVER THE TOP 105 – 107 CHIPPENHAM ROAD LYNEHAM WILTSHIRE SN15 4NY	DEAD WEIGHT TROLLEYS	661
Tel: 01249 890990 Fax: 01249 892030		13/7/99
NIMS 76 RODING ROAD LONDON INDUSTRIAL PARK BECKTON E6 4LS	LATCHWAY EQUIPMENT	T.B.A.
Tel: 0800 783 6402 Fax: 0171 511 6706		
JESSONS GILLITY CROSS WALSALL W. MIDLANDS WS5 3PW	LATCHWAY SUPPORT POSTS	618
Tel: 01922 628855 Fax: 01922 746810		14/06/99
T.B.A.	HARNESS EQUIPMENT	
Tel: 01 Fax: 01		
5-7 Carlton Gardens Schedule of Suppliers		Schedule no. C.1.1

D

**D MAINTENANCE OF THE INSTALLATION**

**D.1 INTRODUCTION**

**THIS SECTION COVERS THE MAINTENANCE PROCEDURES TO BE FOLLOWED WHEN CARRYING OUT THE OPERATIONS.**

**D.2 SAFETY CONSIDERATIONS**

**ALL PERSONNEL CARRYING OUT MAINTENANCE OF THE EQUIPMENT MUST BE TRAINED AND QUALIFIED TO DO SO. THEY MUST BE MADE AWARE OF ANY RISKS PERTAINING TO THIS PARTICULAR BUILDING AND OF THE NECESSITY TO WEAR AND USE THE APPROPRIATE P.P.E.**

**THE MAIN RISK IS FALLING. P.P.E. TO BE USED IS SAFETY HELMET, SAFETY BOOTS AND FULL SAFETY HARNESS SUPPLIED WITH FALL DAMPER AND CARABINER HOOK FOR ATTACHING TO THE LATCHWAY TRANSFASTENERS. THIS EQUIPMENT IS NOT TO BE USED WITH THE DEAD WEIGHT TROLLEYS.**

**THE USER OF THE ABSEILING DEAD WEIGHT TROLLEYS MUST BE FULLY ACCREDITED AND HAVE THE REQUISITE SAFETY EQUIPMENT.**

**D.3 EMERGENCY MAINTENANCE**

**D.3.1 FALL WHILE USING LATCHWAY TO ROOF.**

**CONTACT EMERGENCY SERVICES IF NECESSARY i.e. INJURY SUSTAINED.**

**CONTACT MAINTENANCE CONTRACTOR FOR REPAIR.**

**D.3.2 FALL WHILE USING DEAD WEIGHT TROLLEY**

**CONTACT EMERGENCY SERVICES IF NECESSARY i.e. INJURY SUSTAINED.**

**D.4 MAINTENANCE/CLEANING SCHEDULES**

**D.4.1 5<sup>th</sup> FLOOR DEAD WEIGHT TROLLEYS**

**D.4.1.1 EVERY 3 MONTHS: VISUAL INSPECTION**

**D.4.1.2 ANNUAL: REMOVE FROM SITE, SERVICE AND RECERTIFICATE**

**D.4.2 ROOF LATCHWAY SYSTEM**

**D.4.2.1 EVERY 3 MONTHS: VISUAL INSPECTION AND FIXING CHECK**

**D.4.2.2 ANNUAL: VISUAL INSPECTION FIXING CHECK RETENTION ISSUE CERTIFICATE**

*Building Fabric & Fit-Out Maintenance Instructions*  
5-7 Carlton Gardens, SW1

---

D.4.3 HARNESS

D.4.3.1 TO BE INSPECTED PRIOR TO EACH USE BY USER.

D.5 SPARE PARTS / TOOLS LIST

NONE RECOMMENDED

E

***Building Fabric & Fit-Out Maintenance Instructions***  
**5-7 Carlton Gardens, SW1**

---

**E SYSTEM RECORDS**

**E.1 EXPECTED SERVICE LIFE**

**WITH REGULAR MAINTENANCE WE WOULD EXPECT EACH TO  
LAST 20 YEARS.**

**E.2 DISPOSAL INSTRUCTIONS**

**NOT APPLICABLE**

F

***Building Fabric & Fit-Out Maintenance Instructions***  
**5-7 Carlton Gardens, SW1**

---

**F                    RECORD DRAWINGS**

**LATCHWAY LAYOUT (AS BUILT) DRWG. No. 3530-02C**

**F.1                RECORD DRAWINGS SCHEDULE**

**N/A**

G

G

**INSPECTION & TESTING RECORDS**

**TO BE SUPPLIED.**

# KOBI

## KOBI LIMITED

Unit 2J, St. Mark's Industrial Estate, Oriental Road, London E16 2BS

Tel: 0171-474 3464 Fax: 0171-511 2306

e-mail: cradles@kobi.co.uk

### LATCHWAY INSPECTION CERTIFICATE

Certificate No: 3530/Latch

Property/Site: 5/7 Carlton Gardens, London Location: 7th floor roof

Date of Completion of Works: 25th August 1999

Recommended Date of Re-inspection: 25th August 2000

Testing Specification:

All fixings bolted to galvanised brackets fixed to concrete roof via stainless steel through bolts. All swaged connections fully inspected and pre-tensioned to 80Kg.

Equipment specification: See as built drawing No 3530/2C

Note!

3 No extended corner brackets found to be damaged post installation.  
To be repaired/ replaced.

#### IMPORTANT - PLEASE NOTE

1. The Latchway must never be used for any purpose other than for individual personnel restraint
2. No part of the system may be removed, partially removed or reset by any unqualified person.
3. Kobi Ltd recommends a full inspection by a qualified person to be carried out annually or after any fall loading.
4. This certificate is issued subject to the terms and conditions of the above.

Date: 31st August 1999

for and on behalf of  
Kobi Ltd



P.J. Davis  
Director

H

*Building Fabric & Fit-Out Maintenance Instructions*  
5-7 Carlton Gardens, SW1

---

**H MANUFACTURERS INFORMATION**

**H.1 DEAD WEIGHT TROLLEY MANUAL AND DRAWING**

**H.2 LATCHWAY MANUAL AND LAYOUT DRAWING**

**H.3 SAFETY HARNESS DETAILS**

**H.1 DEAD WEIGHT TROLLEY MANUAL AND DRAWING**

## INSTRUCTIONS FOR USE FOR CONTROLLED DESCENT EQUIPMENT

### Item: **DEAD WEIGHT TROLLEY**

#### Legal Requirements

These instructions are issued in compliance to BS EN365  
(harmonised European Standard ) and PPE Regulations 1992.

The Dead Weight Trolley has been tested by the National Engineering Laboratory to BS EN 795 and has been manufactured in accordance with the relevant technical file.

## INSTRUCTIONS FOR USE

### SUITABILITY OF PERSONNEL

Users of this equipment shall be able to demonstrate either in house expertise or hold suitable training certificate in Controlled Descent Access. (Check with manufacturer if in doubt).

### DOCUMENTATION.

This item of equipment is issued with a Proof Load Test Certificate valid for 12 months. And must be serviced and tested annually. A record card is kept by the manufacturer with a copy issued to the user.

### PRE USE CHECKS

1. Make a visual inspection to ensure that the equipment is in a serviceable condition and operates correctly. Checking security of attachment of eye bolt suspension points, and locking pins. Distortions, deformation or cracking of component parts. Free movement and operations of castor assemblies, excessive wear and tear.
2. Ensure that recommendation for use with other components within the system, as advised in these instructions for use or record card are complied with. This equipment shall only be used as part of a system with other equipment which complies with PPE regulations 1992 CE Marked where appropriate.

## WARNING

This equipment must be returned to the manufacturer immediately, should any doubt arise regarding its safe condition. Should this equipment be subject to a fall arrest incident, it is essential that it is withdrawn from use and returned to the manufacturer for servicing and re-testing.

1. The Dead Weight Trolley must be used on a sound level surface.
2. The Dead Weight Trolley must be used with an independent fall arrest safety line at all times.
3. The rear facing eye bolts fitted to the Dead Weight Trolley is **ONLY** to be used for tie back purposes, or for use with the OTT 'A' Frame. It must **NOT** be used as an anchor point for Controlled Descent Access.
4. This equipment has a SWL of 250Kg, one man only.
5. The counter balance weights supplied with this equipment have been carefully calculated and therefore, it is imperative that all six 25Kg weights, total 150Kg are used together. Further, it is recommended that after installing all the weights on the unit, a padlock is fitted in the anti-luce fastener (fig.1) to lock weights in place.
6. Care must be taken when handling weights remotely of the Dead Weight Trolley. It is recommended that footwear with toe protection is worn

## STORAGE

It is recommended that this equipment should be stored undercover.

All locking pins should be replaced when dismantled for transport or storage. (fig.1.).

## ANNUAL SERVICING AND TESTING

I.A.W.BS EN795 and BS EN365 this equipment must be returned to the manufacturer every 12 months for examination, servicing and re-testing. (Failure to do so releases the manufacturer from responsibility for component failure).

Annual servicing is a must

# USE ALL SIX WEIGHTS AT ALL TIMES

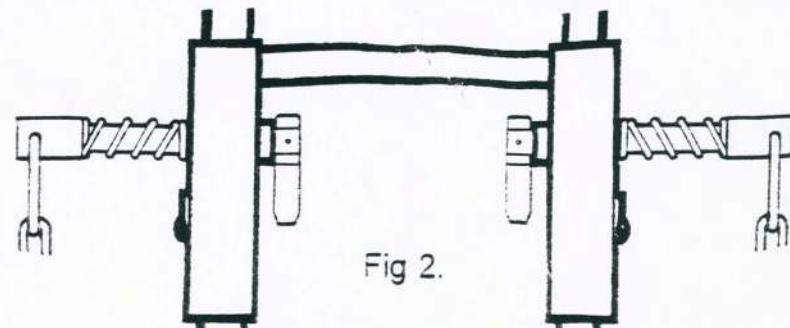
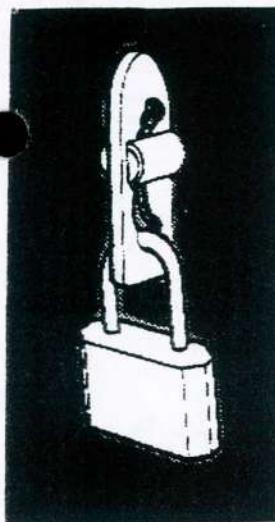


Fig 2.

ALWAYS USE BOTH PINS

Fig 1.

USE ROPE PROTECTORS

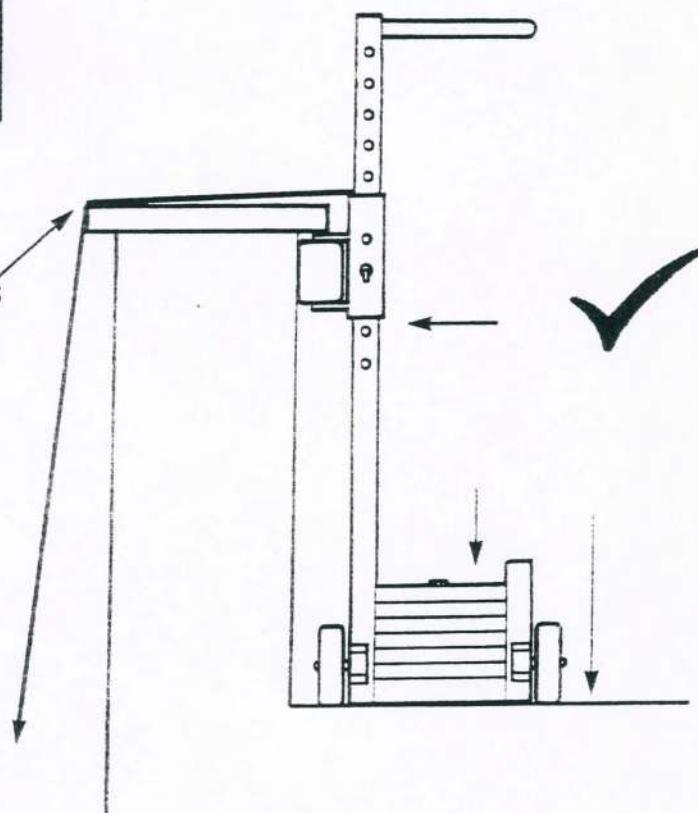
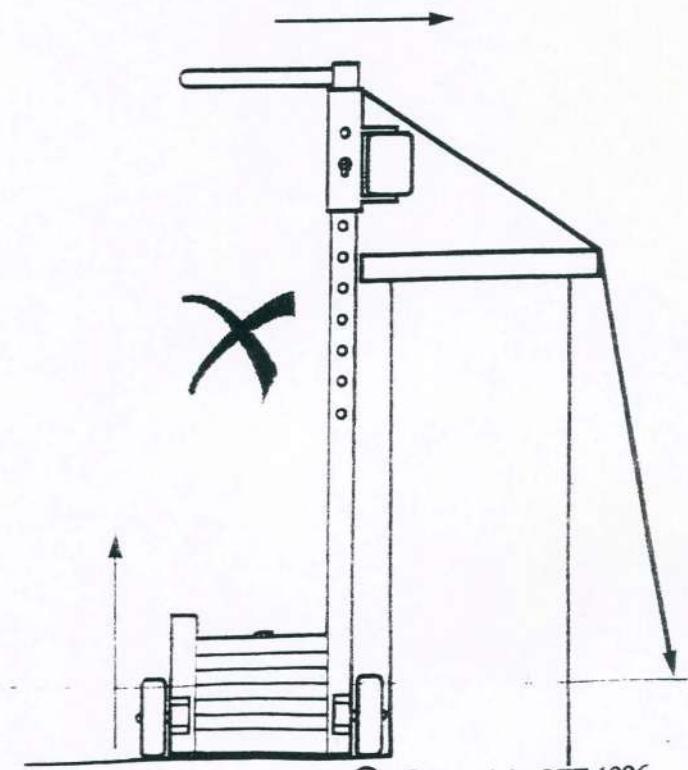
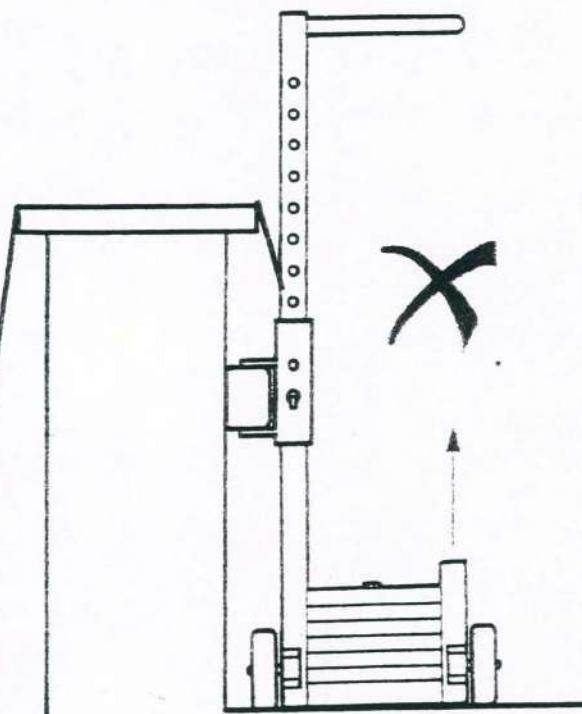
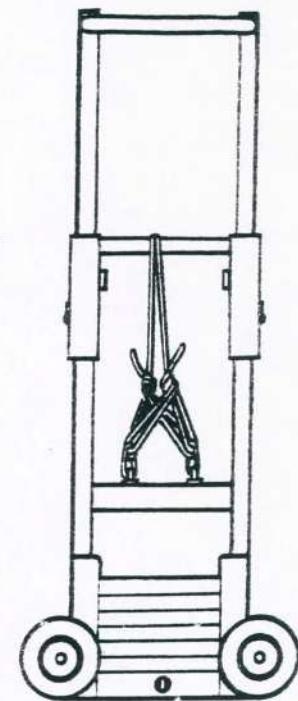


Fig 3.



USE ALL SIX WEIGHTS AT ALL TIMES

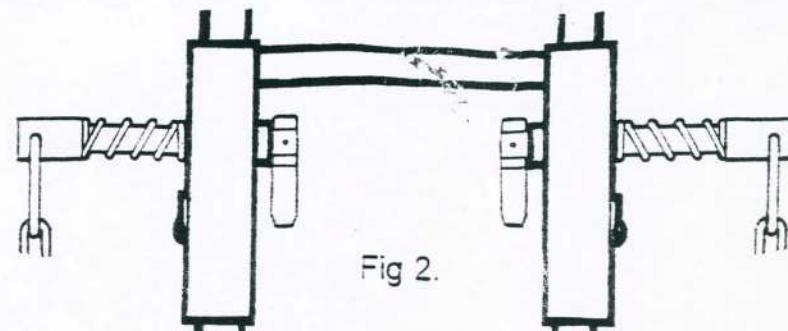
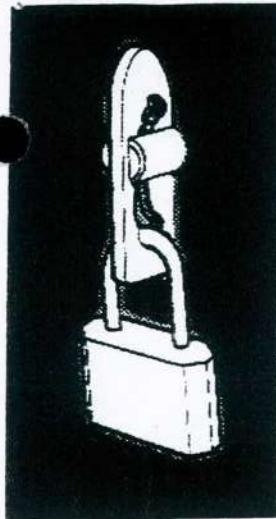


Fig 2.

ALWAYS USE BOTH PINS

JSE ROPE PROTECTORS

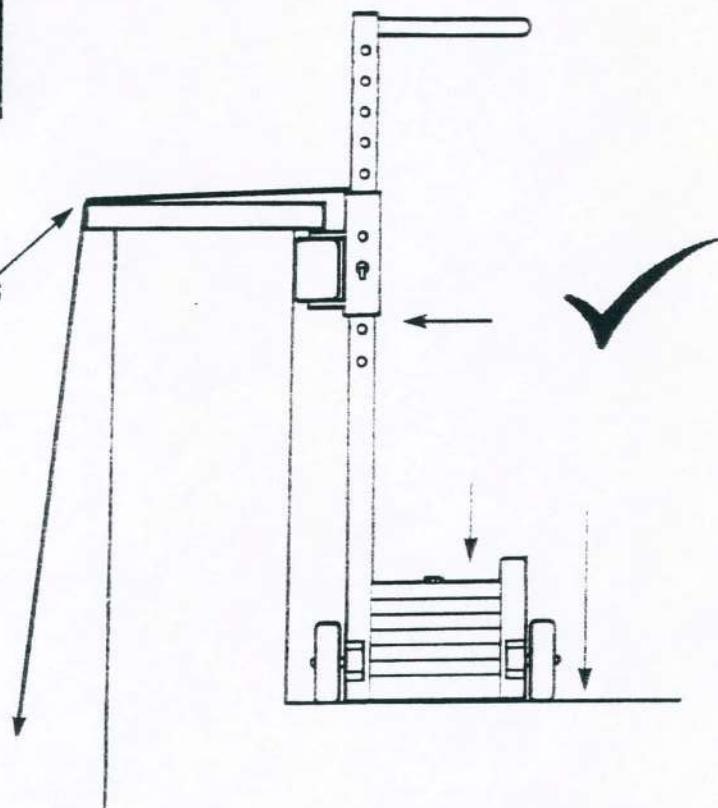
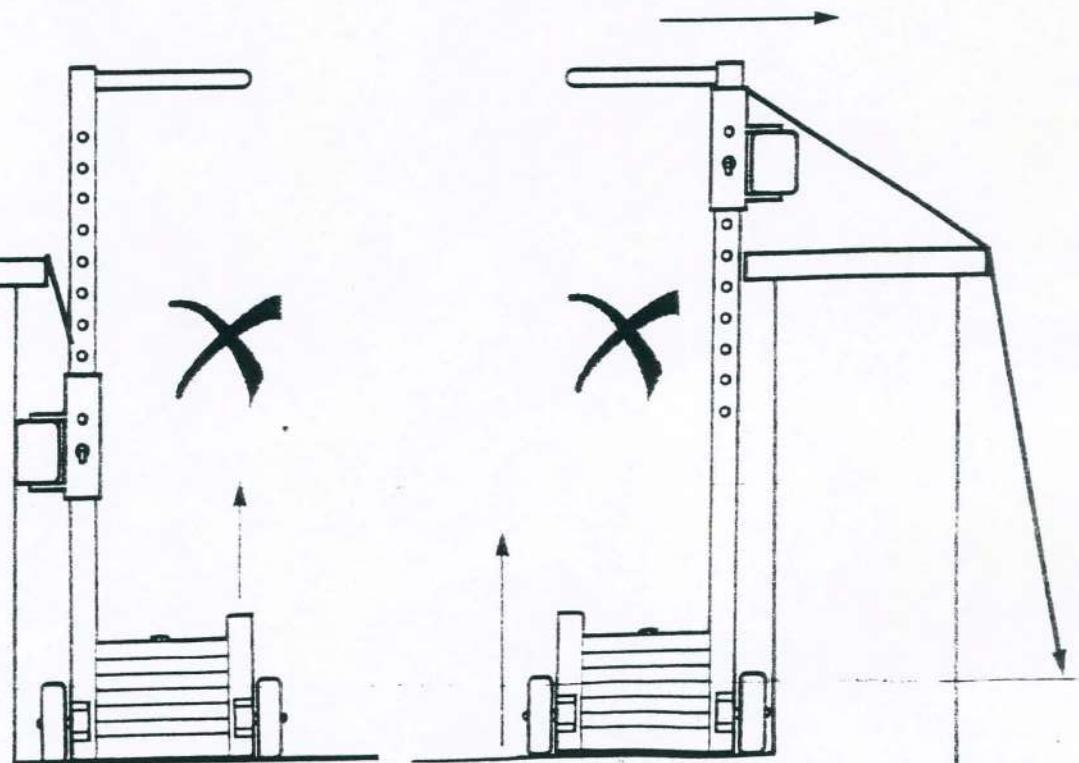
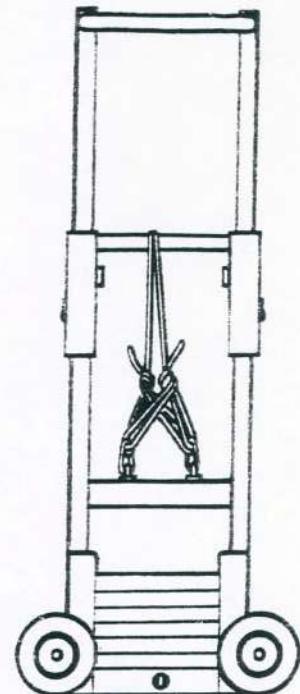


Fig 1.

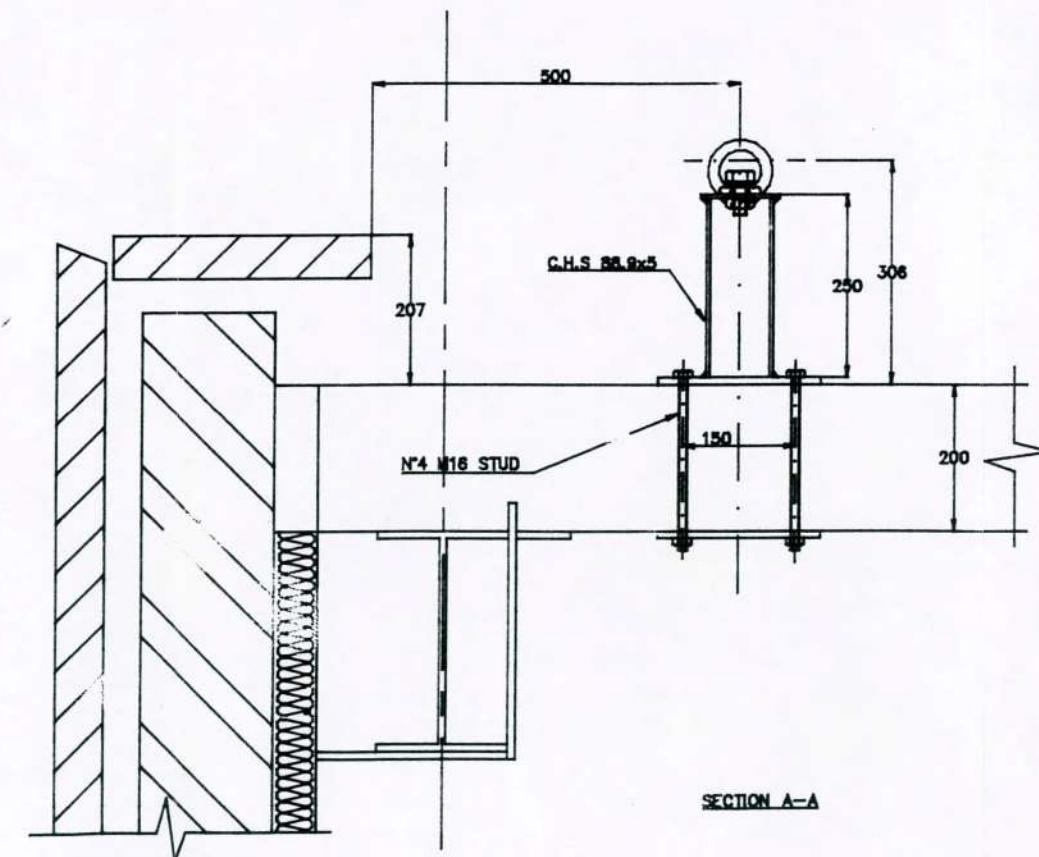
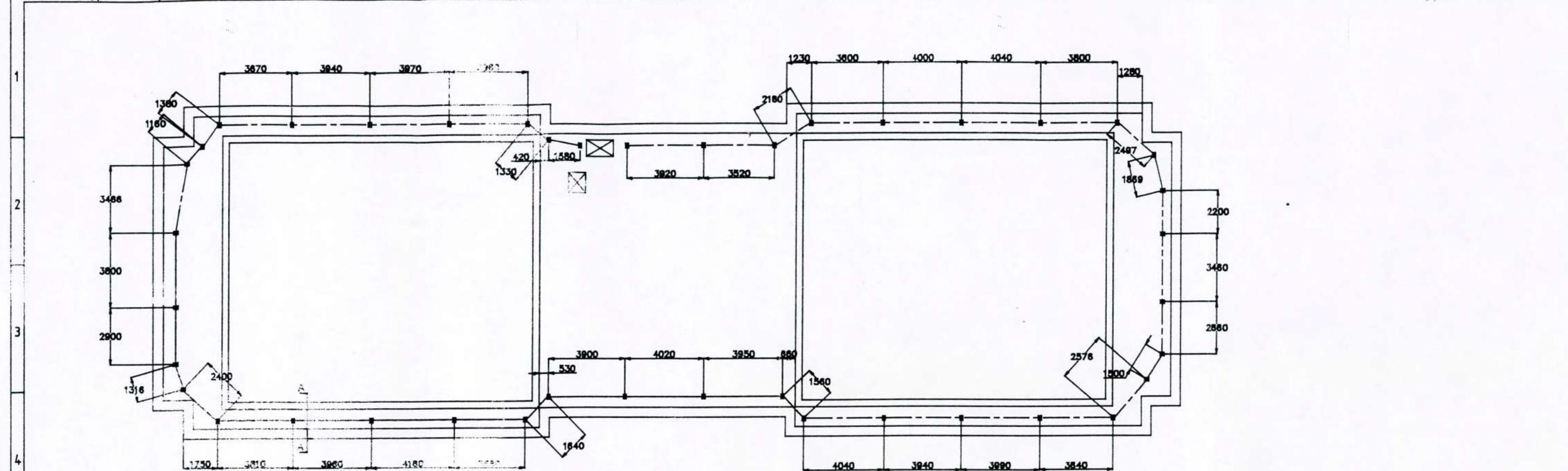


*Building Fabric & Fit-Out Maintenance Instructions*  
5-7 Carlton Gardens, SW1

---

**H.2 LATCHWAY MANUAL**

A I B L D I E T G H I J K L



SECTION A-A

FIRST ANGLE PROJECTION		
DO NOT SCALE - IF IN DOUBT ASK		
C AS BUILT	G.T. 08/08/98	
B BRACKETS NOTED	G.T. 07/07/98	
A BRACKET EXTENDED	G.T. 10/08/98	
MATERIAL DESCRIPTION: STC BASE		
DRAWN BY: C.TORRI	CHECKED BY:	
DATE: 13/06/98	DATE:	
PROJECT FILE #: 3530	DRAWING #: 3530-02	SCALE: 1:100/1:20/1:5
ORIGINAL DRAWING SIZE: A1		TOLERANCES: N/A
MATERIAL: N/A	FINISHED: N/A	
DRAWING TITLE: ROOF PLAN AND BRACKET SECTION		
PROJECT TITLE: CARLTON GARDENS		
ALL DIMENSIONS IN MILLIMETRES UNLESS STATED		
<b>KOBI</b>		
Established 1971 KOBILTD Unit 1, 100-102 London Road, London, SW18 4RL Tel: 0171-771 8994 Fax: 0171-771 8995		
NOTES: All drawings, designs and specifications are the property of KOBI LTD. Any copy or transmission to third parties is forbidden without prior written consent of KOBI LTD		

**H.3 HARNESS DETAILS**

**3 No PROTECTA INTERNATIONAL AB101 FULL HARNESS WITH DORSAL RING**

**3 No PROTECTA INTERNATIONAL AE522 12mm ROPE LANYARDS C/W AJ 501 KARABINER EACH END.**

**NOTE!**

**THIS HARNESS EQUIPMENT IS NOT TO BE USED WITH THE DEAD WEIGHT TROLLEY.**