

21. Floor coverings – Laminate – Vinyl – Carpet installation

Method of works

- Assess pre-works information. Including Asbestos information and report.
- Appropriate PPE to be worn, including knee pads/protectors and FFP3 dust mask to be worn when removing carpet flooring due to carpet fibres.
- Removal of existing floor coverings to be carried out manually

Removal – Laminate

- Threshold/jointing strip to be unscrewed and removed for disposal
- Upon removal of threshold/jointing strip individual pieces of laminate can then be removed
- Underlay, if present to be removed and disposed of
- Scotia beads to be removed from around edges where present

Removal – Vinyl

- Threshold/jointing strip to be unscrewed and removed for disposal
- Sealant around edges of vinyl to be cut with a sharp knife
- Edge of vinyl to be lifted and a scraper used to pull vinyl away from sub floor
- Where necessary, existing to be cut into smaller pieces to aid removal/minimise weight/size of piece to be disposed of.

Removal – Carpets

- Threshold/jointing strip to be unscrewed and removed for disposal
- Carpet to be manually lifted, rolling for removal
- Where necessary carpet to be cut into smaller pieces to aid removal/minimise weight/size of piece to be disposed of.
- Adhesive stuck carpets to be lifted using scraper to pull it away from sub floor

Sub floor preparation – Solid/concrete floor

- Remove all remnants of previous floor covering
- Sweep clean
- Apply latex screed self -levelling compound as per manufacturer's instructions and allow to dry

Sub floor preparation – Timber/floating floor

- Remove all remnants of previous floor covering, if necessary remove previous ply coverings
- Sweep clean
- Install new ply flooring, to be stapled/tacked down, ensuring that all head do not protrude and are flush with the new surface

Installation – Laminate

- Following sub floor preparation
- New underlay to be installed, joins to be taped and cut to size using sharp knife as necessary
- Starting at the furthest point install first boards ensuring they are laid in the correct direction
- Where boards are to be cut, these should be measured/marked and cut away from the work area to minimise dust
- Scotia trims to be installed and threshold piece screwed into place to join to existing floor coverings
- All overcuts/rubbish to be removed from site

Installation – Vinyl

- Following sub floor preparation
- As necessary, paper template to be offered to floor and marked
- Vinyl floor covering to be cut to appropriate size, either using template or area to be covered
- Proprietary adhesive to be spread across sub floor area
- Vinyl to be laid onto the adhesive
- Vinyl to be trimmed to the perimeter of the work area and around none movable fittings

- Where work area is larger than the manufactured width of vinyl, separate pieces are to be butted together and welded using the correct welding coil and a proprietary welding gun
- Threshold strip to be screwed to join to existing floor covering
- Perimeter to be sealed using mastic sealant as specified
- All overcuts/rubbish to be removed from site

Installation – Carpet

- Following sub floor preparation
- New carpet grippers to be nailed to the perimeter of the work area
- Underlay, if required, to be laid between carpet grippers
- Carpet to be unrolled into work area, cut to size, loosely laid
- From the longest wall, tuck the carpet under the skirting board and onto the carpet gripper
- Using the carpet tucker/kicker to stretch the carpet as it is installed across the work area, fastening to the carpet grippers.
- Excess carpet to be trimmed as the carpet is tucked/stretched across the work area.
- Threshold strip to be screwed to join to existing floor covering
- Carpet is to be thoroughly vacuumed to remove all loose pile
- All overcuts/rubbish to be removed from site
- Site to be cleaned down and protective measures removed

See additional docs

Lone working procedure
PPE

Risk Assessment

| Hazard | Control Measures |
|-----------------------|---|
| Slips Trips and Falls | The site will remain tidy at all practicable times. All designated access/egress routes shall be kept free of slip and trip hazards, and obstructions. All equipment is switched off and/or isolated when unattended. All material that could potentially cause injury is either secured behind barriers or removed from site. WMS to ensure adequate signage is put in place, specifically around any trailing hoses. |
| COSHH | When using any chemicals, the COSHH safety data sheet will be followed to ensure that the safe working practice is followed. This includes storage and use, including the correct use of PPE. Common material sheets are within this document. WMS shall work in strict accordance with MSDS and product data sheet. Product to be safely poured into cleaning tank within van, no undiluted chemicals to be brought onto site. Chemicals to be secured away, eliminating risk to public. |
| Manual Handling | Correct lifting techniques are to be used at all times when moving equipment, materials or any heavy loads. Paying particular attention when lifting (stable stance, good grip, keep load close to your waist and do not flex your back). |
| Hygiene | Good personal hygiene is a necessity washing of hands prior to any breaks (food – ingestion). |
| Vulnerable Persons | WMS are to ensure the level of communication with residents is of top order. WMS will need to actively manage all risks/hazards and ensure appropriate signage and communication is in place to ensure residents do not access work areas. Strict segregation of areas required to ensure safe working practices are followed. WMS to ensure all windows are closed before cleaning works take place. |
| Asbestos | All operatives are to be Asbestos awareness trained. Asbestos surveys are to be and referred to before any works commence. Tradesmen are to remain vigilant at all times when onsite and if any additional suspect materials are identified, site manager is to be informed immediately |