

METHOD STATEMENT FOR THE INSTALLATION OF DOUBLE SKIN STEEL PARTITIONING

1. Check with Client / Clients representatives as to the Health and Safety requirements of the area and ensure compliance with same.
2. Ensure that the area where the partitioning is to be installed is clear and safe.
3. Mark out site as shown on the approved working drawing(s) supplied.
4. Install wall channels (DS4 or DS17) as per the drawing layout ensuring that the correct size and number of fixings are used.
 - a. Red Plugs and No. 10 x 1½” screws for block work walls.
 - b. 10mm x 20mm Tek Screws for steelwork.
5. Install floor track (DS4) as per the drawing layout ensuring that the correct size and number of fixings are used.
 - a. Red Plugs and No. 10 x 1½” screws to secure track to the floor.
6. Fit panel into floor track and slide panel into the wall channel.
7. Fit upright post (DS5) onto panel – no fixings required.
8. Fit next panel into floor track and slide into the upright. Repeat operation as per the drawing layout.
9. Install mullions as per the drawing layout ensuring that the correct size and number fixings are used.
 - a. 50mm x 12mm Raw bolts for fixing mullion to the floor.
10. Install door modules as per the drawing layout ensuring that the correct size and number of fixings are used.
 - a. Red Plugs and No. 10 x 1½” screws to secure threshold strips to the floor.
11. Fix top capping over the panels and pop rivet to the panel.
12. Fit door furniture and locks ensuring that the correct size and number of fixings are used.
 - a. No. 8 x 1¾” c/sunk screws for fixing door furniture to door.
 - b. 3/16” x 3/8” slotted c/sunk machine screws for fixing door locks to door.

13. Where glassing is to be fitted, cut and fit foam onto panel lip, locate glass and fit steel retaining channels.
 - a. No. 8 x 1 c/sunk posi head screws for fixing glazing channels.
14. Drilling is to be performed by authorised persons and appropriate eye protection is to be worn.
15. All electrical tools are to be 110 volts or battery powered and to have valid test certificates.
16. Surface dust created by drilling to be removed either manually or with 110 volts vacuum cleaner when provided.
17. Check installation for the following:
 - a. Doors – operating correctly.
 - b. Locks and door furniture – operating correctly.
 - c. Fixings – all fitted.
 - d. Paint finish – check for damage.
 - e. Glass / glazing bead (where applicable) – clean and secure.
 - f. Stability of installation.
18. Clear site.
19. Check installation with the client / clients Representative's and obtain a signature on the "Job Satisfaction Certificate".