Method Statements

Installation Works

1. Standard Installation Procedures

Issued by True Windows Limited

Please note these statements are standardised and there may be variation due to individual site requirements.
1 - Standard Installation procedures when installing into clean and prepared openings.

From delivery of crated material on site.

1. The Main contractor Site manager will identify TW work safe areas based on his programme of works. All of the openings within the identified area will be clean and prepared, this should include all DPC, firebreaks, etc).
2. Main Contractor to mechanically assist TW operatives with distribution material to buildings.
3. TW operatives to distribute within buildings.
4. TW operatives will uncrate and position items beside relevant prepared openings.
5. TW operatives will dismantle crating and store neat and safely on levels within their safe work areas.
6. Installation procedure
   a. Remove sash from frame where applicable (to lighten weight loads).
   b. Offer frames into openings and make plumb, level and square. With a 10mm (+/- 3mm) gap between frame and the surrounding cill, lintil and jambs.
   c. The frame will be mechanically fixed to the inner leaf block using a steel strap (150mm-250mm).
   d. Expanding foam will be pumped into the gap between the timber frame and the cill, lintil and jambs to create an insulating warm bridge.
7. The sash will be positioned into the window frame and regulated to ensure proper functionality. Then the hinge covers will be placed over the hinges.
8. The window handle will be fixed to the frame.
9. The window is now ready for inspection by the main contractor’s site manager. Inspection scheduling will agreed between the TW site foreman and the main contractor’s site manager.
10. Following the inspection and sign off the item will be deemed to be handed over to the main contractor.
11. Following completion of installation of windows within a safe work area, TW operatives will remove the stored waste to a skip. The main contractor may mechanically assist moving this waste between buildings.

12. If applicable the main contractor agrees to supply TW with a skip facility to properly dispose of the waste. TW agree that the cost of these skip(s) will be reimbursed to the main contractor by way of a discount on the valuations. The main contractor will inform TW of the cost of this service in advance and agree that it will not carry a surcharge over and above the industry standard.

13. At the end of each working day or on completion of an installation section, TW operatives will pack their tools and tidy the safe working area assigned to them.

14. If applicable the Main Contractor agrees to allow TW operatives to store a job box within the site in a container.