	REMT UTAMA SDN BHD	Doc.Ref :MS/VC
REMT	CONSTRUCTION METHOD STATEMENT	Rev. No : 00
	METHOD OF STATEMENT VERIFICATION CHECKLIST	Effect. Date : 11 Dec 2020
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Project : Cadangan Pembinaan Projek Balai Bomba Dan Penyelamat Beaufort, Sabah.

Location : Balai Bomba ,Menara Latihan, Stor Logistik, Rumah Pam, Rumah Sampah, Pencawang SESB

No.		Acceptability		Remarks
		Yes	No	
1	Method statement for skim coating	✓		
2	Method statement for door frame	✓		
3	Method statement for ironmongery	✓		
4	Method statement for floor screeding	✓		
5	Method statement for wall and floor tiling	✓		
6	Method statement for painting works	✓		

Prepared by (Main con)	Verified by (COW)	Approved by (Consultant)
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Date : 09/08/2021	Date :	Date :

1.0 OBJECTIVE

1.1 To outline the procedure of correct application of skim coating

2.0 SURFACE PREPARATION

2.1 The substrate must be clean and free from dust, oil, paint or grease. Absorbent substrate has to pre wetted. Water accumulation on the surface must be avoided.

3.0 MIXING

3.1 Skim plaster must be mixed with clean water at the site by means of a power drill whick. Pour the required water into a suitable container, and then add Skim plaster into the suitable container while stirring continuously until a smooth creamy consistency is obtained.

3.2 The mixture can be applied immediately after mixing. No stand off time is required.

4.0 APPLICATION

4.1 The whole range of Skim plaster products is applied either by hand with a steel trowel or sprayed with a suitable spraying unit. The coat is then leveled off to a smooth surface with a steel trowel. However for added protection, a final coat of White finish skim plaster / coating is recommended.

5.0 SAFETY

5.1 As cement is alkaline and may cause irritation, applicators are recommended to wear gloves, goggles and light mask since the product is powdery. If the product gets into contact with eyes, flush with clean water and if symptoms persist, seek medical attention immediately.

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1.0 PRELIMINARY WORK

1.0 Metal door frame shall be in accordance to manufacturer's specification as in the specification and Construction Drawing.

1.1 Fire rated door shall be in accordance to manufacturer's specification and approved by Jabatan Bomba.

1.2 All door frame delivered to site should check against beetle infestation, fungal attack and stored under the shade for preventing them from damages and also to preserve the moisture content.

1.3 Door frame to be painted should be protected with a specify primer on all faces.

1.4 A door frame, which is to have a varnish/stain finish, should have the bedding faces primed and exposed surfaces shall be protected with plastic sheet.

1.5 Architecture Supervisor must check door frame quality, location and sizes or reference number as in the Construction Drawing before distributing to various floor and units for installation.

2.0 METHODOLOGY

2.1 Setting out of door frame position shall be marked together when doing brick wall setting out as in the Construction Drawing. Erect door frame before commencement of brickworks.

2.2 Door frame are then erected on the correct position marked on floor slab, where timber strut are strutted diagonally nailed from door frame to floor slab, which adjustment can be made for verticality check by means of plumb bulb or long spirit level.

2.3 The require height of door frame shall be adjusted which refer to the offset datum marked on column (FFL). The horizontality of door frame can be check by spirit level.

2.4 Approval fish tail shall be fixed or nailed to the jambs at interval of 600 mm and in standard door, three fixing are provided to each jamb, to be bonded into brick wall.

2.5 Architecture Supervisor must check for verticality, horizontality, height of frame and square ness before request for inspection.

2.6 *Fixing of metal frame procedures are similar to timber frame to ensure that the metal frame must be fully infill with cement mortar as not to have hollowness inside.

2.7 *To ensure of approved hinges whether bolted or welded. Those for barrel locks should not have any cylindrical openings.

3.0 SAFETY

3.1 All internal temporary platform and external scaffolding shall comply strictly to safety requirement.

3.2 All machinery used will be subject to safety inspection by Safety Representatives.

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1.0 OBJECTIVE

To outline the proper and correct method of ironmongery installation.

2.0 METHODOLOGY

2.1 Check the ironmongeries schedule. Recognize the correct / required types of ironmongery for the specified door or window.

2.2 As door may open to either hand and the traditional description of left or right often gives rise to misunderstanding, construction drawings must be referred to determine the correct hand, height and to secure the correct items.

2.3 All ironmongeries should be fixed with matching screw of correct size and length. The screws should be driven home without furring the edges of the slot.

2.4 Sinkings for hinges should be neatly formed to receive the appropriate item and this should be set in flush with the edge of metal door frame. Similar standards of workmanship are required for fitting locks and keeps.

2.5 Back plates should be upright and paralled with the frame of the door and items which should be central shall be exact in place.

2.6 All joinery moves slightly over time so will the doors and windows. To avoid rattling and banging, ironmongery must take the butting surfaces up tight and any looseness should be corrected.

2.7 All locks and moving parts should be lightly oiled with light machine oil.

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1.0 OBJECTIVE

To outline the method statement by which floor screeding is carried out.

2.0 SCOPE

This method statement shall apply to all architectural works on building and civil engineering projects.

3.0 REFERENCES

3.1 *Work Inspection Checklist for Floor Screeding and Tiling*
3.2 Material Receiving Inspection Checklist
3.3 Contract Documents

4.0 DEFINITIONS

4.1 Contract Document
-- Including specification, Bill of Quantity, Construction Drawing, Consultant's Instruction etc.

5.0 RESPONSIBILITIES

5.1 Site Agent
5.2 Site Supervisor

6.0 MATERIALS

6.1 Portland Cement
6.2 Coarse Sand

7.0 HANDLING AND STORAGE OF MATERIALS

Portland Cement in 50 kg bags shall be stored in a proper sheltered area.

8.0 PLANT, MACHINERY AND EQUIPMENT

8.1 Concrete Mixer
8.2 Cement mortar pump
8.3 power float machine

9.0 PREPARATORY WORKS

9.1 To confirm the cement and sand ratio as per contract document or as per S.O. instruction.

9.2 Ensure all M & E ductings and pipings have been installed.

9.3 Ensure levels and drops have been taken care of.

9.4 Ensure lighting and clean water are sufficient and easily available.

9.5 Ensure the existing concrete base is free of debris, chats or protrusions.

9.6 Conduct pre-screeding inspection using "Work Inspection Checklist for Floor Screeding and Tiling" as per Inspection and Test Plan.

10.0 WORK METHODOLOGY

10.1 First to establish the finish level by setting out and placing level pegs in grid form using screeding materials.

10.2 Place screed materials in between level pegs and tamp down screed material thoroughly, particularly at corners and edges.

10.3 Immediately after compacting, rake surface to provide a bond for toppings.

10.3 Ensure to finish the topping within the specified tolerance for flatness. Use hand towel or power float for surface finish works.

10.5 Apply any surface treatments as per contract requirement and applying strictly in accordance with the manufacturers method statements.

10.5 Conduct post-screeding inspection using "Work Inspection Checklist for Floor Screeding and Tiling" as per Inspection and Test Plan.

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1.0 OBJECTIVE

To outline the method statement for Wall and Floor Tiling.

2.0 SCOPE

This method statement shall apply to all architectural works on building and civil engineering projects.

3.0 REFERENCES

3.1 Work Inspection Checklist for Floor Screeding and Tiling
3.2 Material Receiving Inspection Checklist
3.3 Contract Documents

4.0 DEFINITIONS

4.1 Contract Document
-- Including specification, Bill of Quantity, Construction Drawing, Consultant's Instruction etc.

5.0 RESPONSIBILITIES

5.1 Site Agent
5.2 Site Supervisor

6.0 MATERIALS

6.1 Homogeneous tile
6.2 Non-slip Homogeneous tile
6.3 Heavy duty Homogeneous tile
6.4 Cement
6.5 Sand
6.6 Tiling adhesive mixture
6.7 White cement
6.8 Color cement

7.0 HANDLING AND STORAGE OF MATERIALS

7.1 When receiving materials, use Material Receiving Inspection Checklist.

7.2 All tiles are brittle, hence shifting and stacking must be handled with extra care.

7.3 Portland cement in 50 kg bag shall be stored in a proper sheltered area.

7.4 Tile adhesive shall be stored in a cool place, avoiding direct sun light.

7.5 All tiles shall not be stacked higher than 1.5m height.

7.6 Tiles delivered in different batches shall be stacked in differently for easy identification if the tiles shading and colour are not consistent.

8.0 PLANT, MACHINERY AND EQUIPMENT

8.1 Tower Crane
8.2 Mobile Crane
8.3 Hoist
8.4 Concrete Mixer
8.5 Cutting Tool.

9.0 PREPARATORY WORKS

9.1 Sufficient lighting, clean water, concrete mixer and cutting tool shall be made available.

9.2 If tiling is carried out externally, ensure working area is weather proof or avoid tiling works on wet days.

9.3 Ensure working area is protected from trespassers who may disturb the tiling finishing levels before the tile is set.

9.4 Ensure all windows and door frames are installed correctly and well protected against corrosion.

9.5 Establish a datum level for floor and datum thickness for wall.

9.6 Level guides and thickness guides are to be established at fixed intervals and strategic locations.

9.7 Ensure to achieved squareness for walls and floors.

9.8 Check if the contract documents specifies any joint width.

9.9 Check for colour and shade variation, if consistency could not be achieved, prior permission to use the material must be obtained from the S.O.

9.10 All protrusions, local projections and bulging beams shall be hacked off.

9.11 All receiving surfaces shall have sufficient roughness.

9.12 Water proofing areas have been completed with waterproofing.

9.13 Use Work Inspection Checklist for Floor Screeding and Tiling to conduct pre-tiling inspection as per Inspection and Test Plan.

10.0 WORK METHODOLOGY

10.1 Where possible, mix cement and sand mortar for tile bedding using cement mixer. Batch the mortar by weight in ratio as per contract documents.

10.2 If cement sand mortar for tile bed is mixed by hand, materials used for the mix shall be measured with gauge boxes or suitable container with known volume.

10.3 Mix materials dry to give a uniform colour before adding water. After water has been added mix the material until consistency is achieved.

10.4 Bedding tiles in adhesive.

10.4.1 If priming of background is required, prime background surface as per manufacturer's instructions. Next, apply adhesive to specific thickness with trowel. Do not spread more adhesive than can be covered with tiles before the surface of the adhesive begins to dry and form a skin.

10.4.1 Before fixing tiles ensure surface in contact with adhesive is thoroughly cleaned. Fix tiles immediately by spreading adhesive uniformly over back of each tiles, ensuring that the whole surface is covered. Press tiles on to adhesive surface with a twisting and sliding action. Place tiles with regular and straight joints and tap them into position.

10.4.2 Clean any adhesive off the face of the tiles and off the faces of the joints as the work proceed.

10.5 Bedding tiles in cement and sand mortar.

10.5.1 Dampen the background sufficiently to prevent excessive absorption of water from the mortar bed immediately after its placing.

10.5.2 Soak porous tiles in clean water for at least 30 min. Remove them from the water and stack them tightly together with the end tiles face outwards to drain on a clean surface. Remove excess water before fixing.

10.5.3 Spread bedding mortar uniformly over the back of each tile to a thickness as specified. Fix tiles before they dry out. Adjust the position within 5 minutes of fixing.

10.5.4 Do not permit any traffic at all on the flooring for 3 days after completion. Then for the next 10 days permit only light foot traffic.

10.6 Conduct a post-tiling inspection using Work Inspection Checklist for Floor Screeding and Tiling as per Inspection and Test Plan.

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1.0 OBJECTIVE

To outline the method statement for painting works.

2.0 SCOPE

This method statement shall apply to all architectural works on building and or civil engineering projects.

3.0 REFERENCES

3.1 Work Inspection Checklist for Painting works
3.2 Material Receiving Inspection Checklist
3.3 Contract Documents

4.0 DEFINITION

4.1. Contract Document -- Including Specification, Bill of Quantity, Construction Drawings, Consultant's Instructions etc.

5.0 RESPONSIBILITIES

5.1 Site Agent
5.2 Site Supervisor

6.0 MATERIALS

6.1 Primer
6.2 Emulsion paint
6.3 Gloss paint
6.4 Timber coating
6.5 Anti-rust paint and thinner

7.0 HANDLING AND STORAGE OF MATERIALS

7.1 All paints are to be stored at sheltered area with good ventilation.

7.2 Paint containers with unfinished paint shall be closed up properly.

8.0 PLANT, MACHINERY AND EQUIPMENT

8.1 Paint brush
8.2 Roller
8.3 Electrical mixers
8.4 Grinder

9.0 PREPARATORY WORKS

9.1 Ensure that all works at areas designated for painting have been completed.

9.2 Painting areas shall be free of contamination, dust and irregularity.

9.3 All fittings, fixtures and completed works carried out by other shall be protected by tapes.

9.4 Sufficient lighting shall be provided.

9.5 Remove cement mortar and plastering splashes.

9.6 Ensure moisture content of the designation areas will not adversely affect the complete works. Moisture content test to be carried out by the supplier when required by the S.O.

9.7 Ensure all paint brushes in a clean and serviceable condition.

9.8 Painting can only be applied minimum two weeks after completions of plastering.

9.9 Avoid painting external areas during raining season. If painting work has to proceed, must allow at least Seven (7) days of dry weather before commencement.

9.10 When required by the S.O., arrange the paint supplier to conduct moisture content test.

9.11 Ensure to identify areas of different colour code or texture.

9.11 Conduct pre-painting inspection using Work Inspection Checklist for painting works.

10.0 WORK METHODOLOGY

10.1 Follow the manufacturers' site work instructions for all proprietary materials use.

10.2 Mix paint thoroughly by stirring or electrical mixer.

10.3 If thinner is required, S.O.'s approval must be obtained prior to commencement.

10.4 If primer is required, work primer well into surfaces joints, angles and into end grain for timber.

10.5 Apply undercoats and finishing coats evenly to give a continuous film, free from runs, brush marks and other imperfections.

10.6 When each coat of painting is completed, conduct a post-painting inspection, using Work Inspection Checklist for Painting works.

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