



Lilyford

POLICIES & PROCEDURES

**SITE PRESENTATION AND  
MATERIAL PROTECTION POLICY**

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The following policy sets out the Company's requirements, which are to be adhered to by both the Site Managers and subcontractors and is to form part of every subcontractor order.

## 1. SITE PRESENTATION

### 1.1. General

1.1.1. All protection should be left in place for as long as is necessary and if any contractor removes the protection for any reason, he is duty bound to replace it neatly upon completion of his work.

1.1.2. The site and areas of work are to be presented clean and tidy at all times and it is the responsibility of every subcontractor to clear up after each stage of their work, both inside the unit and outside to the complete satisfaction of the Site Manager. All surplus materials to be re-stored for use on the next unit and all rubbish to be positioned in the skips provided.

#### 1.1.3. No smoking is permitted in a property at any time.

1.1.4. Each unit should be provided with a plastic bin for subcontractors to place debris. The unit should be kept tidy at all times and the subcontractors working in the unit should empty the bin into predetermined skips. As a matter of course, the plot should be left clean and tidy after the subcontractor has completed each stage of work and every Friday. If this does not happen then the stage payment will be held, and ultimately alternative labour may be employed and charged from the sub-contractors account.

1.1.5. If a stage of work has been completed, all surplus materials should be taken back to the compound or the next plot. Paint should be stored in a cupboard whilst painters are working in the plot and should be transferred thereafter to the next plot. Under no circumstances should the subcontractors use the toilets in the plots or eat / drink in the plots.

**1.1.6. Cleaning of and protection are deemed to be part of the stage of work, therefore if they are incomplete that particular stage payment will not be released.**

1.1.7. The following list of items outline the extent of additional site presentation works, which are required. It is not a fully extensive list and may be added to by Site Management at the Company's discretion.

1.1.7.1. All site roads and adjacent public roads are to be cleaned daily or as required by the Site Manager by the **Groundworker** using a towbrush or cleaned by hand if necessary. At the end of each week, or as required, the roads will be cleaned by a suction sweeper, which will be provided by the **Groundworker** whilst he is on site. Roads to be cleaned at the end of each week thereafter by the Company. Road sweeping to be confirmed at Groundworks Pre-start Meeting.

1.1.7.2. During the construction of the brickwork the **Bricklayer** is to ensure that on the completion of each lift, or as required by the Site Manager, all debris and waste materials are to be collected and cleared to pre-determined stockpiles or deposited in skips. **It is totally unacceptable to allow surplus materials and debris to accumulate under the scaffolding as the brickwork progresses.**

1.1.7.3. All subcontractors' own materials are to be stacked and stored in locations to be advised by the site Manager and moved when necessary due to site programme.

1.1.7.4. Any storage containers provided by sub-contractors (if site constraints permit) are to be painted in colours to be agreed by Lilyford.

1.1.7.5. On completion of superstructure of each unit and prior to topsoiling and landscaping (and at additional times as required by the Site Manager) the **Groundwork contractor** will clear any rubbish or debris. All such material/rubbish to be carted off site by the **Groundworker**.

1.1.7.6. All subcontractors' plant and vehicles are to be parked in positions as required by the Site Manager i.e. away from show houses, including parking off site if necessary on small or congested sites.

- 1.1.7.7. The site compound, canteen, toilets and site office are all No Smoking areas and are to be kept clean and tidy at all times and treated with respect by all personnel using them. Any costs incurred by the Company for unnecessary cleaning or repairs will be contra-charged to the relevant subcontractors account.
- 1.1.7.8. At the end of the working day all ladders must be rendered unusable either by removal or by chaining and padlocking a scaffold board against the rungs.
- 1.1.7.9. The **Scaffolder** must ensure that the scaffold is adapted at front, rear or side doors to allow full height access into each plot, as directed by the Site Manager. All other doorways to be closed.
- 1.1.7.10. Main access point into plots to be signed and fan scaffold erected to allow safe access.
- 1.1.7.11. Laminated signage may be placed in each plot by Lilyford, stating the following
  - a) Place rubbish in bins provided.
  - b) Please respect the fact that this property has recently been cleaned. Please remove your footwear and clean up after yourself.
  - c) Do not place tools on worktop.
  - d) Do not remove protection.
  - e) Any person found using these toilets will be barred from site immediately.
  - f) Safety rails! Should any operative remove the protective rails for loading out they must ensure that they are replaced immediately loading has been completed.
  - g) No smoking.
  - h) No access signage.

## 2. MATERIAL PROTECTION

### 2.1. General

- 2.1.1. All Materials, whether purchased by Lilyford or by its subcontractors, are to be protected to ensure their satisfactory inclusion into the completed works.
- 2.1.2. As a minimum requirement, all materials shall be stored and protected in accordance with both the manufacturers and Premier Guarantee's recommendations.

### 2.2. Unfixed Materials

- 2.2.1. Bricks, blocks and stone shall be stacked in pre-determined positions on clean level ground or hard standings as advised by the Site Manager. Packs shall be opened with care and used in sequence.
- 2.2.2. Lintels shall be stacked on bearers or in a rack, the remainder of any stack being left neat after the required lintels are taken. No lintels are to be left loaded out but unfixed overnight. Such lintels shall be returned to the compound or storage container by the **Bricklayer**.
- 2.2.3. Windows and doorframes are to be stacked or stored in containers or off the ground and covered by tarpaulins in the site compound. No windows or doorframes are to be left loaded out but unfixed overnight. Such frames shall be returned to the compound or storage container by the **Installer**.
- 2.2.4. Sand and other aggregates shall only be tipped in pre-determined positions as advised by the Site Manager and only in sufficient quantities required for the forthcoming works. In general, silos or pre-mixed mortar should be used.
- 2.2.5. Wall ties, frame cramps, D.P.C.'s etc. shall only be taken from store in sufficient quantities for each day's use (even if supplied by **Bricklayer** sub-contractor).
- 2.2.6. Joists and other structural timber shall be stacked on level bearers and will be covered to protect from the weather at all times. Sheeting material will be provided by Lilyford and positioned by the **carpentry** subcontractor. After the removal of any timbers for fixing, the remainder of the stock is to be left tidy and the protection securely replaced.

- 2.2.7. Roof trusses shall be stacked vertically on level bearers / truss rack provided by the Company or horizontally ensuring bearers are placed under fixing plates. During loading out and fixing they must be handled carefully by the **carpentry** sub contractor so as not to cause any damage.
- 2.2.8. Chipboard flooring and other sheet materials are to be stacked level on bearers and covered to protect from the weather at all times. Sheeting materials will be provided by Lilyford and positioned by the **carpentry** subcontractor. After the removal of any timbers for fixing the remainder of the stock is to be left tidy and the protection securely replaced.
- 2.2.9. Architrave, skirting and the like, should be stored in a watertight rack and shall be taken from store in sufficient quantity for each individual house/plot. On completion of each house any unfixed material is to be placed in the next house/plot or returned to storage by the **Carpenter** if advised by the Site Manager.

### 2.3. Fixed Materials

- 2.3.1. In order to protect brickwork, the inner board of all scaffolds is to be turned back each night by the **Bricklayer**.
- 2.3.2. In potentially frosty conditions, any freshly laid brick or blockwork is to be protected by hessian sheeting, which is to be provided and positioned by the **Bricklayer**. Any re-building or re-pointing of frost-damaged brickwork will be carried out at the **Bricklayers** own expense.
- 2.3.3. Stone cills, surrounds, quoins etc where fitted, should be covered with Protec foam cill protection or similar. This should be installed by the **Bricklayer** and supplied by Lilyford.
- 2.3.4. Timber staircase treads are to be protected with plywood where possible in the factory. Newels, handrails and spindles are to be protected with bubblewrap securely fixed with tape. Protection materials to be provided by Lilyford, fixed by the **Carpenter** immediately after fixing. All protection materials to be returned to storage for re-use or deposited in skips. Where concrete/steel staircases are installed, it shall be the responsibility of the Contractor installing the finish stair components to protect them accordingly with the protection materials being supplied by Lilyford.
- 2.3.5. Kitchen units, worktops and appliances are to be protected with bubblewrap and corex sheeting, which is to be securely fixed with tape. Bubblewrap will be supplied by Lilyford and corex material to be supplied by the **Kitchen Installer**, fixed by the **Kitchen Installer** and removed by the **Cleaner**. All protection materials to be returned to storage for re-use or deposited in skips.
- 2.3.6. All sanitaryware to be protected with bubblewrap and corex by the **Carpenter**. Protection material to be provided by Lilyford, cut to size and positioned by the **Plumber** and removed by the **Cleaner** and returned to storage for re-use. Protection signage to be placed showing Lilyford Protection & Do Not Remove. Bubblewrap should be wrapped around the taps to protect them.
- 2.3.7. All screeded floors to be fully covered and protected with corex secured in position with tape. Materials provided by Lilyford, fixed by the **Carpenter** and removed by the **Cleaner** and materials deposited in skips. It should be fitted prior to studwork so that it is held firmly in place.
- 2.3.8. All radiators, where applicable, are to be fitted with the protective shrink-wrapping still in place and removed by the **Cleaner**. Protection material / wrapping to be deposited in skips.
- 2.3.9. Front doors are to be fitted by the **Carpenter** and protected using corex sheeting which is pre-sign written.
- 2.3.10. Pre-finished doors (i.e. hardwood or pre-painted) are to be protected immediately after fitting by the **Carpenter**. The **Carpenter** should use the wrapping from the doors or another supplied material to complete this protection.
- 2.3.11. All glazed floor tiles (after grouting) should be protected by the **Glazed Tiler** (using corex material supplied by Lilyford) upon completion of their works. It should be noted that spare floor tiles should be left in all units for future maintenance.