

Method Statement for Reinstatement of Admin Block

1. Scope of Works

This method statement details the procedure for reinstating the demolished section of the existing Admin Block. The works involve reconstruction of the structure to its original footprint and dimensions using the salvaged external stone façade, tied into the existing structure.

2. References / Drawings

- Approved planning drawings and elevations
- Structural engineer's design details and foundation drawings
- Material specifications for blockwork, insulation, timber trusses, and stonework

3. Responsibilities

- **Site Manager:** Overall control of site activities, ensuring compliance with this method statement and relevant H&S legislation.
- **Structural Engineer:** Inspection and setting out of foundations and wall positions.
- **Stone Mason / Bricklayer:** Responsible for rebuilding the external stone façade to match the existing.
- **Health & Safety Officer:** Monitoring safe systems of work and welfare arrangements.

4. Sequence of Works

1. Site Setup

- Establish full site perimeter using Heras fencing with lockable access gates.
- Display site safety signage and establish designated material storage areas.
- Provide welfare facilities in accordance with CDM Regulations.

2. Groundworks

- Excavate to the required foundation level under supervision of the engineer.
- Inspect and approve bearing strata prior to placing concrete.
- Install reinforced strip foundations and tie into the existing Admin Block foundation as detailed by the engineer.
- Allow concrete to cure to design strength prior to further works.

3. Superstructure Construction

- Engineer to set out the Admin Block footprint to match the original building line.
- Construct insulated cavity walls as follows:
 - External leaf: salvaged original stone, cleaned and dressed as required.
 - Cavity: full-fill insulation to meet current building regulation U-values.
 - Internal leaf: dense concrete blockwork.
 - Repoint stone to match existing areas as close as possible.
- Party walls formed as insulated cavity blockwork walls.
- Floor slab: suspended insulated concrete floor system installed as per structural design.
- First Floor: timber joist construction with insulation and floor decking.
- Roof: prefabricated timber trusses installed and braced in accordance with manufacturer's design.
- Access: system scaffold erected by certified scaffolders, progressively raised as construction proceeds.

4. Integration and Finishing

- Carefully tie new masonry into the existing façade using stainless steel wall ties as detailed by the engineer.
- Repoint all stonework to match existing mortar in colour and profile.
- Install windows, doors, and roof coverings as per approved drawings.
- Complete internal finishes, services connections, and final snagging.

5. Materials

- Salvaged stone from the original structure, cleaned and inspected.
- Dense concrete blockwork to BS EN 771-3.
- Insulation: as per specification to achieve required U-values.
- Structural timber (joists and trusses) to BS 5268 or Eurocode 5.
- Ready-mix concrete to design mix C25/30 or as specified.

6. Health & Safety Considerations

- All works to be carried out in accordance with the Construction (Design and Management) Regulations 2015.
- Site induction for all operatives.
- PPE to include hard hats, hi-vis clothing, gloves, and safety footwear.
- Scaffold inspections weekly and after adverse weather.
- Manual handling and lifting operations to follow method statements and risk assessments.
- Dust suppression during cutting/cleaning of stone.

7. Environmental Controls

- Reuse of original stone to minimise waste.
- Segregation of waste materials in designated skips.
- Measures in place to prevent contamination of surface water drains.

8. Quality Assurance

- Setting out and structural elements to be checked by the engineer.
- Masonry works inspected regularly for alignment and mortar quality.
- All materials to be approved prior to use.
- Records of inspections to be maintained in the site file.