Construction Management Plan



Loft conversion

6 Windsor Rd

Worthing

BN11 2LX

CastleAccommodation

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1 Introduction

1.1 Planning reference number

AWDM/1017/23

1.2 Site address

6 Windsor Rd, Worthing, West Sussex, BN11 2LX

1.3 Project details and overview

Manager's accommodation in the form of a studio flat including new roof extensions and alterations at second floor level.

Estimated start date: 15 June 2024

Estimated project duration: 10 weeks

Week 1 – Loft commencement, gable, and dormer construction.

Week 2 – Internal steel installation, floor structure. Roofing works to commence.

Week 3 – External plastic finishings, internal stud partitions. Roofing works to continue. First fix plumbing and electrical items to be installed prior to insulation and plasterboard.

Week 4 – Exterior windows to be installed, Roofing works to be completed. Installation of internal staircase, sub floor laid and commencement of insulation and plasterboard.

Week 5 - Continuation of insulation and plasterboard. Installation of shower tray.

Week 6 - Commencement of plastering. Bathroom tiling.

Week 7 – Commencement of second fix items, carpentry, Kitchen installation and electrics,

Week 8 – Commencement of second fix plumbing – bathroom and heating work installation.

Week 9 – Full Decoration of the loft space.

Week 10 – full completion and any snagging items.

1.4 Site description and context

1.4.1 Site description

The site comprises a two-storey semi-detached property located on the east side of Windsor Road. The building has a large two storey rear projection similar to others in the street to the immediate north, and has been extended to its south side with a further two storey flat roofed extension and with a conservatory to the rear elevation. Its front garden area is largely given over to parking.

1.4.2 Description of proposed works

Preliminaries:

- Scaffolding to be erected for access to the front, side, and rear of the property.
- Site setup to include protection to any needed areas before the loft conversion commences.
- Inspection of load bearing walls to ensure adequate for steel beams to be installed.

Rubbish clearance:

- To include all disposal of waste materials from the above address throughout the build process and all waste/materials to be removed from site on completion of works carried out.

Weathering:

- Temporary weathering to prevent any damage to existing interior and any protection works for roof/garden etc.

Demolition:

- Removal of ceiling on the 1st floor landing for the installation of new soft wood staircase to loft area.
- Removal of existing roof structure to the rear of the property for the installation of the rear flat roof dormer.

Carpentry:

- Carpentry works to adhere to specifications and building regulations as per drawings. To be in conjunction with drawings and match existing roof coverings, i.e., tiles and facia soffit.
- New structural floor joists throughout new loft space to be installed in accordance with the structural engineer's size, including 18mm chipboard floor covering with 150mm rockwool or equivalent insulation between each joist in connection with building control.
- Internal stud partitions to be built as per drawing or to client's specification (building inspector depending) any alterations to the room layouts are to adhere to building regulation requirements. Ashlar (dwarf) walls to be constructed to structural engineer's specifications. Access into eaves storage

to be verified via client, size will be constructed to allow for a 2ft 3” ply flush door, location to be agreed on site. This quotation has allowed for 2 eaves storage openings. Eaves storage will be floored with 18mm chipboard flooring and insulated underneath. All internal stud partitions will be constructed with C24 structural 45x90mm treated timber.

- Rear dormer and gable to be constructed in accordance with structural engineer’s design and layout, this will include all relevant windows, new concrete brown roof tiles and a GRP resin roof covering. Dormer layout and size will be taken from drawings and built to all specifications. All structural timber elements will be carried out with C24 structural timber with all adequate fixing methods, all areas of the build will be installed onto internal load bearing walls and finished with structural OSB boards, nailed, and fastened in accordance with good practice methods of 150mm centre – centre ring shank nailing.
- Internal soft wood/MDF staircase to be supplied and fitted to suit the layout of the existing hallway leading to the loft conversion. This will also be supplied with a soft wood handrail and spindles as standard. Staircase material can be upgraded at the time of purchasing and will be offered. Material changes of handrail, newel posts, spindles etc can all be offered.
- To complete all second fix carpentry. This will include supply and fitting of 2 fire-rated and 2 standard doors to match existing
- Supply and fit of kitchen

Steel works:

- Supply and fit of all relevant steel beams within the loft structure, this will include all relevant bearing plates, connection details, onsite welding and padstones that are required.

Roofing works:

- Rear dormer and gable to be tiled with new brown santoff plain tiles, these will be installed on breathable felt membrane, 25x38 treated battens and all relevant soakers to completely watertight the roof area.
- Lead window trays to be supplied and fitted by a lead worker prior to glazing items installed.
- Flat roof to be weathered with a GRP resin flat roof system. This will also come with a 10-year guarantee from our roofing contractor.
- New vented ridge system to allow for continuous air flow to the roof space.

- 1 Velux windows to be supplied and fitted to the front of the roof to match the size and specification as to the drawing. (MK06 – 1180hx780w)
- Existing solar panels to be temporarily removed and then refitted on the flat roof (and wherever space is available) by client

U-PVC Windows/doors, fascia, soffit, and guttering:

- Supply and fit of 2 uPVC windows as per drawings within the rear dormer. Sized as: 800 width x 1200 height and 1200 width x 1200 height.
- All glazing items to be installed by a professional window fitter. FENSA certification only issued on existing frame replacements and not for new window installations into new openings.
- All uPVC frames have been priced up at white plastic.
- White fascia, soffits and guttering to be installed onto the new roof structure.

Insulation:

- All insulation to be installed to building inspectors requirements within rafters, ashlar walls and all internal stud work that is built.
- Dormer, Gable and Ashlar walls will have a minimum of 100mm rockwool RWA45 slab insulation installed with Hcontroll super quilt installed over the top with relevant counter battening.
- Flat roof will have 155mm actis Hybris system between each flat roof joist, and Hcontroll super quilt over the top with relevant counter battening.
- Rafters will have a minimum 100mm Hybris system installed between each rafter and Hcontroll super quilt over the top with relevant counter battening.
- 100mm rockwool or equivalent to be put within newly created floor joists when flooring is applied and within internal partition walls.

Plaster boarding:

- To install standard 12.5mm plasterboard to all internal walls and ceilings, foil back, fire resistant and moisture resistant board to be installed where applicable.

Plumbing:

- New pipework to be run to the new loft bathroom area, this will include all new hot and cold, flow and return and soil pipe run.
- Installation of bathroom suite including towel radiator.
- Bathroom floor and shower enclosure will be tiled

Plastering:

- Loft area to be plastered with multi finish plaster. All areas affected by the build will be made good and put back to the original state.

Electrics:

- New electrics to be installed to loft area, all new electrics will be supplied with a part P certificate for building control sign off.

1.4.3 Nearest potential receptors

Residents of 8 Windsor Rd (the adjoining semi-detached dwelling) are likely to be affected by activities on site such as noise, vibration, dust, fumes, and lighting. The initiatives described in the following are designed to minimise the disturbance and inconvenience of the works.

4 Windsor Rd (former care home) is currently under refurbishment and not occupied by any residents. The proposed works are not believed to have any adverse effect.

2 Site management

2.1 Site personnel

2.1.1 Responsible for the production and submission of the construction management plan.

Aksana Green, Managing Director,
Mobile: 07814 483656

2.1.2 Responsible for compliance with the construction management plan.

SITE MANAGER/SUPERVISOR: Brian McCardle
Office: 01903 629167
Mobile: 07817 997058

2.1.3 Project manager with day-to-day responsibility for the development

Apex Lofts and Construction LTD:

HEALTH & SAFETY ADVISOR: Josh Chapman
Office: 01903 629167
Mobile: 07854 086656

PROJECT MANAGER: Josh Chapman
Office: 01903 629167
Mobile: 07854 086656

SITE MANAGER/SUPERVISOR: Brian McCardle
Office: 01903 629167
Mobile: 07817 997058

OUT OF HOURS
any of the above

2.1.4 Community liaison

Aksana Green, Managing Director, Castle Accommodation
Mobile 07814 483656

2.1.5 Head office or registered address of the main contractor

11 South St, Lancing BN15 8AE

2.1.6 The address where the main contractor's company accept receipt of legal documents.

11 South St, Lancing BN15 8AE

2.1.7 Other key development contacts, roles, and responsibilities.

Responsible electricians:
Energize Solar
39 Worthing Road, Rustington, BN16 3JU
01903 953854

2.2 Management structure

2.2.1 Responsibilities

A full description of personnel responsibilities and duties is described within the Apex lofts and construction LTD Health and Safety policy document. The following is a brief description of project personnel responsibilities:

2.2.2 Managing Director; Josh Chapman:

Overall responsibility for the safety management programme and implementation of the Company's objectives – answering to the main board.

2.2.3 Project Manager; Josh Chapman:

Responsible for the selection of sub-contractors, and overall responsibility for the Loft conversion throughout the contract period – answering to the Managing Director.

2.2.4 Health & Safety Advisor: Josh Chapman:

To write all site-specific Health & Safety documentation. To give advice in relation to safety management. To analyse where hazards are found and provide information to combat risks before they arise. Provide safety information, instruction and training where necessary. Monitor safety performance and carry out accident investigations. Answering to the Managing Director.

2.2.5 Site Manager:

Responsible for ensuring all works under their supervision are carried out in accordance with health, safety and welfare legislation

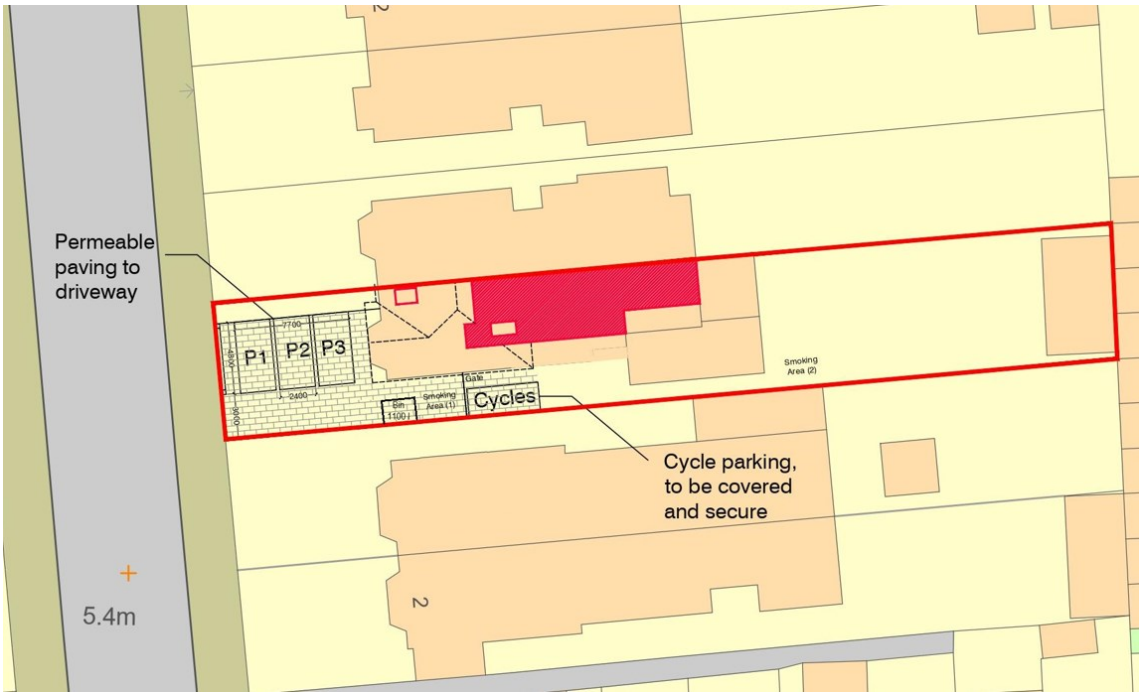
and company safety procedures in compliance with contract requirements. Answering to the Project Manager.

2.2.6 Site Operatives/Subcontractors:

Responsible for ensuring they carry out their duties/tasks in a manner that ensures, so far that is reasonably practicable, the health, safety and welfare of themselves, other operatives and those affected by the works.

2.3 Development site layout and welfare arrangements

2.3.1 Site layout plan



2.3.2 Anticipated vehicle activity

The property's driveway will be used for offloading and parking of builder's vehicles.

A small number of trademen's vans (estimated at 1-3) will be on site on a regular basis, expected to be parked within the boundaries of the property. Occasional street parking for additional vehicles may be required at times of high activity, and will be done according to local parking restrictions.

The outside area used by contractors on site consists of only hard standing and block paving, eliminating the need for any wheel wash locations.

2.4 Site personnel and visitors

All visitors to the property will be required to report to the property manager and/or site manager.

Further details on this are provided in the Health & Safety Policy provided by the main contractor.

The driveway will not be available for visitor's parking during the development. Visitors will be referred to street parking.

2.5 Managing materials, site storage, and good housekeeping

2.5.1 Building materials

Building materials will be delivered on site by local merchants by lorries, and is not expected to cause any significant traffic issues.

No delivery vehicles will be permitted to manoeuvre in the site without a banksman. Delivery times will be arranged with the Site Manager

Storage for building materials will be facilitated within the property's external and internal areas as appropriate. Efforts will be made to have materials delivered 'just in time' to minimise the need for longer-term storage.

All materials shall be stored in suitable lockable containers. Only sufficient materials for the job in hand will be within the site working area. All flammable materials will be stored in a flame-resistant container; all substances hazardous to health will be stored as per manufacturer's instructions and MSDS.

2.6 Waste disposal and Control of Contamination

2.6.1 Waste disposal

All waste materials shall be disposed of in accordance with Apex lofts and construction LTD Environmental Policy. Waste materials will be removed from site for disposal or re-use by licensed contractors.

The skips will only be placed within the boundaries of the property.

2.6.2 Contamination

At no time will any toxic/hazardous materials be allowed to enter the public waste water systems.

2.6.3 Burning on site

There will be no burning of waste or other materials of any sort on site.

2.6.4 Dust control

Appropriate equipment and protection will be used to minimise dust from the building site.

All plant and equipment shall be maintained in accordance with manufacturer's recommendations to ensure emissions to atmosphere are minimised.

Any equipment used to cut paving blocks, kerbs, flagstones etc. shall be operated with a water suppression attachment or a dust filter.

2.7 Noise and vibration

In compliance with s5 (1) of the Control of Vibration at Works Regulations 2005, Apex lofts and construction LTD shall make a suitable and sufficient assessment to those employees whose work exposes them to risk from vibration, and the risk assessment shall identify the control measures that need to be taken to meet the requirements of these Regulations.

In conducting the risk assessment, Apex lofts and construction LTD shall assess daily exposure to vibration by means of:

- observation of specific working practices;
- reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions; and
- if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed.

Apex lofts and construction LTD site management and Health and Safety Advisor will continuously monitor noise levels in the workplace and surrounding areas. If assessment shows noise levels are exceeding the action levels PPE will be supplied. Mandatory PPE zones will be marked and all site employees will be informed.

Consideration shall be given to any noisy works taking place near to the adjoining properties, Apex lofts and construction LTD Project Manager/Site Manager shall ensure the occupants of said properties are kept fully informed of any works that may impinge upon their quiet enjoyment of their property.

Where members of the public are likely to be affected by the works, consideration shall be given to reducing/shielding the noise likely to cause disturbance to them.

Apex lofts and construction LTD shall ensure that at no time are the general public put at any risk from the works being carried out by them or their sub-contractors. This will include ensuring that any noisy activities are properly risk assessed before commencement and suitable control measures put in place.

2.8 Site security

All outside areas will be covered and monitored by the property's existing CCTV systems.

Hoardings and gates will be erected as appropriate to protect residents and other members of the public.

3 Community liaison and communication; complaints procedure

3.1 Community point of contact

The on-site property manager is the first point of contact for any questions, enquiries or complaints relating to the development activity.

The manager will bring the nature of the complaint to the site manager, who will be responsible for handling any issues.

3.2 Display board

A display board will be displayed at the development site. The board will detail the nature of the works being undertaken, a contact name, telephone number (including a telephone number to be used outside normal working hours), and a postal address where any enquiries can be sent.

3.3 Notice to immediate neighbours

A notice will be given to immediate neighbours with the proposed works, including start and end dates, contact information, etc.

3.4 Complaints

A complaints register shall be kept and shall include complainant's details, date and time of the complaint, cause(s) of the complaint, action taken to resolve the complaint, date and time of action taken to resolve the complaint, and reasons for any unresolved complaints.

4 Site operations

4.1 Working hours

Monday - Friday 08:00 - 18:00 Hours

Saturday 09:00 - 13:00 Hours

Sundays and Bank Holidays no work permitted

4.2 Deliveries and transport of materials, plant, and equipment to site

Monday - Friday 08:00 - 17:00 Hours

Saturday 09:00 - 13:00 Hours

No deliveries on Sundays and Bank Holidays

5 Appendices and supporting documentation

Apex Lofts' Construction Phase Health & Safety Plan