

SITE PROTECTION POLICY

General Guidance

This policy applies to ALL City & Country developments. In addition to establishing the minimum acceptable standards for the protection of goods and materials it also encompasses the minimum requirements for fire prevention standards associated with temporary protective coverings.

The standards set within this policy reflect the minimum acceptable level of protection to be provided on ALL City & Country developments. Where operating companies deviate from this written policy, it must be ensured that the principles established in this policy are met in full.

Responsibilities

It is jointly the responsibility of the Commercial and Construction departments to apply this policy. The Group Commercial Manager will ensure materials are requisitioned in accordance with this policy and the Group Construction Manager will ensure that materials meeting the requirements of the policy are used on ALL developments.

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	LOCATION		MATERIAL	FIRE RATING	SUPPLIED BY	INSTALLED BY	REMOVED BY
SUPERSTRUCTURE (EXTERNALS)	1	Oversites	<ul style="list-style-type: none"> Sand all oversites including garages prior to superstructure 	N/A	Bricklayer	Bricklayer	Bricklayer as plate finished
	2	Brickwork (weather protection)	<ul style="list-style-type: none"> Hessian - Cold Weather 500 gauge Polythene - wet weather Turn inner board overnight at end of work period 	N/A	City & Country City & Country	Bricklayer as work proceeds Bricklayer as work proceeds Bricklayer	Bricklayer as work proceeds Bricklayer as work proceeds Bricklayer
	3	Stone, Plinths, Strings & Cornices	<ul style="list-style-type: none"> Strings to be protected with Visqueen and secured with batten Heads as above Cills as above (and timber box protection) Ply box or proprietary Correx covers to Portico head stones and jambs Low level plinth stretcher brick - Visqueen built in 	N/A	City & Country City & Country City & Country City & Country City & Country	Bricklayer Bricklayer Bricklayer Bricklayer Bricklayer	Bricklayer as Scaffold Struck Bricklayer as Scaffold Struck Bricklayer as Scaffold Struck Bricklayer as Scaffold Struck Bricklayer as Scaffold Struck
	4	Timber Windows, Cills & Door Thresholds (external façade only)	<ul style="list-style-type: none"> Protection to be Hardboard or Correx 	N/A	City & Country	Window Installer	Painter
	5	RWP Drains	<ul style="list-style-type: none"> Proprietary caps to be fitted 	N/A	Groundworker	Groundworker	

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SUPERSTRUCTURE (EXTERNALS)	6	Pre-finished Windows & Doors	<ul style="list-style-type: none"> Manufacturers protection applied at works with Ply box or Correx covers to Cills 	N/A	Manufacturer	Specialist installer	Cleaner
	7	Door frame (timber)	<ul style="list-style-type: none"> Hardboard to 1.2m height pinned 	N/A	City & Country	Carpenter	Carpenter
	8	External timber Doors (to be primed before fitting)	<ul style="list-style-type: none"> Correx to both faces of door taped on with low tac tape or fit temporary door 	N/A	City & Country	Carpenter	Painter
	9	Internal Front Doors	<ul style="list-style-type: none"> Correx to both faces of door taped on with low tac tape or fit temporary door 	N/A	City & Country	Carpenter	C&C Labour Clean
	10	Chipboard Weatherdeck Flooring (Pre-protected)	<ul style="list-style-type: none"> Tape joints when laid (If additional protection is to be provided to floor, see Internals 3) 	N/A	City & Country	Carpenter	Carpenter at 2 nd Fix
	11	Garage Doors	<ul style="list-style-type: none"> Plastic coverings as supplied with door or Correx to outer face of door taped on with low tac tape 	N/A	City & Country	Carpenter/GD Installer	Painter prior to decorations or cleaner if pre-finished
	12	Meter Boxes	<ul style="list-style-type: none"> Build in Visqueen above 	N/A	City & Country	Bricklayer	Bricklayer as scaffold struck
	13	Ground Meter Boxes	<ul style="list-style-type: none"> 25mm Polystyrene or similar applied to cover 	N/A	City & Country	Groundworker	Groundworker
	14	Gutters (prior to fitting RWP)	<ul style="list-style-type: none"> Temporary Polythene sleeves 	N/A	Plumber	Plumber	Plumber - as he installs the downpipes

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INTERNALS	1	SVP's drainage connections/service ducts	<ul style="list-style-type: none"> Proprietary Caps 	N/A	Groundworker	Groundworker - to ensure no open ends	Plumber - as work proceeds
	2	Pipework	<ul style="list-style-type: none"> Tape all open ends 	N/A	Plumber	Plumber - to ensure no open ends	Plumber - as work proceeds
	3	Floor screed & general floor protection	<ul style="list-style-type: none"> Floorshield paper or Correx (to include threshold) 	To LPS 1207	City & Country	Cover prior to commencement of work	Prior to 2 nd fix
	4	Ceramic Tiles - Floors	<ul style="list-style-type: none"> Floorshield paper or Correx 	To LPS 1207	City & Country	Tiling Contractor	Cleaners at build clean
	5	Radiators	<ul style="list-style-type: none"> Suppliers bag retained and refitted 	N/A	Plumber or Electrician	Plumber or Electrician	Cleaners at build clean
	6	Carpets in communal areas	<ul style="list-style-type: none"> Ockwells self adhesive carpet protection 	N/A	Carpet Fitter	Carpet Fitter	Cleaners at sparkle clean
	7	Carpets to Plots	<ul style="list-style-type: none"> Ockwells self adhesive carpet protection 	N/A	Carpet Fitter	Carpet Fitter	Cleaners at sparkle clean
	8	Timber flooring to Plots	<ul style="list-style-type: none"> Floorshield paper and Correx 	To LPS 1207	City & Country	Flooring Fitter	Cleaners at build clean
	9	Kitchen Units & Worktops	<ul style="list-style-type: none"> Protec Cushionwrap or Correx screen to unit doors Correx taped to worktops. 	To LPS 1207	Kitchen Company	Kitchen Fitter	Cleaners at build clean

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INTERNALS	10	Veneered doors & doors to common areas	<ul style="list-style-type: none"> Hung doors to be protected with Correx taped at edges, or Hang, take off and protect within Ply coffin in dwelling, fit temporary door if required 	To LPS 1207 N/A	City & Country	Carpenter as installations proceeds	Carpenter
	11	Sanitaryware, Bath & Shower tray	<ul style="list-style-type: none"> Correx with Ply cover sized to fit to allow ceramic tiling to be completed with protection in place 	To LPS 1207	City & Country	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	12	WC & Basin	<ul style="list-style-type: none"> Suppliers box retained, refitted and taped. 	To LPS 1207	City & Country	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	13	Tapware & Shower fittings	<ul style="list-style-type: none"> To be wrapped with plastic bag and taped 	N/A	City & Country	Plumber immediately on installation of item	Plumber as and when required. Finally by cleaners at build clean
	14	Glass Shelving	<ul style="list-style-type: none"> Correx secured with tape 	N/A	City & Country	C&C Labour	Cleaners at sparkle clean
	15	Staircase (Timber)	<ul style="list-style-type: none"> Hardboard protection to timber treads Further protection (where required) to be Correx or Protec Cushionwrap 	N/A To LPS 1207	Manufacturer	Carpenter	Carpenter at pre-paint stage
	16	Handrails & Newells	<ul style="list-style-type: none"> Correx or Protec Cushionwrap wrapped and secured with tape 	To LPS 1207	City & Country	Carpenter as work proceeds	Carpenter at pre-paint stage
	17	Timber	<ul style="list-style-type: none"> All timber delivered (including joists) not stored in an enclosed timber rack must be covered with tarpaulins or monaflex 	N/A	City & Country	Carpenter as work proceeds	Carpenters

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INTERNALS	18	Internal door linings (not wardrobes)	<ul style="list-style-type: none"> Hardboard or steel plates to be pinned 1.2 up each leg 	N/A	City & Country	Carpenters as work proceeds	Cleaners at pre-paint stage
	19	Internal Door Thresholds	<ul style="list-style-type: none"> Low tack tape and Correx or Protec Screen 	N/A	City & Country	Carpenters as work proceeds	Cleaners at sparkle clean
	20	Kitchen appliances	<ul style="list-style-type: none"> Manufacturers protection to be maintained subject to ensuring items are stored in a controlled area where appropriate level of protection is provided and risk minimised / managed When items installed, remove protective coverings from within structure as soon as is possible 	N/A	Installer		Fitter
	21	Window boards	<ul style="list-style-type: none"> Correx or Protec screen 	N/A	City & Country	Carpenter at 1 st fix	Carpenter at pre-paint stage
OTHER	1	To Façade of Scaffold structures and/or façade of buildings	<ul style="list-style-type: none"> Monaflex with company logo 	To LPS 1215	City & Country	Scaffolder ONLY	Scaffolder Only

SUPPORTING NOTES

The following notes are to assist with the implementation of this Policy.

- Care must be taken to ensure where protective coverings are recycled, their future use is in accordance with this policy, e.g. a non-flame retardant covering must only be used in an appropriate way and MUST not be substituted for LPS 1207 rated coverings.
- The above requirements are set, making the assumption that other related factors, such as the standards of housekeeping and materials storage on site are of a satisfactory nature.
Should a situation arise where standards on site are less than satisfactory, the minimum requirements set by this policy may be compromised.