

**BUILDING TECHNOLOGY SERVICES (a  
division of the M W Cripwell Limited)**

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*GENT 24 APPROVED ELITE SYSTEMS INTEGRATOR*

**METHOD  
STATEMENT**

**Fire Alarm: Site -Wide Upgrade  
Blocks: J, M, N, P, Q, U, V and W**

**COMPILED BY: Carl Gee  
DATE: 24<sup>th</sup> February 2011**

**REGISTERED IN ENGLAND NO: 1207642  
VAT REGISTRATION NO: 127656454**

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Work Package Title /<br>(Sub Element) | <b>Fire Alarm</b>                   |
| “Principle” Subcontractor             | <b>Building Technology Services</b> |

**Document Number:-**

| COMPANY<br>ID No. | CMS        | NUMBER    | REVISION |
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| <h1>Authorisation to Proceed Status<br/>Box</h1>  |  |
| (a) Document Status when signed   | Authorised Signature<br>Project Manager/Director |
| <b>YES</b> Accepted<br>Works May Proceed  |  |
| <b>NO</b> Not Accepted<br>Work May Not Proceed  |  |
| <b>Date Signed: -</b>   |  |
| <small>BTS has not necessarily checked engineering or technical details contained herein, Acceptance with or without comments, does not relieve any Contractor of any contractual or statutory requirement in relation to the works or for the health and safety of people working thereon.</small> |  |

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| <b>Approved for use and checked for compliance by:-</b> |              |
| <b>CLIENT</b>   |              |
| <b>Signature:</b>                                       |              |
| <b>Print Name:</b>                                      | <b>Date:</b> |

## **Brief scope of works**

### **Task 1: Signing In**

- ❑ All BTS Commissioning and Installation Engineers must sit the BGS Health and Safety Induction before they proceed with any works on site. All relevant certification will be handed into BGS at the end of the Induction i.e. CSCS Cards, IPAF, PASMA etc.  
BTS personnel must sign in at the Gatehouse and Estates Building on a daily basis for Health and Safety reasons, they will then report to the site Project Manager to advise them of the work being undertaken, this will continue daily throughout the duration of this project.

### **TASK 2: Fire Alarm Upgrade – Blocks J, M, N, P, Q, U and W**

- ❑ It is essential that the relevant departments are informed of the Fire Alarm upgrade works prior to them being carried out. BTS will have an onsite Working Supervisor throughout the duration of this project who will make sure that the relevant departments have been informed of their presence before such works commence. This will continue on a daily basis.
- ❑ BGS will issue all site wide drawings to BTS at the start of this project to help them with their Commissioning works.  
The BTS Engineers will mark up the drawings showing the Device/Loop/Panel numbering. When the drawings have been completed, the BTS Engineers will proceed with the phased isolations / upgrades site wide.  
At the end of every day, the BTS Commissioning Engineers will Commission the new Gent Equipment onto the Fire Alarm system(s) ensuring it operates. It is essential that full Fire Alarm coverage is achieved at the end of every day!
- ❑ All access restrictions will be logged onto our site progress report on a daily basis, this will then be brought to the attention of the BGS Site Project Manager at the end of every working day, as continuous, uninterrupted working is key to us achieving the project deadline.

### **Task 3: Fire Alarm Installation – Block V**

- ❑ British Geological Survey decided to go for Option 1 – Installation of new Fire Alarm wiring and detection to ‘V’ Block.  
BTS will Install the new Gent Addressable Fire Alarm equipment in the same positions as the old equipment.  
The old equipment will not be De-Commissioned until the new Gent Addressable detection has become live / operational, this will ensure full Fire Alarm coverage is achieved.  
In ‘V’ Block there is a Mains Powered Interface which is part of ‘K’ Blocks Fire Alarm Panel, we will pick up the addressable loop from this interface.

### **TASK 5: Installation of Cables In V Block**

- ❑ \*There are no Hot Works involved\*
- ❑ All cabling will be Installed using stepladders (provided by BTS), these shall only be used if the correct safety tags are clearly marked and are in date. All items shall be checked for the correct size and usage and safely used.
- ❑ BTS Engineers will be wearing all appropriate PPE equipment.
- ❑ BTS will then start the Installation of the new cables using lengths of FP200.
- ❑ 24v D.C Cordless Drills may be used when Installing the new FP Fire Alarm Loop cables. All electrical items such as 24v D.C Drills will have an in-date portable appliance test (PAT) certificate.

### **Stepladders**

- ❑ We do not permit the use of Steps or Ladders off mobile platform equipment.
- ❑ Steps and Ladders must be fit for use and will be used under a permit to work system.
- ❑ All steps and ladders must be checked before use i.e. in date safety tag, damage to rungs or framework etc.
- ❑ Operatives must never work from the top step or rungs

## **TASK 7: MAINS SUPPLIES – 240V**

- ❑ No Mains Supplies required within our scope of works.

## **TASK 8: COMMISSIONING & SET-UP**

- ❑ Building Technology Services approved Commissioning engineers shall complete all works which will involve the following:

### **Commissioning of Devices throughout site.**

- ❑ All detectors shall be tested using smoke canisters, sprayed using smoke poles, (this eliminate the chance of smoke having contact to the skin and also coming into contact with eyes). The smoke is odorless and doesn't stain building fabric. Stepladders will be used (these shall be fully certified and checked by the engineer before use). On higher levels smoke poles and access equipment shall be used due to height of the ceiling.
- ❑ Manual call points will be tested using special keys inserted into the bottom of the unit.
- ❑ Sounders/Beacons shall be operated for short periods; the sounder levels can only be dangerous if sounders are driven for long periods. The system shall be put into Commissioning mode and the sounders shall operate for maximum of 5 seconds per test.

## **Task 9: Deliveries**

All deliveries to site will be addressed to BTS. However our engineers will ship most equipment to site.

## **Task 10: COSSH**

There are no COSSH items.

## **Task 11: PPE**

BTS Engineers carry full PPE items.

If the site rules specify the use of :- Steel Toe Protector Boots, Hard-Hat, High-Viz, Glasses and Gloves, then these will be adhered to at all times on site.

## **Task 12: Emergency**

In the event of an accident, all reports shall be carried out by the British Geological Survey and Building Technology Services. All accidents will be recorded in the site accident book.

### **BTS Emergency Contact Details:**

|                       |                    |
|-----------------------|--------------------|
| <b>Carl Gee</b>       | <b>07811371438</b> |
| <b>James Morrison</b> | <b>07974140525</b> |

## **Task 13: Induction**

The main site induction shall be carried out on the first day of intended work, see Task 1 for further information.

## **Task 14: Hand arm vibration**

There is only a small amount of drilling involved in the Installation of the fire system in 'V' Block, this is mainly the fitting of cable clips. However the drills involved are SDS 24v battery operated and will minimize the risk of hand arm vibration.

**THE ASBESTOS REGISTER IS TO BE CONSULTED BEFORE COMMENCING WORK.**

Carl Gee

Engineering Manager

BTS/ M W Cripwell