



Ref: 448RAN

Construction Method Statement

Project Title:

Change of use/conversion of first & second floor office units to 2 x two bedroom self contained flats

Project Address:

Alexandra House, 7 Oaklands Gate, HA6 3AA

Client:

Avan Investments Ltd

Contractor:

TBC

Date:

28th April 2025

1. Scope of Works

This method statement covers the internal refurbishment of existing office units into residential flat units, including the following summary of intended works:

- Strip-out of existing finishes (doors, bathroom, flooring etc).
- Creation of new door openings/internal wall removal & construction of new stud walls.
- Electrical re-wiring and first fix plumbing installation.
- Plaster boarding & plastering.
- New kitchen and bathroom installations.
- Second fix plumbing & electrical install.
- Installation of new flooring, doors & skirting boards/architrave.
- Painting & decoration.
- Installation of railings & fencing to terrace.
- Installation of new flooring

2. Programme Duration

Estimated start date:

19th May 2025

Estimated duration:

6 weeks

Completion date:

30th June 2025

3. Site Access & Logistics

- Site located at 7 Oaklands Gate, Northwood.
- Working hours: 08:00 – 17:00, Monday to Friday (not including bank holidays)
- Deliveries coordinated to minimise disruption by way of kerb site delivery.
- Waste removal via 'waiting load' skip/waste carrier.
- Shared entrances and communal areas kept clean and unobstructed.
- Proposed works design to keep all construction materials to small, lightweight modules (stud framing, plasterboard – no heavy masonry).
- Public parking spaces (pay per visit) to be used for parking & car pooling to be encouraged by the contractor where possible.

4. Health and Safety

- Site induction for all operatives.
- Daily risk assessments and toolbox talks.
- PPE: hard hats, safety boots, high-vis vests, gloves, dust masks as required.
- Fire extinguisher and first aid kit kept on site.
- No hot works without permit.
- Temporary welfare facilities arranged internally.

5. Sequence of Works**Preparation & Protection**

- Protect common areas and internal finishes to be retained.
- Install dust sheets & hoarding if required to make safe neighbouring properties.

Strip-Out

- Disconnect services (gas, water, electricity)
- Remove kitchen units, bathroom fittings, flooring, doors etc.
- Create door openings & removal partition walls as required.

First Fix

- Build new stud walls.
 - Electrical rewiring and plumbing rerouting.
 - New lighting and socket positions marked and cut.
 - Plumbing for new kitchen and bathroom fixtures.
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Plastering and Repairs

- Plaster boarding to stud walls.
- Patch walls and ceilings as required
- Prepare surfaces for decoration

Second Fix

- Fit kitchen units and appliances.
- Install sanitaryware, tiling.
- Final plumbing and electrical connections.
- Door hanging & fitting of second fix carpentry (skirting/architrave).

Finishes

- Flooring installation.
- Painting & decorating.
- Final snagging and cleaning.

6. Environmental Considerations

- Waste segregated and recycled where possible.
- Noise and dust controlled through appropriate equipment (e.g., dust extractors).
- Work scheduled to minimise nuisance to neighbours.

7. Emergency Procedures

- Nearest hospitals: Mount Vernon Hospital, Rickmansworth Road, Northwood, HA6 2RN & Watford General Hospital, Vicarage Road, Watford, WD18 0HB.
- Fire assembly point: Kerbside/pavement immediately at rear.
- Emergency contact: Site Manager/Foreman (TBC)

8. Supervision & Quality Control

- Site Manager responsible for daily supervision.
 - Regular site inspections & sign-offs.
 - All works to be carried out in accordance with Building Regulations and manufacturer instructions.
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