

**GEZE UK Ltd**

**REPAIR & MAINTENANCE OF AUTOMATIC DOOR SYSTEMS**

**METHOD STATEMENT NO. SF/044015/0065**

**ISSUE NO. 1  
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## **Method Statement for Repair & Maintenance of Automatic Door Operators**

The following information is to be read in conjunction with the Installation Instructions for the specific door operator utilised on the project.

### **Induction**

GEZE Engineers will attend the Site Safety Induction before site works commence, following this, our Method Statement will be explained and copies issued to GEZE Personnel and the Main Contractor.

### **Health & Safety**

Works will be carried out in accordance with GEZE Health & Safety Policy incorporating any additional requirements identified within the Main Contract issue.

### **COSHH Assessment**

Not applicable – no hazardous substances will be used during this installation.

### **Risk Assessment**

Attached – engineers made aware during toolbox talks.  
(See Installation Notes)

### **Method Statement**

#### **1) Access**

- 1.1) Necessary arrangements should be made by the Main Contractor to ensure other trades are prevented from working/walking in the immediate vicinity of the door Area.

#### **2) Delivery/Unloading/Distribution**

- 2.1) Operators and Auxiliary equipment will be delivered in Cardboard boxes to protected against damage to visible surfaces.
- 2.2) All items will be off-loaded by hand and temporarily situated in the immediate vicinity of the work area, taking care to avoid any damage to product and surrounding area.
- 2.3) After unloading, materials will be distributed to a safe storage area provided by the Main Contractor. Transportation/storage will be as described previously.
- 2.3)1. Final distribution will be carried out as aforementioned. Distribution to individual areas will be by carrying materials.

## Installation Note:

Our Installation shall be carried out using heavy duty Class 1 Industrial Step Ladders Certified to BS 2037. Our Engineers are trained in the safe use of Step Ladders, strictly adhering to Guidance Notes GS31S and SG4 issued by the Health and Safety Executive, backed up with additional Tool Box Talks.

Our safe use of Step Ladders often in preference to podium steps or towers is due to the close proximity of our working environment, and short durations of working at height.

GEZE Risk Assessments for working at height refers, however if step ladders are not be allowed as part of site policy, then a suitable working platform shall be provided by the main contractor.

It is also the responsibility of the main contractor to erect the platform and advise our Engineers in the safe use of such platform.

### 3) Installation

- 3.1) Drive units will be manually lifted into position onto each pre-installed free swing door and frame and secured via screw fixings. Care will be taken to avoid damage to adjacent surface finishes.
- 3.2) Auxiliary devices i.e safety sensors and activation devices will be screw fixed to the structure and wired back to the Operator via containment provided by others. If containment is not available then cables will be run in White Mini Trunking.
- 3.3) Electrical connection will be made to previously installed isolator (240V 13A fused spur) by GEZE door engineers with 3 core mains cable. The fused spur should be installed no more than 500mm away from our Operator. Cable Containment should be provided by others.
- 3.4) Doors to be set up according to their operating specification.

### Time/Duration

Subject to each door location being ready for installation and all preliminary requirements met we anticipate the installation & commissioning to take fifteen working days.

### Resources

#### Installation Team

GEZE Engineer	ADSA Authorised Installation Technician
GEZE Engineer	ADSA Authorised Installation Technician

#### Supervision

Mr XXXXXXXX  
Mr.XXXXXXXX

Project Manager  
Contracts Manager

#### Mobile

07917 \*\*\*\*\*  
07788 \*\*\*\*\*

#### Office

01543 443000  
01543 443000

#### Plant/Equipment

110V handtools only (Drill / jigsaw). Engineers trained in use of equipment.

Access Equipment - Aluminium Stepladders, Class 1 Industrial, BS 2037.

## **P.P.E. Requirements**

All GEZE operatives are issued with hard hats, safety boots and high visibility vests and will wear at all times whilst on site.

## **Emergency Arrangements**

Any accidents will be reported directly to the Main Contractor and then recorded in the GEZE accident book. Any Notifiable accidents will be reported in accordance with RIDDOR to the Local Enforcing Authority.

## **Security**

GEZE Personnel will comply with the site security regime.

## **Checking, review & update**

Our Method Statement and the compliance of same by GEZE personnel will be monitored by our Project Co-ordinator and any changes identified will be forwarded to our Office to allow revisions to be made, new Statement issued and implemented.

## **Distribution of Information**

Method Statement will be issued to:

CUSTOMER  
GEZE UK Project Manager – Mr. XXXXXX  
GEZE UK Site Personnel / Engineers

## **Audits and Inspections**

Workmanship will be periodically checked by our Project Surveyor, reporting back to our Contracts Manager.

GEZE engineers will complete a worksheet for each set of door operating equipment installed. Each set will be inspected by and handed over to the Main Contractor, who will be given a copy of each signed worksheet.

## **Housekeeping / Waste Disposal**

We would reasonably expect working areas to be clear of debris prior to our work commencing. GEZE undertake to maintain a clear working area, and remove any of our own rubbish to skips provided by the Main Contractor.