



PRE-DELIVERY REQUIREMENTS

METHODOLOGY

Prior to the arrival and subsequent erection of the timber frame, a methodology for the process of delivery, unloading and timber frame erection needs to be formulated and agreed.

SITE INSPECTION

This is an important part of the pre-construction phase of a project and, for 'difficult' sites, it is vital that a site inspection is undertaken by a Contracts Manager at the earliest opportunity. Failure to identify potential problems relating for instance to the route to the site (low or weak bridges, tight bends, inadequate site turning circle, etc.), overhanging cables or tree branches or difficult or tight site access could result in problems at the time of delivery.

The following format is usually observed: -

- Scandia-Hus Limited will arrange to send a Contracts Manager to site once the project becomes a confirmed delivery and final working drawings have been issued to the factory. The Contracts Manager will contact you or your builder to arrange a mutually convenient time and date for a meeting.
- The purpose of the Contract Manager's visit is to discuss and agree with you and your builder any site-specific requirements. Particular emphasis will be placed on all aspects relating to the delivery, off-loading and storage of the materials as well as on the timber-frame erection process. If further site visits by either the Contracts Manager or by a specialist supplier (such as the crane-hire company) are deemed necessary, this will be arranged to suit individual site requirements.
- Following their visit, the Contracts Manager will write to you (or your builder) covering the following aspects: -
 - ✓ Any access problems necessitating special delivery arrangements
 - ✓ Parking arrangements
 - ✓ Security measures on site
 - ✓ Suggested method of delivery
 - ✓ Method of off-loading
 - ✓ Storage and covering of all materials
 - ✓ Crane base
 - ✓ Scaffolding
 - ✓ Site welfare
 - ✓ Site services
 - ✓ Waste disposal
 - ✓ Substructure Completion Certificate (the 'Slab Letter')
 - ✓ Anticipated Shell Erection period
 - ✓ Window and door fitting arrangements (if applicable)
 - ✓ Handover Meeting arrangements
- Once the Contract Manager's letter has been received, it is your builder's or your responsibility to ensure that the site conditions on the day of delivery are as previously discussed so that the agreed method of supply, delivery and timber-frame erection can proceed as planned.

BUILDER'S RESPONSIBILITIES PRIOR TO DELIVERY

In addition to the above site requirements, you or your builder are required to supply the following items for site installation during shell erection: -

- Dry packing. If the slab is out of level or square, remedial work may be required to be undertaken by you or your builder before work on the shell erection can commence. Please refer to our *Fact Sheet no. 12 Shell Erection Schedule*. However, provided the tolerances do not exceed working tolerances set out in the Shell Erection Schedule, it may nevertheless be possible to proceed with the timber frame erection, inserting minimum packing as required.
- It is your responsibility (on the delivery day) to provide inert packing for any low spots between the underside of the sole plate and the slab. Old slate, man-made slates or fibrous cement soffit strips are suitable materials. The erection team will insert such packing to allow their work to progress. However, it remains your or your builder's responsibility to ensure that solid packers are subsequently fitted beneath every stud to the full depth of the sole plate, i.e. 147mm and that any voids beneath sole plates are filled with dry-packed mortar. The builder should undertake this work immediately after the completion of the timber-frame erection, and before any other work is carried out.
- Packing materials should be available on site on Day 1 of the shell erection. It is your or your builder's responsibility to ensure that the shell erection team is informed of where to find the materials on site. Hold-ups or delays on site resulting from the absence of any of the above materials may result in delays and additional charges being levied on you or your builder.

FACT SHEETS

For further details, please refer to the following Scandia-Hus Fact Sheets: -

- No. 12 *Shell Erection Schedule*
- No. 13 *Delivery Day and Shell Erection - Programme and Arrangements*
- No. 14 *Site Welfare*
- No. 15 *Materials - Delivery, Storage, Protection & Quantities*
- No. 16 *Scaffolding*
- No. 18 *Site Security*