

PRE-DELIVERY REQUIREMENTS

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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 between the 'building team' in order to ensure that all team members understand their respective roles. The team consists of you (= you as a self builder) or your appointed project manager or builder, the Scandia-Hus operations team (based at our Factory) and the shell erection team.

SITE INSPECTION

This is the most important aspect of the pre-construction phase of the project and, for 'difficult' sites, it is **vital** that a site inspection is undertaken by Scandia-Hus' operations team 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. At best, this might result in difficulties and wasted time – at worst, a delivery that cannot reach or access the site, or cannot be unloaded.

The following format is usually observed :-

- Scandia-Hus Manufacturing will arrange to send its Site Operations Manager or nominated company representative to site as soon as the project becomes a confirmed delivery. The Site Operations Manager will contact you or your builder (if he has been appointed at this time) prior to his visit to advise when he will be calling on the site. This will enable you or your builder to attend in order to discuss and evaluate any potential problems.
- The purpose of the Site Operations 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 actual timber-frame erection, in order to ensure that the correct method of supply and erection be adopted. If a further site visit by either the Site Operations Manager or by a specialist supplier (such as the crane-hire company) is deemed necessary, this will be arranged in line with individual site requirements.
- Following his visit, the Site Operations Manager will provide a written brief covering the following aspects :-
 - ❖ Any access problems necessitating special delivery arrangements.
 - ❖ Suggested method of delivery.
 - ❖ Method of off-loading.
 - ❖ Storage and covering of all materials.
 - ❖ Provision of a skip.
 - ❖ Provision of scaffolding.
 - ❖ Any other special requirements needed for the safe method of supply and erection.

- After the Site Operations Manager's brief has been issued to you, it is your or your builder's responsibility to ensure that the site conditions on the day of delivery are as previously discussed in order that the agreed method of supply, delivery and timber-frame erection will be operational and can proceed as originally 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 the shell erection :-

- Galvanized metal, wind-restraint straps (Scotland only). Supplied and fixed by the builder.
- 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. 13 – Shell Erection Schedule. However, provided the tolerances do not exceed the 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 the builder's 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 non-asbestos soffit strips are suitable materials. The erection team will add such packing as may be necessary 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, before any other work is carried out.

- Any required 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. 13 Shell Erection Schedule
- No. 14 Delivery and Shell Erection
- No. 15 Site Welfare
- No. 16 Materials - Delivery, Storage, Protection and Quantities
- No. 17 Scaffolding
- No. 19 Site Security