Method Statement for Installation of Air Inlets & Outlets

Project No:	

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
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PREPARED BY:	**REVIEWED & APPROVED BY:**
QA QC ENGINEER	PROJECT ENGINEER

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1.0 Scope

This method statement describes the method of storage, handling and installation of air inlet and outlet devices, such as grilles, diffusers, louvers, etc., as specified in Section 15800.

2.0 Applicable Locations

Towers E1, E2, E3, W1, W2, W3, Podiums and Villas.

3.0 Material

- Supply air register, return air grilles.
- Supply air diffusers, return air diffusers.
- Supply air slot diffusers, return air slot diffusers.
- Threaded rods, plenum boxes, screws, fasteners, etc.

4.0 Method

4.1 Receiving

- When grilles/diffusers are received at stores, they shall be checked for any damages, quantities, model numbers and sizes as per the order.
- Any item found damaged or not found suitable as per project requirements shall be guaranteed. Non-compliant material shall be clearly marked and stored separately to prevent any inadvertent use until returned to vendor.

4.2 Storage

- All grilles/diffusers shall be stored in original factory packing.
- Grilles/diffusers shall be stored on a flat surface in a covered area.
- The grilles/diffusers shall be stored and stored separately as per size and model for easy traceability.
- Manufacturer's instructions for storage shall be followed as applicable.

4.3 Preparation

- Check and ensure all drawings used for installation are latest and approved for construction.
- The plenum boxes/collars for grilles/diffusers as per approved drawings shall be installed in coordination with the installation of false ceiling grid works.
- The location of grills/diffusers shall be as per approved coordinated false ceiling layout.

- The flexible duct length shall be sufficient to allow for minor adjustments/relocation of diffuser/grilles, if required.
- The supporting rods of plenum boxes shall be fixed to soffit with extra length for allowing level adjustments.
- The grille/diffuser fixing arrangement shall be coordinated with false ceiling contractor.
- Check and ensure grille/diffuser is free from scratches/defects and fit for installation.
- Check and ensure the dampers are properly operating.

4.4 Installation

Air Inlets/Outlets – Installed on false ceiling

- Coordinate with false ceiling contractor for cutout in the false ceiling tiles to match the fixing arrangement of grille/diffuser.
- Adjust the level and position of diffuser/grille plenum (as applicable) to match the opening in the false ceiling tile.
- Check and ensure the gasket provided with diffuser/grille is in place.
- Check and ensure the damper of diffuser/grille is in operating condition and in full open position.
- Fix the diffuser/grille to the plenum box/collars with screws/fasteners as shown on the attached sketches.
- Check and ensure the sides of grille/diffuser are paralleled and in proper orientation with respect to false ceiling grids or walls as applicable.
- Check and ensure the edges of the grilles/diffusers are in complete contact with false ceiling tile and there is no abnormal gap.
- For return air diffuser fixing, GI grid frame to be provided by false ceiling contractor all around the diffuser neck corresponding to different size requirements.
- Disc valve inner GI supporting ring is fixed above the false ceiling tile. Exposed part shall be pushed to in from outside and will be clamped with GI ring by means of built in leaf type springs provided in the disc valve body.

Air Inlets/Outlets – Installed on Wall

- The wall opening shall be provided with levelled, smooth and even finish by civil contractor as per dimensions of air inlets and air outlets.
- Terminate the duct at the inner face of the wall with chair profile at the duct end and seal with sealant or aluminium tape.
- Install the grille in the opening by means of push and lock type fixing clips provided by the manufacturer. Adjust the level of the grille.
- Manufacturer’s instructions shall be strictly followed for installation as attached.

5.0 Inspection

- QC inspection shall be carried out as per the installation checklist and manufacturer's instructions.
- W.I.R shall be raised for Consultants inspection.
- Inspection shall be recorded in the approved format.

6.0 Safety

- All safety precautions shall be followed as per established project safety plan and procedure.
- Only experienced and skilled technicians shall be engaged for carrying out air inlet/outlets installation work.
- The people involved in the installations shall use PPE such as safety helmets, safety shoes, harness, hand gloves, etc., as required.
- Safety officer shall check and ensure that all safety precautions are followed.
- Safety officer shall check and ensure that all scaffolding and ladders used at site are having duly signed tags.

7.0 References

- Manufacturers catalogues.
- Approved submittals.
- Shop drawings.
- Specification section 15800

8.0 Attachments

- Manufacturers fixing details for air inlet and outlets.
- Risk Assessment
- Checklist