METHOD STATEMENT FOR DISMANTLE EXISTING MECHANICAL AND ELECTRICAL UTILITIES

Project No: (.....)

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

PREPARED BY:	REVIEWED BY:	APPROVED BY:

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1.0. Scope of Work

The scope of work is to dismantle existing mechanical and electrical utilities.

2.0. Objective

Clean up every area before installing new pipes and electrical lines.

3.0. Quality Control

[COMPANY NAME] shall be responsible for the quality of work and shall develop and propose programs and methods of construction and testing to achieve the specified quality to the approval of the Client / Consultant.

4.0. Safety

[COMPANY NAME] is to ensure that all the work requirements are fulfilled and comply with safety procedure as set in project safety plan. e.g. if required a job hazard analysis is conducted prior to the start of the activities that environmental requirements are implemented and all personnel wear the required proper PPE.

5.0. Tools and Materials

- Ladder
- Pipe Wrenches / Adjustable
- Hacksaw
- Screwdriver
- Vacuum

6.0. Work Method Statement

6.1. General

- Ensure that only approved material required to carry out the work will be available.
- Prior to commencement of work areas and access will be inspected to confirm the site/location is ready for the work to commence.
- All the relevant documentation (e.g. shop drawings, method of statement, inspection checklist and Inspection Work Request) and material applicable to a particular section.
- Engineer/ Supervisors also ensure that all tools and equipment are available in good and safe working conditions.

6.2. Site and Safety Preparation

- Prepare Safety Protection and Signage on the affected areas.
- Provide all necessary materials, equipment and tools to be used prior for activity or test.

- Once it is ready, inform the representative of the owner to witness the work activity.

6.3. Execution Procedures: Dismantling of mechanical and electrical utilities

- Conduct toolbox meeting or briefing about the scope of work. Ensure all required work permits are signed before starting.
- Survey/inspect working area before doing the task to eliminate potential hazard.
- Tagging of electrical and pipe connections source to be easily recognized
- Prepare all materials & tools needed before starting work.
- Wear proper PPES such as hard hat, safety goggles, safety shoes, dust mask, and cotton gloves. Use proper tools and equipment with stickers inspected by [Client/Contractor/Sub-Contractor] representative.
- Barricade working area and put necessary warning signs. Always work buddy- buddy system. Close all windows nearby when working on an area (open small portion to avoid asphyxiation).
- Inspection and approval of manpower, tools and equipment with [Client/Contractor/Sub-Contractor] safety and QA/QC. Make sure only skilled and certified workers will be deployed for the job.
- Dismantling and safekeeping of existing pipes, fittings, fixtures, electrical materials and other related materials.

6.3.1. Electrical wires and lightings.

- Shut off first power supply by certified workers prior to activity. Put tagging or note to panel or breaker in case another contractor may access it.
- Cut off the power supply wire from all circuit breakers. Test all devices for dismantle to ensure the correct wire has been cut or circuit breaker has been shut off.
- Then, cut the wires connected to lighting, switches, outlets, and smoke detectors.
- Also, smoke detector's alarm system panel must also be shut down first before cutting off the wire.
- Unscrew the bolts of the outlets, smoke detector, switches, smoke detector before pulling it off.
- Afterwards, remove the wires by pulling them through the wall or conduit. Locate the other end of the wires and disconnect these wires from terminals or other wires.
- Use mobile scaffolds on dismantling electrical wires and devices. Designate attendant underneath to oversee the activity.
- Put all dismantled materials into designated staging area.

6.3.2. Water line

- Isolate pipes affected the dismantle of water line at a time by closing the valve at branch line before disassembling.
- Drain the line first to the nearest drainage.
- Use of mobile scaffold on dismantling of pipes and fittings. Designate attendant underneath to oversee the activity.

- Loosen joints by using pipe wrenches. Stand-by mops also would be substantial during dismantling to clean rusty water that drips on the floor. Do this to all succeeding pipelines.
- Also, while dismantling, be aware of the other utilities that may be damaged or be spilled off by water while working.
- Put all dismantled materials into the designated staging area.

6.3.3. Fire Protection

- Disable supervisory switch from isolation valve that may trigger the alarm system of the building.
- Isolate pipes affected for dismantle of sprinkler heads at a time by closing the valve at branch line.
- Open drain valve to spill off the branch affected for dismantling.
- Use of mobile scaffold on dismantling of pipes and sprinkler heads. Designate attendant underneath to oversee the activity.
- After draining, engineer and supervisor with foreman to assess piping where it should be dismantled first.
- Inspect where the highest branch line of the line is and start to dismantle. This is because if we start at the lower portion of the branch line, more water would be expected because not all water from the line was drained. There are points (low/offset) in which water can't be drained by gravity alone.
- Before dismantling, remove sprinkler escutcheon by carefully lifting a bit on the ceiling board while pulling it over the sprinkler head. Do it with prudence to avoid damage to the sprinkler head and nearby utilities.
- Afterwards, sensibly remove head on the line by loosening it with a wrench. Intercept the water to spill off the line and bring in the pail for catch. Stand-by mops also would be substantial during dismantling to clean rusty water that drips on the floor. Do this to all succeeding pipelines.
- Also, while dismantling, be aware of the other utilities that may be damaged or be spilled off by water while working.
- Put all dismantled materials into designated staging area.

6.3.4. Sewer, Vent and Drainpipes

- Cut pipes by using hacksaw and provide pail and mop in case other foreign materials is present and water may drip on the pipes.
- Use of mobile scaffold on dismantling of pipes. Designate attendant underneath to oversee the activity.
- Also, while dismantling, be aware of the other utilities that may be damaged while working.
- Put all dismantled materials into the designated staging area.

6.3.5. Ducts

- Engineer and supervisor with foreman to assess ducting where to dismantle first to prevent other parts of the duct from falling.

- If necessary, add temporary supports to ducts lack of support or without support prior to dismantling and/or designate worker/s for the moment to hold other parts of the ducting while dismantling some of its parts – assuming duct is not that heavy.
- Use of mobile scaffold on dismantling of duct. Designate attendant underneath to oversee the activity.
- Dismantling works starts with unscrewing, cutting or pounding of duct joints – use of screwdriver, cutter, and/or hammer, whichever applies. Inform fellow workers around working area regarding activity.
- Pulled off duct joints and support from ceiling to be given to workers underneath and carefully lend the duct. Be cautious of the sharp edges/parts of the duct that may deal severe cuts.
- Also, while dismantling, be aware of the other utilities that may be damaged while working.
- Put all dismantled materials into designated staging area.
- Provide safe, clean, approved and barricaded staging area for all dismantled materials.
- Housekeeping after work.

7.0. Approval Section

	Prepared by	**Checked by**	**Approved by**
Signature			
Name	[Project Engineer]	[Senior Engineer]	[Project Manager]
Designation			
Date			
Division	[Division Name]	[Division Name]	[Division Name]