

Selectaglaze Site Responsibilities & Attendance Schedule

- 1. Listed Building Consent**

This is the responsibility of the Purchaser unless an agreement has been made with Selectaglaze (the Company).
- 2. Asbestos**

It is the responsibility of the Purchaser to notify the Company of any asbestos in the vicinity of the fixing position for the products prior to survey.
- 3. Drawings**

Detailed drawings are not produced but product data sheets are made available to cover designs, configurations and specifications. Charges are made if specific project drawings are required.
- 4. Production surveys**
 - I. The Company will complete a survey of each 'finished' window opening prior to production. Shop drawings are not produced.
 - II. When window openings are being reformed or repaired by others this work must be fully completed before the survey takes place. This includes any linings, plastering or wall treatments that will affect the finished size.
 - III. If the Purchaser requires production to proceed using datum's or 'given' sizes the Purchaser must accept full responsibility for any direct or consequential costs arising from errors or changes.
The Company strongly recommends that programmes are planned to allow measurement of fully finished openings.
- 5. Risk & Method Statements (RAMS)**

These will be provided in the Company's standard formats.
- 6. Welfare**

It is the responsibility of the purchaser to provide free use of suitable welfare facilities on the site
- 7. Access.**
 - I. The Company must be provided with safe access routes and a clear, safe working area in front of each window at least 1.5M deep.
 - II. Free use of a suitable lift or hoist is required for work above Ground floor. If this is not available the Company will provide an estimate for manually lifting products to the floor provided the stairs are suitable.
 - III. The Company will provide suitable steps, stands and low towers but any scaffold or high tower access must be provided and certified by others.
 - IV. If a survey or installation date has been scheduled but access is then not made available for any reason a loss and expense charge will be made based on the Company's prevailing day work rates.
- 8. Power**

It is the responsibility of the purchaser to provide free use of suitable power sockets within 15M of the work position
- 9. Fixtures & Fittings**
 - I. The Purchaser must take responsibility for removal and re-siting of any Blinds and Curtains needed to allow installation unless a specific agreement has been made with the Company. All items will then be handled with care but at the Purchaser's risk.
 - II. The Company does not take responsibility for moving heavy furniture items or any electrical or electronic equipment
- 10. Protection**

The Company will take responsibility for the protection of the goods until fixed in position but thereafter they will become the responsibility of the Purchaser.
- 11. Operations & Maintenance instructions.**

These will be provided on completion of the works in the Company's standard format. If the Purchaser requires an alternative format a cost estimate will be provided.