

## INSTALLATION & ON-SITE HEALTH & SAFETY

Thank you for choosing Next Generation Rooflights Ltd. installation service. To ensure a problem-free installation and to safeguard the Health & Safety of our installation team as well as other trades on site; we kindly ask you to confirm all items below are in place prior to attendance. If in any doubt please call us and we will be happy to discuss.

- Safe access to the area of installation must be provided. If it is ladder access, the ladder must be secured and extend a minimum of 1 metre / 5 rungs above the working platform / exit point;
- Internal and external access / safety crash deck is required (Unless otherwise agreed) so roof-light(s) / structural glazing can be installed in a safe manner. This should be in the form of a mobile or fixed scaffold tower with the appropriate certification.
- Openings / Upstands is / are clear of obstructions, is / are made to the correct size(s) and fully weathered;
- Perimeter edge protection should be in place at Roof Level;
- Where a roof is to be tiled, please ensure this is not carried out until the roof-light is installed as we cannot work off a finished tiled roof for safety and access reasons. Note, the upstand is still to be weathered.
- No other trades will be working in the immediate fitting area or underneath this area. The area underneath the Rooflight is to be cordoned off by you (the client / builder);
- Working area is safe (ie. clear of materials and trip hazards) and free from contamination (ie. fumes etc).
- Please ensure that any finishes around the roof-light/work area is suitably protected, whilst we endeavour to take the greatest possible care whilst carrying out the installation, we will not be responsible for damage to unprotected areas.
- An electric power point in the immediate vicinity and toilet facilities are available.
- Provision of parking and any permits necessary are made available for installation and delivery;
- You (or your nominated decision maker) will be present at the start of the installation to give direction and at the end of the installation to sign off the works.
- The Installation team will be on site at 8am (if not otherwise pre-arranged) and will be on site for 1 hour. If they cannot commence works within this time frame, they will leave site. If a return visit is required a fee maybe chargeable.
- When installation is postponed/delayed following site delivery, the client will take full responsibility of safe site storage for all roof-light materials.

**NOTE:** For Pyramid & Lantern Rooflights and Oriel Type Windows we have to construct a temporary propping structure to support the glass. This is left in place until the structural bonding of the glass cures, normally 1 week.

Any wiring works required to any of Next Generation Rooflights products will need to be carried out by a qualified electrician and organized by the Customer.

### WHAT NEXT GENERATION ROOFLIGHTS CAN PROVIDE?

We can provide mobile scaffold tower, ladders on request. However, this must be discussed and agreed prior to installation and may affect your date and price.

#### Important Reminder

Next Generation Rooflights installation service excludes site survey, removal of existing materials and rooflights and access / crane supply.

*Note; if you are supplying the crane, it must be classed as a 'Full Contract Lift' which includes suitable for the task glass vacuum lifter and correct personnel in attendance to carry out the lifting operation.*

Our installation service does not include vertical transportation of the rooflights / materials; we do include horizontal transportation, only when rooflight / materials does not exceed 80kg.

Please sign below confirming that you have read, understood and are in agreement with all of the above and return by email to Dainis Springis E: [dainisspringis@nextgenrooflights.co.uk](mailto:dainisspringis@nextgenrooflights.co.uk).

We will be unable to attend site without this agreement, so if not received may result in delays to your installation.

Signature: ..... Date: .....

Name: ..... Ref: .....

### Next Generation Rooflights

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**IF WE ARE NOT AWARE OF ANY VARIATIONS TO THE ABOVE, OUR FITTERS MAY NOT BE ABLE TO CARRY OUT THE INSTALLATION AS PLANNED, WHICH WILL RESULT IN A FURTHER SITE VISIT AT AN EXTRA COST**

<b>SCHEDULE OF ATTENDANCES – INSTALLATION</b>			
<b>Item</b>	<b>Client</b>	<b>NGR</b>	<b>Notes</b>
Main datum level and reference lines	✓		
Detailed setting out		✓	
Unloading	✓		
Storage space	✓		
Covered secure store	✓		If required
Distribution of materials	✓	✓	Vertical transportation by Client Horizontal transportation by NGR up to 80kgs Horizontal transportation by Client 80kgs+
Secure flammable storage	✓		If required
Hoisting with driver	✓		If required
Crane for glass installation (full contract lift)	✓		If required
Standing scaffolding	✓		If required
Special scaffolding including adaptations	✓		If required
General access	✓		
Roof edge protection	✓		Barriers to stop the risk of falling
Site clean, disposal of waste/debris to skip		✓	
Provision of skips	✓		
Personnel protective equipment		✓	
General lighting	✓		
Task lighting		✓	
240v electric supply	✓		
110v electric supply	✓		
Welfare facilities	✓		Incl. hot water, toilets, etc
Protection of the works and surrounding areas	✓		Incl. floors and carpets to the work area
Glass lifting equipment (hand only)		✓	Hand suckers and Strops
Making good to any area	✓		After work / remedial's are complete