

Project Ref S_XXXX

Name: *Client Name*



Timber engineered products for
the construction industry

The Following Document is meant as information for our customers.

In order for us to proceed with your order we require you to sign on page 4 as confirmation of your acceptance of the details as set out.

Site preparation

Ground works specification & site requirements:

When building the ground floor construction (up to DPC) particular attention should be paid to ensuring that they are built accurately and to the specification requirements defined below.

Our preferred construction method for the sub-structure is for the formation of a structural floor to finish below DPC and for a concrete block/ring beam/upstand to be formed in masonry/concrete to terminate at external DPC height. This detail is to be at a consistent level throughout the building under all external and internal walls.

The upstand is to be of a suitable width to provide full width bearing for the soleplate we are placing on top of it. Generally our products are:

- 172mm SIP – 170mm wide (minimum) 7n/mm² wide shuttered concrete upstand/cut down block/full block
- 142mm SIP – 140mm wide (minimum) 7n/mm² wide shuttered concrete upstand/full block
- 140mm timber frame panel - 140mm wide (minimum) 7n/mm² concrete upstand/full block
- 89mm timber frame panel - 90mm wide (minimum) 7n/mm² concrete upstand/full block

The above are offered as suggestions as other solutions and construction materials are acceptable, but Glosford Timber Solutions should be consulted before these materials are built in-situ to ensure that suitable anchorage can be achieved from your proposal. For example, the use of standard density thermalite blocks is not acceptable.

The required **tolerance** for the positioning of the above upstand is:

- +0mm -10mm vertically
- +/-5mm on wall lengths
- +/-10mm on diagonal check lengths

For the fixing down of our soleplates we are commonly fixing through the soleplate timber, through any packers we have had to use, in to every block (every 450mm) to meet with our engineer's requirement. We will pack under the soleplate to level using non-loadbearing packers to the underside of the soleplate. These packers are for a temporary loading condition only and prior to any additional loads being applied to the building structure the soleplates are to be grouted in to position using a non-shrink structural grout. This is not included within our package.

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www.glosford.com

SIPS · timber frame · Posi-Joist floors · Oak · Glulam · Roof trusses

Sometimes within the structure, **steel posts** with horizontal loads are required in order to make the building structurally sound. In this instance we require the ground worker to construct a concrete pad to terminate flush with the top of the structural floor. This pad is to be designed by your engineer to take the loads identified by our engineer. We will provide the steel posts, baseplate and holding down bolts to meet with our engineers requirements for site fixing to this pad. These posts will be sent to site allowing for 20mm of packing so that we can pack up the underside of the post to be at the correct height.

Once our work is complete, it is the responsibility of the client to ensure that the baseplates are grouted in to position using a [non-shrink structural grout. This is not included within our package.](#)

Please note, the accurate positioning of the upstand and any concrete pads is critical to the successful build by Glosford and diligence should be paid when the building is set out. We would also suggest a competent person check and verify that our requirements have been met prior to the commencement of our site operations.

Glosford **MUST** be advised IF the base is outside of the above tolerances a minimum of 5 working days prior to our planned start date to enable some time to resolve any issues found.

Because of the 3D nature of a SIPs structure it is not possible without significant cost for the building to be modified to accommodate issues in an incorrectly constructed base. Should Glosford arrive on site and become aware of dimensional issues in the setting out of the base where they fall outside of the above specified requirements, Glosford Timber Solutions reserve the right to charge for downtime incurred based on the following costs.

- Site Supervisor £40 per man hour
- Site Labourer £25 per man hour
- Office based Manager £50 per man hour
- Company Director £80 per man hour
- Abortive delivery, based on £5 per mile from HR4 9BP to your site + £250
- Abortive crane hire costs, based on the actual crane hire charge + 25% (15% plant insurance and 10% OH&P)

Please note that because cranes are charged on a daily rate a half day lost may result in a full days crane hire charge.

Under all of our soleplates we fit a standard type 450mm wide DPC positioned centrally under the wall and then mechanically fix down through the DPC into the supporting masonry. Where any DPM or Gas membranes are required on site, the membranes are to be fitted down after the completion of our works and the membranes should be adhered to our DPC. This detail is to be checked by you (the client) for acceptance by your building warranty provider/building control to ensure suitability prior to our start on site. If this detail is not acceptable then we will review alternatives with you, to find a mutually acceptable outcome.

Other site requirements

Ground conditions – outside of the building

Outside of the building base we require ground suitably dry and flat to enable the placement and storage of materials and assembly works. We also require room at the front of the site for delivery vehicles and the siting of plant, crane etc. Be aware that in adverse weather conditions the area for the crane access needs to be suitably hardcored to ensure a safe working area and access.

This will ideally give us two areas of around 7m x 7m on plan, one for the siting and operation of mobile crane and one for the storage and assembly of the roof, prior to installation.

These hard standings are also to be of a suitable density to withstand the point loads from the crane out riggers. Please obtain advice from a competent person with

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regards to a suitable depth and build up. If there are concerns about the suitability of the ground bearing conditions, please advise Glosford Timber Solutions Ltd at your earliest convenience and outrigger mats can be provided. Where the ground cannot be covered with stone, aluminium matting can be provided by our crane company. Please note, these outrigger mats are expensive and the cost will be passed on as an extra to our quoted figure or final account.

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If we arrive on site and the ground requirements do not meet with our requirements, we reserve the right to charge for lost time based on the previously mentioned costs and may have to postpone our site operations and reschedule your works to meet with our next availability. Any undue costs incurred will be chargeable as outlined previously. Glosford will accept no responsibility for loss or damage caused to your land, property or that of any adjoining neighbours caused by the use and/or access of our delivery vehicles or plant should our site preparation requirements not be met.

Scaffolding guidelines

Prior to our commencement on site, Glosford will provide you with a guidance document which suggests how we would like the scaffold to be built. This information is provided in good faith but on occasions due to more complex structures it may be necessary for alterations to be made to the scaffolding during our construction process. The cost of any of these further Scaffold works required will need to be borne by the Customer.

Site welfare

In accordance with CDM guidelines we require a flushable Portaloo on site for the use of our workers. Commode's, public conveniences or other solutions are not acceptable. Please advise us before our workers start on site if there is any issue with the provision of this.

Skips

A skip will be required on site for our waste, provided by you in readiness for our commencement on site. If skips are not provided, Glosford Timber Solutions Ltd accepts no responsibility for the collection or removal of our waste from site.

Overhead cables

If there are any overhead cables on site it is your responsibility to advise Glosford of this at the point of order. The removal of the cables, shrouding of the cables or a different approach to building the structure may be required so that our site operatives can perform their works safely. Works by the electricity board or BT can be time consuming so it is better to address these as soon as possible.

GENERAL NOTE: Product care – Glulam Beams

Please note that our Structural and/or Feature Glulam beams will not be supplied in a finished state. Due to factory handling, transportation and installation these beams will require sanding down to a clean appearance prior to finishing by others.

On signing below you are confirming that you have read the information therein, and allow us to proceed with your order on this basis:

Name:

Signed:.....

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