

Method Statement
For Lamp/Tube Replacement
At
Cannon Green MS ID CC2
MS ID CC48

Scope of Works

Method Statement for Lamp/Tube Replacement

Personnel

Name	Company	Contact Number
Mark Lowton	1 st Choice Facilities Services	07534 139813
Alex Baldwin	1 st Choice Facilities Services	07534 139850
Nick Taylor	1 st Choice Facilities Services	07506 758179
Liam Perry	1 st Choice Facilities Services	07455 285703
Ishmaeel Hafeez	1 st Choice Facilities Services	07943 060618

Site Overview

Cannon Green, London is a multi-tenanted building, A high specification building, consistently customer facing, therefore a high level of awareness is always required. All engineers must sign in at security front desk prior to any works commencing.

Sequence of Work

Changing defective luminaries (Low level)

MS013 – 02/23 Light tube replacement

V2

PROCEDURE / METHOD	SAFETY / KEY POINTS
1. Secure an exclusion zone, by placing signs / barriers to the front, rear and sides of the working area.	Where practicable the work should be carried out during the weekend or evening when the amount of personnel working is reduced Before work commences ensure that electrical supply is isolated and locked off with signage posted.
2. Place step ladders in position under the ceiling tile for gaining access to the "rock rose". 3. When using step ladders follow the guidance in the RA WE1	Ensure steps are of BS. Class 1 construction and have been safety checked within the last 6 Months. Always carry out a visual inspection before use Check LAD1 ladder log before steps are put into use. Do not use the top step unless the steps are designed for that purpose. Do not lean side-ways on the steps as they have a low tolerance to sideways loading.
4. Release the ceiling tile and slide across the ceiling grid.	
5. Isolate "rock rose" by twisting the outer rose and sliding back the inner unit.	
6. Re-position the stepladders under the defective luminaries.	Ensure steps are of BS. Class 1 construction and have been safety checked within the last 6 Months. Check LAD1 before use. Do not use the top step unless the steps are designed for that purpose. Do not lean side-ways on the steps as they have a low tolerance to sideways loading.
7. Put on safety glasses / goggles.	
8. Grip the tube and twist to release the tube from the holder.	Ensure only sufficient grip is made to release the unit – undue force may break the tube.
9. Remove tube to place of safety and collect replacement tube.	Ensure tube is temporarily stored safely where it will not become a trip hazard. Make sure waste tubes are disposed of in line with current hazardous waste legislation.
10. Grip the tube and twist to relocate the tube into the holder.	
11. Re-position steps and replace "Rock rose" - Replace ceiling tile. Remove steps and	



exclusion zone.	
12. Replace all tools and equipment to storeroom. Leave work area clean and tidy.	