SITE ORGNIZATION

1.1 Introduction

Site management, in general, involves many tasks, such as site investigation before construction process starts, delivery and procurement management, keeping better site records, keeping good site communication and high level of information flow, monitoring performance regularly, establishing a well co-ordination system among different parts, and performing a good site layout planning.

The site-based management can make significant improvements in the cost and time savings during the construction process without involving a mass of additional work. Most construction sites that run into trouble do so for reasons related to managerial factors rather than because of technical problems. The role of the project manager is to control and maintain work performance and then taking actions to rectify situations where performance is unsatisfactory.

Among the important tasks of site management is the site layout planning. Extensive time loss and cost overruns could result in large projects, where the number of manpower, subcontractors, and equipment involved are high, if there is no effective and systematic approach to site planning. A detailed planning of the site layout and location of temporary facilities can enable the management to make considerable improvement by minimizing travel time, and increasing worker morale by showing better and safer work environment.

Construction site layout involves identifying, sizing, and placing temporary facilities (TFs) within the boundaries of construction site. These temporary facilities range from simple lay down areas to warehouses, fabrication shops, maintenance shops, batch plant, and residence facilities. Required temporary facilities and their areas are depending in many factors including project type, scale, design, location, and organization of construction work,

There are two general objectives which planners should seek to meet through careful organization of the site for construction. First, the site must be designed to maximize efficiency of operations in order to promote worker productivity, to shorten project time and to reduce cost. Second, the final plan must create a project with a good work environment in order to attract and retain the best personnel and thus contribute to better quality and productivity.

1.2 Site organization

1.2.1 Materials' stacking

Materials arriving on site shall be off-loaded onto appropriate locations. Materials shall not be stocked over a drainage line or near the edge of excavation. Materials shall not be stocked not too far from the work area. Materials shall be brought to the site as at when needed to avoid unnecessary occupation of space or destruction of fragile materials in storage.

1.2.2 Plant and equipment

Plant and equipment shall be properly located for accessibility for the delivery of materials and not obstruct free movement of resource within site or pose any danger to work force.

Adequate space shall be allowed for the stacking of materials or activities

1.2.3 Site Office Location

Site office shall be located for effective use. It shall not be located too near to noisy activities such as mixer, or located too near to site roads in dusty conditions, or too remote with insufficient overview of the site.

Therefore, before moving on to a site, we shall prepare a detailed site plan, showing the positions to be taken by every item of equipment, accommodation ancillary work areas and materials storage areas.

1.2.4 Safety

- Fire prevention: Fire is a major cause of damage on construction sites. So that, fire extinguishers are basic requirements on a construction project.
- Medical services: On construction project a first aid kit is a must. In remote projects a well-equipped medical room with a doctor and nurse is important.
- Construction safety clothing: Basic safety supplies like safety shies, hard hats, gloves, and goggles must be used by workers.

1.2.5 Information Signs

- Site map: It should locate details of the project, and displayed in the office of the site superintendent or project manager and posted at the entrance gate.
- Traffic regulatory signs: For large projects, traffic regulatory signs help in guiding the traffic on the site and avoid accidents to a considerable extent.
- Display of labor relations' policy and safety rules: This will help in eliminating disputes between labor and management.
- Emergency routes and underground services: It is important to display the emergency escape routes on every floor as the building progresses. Locations of underground services should be marked to prevent its damage.

1.2.6 Security

- Entrance: It is necessary to have a proper guard entrance to the site provided by a booth. Also, it is necessary to keep track of all visitors to project.
- Lightening: It is necessary to have a standby generator to maintain site lighting.
- Fencing: The boundary should be fenced off from a security point of view.

1.2.7 Office

The offices should be close together, close to the site, and in a safe area. Also, provide the offices with proper office equipment.

1.2.8 Water Supply and Sanitation

It is necessary to have water and toilet facilities in convenient locations to accommodate the work force.

1.2.9 Material Handling

One third or more of all construction operations can be classified as material handling. The use of proper equipment for material handling and advance planning for minimizing multiple handling will result in direct cost and time savings.

1.2.10 Storage and site cleaning

It necessary to plan and reserve storage areas for materials so that multiple movement of material is avoided.

1.2.11 Craft Change-Houses

Craft change-houses provide sheltered space for craft personnel to change and store clothes, wash, and rest during waiting periods.

Batch plant and Fabrication Shops

Batch plants are provided on projects where it is more economical to produce concrete on site than to buy a ready mix. Aggregate storage piles, cement silos and admixture tanks will accompany an on-site batch plant. Shops are used where materials and equipment are fabricated on site. This includes electrical, mechanical, carpentry, and paint shops. Also, testing shops used to house the necessary testing equipment and personal for the project.

1.3 Conclusion

In fact, site layout planning is one of the preplanning tasks to be accomplished in a construction project. This task has an interactive relationship with the other planning tasks such as scheduling, selection of construction method, procurement and material planning, manpower and equipment planning, and financial planning. So, it becomes a task as important as other tasks that project manager have to accomplish.

A well planned site including all temporary facilities and utilities leads to:

1) Increasing productivity and safety,

2) Reducing areas (s) needed for temporary construction,

3) Maximizing utilization.

METHOD STATEMENT

1.1 Introduction

This provides an outline of construction methods for the **Construction of Agiga Gully Erosion Site Lot 2 and Construction of Enima-Omin Gully Erosion Site Lot 3 both in Cross River State.** Plants likely to be used for the main works, including environmental mitigation works are also itemized.

1.2 Establishment of the Site Compound

Purpose

To identify the most suitable methods for installation of the site construction compound, storage, plant re-fuelling and maintenance areas.

Procedure

The intended location of the temporary construction compound is to be at the east end of the site. The construction compound will occupy an area of approximately 50m x 50m. The compound will comprise:

- A laydown area for materials;
- Temporary portacabin type structures, for site offices and welfare facilities including toilets (with provision for sealed waste storage and removal);
- Parking for cars and construction vehicles.

The construction compound area will be identified by surveyors and clearly pegged. Surface soils will be excavated and set aside in storage bunds for reinstatement on completion of the project. These soils will be separated and stored for re-use following best practice guidelines. Any existing drainage lines or paths will be diverted around the extent of the compound, if necessary. Unsuitable soils will be excavated and stockpiled until a suitable formation is reached. The proposed construction compound area is situated on a shallow slope, such that cut-and-fill techniques can simply be employed to facilitate a level surface to the compound. As with the access tracks, a geotextile will be placed over the area and crushed stone will be laid and compacted in layers to provide an adequate smooth surface. Geogrids may be required to ensure optimal weight distribution and the area will be graded to provide drainage falls to adjacent ditches.

Facilities for waste management, refuelling, power, water supply and chemical storage will be provided. Welfare units will be self contained, typically housing its own under unit storage tank. The tanks will be regularly emptied by a registered waste disposal contractor. Wherever practical, all refuelling of plant will be undertaken within a designated location in the compound by trained operatives. The operatives will be trained on the safe procedure for refuelling

including emergency procedures for dealing with spillages. Emergency equipment such as spill kits will be readily available. Site security will be on site 24 hours a day to protect the works from theft or vandalism. Lighting will be used around the compound to assist with the overall security of the facilities.

Restrictions will apply to activities undertaken in the vicinity of these properties relating to working hours, movements of site personnel, control of dust, noise and vibration levels induced during construction. These measures aim to minimize or control nuisance during construction and avoid damage to nearby structures and buildings. Site operatives and site staff will use the site establishments, on a daily basis, when the facilities are significantly completed and access is available for personal vehicles and other forms of transport. Construction plant will be established in the site compound and in working areas of the route, when the relevant work permits is issued.

1.3 Site Clearance and Demolition

Site clearance and demolition works includes the following:

• Isolation and diversion of live services;
• General clearance;
• Demolition of building, walls and bridges;
• Removal of pipelines, public and privately owned services or supplies;
• Tree felling and removal of stumps, removal of fencing, hedges, bushes and undergrowth;

Plant required for the site clearance activities will include, but not be limited to:

• Crane mounted, hydraulic operated demolition apparatus;
• Cranes, excavators, bulldozers;
• Tracked vehicles, dump trucks, lorries;
• Mechanical saws, portable electric and pneumatic tools, cutting and burning sets;

Any material to be reused in the permanent works will be stockpiled. Surplus unsuitable materials arising from the site clearance operations will be disposed of at appropriate, approved landfill sites.

1.4 Contaminated Materials

The treatment of hazardous materials encountered in site clearance will comply with specific contract requirements and will require an assessment in accordance with current health and safety regulations including the Control of Substances Hazardous to Health Regulations of National Environmental Standards and Regulations Enforcement Agency (NESREA).

1.5 Temporary and Permanent Surface Water Management

Temporary arrangements will be made to control surface water run-off, during construction, where surface water could affect the works or the environmental performance of mitigation measures.

Measures implemented may include temporary settlement ponds, which will allow sediment to settle before clean water is discharged via a temporary outfall pipe or ditch to receiving watercourses.

Construction of the ponds will involve earthworks operations including excavation, placement of fill and compaction. *Equipment likely to be involved will include:*

• Excavators, bulldozers

• Tracked vehicles, dump trucks, lorries

1.6 Earthworks

The principal earthworks process involves layered excavations of soils in cuttings and transportation of the excavated soil to neighbouring zones where embankments are required. Deposition in the fill areas will be built up by depositing the material and using bulldozers to place it in layers, which are compacted by rollers. The road formation level is the plane between the soil layers and structural road pavement materials. For works below ground and general earthworks, excavation will be necessary to ensure that works are carried out at an appropriate level. Where the service apparatus will pass below the route, ducting and a concrete surround will be required to protect the diversion and will be delivered to the site. *Equipment likely to be involved will include:*

• Excavators, bulldozers

• Dump trucks and lorries

• Sheep foot compacting machine

• Water tanker

• Smooth or vibrating rollers to compact the fill in layers

• Motor graders to plane and trim the formation

1.7 Reinforced Concrete works (Drainage, canals, Service Ducts and Chambers)

Construction of drainage (RC canals and drains) will involve laying filter drains, carrier drains and outfalls to transport surface water run-off from side slopes, carriageways and other paved areas. Drainage products will include pipes, gully pots, cover gratings, graded gravel to bed, gravel filter material, and other stone pieces for balancing ponds and open channels. Manholes

and chambers will be built with in-situ concrete bases, precast concrete ring or brickwork walls and iron cover on precast concrete caps. Construction of carriageway drainage will involve excavation of the drain with material being deposited adjacent to the drain in the road verge or transported for reuse or disposal. Gravel bedding and filter material (crushed rock) is delivered to the works. This may be from a local quarry or may be excavated and processed on site.

The bedding material is placed at the bottom of the excavated trench and the drainage pipes, are placed on top. The filter material is then placed on top. Some filter drains have a geotextile surround to prevent sediment ingress into the filter material. If this is required, it will be placed in the trench prior to depositing the pipe bedding and will wrap around approximately the bottom two thirds of the filter material. If the drainage pipe crosses the road carriageway, it will have a concrete surround (culverts), which will be transported to the site and placed around the pipe in the trench. Following concreting, the pipe trench will be backfilled with acceptable earthworks material.

The reinforcement and formworks are handled to give adequate cover to concrete and proper alignment.

Equipment likely to be involved will include:

• Excavators

• Tracked vehicles, dump trucks, lorries

• Mobile concrete mixers

1.8 Maccaferri Gabion works

Maccaferri Gabion or approved equivalent filled with durable and non-degradable rock of thickness not less than 600mm are to be placed after necessary concrete works. The base is founded on stable ground, not less than 500mm deep, to avoid erosion undermine. *Equipment likely to be involved will include:*

• Excavators, bulldozers

• Dump trucks and lorries

• Sheep foot compacting machine

1.9 (Bio-engineering Works) - Topsoil Spreading, Seeding and Turfing

Provision of top soil and seeding will commence as soon as earthworks attain 50%. This will enable the subsoil to be sealed preventing sediment run-off. As described previously, topsoil will have been stripped and stored adjacent to the works. The topsoil will be transported from the topsoil storage locations to the works and will be placed by a tracked excavator. Grass seeding may be by hand or by machine spreading, undertaken in the relevant areas specified in

the landscape design. Structured vegetation which includes placement of sand bags and planting of fast growing vetiver grass, elephant grass or any other deep rooted fast growing grass shall be planted on the slopes and maintained for a minimum of three months with top soil and manure.

1.10 Fencing around the chute structure near the village

Fencing around the chute structure near the village on the Main Canal with concrete posts and hexagonal wire to protect children from drowning during the flood season shall be carried out after the canal construction is completed.

1.11 Provide and place well shaped 50mm thick interlocking stones

Quarry stone dust shall be used to prepare the base and used to seal up the voids that may be created after laying. Light hand roller is used to further stabilize the interlocking stones as laid.

1.12 Stone pitching

An embankment shall be properly prepared in terms of stability and level and protected with stone pitching. Gully slopes and roadsides shall receive 250mm granite boulder in 1:4 cement-sand mortar.

1.13 Pavement Construction

Pavement construction involves building the pavement up in layers. The bottom layer (sub-base) is a crushed rock aggregate, which will be delivered to the site from local quarries. The material is deposited and then pushed into place and compacted. The upper pavement layer shall be bituminous material. The wearing course material shall be transported to the site from a local batching plant. All material production shall be under our supervision to comply with specified quality limits.

Equipment likely to be involved will include:

- Bulldozers
- motorised graders
- bitumen sprayers
- lorries
- crawler spreaders/paver
- dump trucks
- rollers
- gas heaters
- other hand tools.

1.14 Road works Finishes including Safety Barriers, Signs, Road Markings, Lighting

Following pavement construction, safety barriers will be installed. Posts and barriers are delivered to the site and safety barrier installation then involves driving steel posts into the ground or excavating small footings and placing concrete into which the posts are set. The barriers are bolted to the posts and fixed to small concrete anchorages either ends.

Sign installation will involve excavation for the foundations which are concrete and setting the posts. The sign faces are then fixed to the signposts. Some signs may be lit and will require cabling to be passed through the service ducts installed. Road markings will be sprayed onto the road surface using specialist lorry mounted equipment.

Lighting columns are installed in a similar manner as traffic sign posts. Plant likely to be involved in road finishes construction will include:

- Rubber tyred excavators
- Vans and lorries
- Concrete wagons and cement mixers

1.15 Maintenance

Inspection works and maintenance will be required for the scheme. Routine maintenance could include works such as pavement rehabilitation, drainage works, safety barrier works, structural inspections and repairs. All of these may require traffic management measures to be implemented to ensure the safety of the workforce and road users during the works.

Landscape maintenance will involve grass cutting, weeding and general plant maintenance and this may also require temporary traffic management measures. To which it relates. Reporting shall continue until Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.

Each report shall include:

(a) Charts and detailed description of progress, including each stage of (if any) our document, procurement, manufacture, delivery to site, construction, erection and testing and including these stages work by each nominated Subcontractor (where applicable).

(b) Photographs showing the status of manufacture and of progress on the site.

(c) For the manufacture of each main item of plant and Materials, the name of the manufacture, manufacture location, percentage progress and the actual or expected dates of:

(i) Commencement of manufacture,

(ii) Contractor’s inspections,

(iii) Tests and

(iv) Shipment and arrival at the Site;

(d) Records of Contractor’s Personnel and Equipment:

(e) Copies of quality assurance documents, test results and certificate of Material:
(f) List of notices;
(g) Safety statistics, including details of any hazardous incidents and activities relating to environmental aspects and public relations; and
(h) Comparisons of actual and planned progress, with details of any events or circumstances which may jeopardize the completion in accordance with the Contract, and the measure being (or to be) adopted to overcome delays.

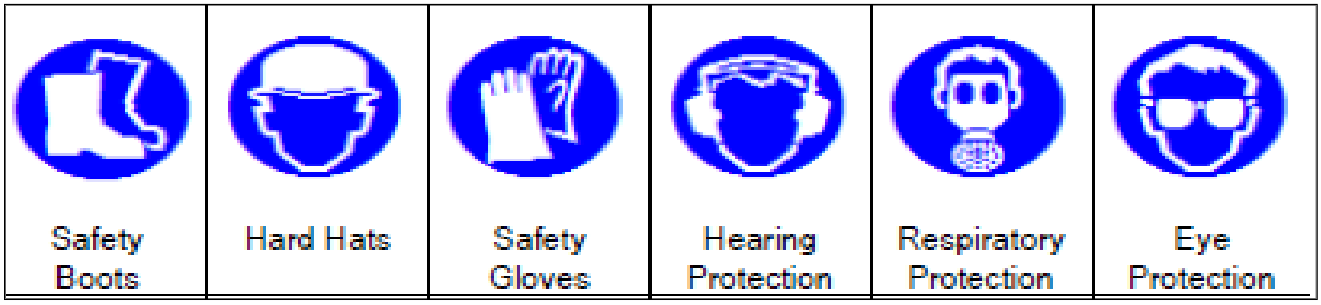
1.16 Quality Assurance and Compliance

We shall institute a quality assurance mechanism to demonstrate compliance with the requirement of the Contract using our material laboratory. The system shall be in accordance with the detail stated in the Contract. The Engineer shall be entitled to audit any aspect of the system. Details of all procedures and compliance documents shall be submitted to the Engineers for information before each design and execution stage is commenced. When any document of a technical nature is presented to the Engineer, evidence of the prior approval shall be apparent on the document itself. Compliance with the quality assurance system shall not relieve us of any of our duties, obligations or responsibilities under the Contract. Our laboratory equipment has the capacity to conduct the following type of quality tests:

a. Compacting Test
b. Concrete Test
c. Material Test for Aggregate, Laterite and Sand.
d. Asphalt Test.

11.17 Representative available symbols of Hazardous Substances

1.18 Available Personnel Protective Equipment (PPE)



1.19 First Aid Facilities

In case of an emergency on site, the following procedures will be instituted at each site.

1. Method of communication will be determined at each site: telephone, radio, etc.
2. Post the following emergency telephone numbers:
   - Police - 111,
   - Fire - 009,
   - Medical Response Team.
3. Post the job site address near the communication station.
4. Post names of first aid responders on site. First responders should obtain all required First Aid and Blood-borne Exposure training.
5. Designate person to direct emergency crews to site of emergency.
6. Instruct each employee if known harmful plants, reptiles, animals, insects, or other environmental hazards are present, including:
   - The potential hazards,
   - How to avoid injury,
   - Applicable first aid procedures to be used in the event of injury.

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date
Engr. T.C Odebeatu		**June, 2021**

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy.

Method Statement Prepared by:

Eze Erochukwu

(Secretary) **Date: June, 2021**

Reviewed by:

Engr. T. C. Odebeatu

(Civil Engineer) **Date: June, 2021**

MOBILIZATION SCHEDULE

1.1 Introduction

Mobilization is a planned arrangement of all resources needed for the smooth and timely and successful execution of the project.

Straightforward execution of the work in an efficient and timely manner with strict control of cost, time, and quality is essential.

Work will be scheduled as far in advance as possible with sufficient flexibility retained to permit adjustment to meet unforeseen circumstances.

The appropriate date for the actual start of construction operations in the field will be determined by our project manager. This date should be predicted upon the assurance of a sustainable supply of drawings, equipment, material and subcontract activities to maintain optimum utility of field construction resources. This key information will be reflected by the project schedule and detailed construction schedule.

1.2 Temporary building and installations

Temporary construction buildings and other installations will be planned prior to the start of construction by the project manager.

Consideration should be given to the location of warehouse, tool rooms, change houses and plan shelter to minimize walking by craft employees.

Care shall be taken to locate buildings to minimize liability to damage from fires or explosion which might occur in operating units

Parking lots, temporary roads, and storage areas shall be laid out properly before commencement of construction activities.

1.3 Company signs

Project sign are to be erected at strategic point of the job to direct workmen, vendor deliveries, and visitors to the site.

1.4 Insurance

The processing of all insurance matters shall be handled by the personnel manager of the home office

1.5 Indirect Costs Forecast and Control

Special attention shall be given to the indirect portion of the budget which includes the following areas:

- Construction Equipment and Equipment Rental.
- Small tolls and consumables (mainly on direct-hire jobs).
- Temporary Construction.
- Indirect Labor and / or Staff.
- Transportation
- Mobilization and demobilization
- Field and Home Office Supervision.
- Travel, Subsistence and Logging
- Insurance and payroll Taxes.
- Repair Parts and Maintenance.
- Craft Welfare and Fringe Benefits.

It is imperative to concentrate on the major accounts of the budget since the cost reporting system emphasizes these areas. This tendency helps in the indirect area as well since the major accounts have a direct bearing on indirect expenditures. Nevertheless, the indirect accounts must be carefully managed to stay within all budgets.

1.6 Field office/accommodation

Field Office shall be established by the project manager, either on or off the site as conditions warrant, in order to immediately have available administrative facilities. Temporary quarters shall be provided for if site facilities.

1.7 Establishing Local Suppliers

The Project Manager shall ensure that accounts are established for local procurement of consumables.

1.8 Local Consumable/Services Check List

The following Consumables/Services where applicable, shall be solicited along with competitive written bids/quotations normally supplied on unit price basis:

- Lumber
- Hardware.
- Automotive Supplies.
- First Aid and Safety Equipment
- Sand, Gravel, Aggregates and fill material.
- Ready Mix Concrete
- Contract Hauling
- Welding gases and welding supplies (direct hire only).

- Fire protection equipment.
- Any other anticipated consumable supplies involved with field construction.

1.9 Local Equipment Rental Policy

The project manager shall ensure that local equipment rental dealers if necessary are connected and arranged for proposals.

- When negotiating price for long term rental, the rental purchase option shall always be include along with the rental quote.
- When renting equipment, the contract shall be written so that the vendor/dealer carries insurance for the equipment and the operator(s) while in transit to and from the company job site.
- Notify home office of pending arrangements prior to final commitment so they may notify both company and local site insurance carriers of the arrangements and verify recognized coverage

1.10 Job Cars

Job cars and or buses will be assigned by the home office. Only the project manager, field superintendent, site Engineer and Office Manager shall be permitted to use of a site vehicle to commute from home to the job site and back, if a job car is assigned to them.

An exception may be made by the project manager, on a per case basis only, to permit the use of a site vehicle by other than the aforementioned persons for special overtime assignments.

Other site vehicle will not be permitted to leave the confines of the jobsite without specific approval of the project manager and only on legitimate company business.

Vehicle issued by the client for company use shall be treated the same as a company vehicle unless stipulated otherwise by the client.

1.11 Temporary Utilities

Arrangements for temporal utilities shall be made as follows:

1.11.1 Electrical

Power requirements to support all planned and anticipated needs shall be included in pre move in instructions. The source of power shall be resolved at that time

If pre-move-in instructions are not available, the project manager shall select the most practical and economical supply including the following possibilities:

- Local utility company where possible. This service should include incoming primary power and primary transformers (pole or ground mount with secondary breakers).

- Portable electrical generation- no site decision shall be made on this arrangement due to the magnitude of expense. Most site pre-surveys will determine this approach and provisions should be made in advance for equipment.

1.11.2 Utility Selection

Sanitary Sewage by:

- Portable toilets

Portable water by:

- Tank transport

Raw water by:

- Pumping from local river if nearby
- Water tankers

1.12 Site Medical

The project manager shall ensure that arrangements are made with a local clinic or doctor to provide for injured employees.

1.13 Site Security

The project manager shall determine if guard service is to be provided by the company.

1.14 Job Photographs

Arrangements shall be made for project photograph to be taken on the job progress. Progress photography's shall be taken on a monthly basis. Additional photograph may be taken, if warranted, especially in the following situation: serious accident, equipment damage, material damage, material mis- fabrication, etc

Photographs can be invaluable in showing a situation that has since been corrected, as a basis for possible back charge or claim. Photographs may be taken by company or a local commercial photographer.

Progress photographs should be taken each month from the same location, so that progress may be compared.

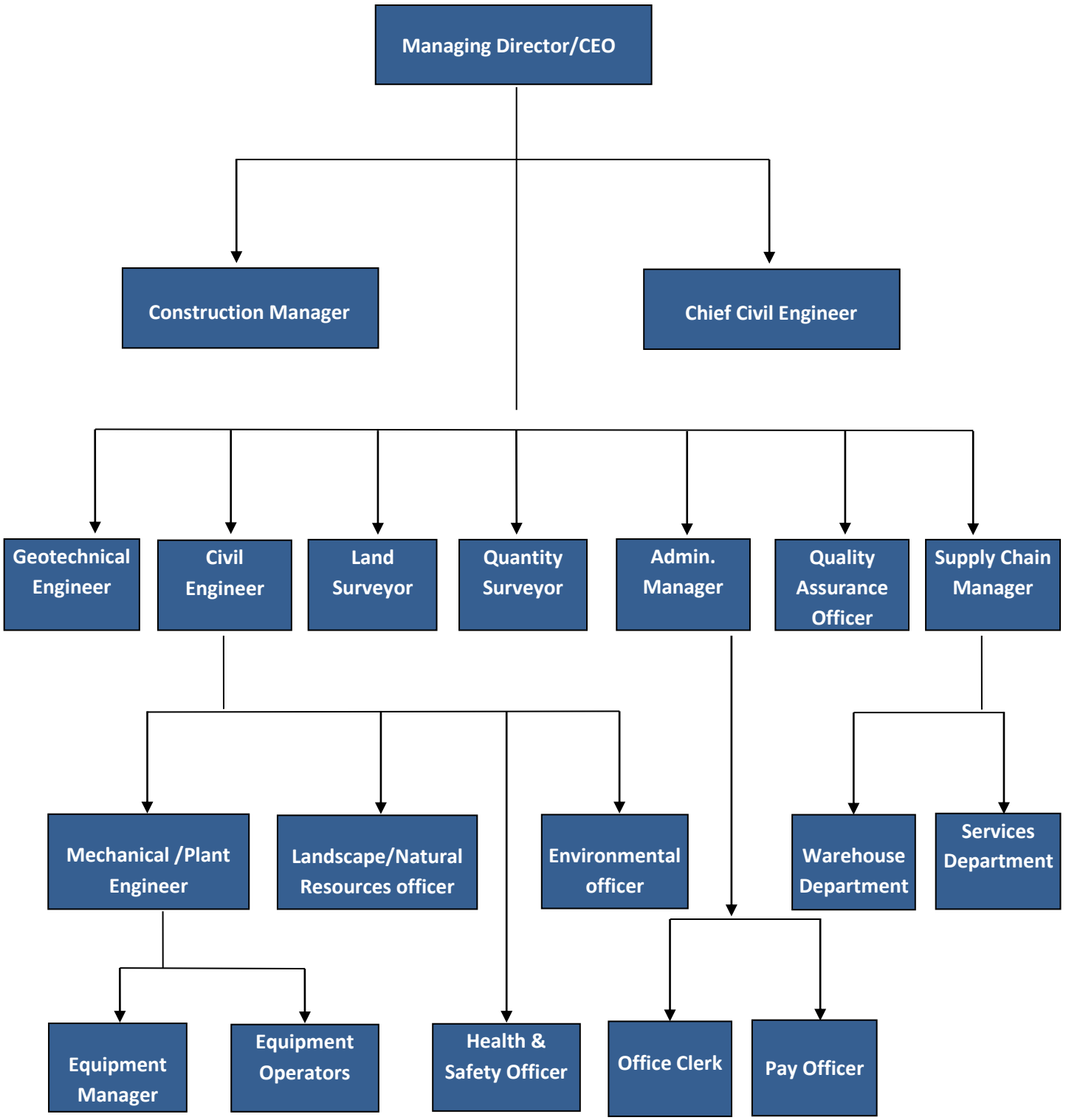
CONSRUCTION SCHEDULES

Our construction schedule is such that the project would-be built-in phases depending on prevailing weather conditions. Similar works items shall be taken simultaneously. This shall be concluded within 8weeks of commencement. The next phase shall be the construction of the health centers and the market stalls.

The schedule would take into account various activities grouped into 3 the categories of: mobilization, site preparation, structure construction. The time required to complete the activities for each of these categories as well as the relative timing of the activities during the course of the project has been estimated. It is our plan to conclude the whole project within twelve (12) months of signing the contract provided fund id readily available.

CHEZ AVIV NIGERIA LIMITED

THE SITE ORGANIZATIONAL STRUCTURE



QUALITY ASSURANCE PLAN

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f. Concrete Test
g. Material Test for Aggregate, Laterite and Sand.
h. Asphalt Test.

SAFETY PLAN

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   - Fire - 009,
   - Medical Response Team.
3. Post the job site address near the communication station.
4. Post names of first aid responders on site. First responders should obtain all required First Aid and Blood-borne Exposure training.
5. Designate person to direct emergency crews to site of emergency.
6. Instruct each employee if known harmful plants, reptiles, animals, insects, or other environmental hazards are present, including:
   - The potential hazards,
   - How to avoid injury,
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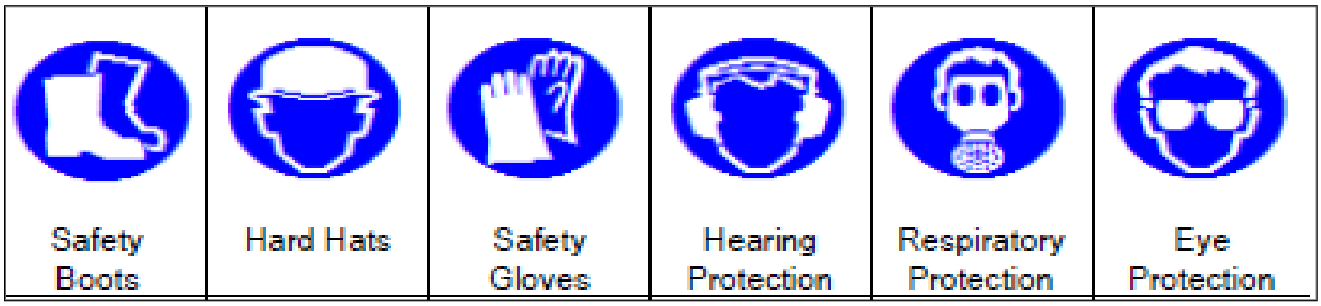
Representative available symbols of Hazardous Substances

1.17 Available Personnel Protective Equipment (PPE)



1.18 First Aid Facilities