



**AIR CONDITIONING PRODUCT SALE & SERVICE**  
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## METHOD OF STATEMENT

Section 1	Scope of work and Methodology
<p>The purpose of this this Method Statement is to define the procedure step by step to implement the correct practices for installation of HVAC Supply / Return / Exhaust ducts, Dampers, Fire dampers and Access doors through the guide line contained herein so as to ensure that the job execution complies with the requirements and serves the intended function to satisfactory level.</p>	
Section 2	Roles and Responsibilities
<p><b>Site Supervision</b></p> <ul style="list-style-type: none"> <li>Incorporate HSE instructions in routine orders and ensure that they are obeyed at all times.</li> <li>Conduct "Tool Box Talks" in advance prior to execution of the works.</li> <li>Implement the "No Smoking" rule on the work place.</li> <li>Organize the site so that work is carried out to the required standard with the no risk to men, equipment, materials and the environment.</li> <li>Ensure that all machinery and plant, including power and hand tools, are maintained in good order and in safe working condition.</li> <li>Make the necessary preventive action as to minimize the noise production during working hours.</li> <li>Monitor that the Personal Protective Equipment of the work force are sufficient for current work at hand.</li> <li>Ensure the quality of the work being performed.</li> </ul>	
Section 3	Health and Safety Risk Controls
<p>All employees, contractors and any person at work site will wear protective footwear and safety helmets at all times whilst on site.</p> <p>All operatives/workers to be made aware of first aid and emergency procedures at the site induction on their first arrival. This information will be provided by the contractor.</p>	
Section 4	Access / Egress
<p>a. Till the completion of works area will be temporarily outlined with warning tapes if required.</p>	
Section 6	

## **GENERAL REQUIREMENTS :**

1. Check and ensure all drawings used for installation are latest and approved for construction.
2. All material received at site are as per project approved material, shall be inspected by the engineer's representative, handled and stored properly.

### **A. PREPARATION :**

1. The supervisor shall ensure all approved shop drawing of duct installation routing is clear and be sure.
2. Threaded rod, Supports shall be as per approved shop drawing and HVAC standard detail drawing.
3. The outer as well as inner surface of each duct shall be cleaned by cloth prior to installation.
4. Approved duct sealant shall be applied at the joints of ductwork.
5. Two or more pieces of ducts shall be joined together on the floor, to form manageable lengths.

### **B. INSTALATION OF HORIZONTAL DUCT :**

1. Prior to installation of ducts coordination with other trades will be done.
2. Position of duct supports shall be marked on the underside of the slab / Vertical walls and Mechanical anchor fasteners shall be installed in slab to facilitate suspension of threaded rods for duct support. The support details and spacing shall be as per project specifications.
3. Threaded rod of suitable size as per project specs shall be fixed to mechanical anchor fastener using proper lock nut.
4. G.I Angle / Channel, cut to require size of duct (to have clearance of 50 mm on either side after the insulation finish) shall be fixed to threaded rod suspension and locked in position by suitable G.I nuts and washers.
5. Duct pieces shall be installed and joined together as detailed on approved shop drawing.
6. Assembled ducts shall be lifted either manually or by Chain pulley as per site conditions and shall be installed on supports. Similarly the next length of duct shall be installed and two are joined together by means of suitable C-cleat, S-cleat or Flanges with gaskets and tied G.I nut bolts & washers.
7. Ducts shall be properly aligned and leveled to maintain BOD and distances as per approved drawing.
8. Wherever branch take off collars are to be taken, suitable cut out shall be made in the ducts and secured using pop rivets.
9. Duct accessories such as Volume control dampers shall be installed at the locations as shown on approved shop drawings and wherever required for balancing the system as per specification. Joints of all dampers shall be sealed with approved sealant.

10. Fire damper must be provided for ducts penetrating walls or partitions having a fire resistance rating of 2 hours.
11. Access doors shall be provided at all fire damper locations.
12. All insulated and uninsulated duct work passing through the openings in wall inside the building shall be provided with G.I sheet sleeve.
13. After installation of duct work apply duct sealant to all flanged joints of the duct work installed. Flanges shall be clamped with nuts, bolts and cleats as required.
14. Duct joints, Joints of branch tapping, Volume control dampers, etc., shall be insulated with approved insulation.
15. Ducts shall be connected to FAHUs/FCUs and Fans with flexible duct connectors.
16. Threaded rods shall be cut to the size for maintain the levels of approved shop drawing.
17. Suitable plenum box shall be connected to main duct through insulated flexible ducts. These diffuser plenums shall be prefabricated and shall be duly insulated and connect through round collars fixed to plenum.
18. All ducts are identified as per approved identification system.

**B. INSTALLATION OF VERTICAL DUCT (IN SHAFT / RISER):**

1. Prior to installation of ducts in shaft coordination with other trades/discipline will be done.
2. Necessary scaffolding arrangement to suite site condition shall be made by civil contractor.
3. Duct supports shall be taken at each floor / vertical wall and shall be as per approved drawings. The support details and spacing shall be as per approved drawings / Schedule of duct supports.
4. G.I Angle / Channel, cut to required size of duct (to have clearance of 50 mm on either side)
5. Duct pieces shall be installed as detailed on approved shop drawing.
6. Wherever branch take off collars are to be taken, suitable cut out shall be made in the ducts. The size of cut out shall be equal to the duct cross sectional area and secured using aluminum pop rivets and the joint between collar flange and duct surface.
7. After installation of ductwork, duct sealant to be applied on all flanged joints and flanges shall be clamped with nuts, bolts and cleats as required.
8. Duct joints, Joints of branch tapping shall be insulated with approve

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Section 7				Plant and Equipments			
Sr.	Description	Yes	No	Sr.	Description	Yes	No
1.	Drilling Machine	Y		4.	Level tools	Y	
2.	Scaffolding / Ladder	Y		5.			
3.	Small hand tools and Machineries as per requirement	Y					

**For Delta Engineering**



**Proprietor**

