



**INSTALLATION & ON-SITE HEALTH & SAFETY**

Thank you for choosing Vision AGI Limited installation service. To ensure a problem-free installation and to safeguard the Health & Safety of our installation team when 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;
- 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;
- Internal access / safety crash deck is usually required to the underside of the rooflight. This should be in the form of a mobile or fixed scaffold tower with the appropriate certification;
- 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);
- 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; and
- 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.

**NOTE:** For Pyramid & Lantern Rooflights we have to construct a temporary propping structure to support the glass. This is done with joist hangers & 100mm x 50mm timber and is fitted to the inside of the Upstand. This is left in place until the structural bonding of the glass cures, normally 1 week.

**WHAT VISION AGI CAN PROVIDE?**

We can provide mobile scaffold tower, ladders and if needed mobile man-safe systems and harnesses on request. However, this must be discussed and agreed prior to installation and may affect your installation date and price.

**IMPORTANT REMINDER**

Vision AGI 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' with the correct personnel in attendance to carry out the lifting operations.*

Our installation service does not include the vertical transportation of the rooflights / materials; we do include the horizontal transportation, only when the rooflight / materials does not exceed 100kg.

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

**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**

## SCHEDULE OF ATTENDANCES – INSTALLATION

Item	Client	VAGI	Notes
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 VAGI up to 100kgs Horizontal transportation by Client 101kgs+
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