

## Executive Summary & Experience

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i) Company Profile



# COMPANY PROFILE

Al-Nafila

**Al-Nafila**

INTERIOR & BUILDING MAINTENANCE W.L.L

النافلة انتيريل وصيانة المباني, ذم م

CR No: 125592, PO Box: 18763










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Al-Nafila

## ABOUT AL NAFILA INTERIOR & MAINTENANCE

AL NAFILA INTERIORS & MAINTENANCE has 25 years in GCC to provide best services in Interior Furnishings & General Maintenance and it's not what we boast it's the feedback we received from the clients we have served. We have dealt with the nest residential and commercial developers and we have been rated excellent for our hospitality, professionalism and unique approach towards craftsmanship and workmanship. Our designs are tailored to client speciations, their comfort and their taste for luxury and sophistication.

### WHY US?

The common question we were asked when we approached clients!! Why us? Why they have to pick us? Why we are different? Or why they have to hire us? After gaining years of experience in general maintenance, we saw a lack in the platform for new ideas or creative skills. We encourage people with their idea to change, to bring in the evolution in the design, approach and client satisfaction.

We believe that it's an era where you work smart accepting the simple logic – to the client, by the client and for the client. It's a challenge which has been accepted by us to achieve 100% client satisfaction with no compromise in quality or workmanship.

It is our mission to bring in a new trend of Interior fit outs at Gulf Market.

Why Us? – A friend who can provide best interior solutions at your door step.

Al-Nafila





# النافذة

لصيانة العامة و الديكور: ذم م

قسم الديكور وتصميم الداخلي  
جميع انواع لصيانة العامة

الدوحة قطر، ص.ب. ٣٦٧٨٩، س.ت. ٢٩٥٥٢٢

سيدي/سيديتي

انشئ في عام ١٩٩٤ ، نحن شركة ذات سمعة طيبة مقرها في دول مجلس التعاون الخليجي. مع ٢٥ عاما من الخبرة تحت حزامنا ، أنشأنا أنفسنا كواحدة من أبرز المقاولين ومقدمي الخدمات ذوي الجودة العالية في مجال العزل المائي ، سكريد ، الطلاء ، السباكة ، الأعمال الكهربائية ، أعمال الأنابيب ، تصنيع الألمنيوم ، أعمال نجارة ، التعشيق ، إنخ توفر الشركة خدمات التنظيف للمكاتب والمدارس والمستشفيات والمساكن والمؤسسات الحكومية والشركات الصناعية. نحن متخصصون أيضا في تنظيف مجاري الهواء ، ومعالجة الميكروبيول ، وإزالة العفن ، وصيانة وإصلاح المباني ، والأشغال الداخلية والخارجية ، وخدمات الصيانة النظرية الأخرى بأسعار معقولة. بغض النظر عن حجم خططك الكبيرة أو الصغيرة ، يمكننا تحقيق ذلك لك من خلال المعدات الحديثة والبناء المدرب تدريباً جيداً.

زباننا الكرام هم من الريامي الداخلية ، نادي شرطة أبوظبي ، إنفينيتي للتصميمات الداخلية ، أركو إذا كنت ترغب في مشاهدة medior & space city للديكورات الداخلية ، مستشفى برجيل ، مستشفى مشاريعنا المرموقة ، فاتصل بنا اليوم حيث يسعدنا إظهار تلك الأعمال عند الاقتضاء.

العضو المنتدب: محمد كوس نافاس

لمزيد من التفاصيل ، يرجى الاتصال ب: +٩٧٤٣٣٥٤٦٧٣١ ، ٩٧٤٣٣٣٧٧٧٢٠ ، ٠٠٩٧٤٣٣٣٧٧٧٢٠



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## General Business

**All kind of Interior Fit outs and General maintenance works like:**

New Office fit out works

Renovation works

Office Modification works

Vinyl & Epoxy Flooring

Civil structure works

Exteriors Interlock with Landscaping works

All kind of General Maintenance works are also carried.

**MEP works like:**

Electrical cable pulling

DB installation works

Plumbing

AC installation and maintenance works (AMC)





## Our Services

### CIVIL MAINTENANCE

All kinds of maintenance, renovation and refurbishment works.

Carpentry and Gypsum Works

Ceiling & roof framing

Door, window & furniture works.

Finishing carpentry works

Glass and Aluminum works

Floor Maintenance & Restoration Services

Painting Service for residential or commercial villa and office painted.

### MEP MAINTENANCE

AC Repairing works.

Electrical Works

Plumbing works

Electrical works for commercial & residential buildings

Annual Maintenance Contract



## Our Valuable clients in GCC

- M/s Daien Contracting Company WLL, Qatar
- M/s Red Links Construction W.L.L, Qatar
- M/s Mamooth trading and Contracting WLL, Qatar
- M/s Al Nasif Group WLL, Qatar
- M/s Jaffirson interior trading and Contracting WLL, Qatar
  
- M/s Al Reyami Interiors LLC Abu Dhabi
- M/s Burjeel Hospital Abu Dhabi
- M/s General Civil Aviation Authority Abu Dhabi
- M/s Famous Dave's (Restaurant) Abu Dhabi
- M/s Medeor Hospital Abu Dhabi
  
- M/s Burjeel Medical Center Al Ain
- M/s Burjeel Royal Hospital Al Ain
- M/s Medeor Hospital Al Ain



Al-Nafila

**Company Contact details:**

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**Contact for queries:**

Business quires Email ID: [nafilanavas396@gmail.com](mailto:nafilanavas396@gmail.com)

Al-Nafila

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# Project Photos

## Gypsum ceiling



## Gypsum ceiling



## Gypsum ceiling





  
**Al-Nafila**



## Civil Works



A





## Civil Works





A



## Painting / Texture Painting Works



**Al-Nafila**



## Tile Flooring Works



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## Exteriors Interlock with Landscaping works



A



**Exteriors Interlock with Landscaping works**



**Al-Nafila**



MEP works

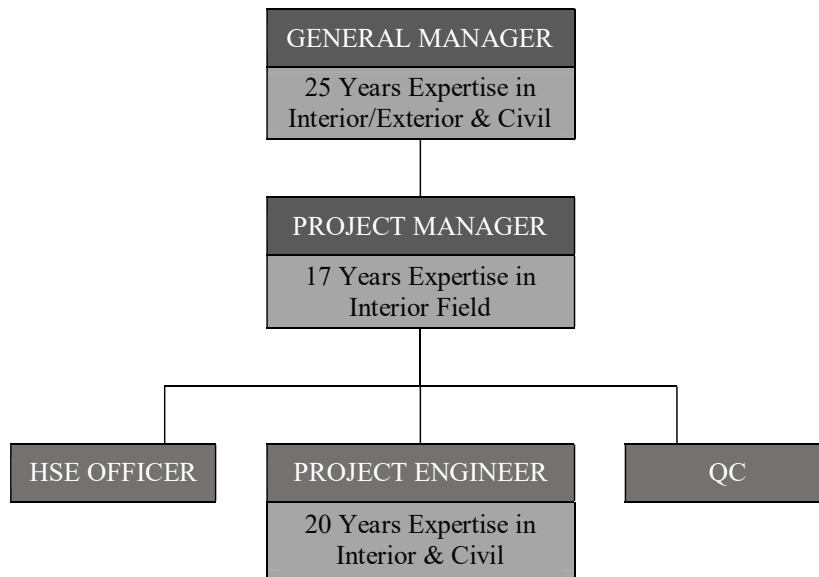


ii) Years in business

After gaining years of experience in External & Internal Civil Works, Interior Fit outs works & Building maintenance, we saw a lack in the platform for new ideas or creative skills.

Hence AI-Nafila Interior and Building maintenance W.L.L was born. We hereby state that we have 25 Years in GCC related to all the interior and exterior projects,

We have been completed more than 45 projects successfully within the deadline.





iii. Key personnel staff qualifications & competence

### **The Management System**

#### **A. The Management System & Procedures**

We have prepared and implemented a quality system which ensures the efficient operation of all the functions of the company. It is fully controlled documented system which allows the user to identify the organizational structure, responsibilities, procedures and resources used within the company. Our employees are encouraged to adhere to the procedures and processes defined in order that our commitment to quality will be reflected in the results we achieved.

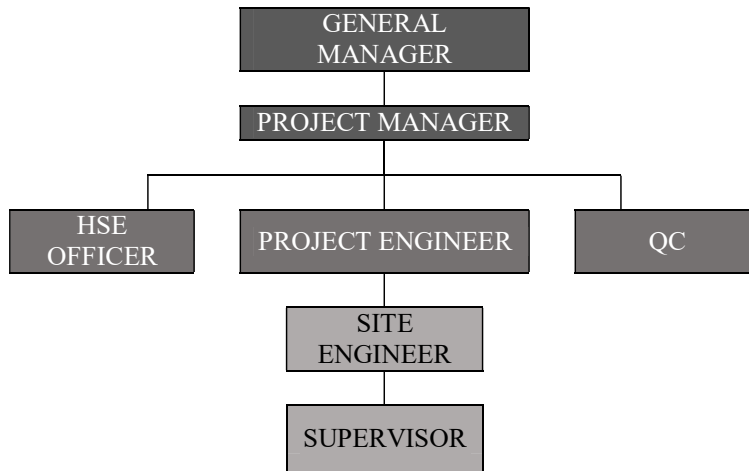
#### **General Manager**

Achievement oriented professional with Twenty Five years of diversified experience in Civil Construction, Real Estate, Marketing, Customer relationship, Transportation services and as Project Coordinator.

#### **Responsibilities:**

- ✚ Overseeing daily business operations.
- ✚ Developing and implementing growth strategies.
- ✚ Training low-level managers and staff.
- ✚ Creating and managing budgets.
- ✚ Improving revenue.
- ✚ Hiring employees.
- ✚ Evaluating performance and productivity.
- ✚ Analyzing accounting and financial data.





## B. Project Manager & Project Team

A project manager is a team member of a project usually belongs to different projects with a project engineer of each projects with different functions assigned by the project manager to activities for the same project. A team can be divided into sub-teams according to need. Usually project teams are only used for a defined period of time.

### Responsibilities of Project Manager

- ✦ Project Planning.
- ✦ Managing Teams members
- ✦ Executing the projects as per schedule
- ✦ Negotiation with Sub Contractors
- ✦ Prepare Project Schedule as per requirement
- ✦ Cost Control
- ✦ Risk Management
- ✦ Contract Management
- ✦ Critical Thinking.
- ✦ Communication.
- ✦ Motivating team members



## 1. Project Quality Control

Quality Control is a sequence of activities to monitor the quality management process, make records on quality performance, revealing any defects or failures in project facilities and products, and generating necessary suggestions and recommendations for improving the project quality and increasing the quality to its client satisfactory.

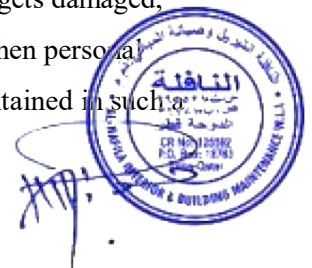
## 2. HSE Officer

HSE Officer is formed to monitor overall HSE performance at all levels including Subcontractors. During the tenure of project various level HSE meetings shall be conducted.

- ✓ Ensuring compliance with Company HSE Policy.
- ✓ Reviewing relevant monthly report/statistics
- ✓ Investigating and discussing all reported incidents and proposing realistic, practical methods of preventing reoccurrences.
- ✓ Review work in advance and undertake risk analyses as identified.
- ✓ Reviewing and approving of training/ tool box talk schedule.
- ✓ Ensuring communication with workforce via notice boards
- ✓ Ensuring new employees undergo an induction course prior to commencing work.
- ✓ The induction course should highlight any project/ departmental specific risks.

## Personal Protective Equipment (PPE)

PPE shall be provided to the all workers, employees and visitors. It is mandatory to wear safety shoes, Hard hat and high visibility vest at the site at all times. All workers will be inducted in the use of Personal Protective Equipment. Other PPE will be used according to the task being carried out. If employee loses, or the PPE gets damaged, the replacement will be provided. It is advised to the personnel that when personal protective equipment is not in use, they shall be kept in bags and maintained in such a



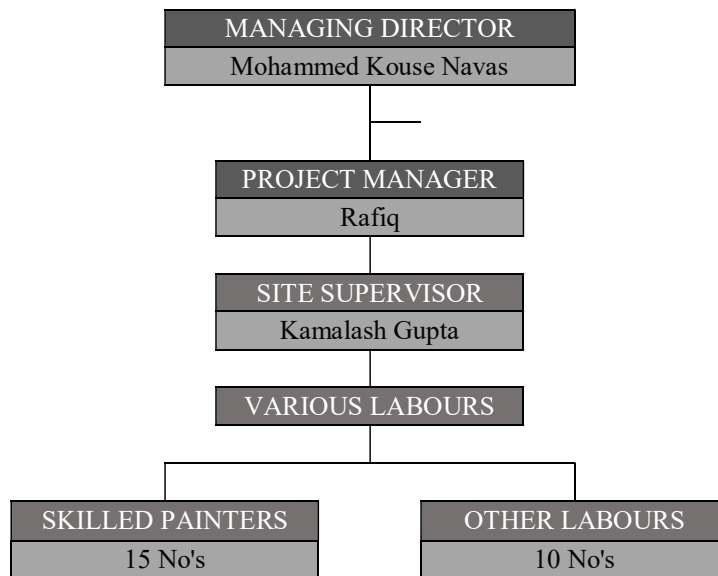
sanitary and hygienic way to prevent contamination. Worn out and contaminated PPEs will be replaced by the company. Below mentioned PPEs are normally in use in site:

- ✓ Safety Shoes
- ✓ Hard Hat
- ✓ Safety gloves
- ✓ Dust Masks
- ✓ Full Body Safety Harness






iv. Staff organization structure

**STAFF ORGANIZATION STRUCTURE**



v. List of all equipment's & tools

**LIST OF ALL EQUIPMENT'S & TOOLS** USED FOR THE PROJECT

SI No	Items	Description	Images
1	Tools	Drill Machine	
2	Tools	Hand Hammer	
3	Tools	Cutter /Tile cutter	
4	Equipment	Vacuum cleaner	










INTERIOR & BUILDING MAINTENANCE W.L.L

النافلة انتيريل وصيانة المباني, ذم م

Decoration & Interiors Division All Kinds of Maintenance

5	Equipment	Double sided Ladder	
6	Equipment	Extension Ladder	
7	Equipment	Aluminum Tower Scaffolding	
8	Tools	Knife	
9	Tools	Masking Tape	





INTERIOR & BUILDING MAINTENANCE W.L.L

النافلة انتيريل وصيانة المباني, ذم م

Decoration & Interiors Division All Kinds of Maintenance

10	Tools	Warning Tape	
11	HSE	Face Mask	
12	HSE	Helmet	
13	HSE	Safety Shoe	
14	HSE	Ear Plug	





vi. Service Delivery Methodology

### **Service Delivery Methodology**

Description of Approach, Methodology and Work Plan for Performing the Assignment/Job

Technical Approach & methodology: - explaining the understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

#### 1. **INSTALLATION CEILING TILES**

##### **1.1 Introduction**

The project relates to the Ceiling tile installation that is to be carried out at all the Project.

#### 2. **SCOPE OF WORKS**

##### **2.1 CEILING TILE INSTALLATION WORKS**

This Method Statement Submittal provides the detail procedure for the installation works for the projects including materials.

- Clean the interior surfaces as per the scope mentioned in RFQ
- Mobilization of materials to desired area
- Install tile as per the manufactures instructions.
- Do the site inspection with Main Contractor/engineers before closing the ceiling to confirm on completion of MEP works and close the snags if any.
- Wear the safety equipment's throughout the work time. (Goggles, hand gloves, safety helmets, masks, etc...

#### **ON COMPLETION OF WORKS**

1. All work areas are to be left in a clean, tidy and safe condition.
2. Ensure all other materials stored in a safe and proper manner before departing from the property. All materials are working in/on.
3. Report to the Site Management Team on completion of the works and if required by the site management team, report out before leaving. Take photographs if necessary and mail to site management.



## 2.2 Plant & Equipment

The following plant & equipment will be used for the fit out works

- Podium Level Scaffold
- 8 Steps Ladder
- Drill machines
- Cutters
- Industrial Vacuum Cleaner Wet / Dry
- Measurement Tapes
- Utility Knives
- Utility light and extension cord
- Pliers
- Broom
- Stiff scrub brush
- Safety requirements such as safety shoes, safety helmet, safety gloves, safety glasses to insure maximum ability of safe work and dust mask when required

## 2.3 Materials

The materials in this documentation refer to Ceiling works

- Aluminum Suspension 15/24 as per approval
- Gypsum ceiling Tile 600x600 mm
- Aluminum ceiling tile as per approval

## 2.4 Site Planning & Preparation

Permits shall be applied prior to commence works. Prior to installation take place, the following pre-installation task are essential.

- Al Nafila Interior and Building Maintenance Team Will coordinate with Main Contractor and acquire all necessary permits .Once permits are obtained they will be posted on-site
- Kick off meeting will be held on site with Engineering team
- Access to the site will be restricted and authorized personal only
- Dust will be controlled by using vacuum cleaner and wet methods
- The site will be cleaned and cleared before departing each day to the approval. If at any time materials cannot be hauled off site before
- Departing for the day materials will be neatly stored and secured.



## **2.5 Work Methodology**

### **1. Handling of Materials**

Transportation to Site

Materials will be transported or shifting from and to the site by the contractor

Competency and Monitoring

- Concerned supervisor/foreman/charge hand will conduct a daily task briefing / tool box talk (TBT) each day explaining the work methodology and safety procedures before commencing the task.
- The lead trade man has to ensure enough operatives to complete the task. The measures considering shall be effective with respect to the situation.

Co-ordination with Other Trades

Proper works clearance shall be obtained from the preceding discipline, i.e., etc. before Installation works proceeds. Recorded evidence of the same shall be available at site.

Main Contractor shall communicate and coordinate works with the AI Nafila Interior and Building Maintenance WLL. Main Contractor shall complete an assessment of the work area prior to taking it over to ensure it is ready/safe for works to be completed. Any other trades working in the area will be advised to or remove all belongings related to them.

Document notification

Once the work is completed, assure quality and perfection of the job. It has to be witnessed and recorded by approved engineers. The prepared document for the purpose of above witnessing has to be vivid with approved drawings, as built and technical sheets if required. If any case the status of inspection is not approved, immediately rectify the fault and submit for another inspection.

### **2. Key personnel and respected contact details who are responsible for the separate work components for the project**

**Project Manager:**

- Responsible for the overall operation of our work activities on the project regarding health and safety, environmental, quality and implementation of the work.
- Ensure suitable and sufficient method statements and risk assessments are prepared and fully implemented for all work activities being undertaken.



- Ensure sufficient resources are allocated to carry out the work safely and in accordance with company requirements and legal obligations.
- Ensure that staff under their control is suitably competent, experienced and trained for the work activities being undertaken.
- Ensure and maintain the planning progress and coordination of works with the Main contractor.
- Ensure the timely reporting of near misses, accidents, etc. to the HSE team immediately

**Site Engineer:**

- Ensure that the works are performed in accordance with the contract specification, and contract and company health and safety requirements.
- Responsible for ensuring all personnel under his control are fully aware of the health and safety requirements and quality control principles.
- Ensure the required training for the site personnel involved is carried out.
- Ensure availability of all required tools and equipment to maintain a safe work place.
- Responsible for the quality of work carried out by all site personnel under his control including sub-contractors and suppliers.
- Control of requisition, provisions of construction material.
- Interpreting contract drawing and specifications and any revisions or amendments.
- Records and control of production documentation.
- Ensure that all inspection and test report pertaining to everyday work activities are submitted
- Report any non-compliance to the Construction Manager and recommend any necessary corrective action.
- Report any near miss, accident, etc. to the HSE team immediately

**Supervisor/ Foremen:**

- Assist the Site Engineer to execute and maintain overall quality of the work on day-to-day basis.
- Act as the immediate Supervisor directly in charge of the work activities.
- Ensure also that the working area is safe for the workers and equipment.
- Carry out daily briefing to all operatives involved in the work activity before work commences each day.
- Ensure the work activity is carried out safely and in accordance with company procedures, and local regulations.
- Monitor the work activity as the work progresses.
- Report any near miss, accident, etc. to the HSE team immediately.
- Leave the area safe and free from hazards (trip hazards).



**HSE Officer:**

- Ensure toolbox talks are carried out by site supervision as per the HSE plan.
- Monitor implementation of the approved method statement.
- Carry out site inspections of the work activities and produce a report on his findings.
- Provide guidance on specific health and safety training as may be deemed necessary, in relation to our work activities and site personnel requirements.
- Ensure compliance with company health and safety procedures and relevant local legislation.

**3. Required equipment and materials to undertake the works**

Please refer the Plant & Equipment's and Materials section

**4. Sequential Works methodology**

- Fit out works kick off meeting with Engineering team
- Protect the areas if required with plastic sheets
- Wear the safety equipment's during the work time.
- Do the final inspection with FM team and client.
- Rectify the snags if any
- Hand over to client

**5. Sketch of Layout of Works area including localized lay down area**

Attached Separately.....

**6. HSE Risk Assessment for undertaking the works, with mediating actions to minimize risk.**

**Access / egress points**

- Access to the place of work shall be by designated pedestrian safe routes where in place. Work area to be kept clear of non-essential tools and equipment. The Main contractor shall provide a safe access to the area. Work Supervisor will coordinate with the main contractor construction team for safe access.



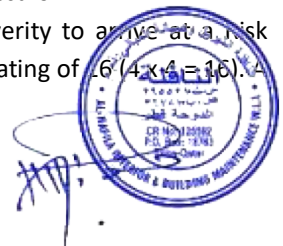
## HSS requirements

- Ensure that correct and undamaged Personal Protective Equipment (PPE) is worn at all times. These include (but not limited to):
  - ✓ Hi-Vis jacket/vest (BS EN 471:2003, class 2)
  - ✓ Hard Hat (BS EN 397:1995)
  - ✓ Safety Boots (EN 345-1:1992)
  - ✓ Gloves (BS EN 388:2003)
  - ✓ Safety glasses (light eye protection) (EN 166F)
- Ensure that all involved with the installation tasks are competent, also confirm that they have read and fully understood the procedures within the method statement and attached risk assessment.
- Ensure that the working area is free from obstacles and trip hazards and safe to commence work.
- Ensure that any site specific regulations are strictly adhered to (permits, access suitably tagged etc.
- Ensure that sufficient task lighting is available, where needed.
- Mobile tower scaffolds will be erected and inspected by competent persons, and tagged with a suitable Scaff-tag.
- Supervisor to ensure adequate numbers of personnel are assigned to manually lift and that correct manual handling techniques are used.

## Risk and Environmental Impact Assessment

### A risk assessment matrix is provided for measuring risk.

- Assess the risks by evaluating each hazard in turn. To assess the risk, the likelihood of the hazard or hazardous event occurring must be determined.
- Guidance on risk and likelihood is provided with the risk assessment matrix below. These lists are not exhaustive and show typical examples only.
- A score of 1 to 5 must be selected from the risk assessment matrix, with 1 meaning that the event is unlikely to occur and 5 meaning that the event is certain or imminent to occur
- Following this, the consequence of the event occurring must be determined. This is the severity of the injury or damage that will be caused if the event takes place.
- A low consequence of 1 on the risk assessment matrix means that no injury would be sustained if the event happened. A high severity of 5 for example, means that a fatality is likely if the event occurs.
- The next step requires the selected likelihood to be multiplied by the selected severity to arrive at a Risk Rating. For example, a likelihood of 4 multiplied by a severity of 4 will produce a Risk Rating of 16 ( $4 \times 4 = 16$ ). A Risk Rating of 12 or more is regarded as a high risk priority.



- In such cases effective risk control measures must be developed to control the risk. Lower priority risk shall not be ignored, however, control measures should be appropriate to the Risk Rating and based on the principal of 'Reasonably Practicable', a balance of risk and cost.
- Once control measures are applied the risk rating is again calculated. This 'Residual Risk' rating should show a reduction in the level of risk due to the control measures. Ideally the residual risk will be low. Note that a task should not proceed unless the residual risk has been reduced to 3.
- Note that the severity will never change. What can be changed is the likelihood. This must be managed and must be 1, giving a maximum residual Risk of 4.
- Note this process can be used to mitigate environmental aspects. The matrix can be used to manage environmental impacts and this is provided for on the risk assessment / impact sheet.

Action Plan: where a score rating of 8 or above, further actions / preventive measures will be required to ensure that the hazard and risks are irradiated or brought down as low as reasonably practicable. Responsibilities and actions noted must be completed PRIOR to work / activity commencing

### **Daily Housekeeping**

Good daily housekeeping is the foundation for a safe work environment. Proper daily housekeeping prevents accidents and fires, as well as creates an organized and secure workplace atmosphere.

- All materials shall be stored in a stable manner so that they will not be subject to falling, shifting, or spilling.
- Rubbish, scraps, and debris will be removed from the work area on a daily basis to jobsite dumpsters, trucks, or stockpiled, as required.
- Materials and supplies will not be left in walkways or outside the work area. Work areas shall be inspected by a designee of the DSI Superintendent at the end of each work shift.

### **7. Job Documentation.**

**Will be done as per Main Contractor Guidelines**



### 3. SAFETY & HEALTH ISSUES

#### 3.1 Protective & Safety Equipment

- All workers involved shall be equipped with adequate PPE as stated below:



- Personal protective equipment will be worn as necessary to safely complete this project.
- Employees must check with their supervisor regarding any portion of their job and/or PPE that they are not familiar with.
- Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of each individual employee.
- Long-sleeved shirts and welding shirts and/or jackets, will be worn as required.

Gloves as necessary

- The use of Full body harnesses is required when working on elevated work where there is no guard rail protection and on suspended scaffolds over 6 feet above finish grade and or floor level.
- Employees are expected to utilize proper judgment in their personal habits when they report to work each morning; they must be in fit condition to meet daily

Obligations.

#### 3.2 Contractual Requirements

As per site regulations:

- Safety Induction for New Employees
- PPE Requirements
- Inspection of Machinery
- Emergency Procedures
- Welfare Facilities
- First Aid Requirements
- Defensive Drivers Training





### 3.3 Information to Personnel

Communication shall be made through:

- Safety Induction
- STARRT Program
- Tool Box Meeting
- Job Training
- Supervisors / Foremen
- Notices / Memos

### 3.4 Emergency Procedures

#### Emergency Procedures

When an emergency develops, the Site Superintendent should:

- Secure the area tightly and quickly
- Site Superintendent is to call emergency phone numbers of significance  
ONSITE EMERGENCY CONTACT FIRST
- Once Emergency contacts are notified Site Superintendent is to notify Client

#### Fire Procedures

- Have fire extinguishers on hand during work. Make sure all workers are aware of the location of fire extinguishers
- In case of fire, use proper fire extinguisher and/or water hose on all SMALL, centrally located fires.
- Call Fire Department
- Hot Work Permit will be requested as necessary

### 3.5 Permit Requirements

## 4. ENVIRONMENTAL ISSUES

### 4.1 Environmental Impact Assessment



No	Project Activities	Significant Impacts	Mitigation Measures
<b>A. Construction Phase – Installation</b>			



INTERIOR & BUILDING MAINTENANCE W.L.L

النافلة انتيريل وصيانة المباني، ذم م

Decoration & Interiors Division All Kinds of Maintenance

No	Project Activities	Significant Impacts	Mitigation Measures
1.	Workshops	Water	<b>Sedimentation and discharge control</b>
		Air (Fugitive dust generation due to heavy and light vehicles ingress/egress)	<b>Systematic water spraying:</b> <ul style="list-style-type: none"> <li>Regular spraying of water of access roads.</li> </ul> <b>Maintenance of machinery:</b> <ul style="list-style-type: none"> <li>Regular maintenance of equipment to avoid excessive production of smoke and noise.</li> </ul>
		Noise generation	<b>Maintenance of machinery and equipment:</b> <ul style="list-style-type: none"> <li>Regular maintenance of equipment to avoid malfunction and produce excessive noise.</li> </ul>
		Waste Management (Waste such as rubbish, food waste, plastics, sewage etc.)	<b>Solid Wastes:</b> <ul style="list-style-type: none"> <li>Burning of rubbish, plastics etc. are not allowed.</li> <li>All solid waste to be disposed in the waste container which will be provided at the site and the container will be regularly collected for proper disposal.</li> </ul>
2.	Others	Welfare	<ul style="list-style-type: none"> <li>Transport vehicles to ferry workers to and pro the site will be provided.</li> <li>Workers to be briefed on the environmental mitigation impact and measures at the site.</li> </ul>
		Traffic & transportation	<ul style="list-style-type: none"> <li>Erect appropriate signage at junctions and entrance turning into and out of Project site.</li> <li>Observe all traffic rules and regulations.</li> </ul>
			<ul style="list-style-type: none"> <li></li> </ul>

1. Environmental Management Plan
2. Noise and Vibration Control
3. Air Quality Management
4. Water Quality Management



5. Erosion and Sedimentation Control
6. Waste Management
7. Storage of Potentially Polluting Materials
8. Incident and Control Response

#### **4.2 Contractual Requirements**

Effective measures are to be in placed to ensure environmental parameter requirements are complied.

#### **4.3 Emergency Procedures**

##### **4.4.1 Incident Control and Response**

- 4.4.1.1 Notification Requirements
- 4.4.1.2 Spill Contingency Equipment and Supplies
- 4.4.1.3 Initial Response Actions

##### **4.4.2 Clean-up, Removal and Disposal**

##### **4.4.3 Records and Files**

### **5. QUALITY ASSURANCE**

#### **5.1 Contractual Requirements**

To follow Quality Requirements (internal monitoring of works).

#### **5.2 Inspection & Testing**

Internal testing and inspections performed as described in Inspection & Test Plan (ITP)



vii. Work Plan

Work Plan: -Propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones and delivery dates of the reports.



**PROJECT SCHEDULE**

Description	Area m <sup>2</sup>	No of Labours	Date		Signifir Per Team	No of Days	Aug-20																															Sep-20																															Oct-20																																																			
			start	End			[Gantt Chart Grid]																															[Gantt Chart Grid]																															[Gantt Chart Grid]																																																			
							[Gantt Chart Grid]																															[Gantt Chart Grid]																															[Gantt Chart Grid]																																																			
<b>BASEMENT FLOOR PLAN-02</b>																																																																																																																								
<b>GN50 Gypsum board Ceiling</b>																																																																																																																								
Lobby	120.00	3	16-Aug-20	18-Aug-20	2.40	3.00																																																																																																																		
<b>BASEMENT FLOOR PLAN-02</b>																																																																																																																								
<b>GN50 Gypsum board Ceiling</b>																																																																																																																								
Telephone Room	4.00	3	19-Aug-20	20-Aug-20	0.16	2.00																																																																																																																		
Sec. Office	29.00	3	21-Aug-20	22-Aug-20	1.16	2.00																																																																																																																		
BCH rooms	92.00	3	23-Aug-20	25-Aug-20	3.68	3.00																																																																																																																		
<b>Aluminium Suspended ceiling</b>																																																																																																																								
Lobby	77.00	3	26-Aug-20	30-Aug-20	3.08	5.00																																																																																																																		
Royal Lobby	20.00	3	31-Aug-20	31-Aug-20	0.80	1.00																																																																																																																		
Handdry	488.00	5	16-Aug-20	4-Sep-20	19.52	20.00																																																																																																																		
Beverages Storage	137.31	3	1-Sep-20	6-Sep-20	5.49	6.00																																																																																																																		
Dry Food Storage	208.00	3	7-Sep-20	15-Sep-20	8.32	9.00																																																																																																																		
Garbage	126.00	3	16-Sep-20	20-Sep-20	5.04	5.00																																																																																																																		
Canteen	397.00	4	5-Sep-20	20-Sep-20	15.88	16.00																																																																																																																		
Main Kitchen	578.00	5	21-Sep-20	13-Oct-20	23.12	23.00																																																																																																																		
Bakery/ Pastry-Cook	154.00	3	21-Sep-20	26-Sep-20	6.16	6.00																																																																																																																		
HK Office & Store	54.00	2	16-Aug-20	18-Aug-20	2.16	3.00																																																																																																																		
HR Office & Training	53.00	2	19-Aug-20	21-Aug-20	2.12	3.00																																																																																																																		
General Storage	80.00	3	27-Sep-20	27-Sep-20	3.60	1.00																																																																																																																		
First Aid Waiting	13.00	2	22-Aug-20	22-Aug-20	0.52	1.00																																																																																																																		
Physician	18.00	2	23-Aug-20	23-Aug-20	0.72	1.00																																																																																																																		
Meat Room	76.00	2	24-Aug-20	26-Aug-20	3.04	3.00																																																																																																																		
Fish Room	48.00	2	27-Aug-20	28-Aug-20	1.92	2.00																																																																																																																		
Vegetable Room	104.00	3	1-Oct-20	5-Oct-20	4.16	5.00																																																																																																																		
Staff Corridor	442.00	5	29-Aug-20	15-Sep-20	17.68	18.00																																																																																																																		
Service Corridor	665.00	5	16-Sep-20	16-Oct-20	26.60	31.00																																																																																																																		
Men Staff	91.00	2	29-Aug-20	1-Sep-20	3.64	4.00																																																																																																																		
Men Worker Room	97.00	3	6-Oct-20	10-Oct-20	3.88	5.00																																																																																																																		
Female Staff	84.00	2	16-Aug-20	20-Aug-20	3.36	5.00																																																																																																																		
Beverage Storage	166.00	4	21-Aug-20	28-Aug-20	6.64	8.00																																																																																																																		
Liquor Storage	34.00	2	2-Sep-20	3-Sep-20	1.36	2.00																																																																																																																		
Food Store	82.00	2	4-Sep-20	5-Sep-20	3.28	2.00																																																																																																																		
Security	16.00	2	6-Sep-20	6-Sep-20	0.64	1.00																																																																																																																		
Office	89.00	2	7-Sep-20	10-Sep-20	3.56	4.00																																																																																																																		
Rest Room	34.00	2	11-Sep-20	12-Sep-20	1.36	2.00																																																																																																																		
<b>BASEMENT FLOOR PLAN-01</b>																																																																																																																								
<b>Aluminium Suspended ceiling</b>																																																																																																																								
Manager Accommodation	162.00	3	13-Sep-20	19-Sep-20	6.48	7.00																																																																																																																		
Staff accommodation	31.00	2	20-Sep-20	21-Sep-20	1.24	2.00																																																																																																																		
Podium	31.00	2	22-Sep-20	23-Sep-20	1.24	2.00																																																																																																																		
Staff Security	13.00	2	24-Sep-20	24-Sep-20	0.52	1.00																																																																																																																		
EMAS ROOM	78.00	2	25-Sep-20	28-Sep-20	3.12	4.00																																																																																																																		
GSM	54.00	2	29-Sep-20	1-Oct-20	2.16	3.00																																																																																																																		
Common Living	32.00	2	3-Oct-20	3-Oct-20	1.28	2.00																																																																																																																		
Valet / Drivers Room	36.00	2	4-Oct-20	5-Oct-20	1.44	2.00																																																																																																																		
Laundry	7.00	2	6-Oct-20	6-Oct-20	0.28	1.00																																																																																																																		
Pastry	13.00	2	7-Oct-20	7-Oct-20	0.52	1.00																																																																																																																		
Corridor	260.00	4	16-Aug-20	26-Aug-20	10.40	11.00																																																																																																																		
<b>LOWER GROUND FLOOR + 1.50 m</b>																																																																																																																								
<b>Aluminium Suspended ceiling</b>																																																																																																																								
Lobby	36.00	2	8-Sep-20	9-Sep-20	1.44	2.00																																																																																																																		
Admin room	314.00	5	27-Aug-20	8-Sep-20	12.56	13.00																																																																																																																		





viii. After Sales Support/Value Added service

Warranty Coverage, Maintenance & support service



## WARRANTY CERTIFICATE- (FOR CEILING WORKMAN SHIP)

**SUBJECT:** INSTALLATION OF CEILING TILES

**Date:** To be confirmed

We hereby warrantee the workman ship for all the Installation work performed for a period of one year from the date of completion, will repair any defective work which will be performed at no additional charge to the product owner.

All materials will be provided by AI Nafila Interior and Building Maintenance WLL, If any damages due to rough use, Water leakage, Humidity, Structural damages, Other workers vandalism will not be applicable in warranty durations for supplied materials,.

This Certificate is void if the tender is not awarded to **M/s AI Nafila Interior and Building Maintenance WLL.**

For

**AI Nafila Interior and Building Maintenance WLL**

