



‘Finish Better’

Contractors Guide

to Expectations on OFP Timber
Framed Homes Projects

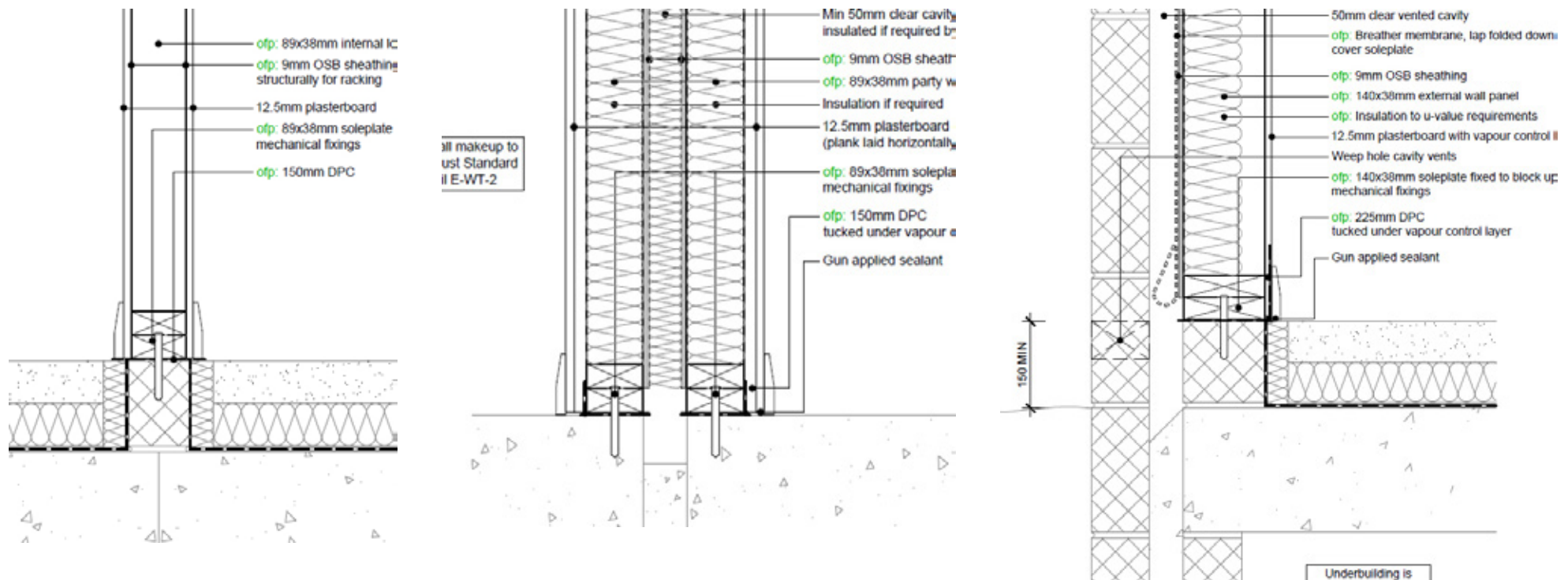
Latest review January 2023



DPC

- > Each site has a different finish required with the DPC - is it lapped in? Lapped out? Further than the last project I worked on... is it gas membrane? The answer, I suspect varies every job! It would be expected that the **best practise is to approach the agent and ask** of their requirement at the start of each job. Easily communicated at induction if not already in a pre start by OFP management. Ensure it is recorded.

- > If agents are unaware, we would suggest the following in line with our standard details.
- > DPC joints should be lapped along the plate by 100mm minimum.



Soleplates

Soleplates are the first component installed on site and are probably the most important element as they have a direct effect on the buildings line, shape and level.

Soleplates must be installed level within +/- 2mm in level and not overhang the blocks by more than 10mm (if greater the TF engineer should be consulted).

The substructure should be checked prior and suitable packing installed between the upstand and the underside of soleplate. (OFP supply steel shims for up to 10mm). These should be installed at @800mm centres. Additional packing may be subject to a charge to the client.

Once the soleplate is fixed down and panels are stood, a **second visit to install additional packers should be made locating the packers directly under each stud/load positions.**

It is the responsibility of the foreman to show the agent if there is any packing over 10mm or any overhangs (left/right) over 10mm once installed. There is a QA sheet to assist this process in the OFP site folder. **The client's agent should sign this sheet with the installer to confirm they are happy with OFP proceeding to install panels above.**

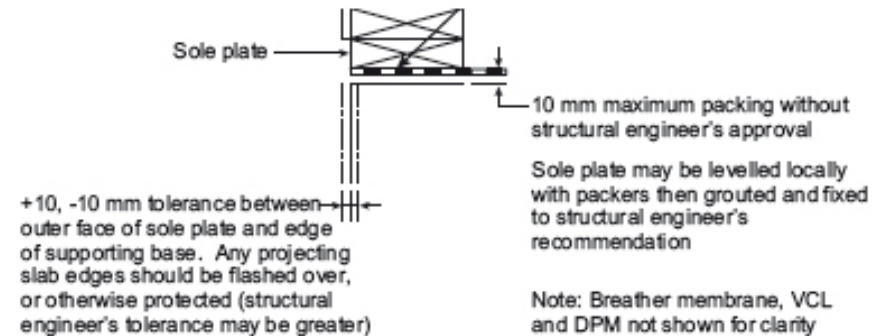
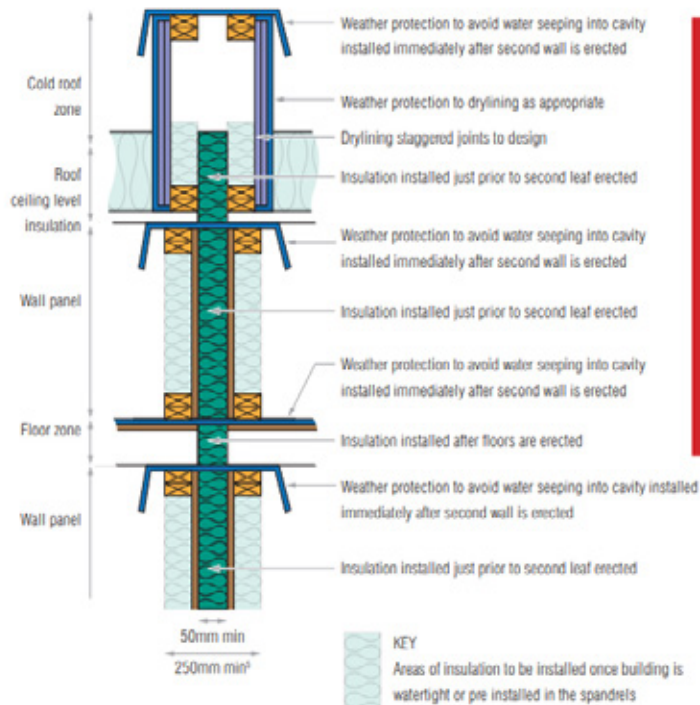


Figure 2: Typical external wall sole plate



Party Wall (Hidden) Cavity Mineral Wool

- > It is the responsibility (some site) of OFP to install mineral wool between the party walls (hidden) to meet Improved Robust Detail (EWT 2).
- > This should be installed where possible without the use of nails and fixings (staples/spray glue) provided by the subcontractor and covered (see below).
- > The mineral wools should be installed between spandrel panels in the roof areas a minimum 300mm above the finished ceiling line (internal).



! **Defect warning**

Ensure insulation is installed dry, not wet.

Stop works and do not install damp or wet insulation in the cavity during construction.

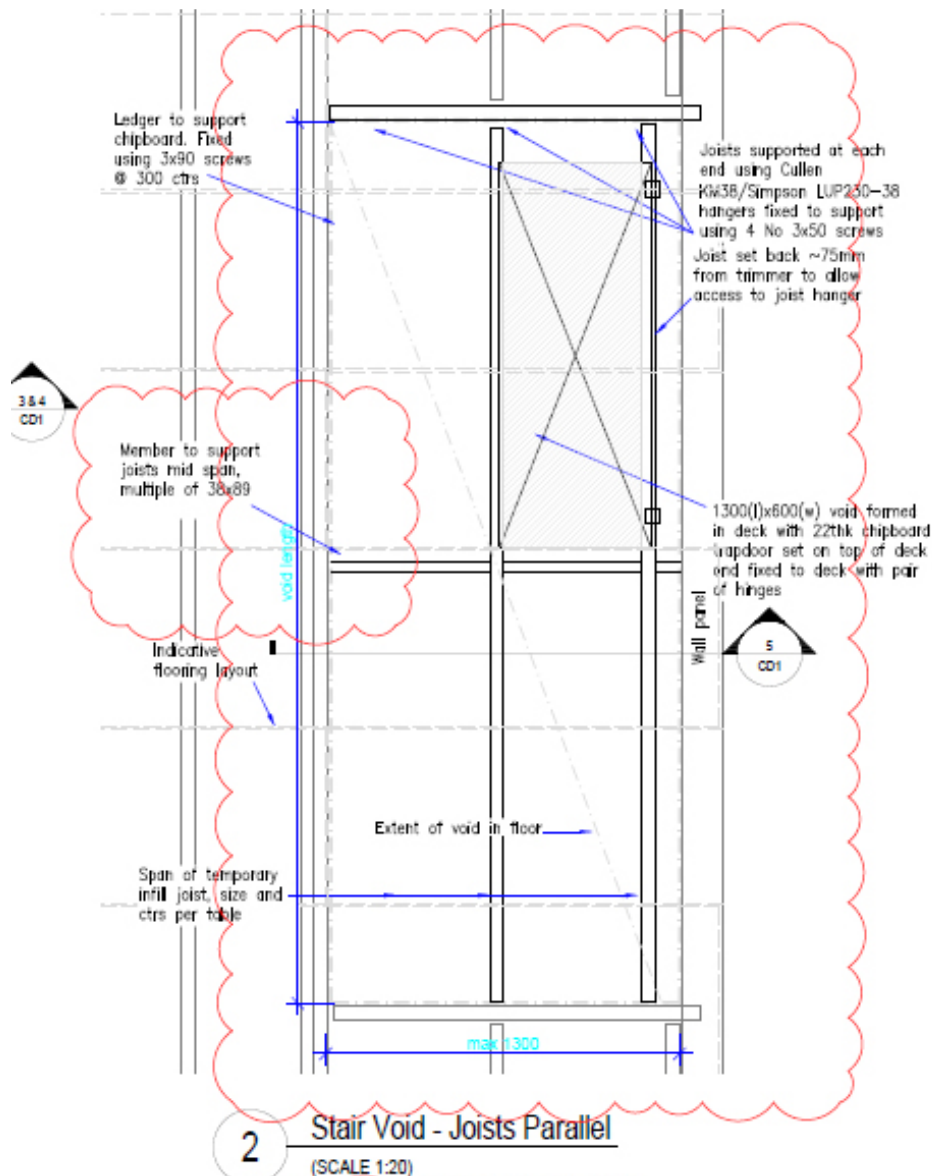
Weather protection must be a flexible, membrane-type material.

Check design does not include for a vapour control layer such as polythene in the party wall.

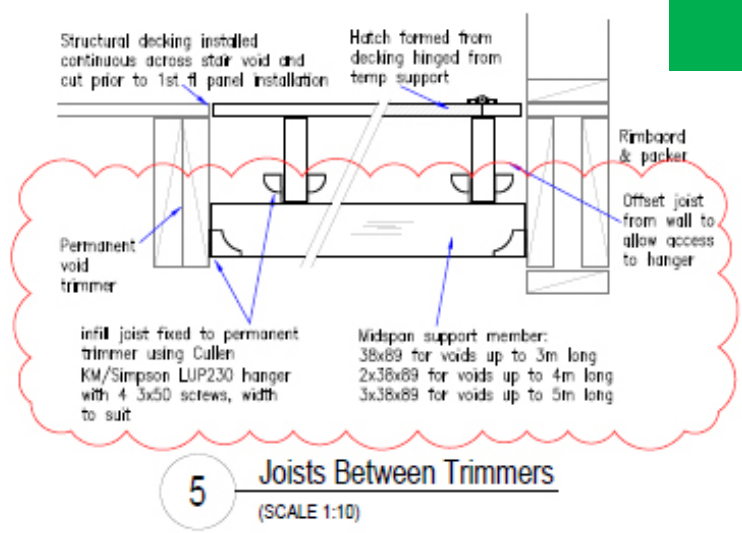
Fire sock is installed inside the end of the external panels line after the mineral wool vertical on ends.

OFP supply protection to lay over panels as the insulation is fitted.

Crash Deck Installation Guide



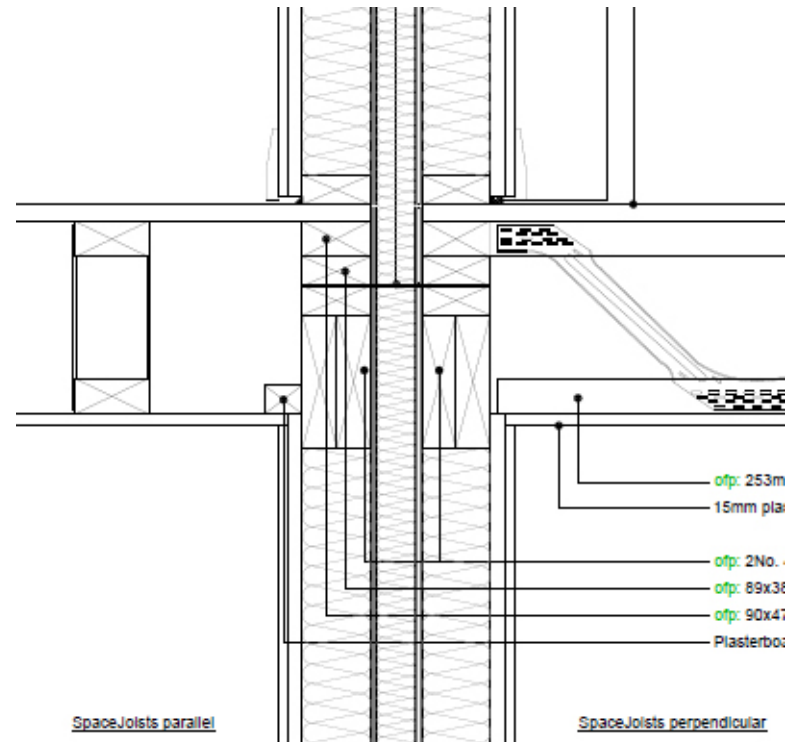
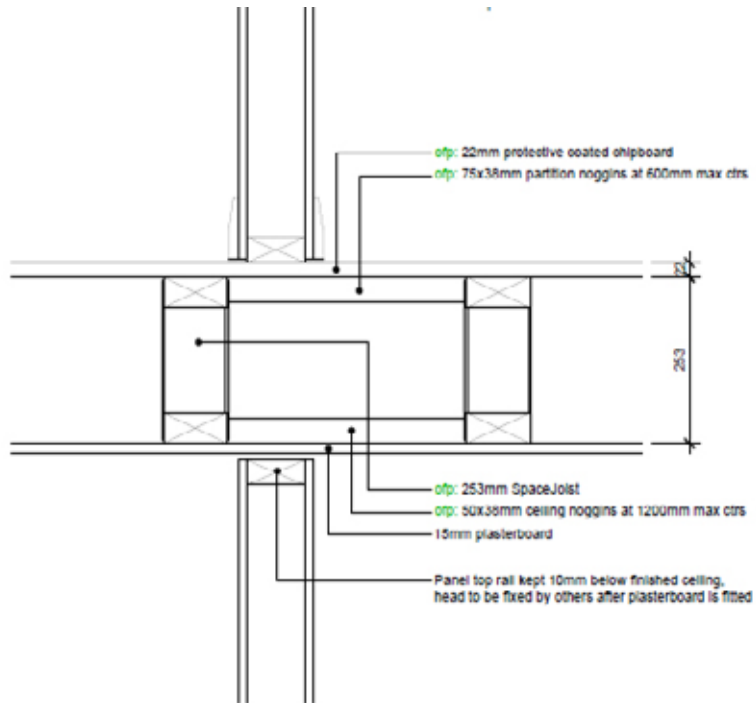
NO NAILS - Only Screw Hangers & Deck or Any Ledgers within Full Stairwell Area



End Joints / Pick Ups

- > We have recently discussed with follow on trades (plasterers specifically) **what would make their jobs easier?** To include a joist/pick up at the end of each

room considerably helps them and really we consider these as joist rather than p/board pick ups. Examples below where they are to be included & where not.

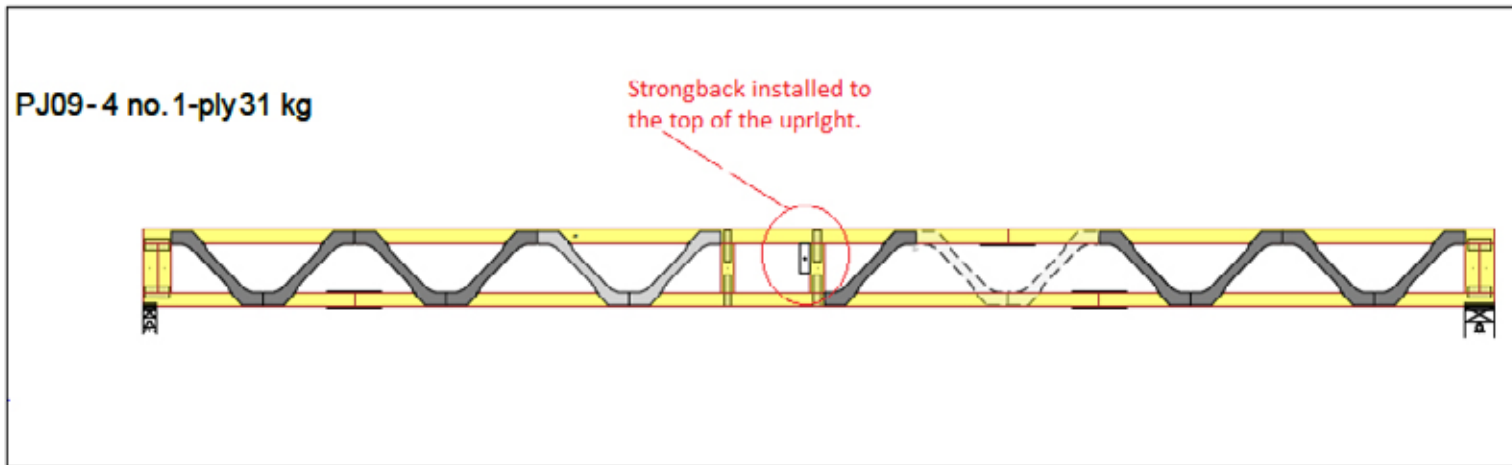


✔ 600 c/c max noggins

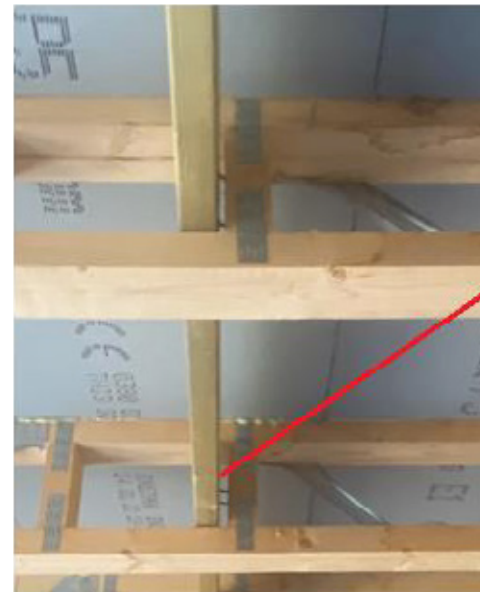
✔ End Runners as pick ups
In place of end joist

✘ Not @600c/c
between joists

Strongback

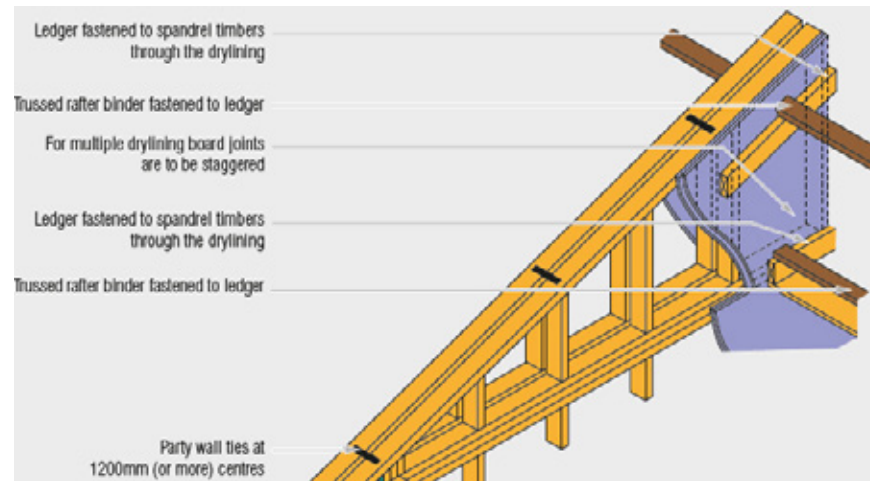
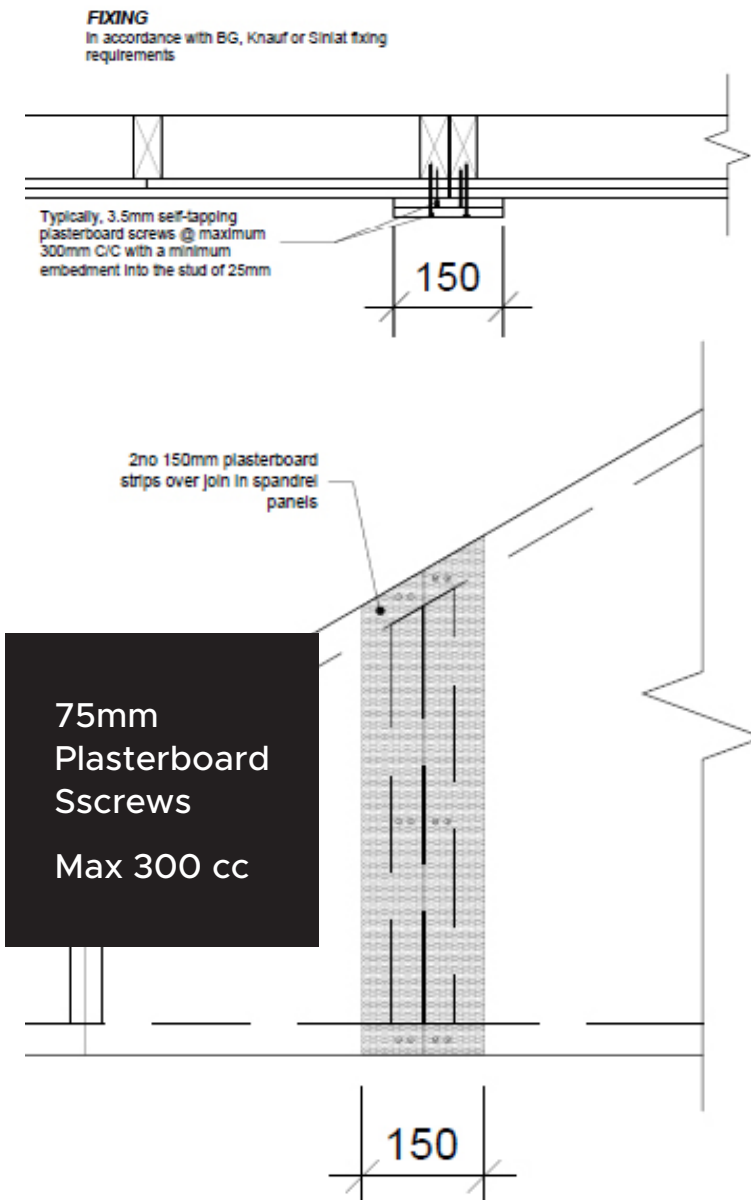


1. It is expected starting on all new projects in 2023 – that the strongback will be fixed with min 2no screws (min 75mm).
2. Typically joist with clear span over 3.8m have them, familiarize yourself with this and check drawing (as above 410 on all projects).
3. Install the strongback to the top, and do not let it touch the perimeter of the build.
4. Must be fixed to all uprights, (if in parts, at least 3 of the uprights passed by each adjoining timber).



Do not
leave
GAPS

Spandrel Panels & Fixing



*Where a drilling cover plate is required to provide fire resistance at spandrel panel junctions, and where it coincides with a ledger, the designer and installer options are as follows:

Option 1

Install the roof bracing ledger over the spandrel junction and butt up the drilling cover strip to the timber ledger. In this option, the timber ledger shall be at least 40mm wide for British Standard and 48mm wide for Eurocode compliance; for which a common ledger size of 38mm will require an additional timber for at least 50mm either side of the junction being protected.

STA Guidance on Spandrel Panel Junctions with Ledger Bracing

Fire-Sock

OFP will supply all fire sock for compartment walls.

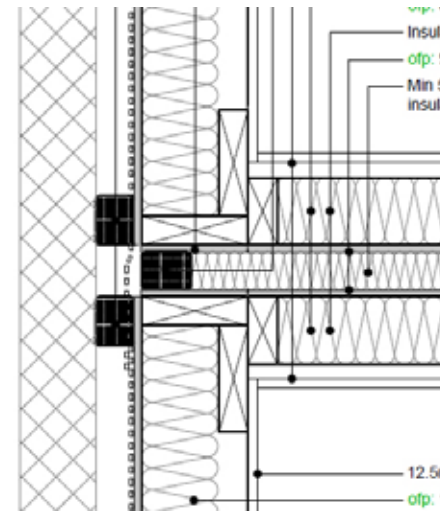
In individual dwellings, no fire sock will be required in the package only cavity closers such as window batten.

In units where there are multiple dwellings, all compartmental walls and floors will be separated by using sleeved fire sock.

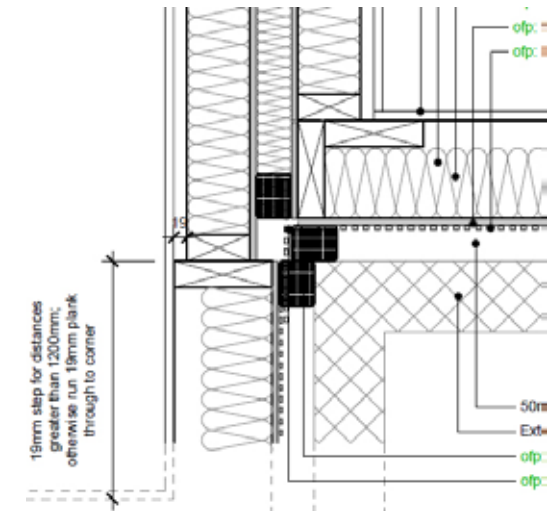
Typical details shown here.

All fire sock should be butted up tight or lapped minimum of 100mm.

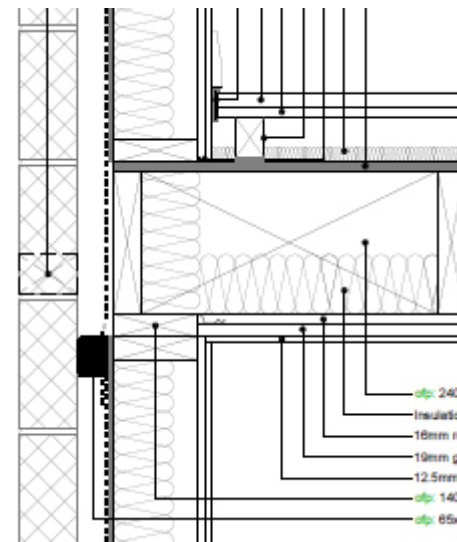
Mineral wool over roof and at eaves are by Main Contractor unless noted otherwise in order



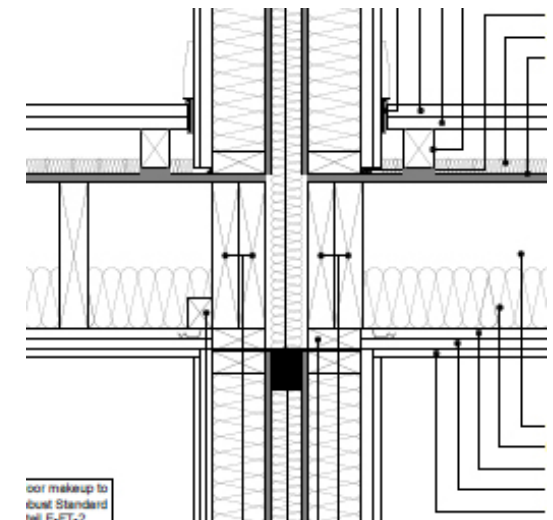
External Face



External Staggered Junction

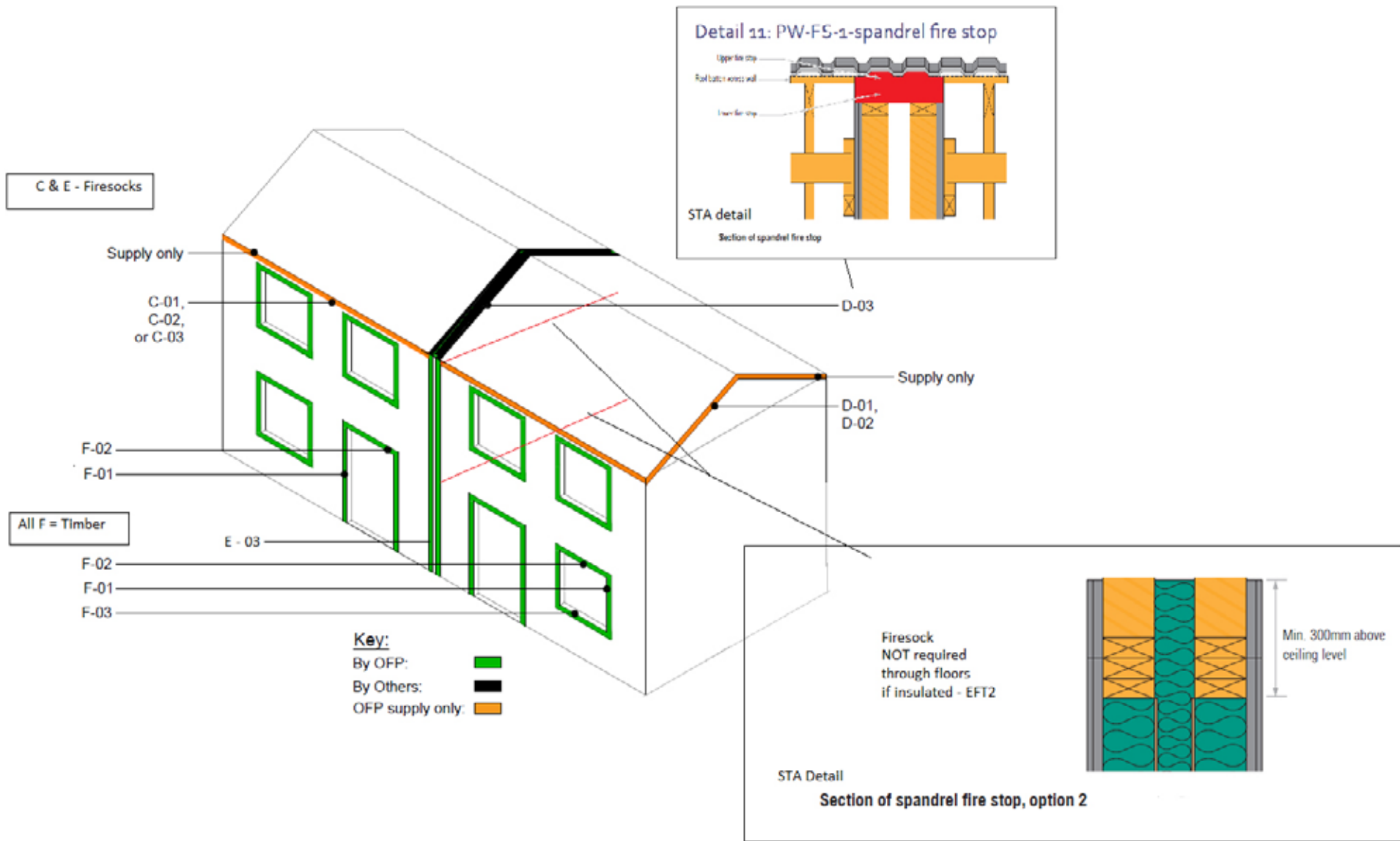


Horizontal Perimeter



Between Flats Internal

Firesock Continued...



Firesock Recording

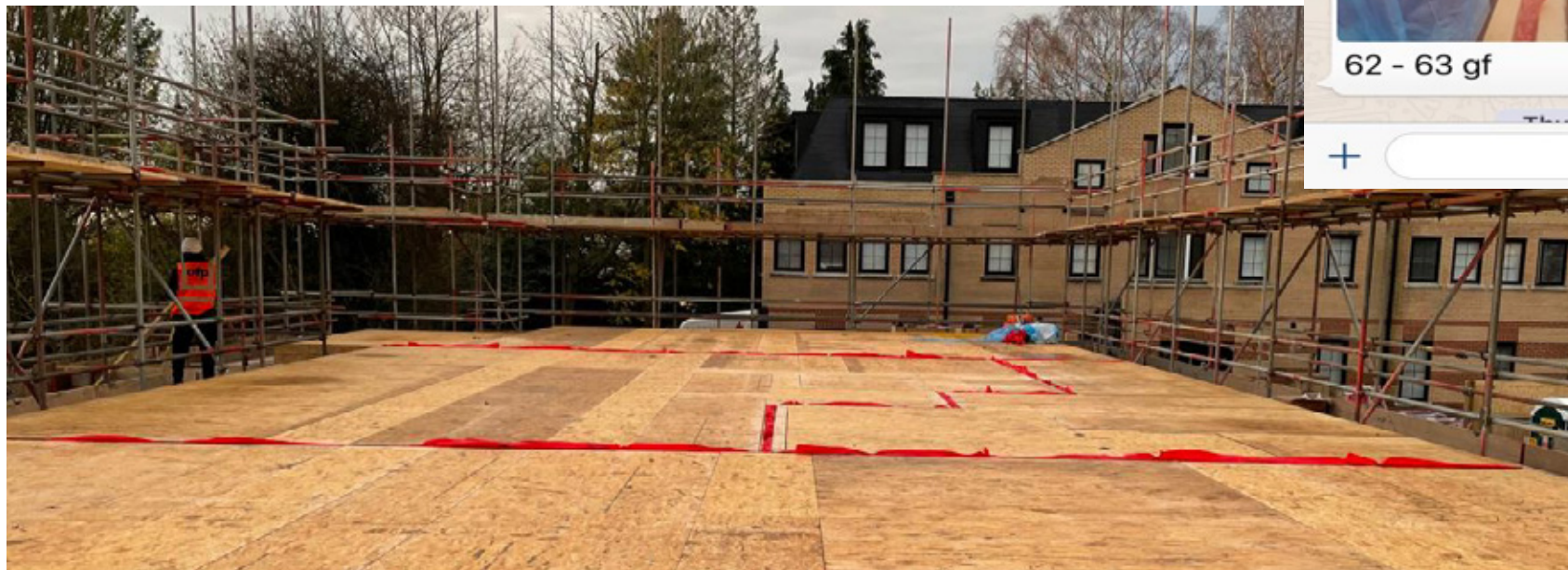
It is the Erector's responsibility to fit fire socks throughout the build as they go.

All fire Sock installed within timber frame will need photographing with reference to plot number and location and sent to OFP Management overseeing that job, so the fire sock can be recorded and signed off.

If the Cavity is Full Fill Rockwool than NO firesock is required through the floor zone. (Remember plastic required for weather proof).

Outside exposed firesock will be recorded by OFP management but evidence from yourselves always welcomed.

This can be as simple as a photo on the phone - see right:



Paper Laps & Window Batten

Paper laps at corners and base

Paper at joints vertical & horizontal are to be lapped a minimum of 150mm.

At base, paper should be tucked down into cavity @100mm and cut over any vents.



Paper laps at windows

Paper should be lapped inside reveal and cut within the 140/89 width, stapled on.

The window batten should be round 3 sides of the window (not top) unless specified. 2 sides only on doorways.



Paper Lap Repairs

Repairing damage

Any damaged membrane should be repaired or replaced, (see Figure 8), ensuring that the laps are maintained and that the upper sheet laps over the lower. When repairing torn breather membrane:

- ♦ Cut a horizontal slot above the torn area to extend 150mm beyond the outermost edges of torn area.
- ♦ Cut a breather membrane patch to fit between the outer edges of the horizontal slot and to extend 100mm below torn area and 100mm above the horizontal slot.
- ♦ Slide the breather membrane patch through the horizontal slot so that the patch area above the slot is on the sheathing side of the torn breather membrane and the remaining patch membrane covers the torn area (ie the patch is on the cavity side of the torn area).
- ♦ Fix the patch with stainless steel staples.
* (see Figure 8) For additional protection in 'very severe' 'exposure zones' a self-adhesive tape approved by the breather membrane manufacturer should be applied over the horizontal slot.
- ♦ Fix additional stud indicator tape as required.

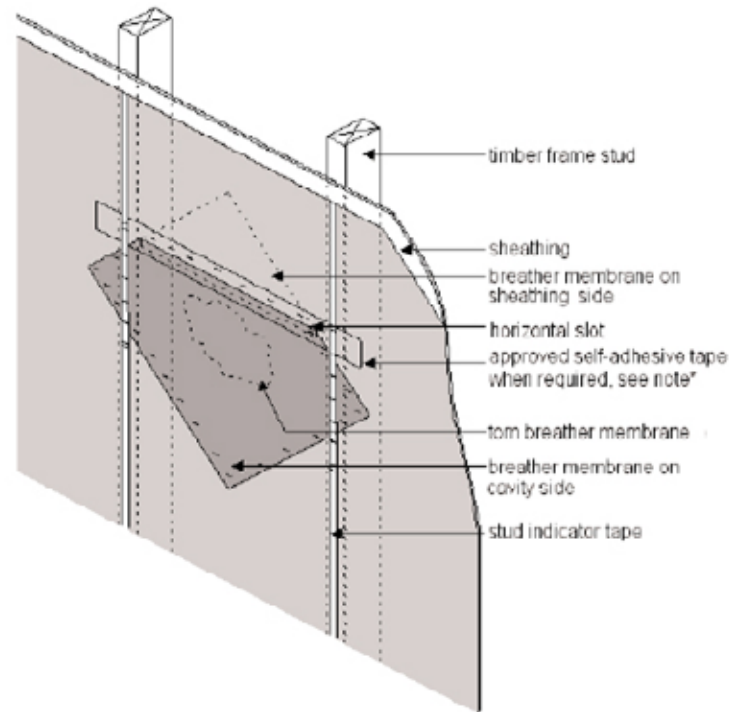


Figure 8 Repairing torn breather membrane

Material Management

1. Clean up work areas after every task.
2. Clear excess material into a central area. If it cannot be used again then place in a suitable skip.

ALL offcuts of timber over @400mm can be used again somewhere by someone so do not throw away. It is important that you control the timber stocks and move excess offcuts into tidy & organised positions.

Stockpiles of timber must not be left for a long time as this adds to the potential of a fire risk. Talk with OFP if any build up as soon as possible.

3. When a stage is complete, all rooms, scaffolding and areas on the ground should be checked for excess material. **All unused OFP MATERIAL should be moved to the next phase or to an agreed location with the site where it can be reported** and likely collected by OFP.
4. It is your responsibility to report shortages/excess material back to OFP management. For shortages you should fill in the Material log (OFP Site Folder) and for excess you should be forward thinking in terms of not building up stockpiles on site. If damaged, or lost be honest.



- ✔ Clean all rooms Including scaffold before handover



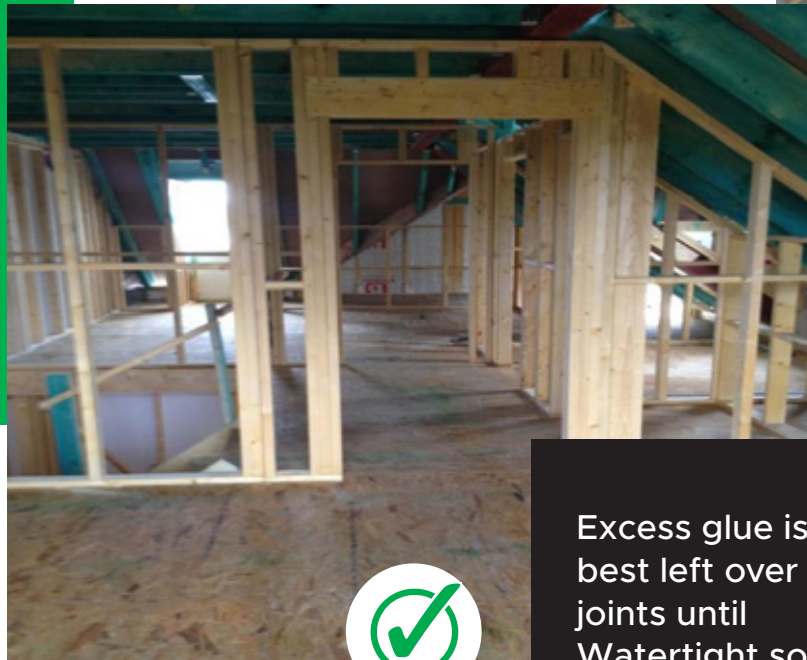
- ✔ Use Skips for small waste

- ✔ Store Excess in temp piles off ground

5. **DO NOT** rely on others to clear up or control your material.
6. Check MAT schedules & drawings ahead of deliveries. Check for material on delivery and don't risk leaving it until you need it.
7. Think about the bigger picture, what stage are you going to work on next, what follow on trades are coming in behind you.
8. **Control Material as if its your own.** Whilst working on site for OFP, we expect you to act in the best interest of the business. Do not let others take or use OFP material without OFP management consent, no matter how small. When you sign for material it is your responsibility to protect it.

Rooms Swept Out & Cleared

- > As part of the OFP handover package, rooms will be swept clear prior to walk round with client and the sign off.
- > This includes all bracing/ temporary works
- > It is the operatives responsibility to tidy up after each task/ at the end of each day as a minimum.



Excess glue is best left over joints until Watertight so leave until snag internal.



If Actis is included in the site package, please take time to read and understand the following:

1. Load out packs into plots as soon as possible, keeping them off the ground if stacked outside at ALL time.
2. Cut packs carefully, ensuring that all cuts are 10mm bigger than the gap between studs.
3. **Ensure that the shiny/smooth side is facing inside of the house.**
4. Ensure that the Actis is stretched out, and cut to height under cills/mid height panels. Do NOT over pack or cut short, just cut/replace.
5. If the space between studwork is under 100mm (horizontal & vertical), it is accepted by Actis technical that if it is replaced with a fibre mineral wool product & full fills the stud space instead the building U-value will be the same (ref – Actis Technical Director – 20.1.2023 -). See image (right) (OFP supply).
6. Always tape the central joint where 2 packs adjoin and staple to the head of the timber studs to hold in position (see small images).
7. Always clear all products up, ensuring any waste (which should be limited) is cleared into site skips at the end of each completed floor/plot.
8. Aim to complete a plot 100% before moving onto the next. Inclusive of small areas.



- ✓ Under 100mm fibre mineral alternative full fill.



- ✓ Staple heads



- ✓ Tape joints

Progress

- > Some cases the factory or design product may not be delivered to site to the finished standard that we would expect. Although there are many control systems in place, things may slip through the net. It can also be slightly damaged during lifting, movement around site. However, this is not where it should end....
- > It is the role of the site erectors to check these type of items as they go, **report any concern back** to OFP management and carry out any on-site repairs.
- > Please keep an eye out for these types of items as you work. Examples here on right;
- > Feedback on the PRODUCT as well as the DESIGN & SITE WORKS (H&S) is very important to progress in the future.
- > **REPEAT WORK & BUILDING QUALITY RELATIONSHIPS WITH ONE ANOTHER IS OUR BIGGEST ASSET!**

“ The on site work is just a small part of what OFP do as a business – *in fact only @15-20%!* However, most of the work that the clients see is what you do on site and therefore *YOU* represent **ALL** of the work we do... ”



- ✓ Proud lintels & cills
- ✓ Mid-heights proud...

Checks

- > It is the responsibility of the subcontractor to check all works as they progress PRIOR to OFP management.
- > OFP expect the subcontractor working on the kit & at least the foreman to check on the works as they progress with **stage by stage** checks to ensure the low levels are finished ASAP. (Not wait until the roof is on or the last day in the programme).
- > OFP have a quality control sheet in the file which outlines what checks are expected at each stage. The subcontractor can follow these at all stages or write their own lists on the plot.
- > Once the build is ready for OFP inspection, OFP management will visit site to inspect all elements.
- > The main focus is on following drawing dimensions and keeping the kit in line & level. The following markers will be added by OFP management on walls for level;
- > A **GREEN TICK (/)** represents a wall within tolerance. A **Question mark (?)** represents a wall on the limit of tolerance. Please amend. A **Cross (X)** represents a wall outside of tolerance – over 10mm. Must be amended.



'Improved Checks'

prior to the next task will make that job easier!

Quality Control Sheets

- > Quality Control Sheets are the responsibility of the OFP contracts manager to control.
- > However, it is expected due to the timing of the visits and the importance of it, that the **Soleplate sheet is filled in by the foreman prior to starting any work above.**
- > **The subcontract foreman should walk around with the clients site manager and show them that the plates are correct when finished.**
- > 2 main items that must be reported is that the plates do not overhang the blockwork more than 10mm, and are finished level within 5mm. (+/- 2mm). If over these, they must be reported to OFP management to gain comment from the engineers.
- > A Copy of the soleplate sheet is shown here, but will be in the OFP site folder at all times. A signature is required by the foreman & site manager.
- > All other stage levels will be checked and signed off by the OFP manager but can be used as a reference by all subcontractors for what will be looked at during those stage inspections.

ofp TIMBER FRAME		QA - Inspection Record	
Project Name:		Plot No(s):	
Name of person inspecting: OFP Timber Frame /			
Works to be inspected: Timber Frame Inspection - Soleplates, floors, panels & roof structure, inclusive of external/clearance			
LIST OF CRITICAL ITEMS TO BE CHECKED DURING EACH INSPECTION:		YES	NO
A - Has the slab been QA prior to start by client & handed over to OFP within tolerance?			
B - Are all padstones in to support any steels (if applicable) and client confirmed correct position/height?			
Sole Plates (Installed)			
1.	Check dimensions and diagonals		
2.	Check the level of the plate is completed to within +/- 3mm		
3.	DPCs placed under all sole plates (lapped min 100m)		
4.	Plate is sat on the oversite/block upstand, not more than 12mm overhang allowed		
5.	Plate are not be set back from the edge by more than 12mm		
6.	Where gaps occur in level remediation, client must bed under the plate a max 20mm between shims.		
7.	If the plate is packed there must be solid support under each stud		
11.	Fixing specification from timber frame manufacturer is followed		
12.	All rubbish must be cleaned out of the area and deposited into appropriate skips or ready for collection.		
Signed OFP/Installer;		Date;	
Signed Site Manager;		Date;	
This confirms that the works carried out are in accordance with design &/or approved by OFP client representative (additional comments below if necessary inclusive) and panels above can proceed;			
Comment/sketches:			

Paperwork & Records

- > The OFP paperwork for site erectors in terms of today's construction is still in our mind MINIMAL.
- > There are a few pieces of paperwork that **MUST** be filled in by the site foreman and/or OFP management on site at any one time.

1. Erector Records

- > We expect you to keep records and pass onto OFP when could lead to issue. It may help us to know, who was on site that day? What deliveries were made? What was the weather like? Are there any delays from outside OFP/ Subcontractor. For example, the clients scaffold was not finished. Any other information you feel relevant (design or product feedback for progress?)...write it down! **A TBT once a week should accompany this and plenty of copies are in the site folder.** We need record of all activities. Log sheets can be used.

2. Building check sheets (per level)

- > These are a record of checks at each level carried out by the foreman for that project. It is OFP managements responsibility to manage these, but the foreman's job to understand them and do the checks before you go onto the next stage. **Soleplates as described on the previous page MUST be filled in by the foreman with the site agent.** All programmes MUST consider these checks in their timescales.

3. Variations

- > Any change to design or work (however minor) must be noted on record by whomever you are told to carry it out by. Any issues in getting a record of request with an agent, DO Not carry out the work without OFP managements say. OFP management are to gain a record in this instance.
- > Erectors/ Subcontractors are not to discuss changes to programme or work details directly towards an agent without OFP managements consent. There are many other factors (the other 80% of the business) that contribute to the work we carry out, often influenced by others without consent. Without knowing or intent, this can affect on other parts of the business and can have a serious impact on relationships with our clients later on.

Reliability & Communication

RELIABILITY by all parties is the Number 1 attribute for OFP to provide our client what we are selling. Hitting the dates that we say we are going to hit and providing the finish that we say we will achieve, right from back at point of sale into the last day we hand a build over...

This comes in terms of honesty and the relationship between erectors & managers

... “ who is on site the next day ” ... “ are we on programme ” ... “ do I have the materials here to carry out the next stage of build ” ... “ are follow on trades assisted by what I am doing ” ... etc, etc. **FINISH AS WE GO.**

Having a competent foreman on the job from start to finish is vital to these processes. Wherever possible (on holidays/sick days) make us aware who is now in charge.

Any questions or doubts about continuation, must be **COMMUNICATED EFFECTIVELY** at the earliest opportunity. OFP Management must be telling the client what we are going to do, not what may or may NOT happen or how it affected us way after the event.



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