

# Checklist for preliminary studies and planning

## RELEVANT TO THE CLIENT AND CONSULTANTS

- Set aside time and money to have an effective preliminary study produced as a basis for the description of the demolition work in the tender documentation. This provides both more nuanced and precise tenders that match the actual task, and expensive and cumbersome delays in the execution phase are avoided.
- Undertake an early assessment of the biggest or most likely risks in the current project, and examine these areas as part of the preliminary studies. Include the risk areas and the need for supplementary studies in the project documentation.
- Set aside time and resources for on-going inspections and screenings during the demolition process – it is virtually impossible to investigate everything in advance.
- Set aside resources for additional inspection if new circumstances arise.
- Develop a clear procedure for dealing with unforeseen circumstances, which is available to all parties involved throughout the demolition process.
- Consider whether there may be a need to undertake pilot projects or partial deliveries on the current project in order to clarify uncertainties and minimise risk.

# Project description and tender documentation checklist

## RELEVANT TO THE CLIENT AND CONSULTANTS

- Produce clear descriptions and plans for the performance of the demolition work, including measures to address particularly hazardous work, e.g. on the discovery of environmentally hazardous substances
- If possible, offer the demolition work as an independent subcontract in the project documentation. Especially in the case of selective demolition or circular demolition for the purpose of reusing and recycling materials, it is a good idea to let a professional demolition specialist perform the demolition.
- If the demolition project is tendered as part of other subcontracts, be sure to describe the demolition as precisely and in as much detail as possible – especially in terms of working environment and handling of environmentally hazardous substances – in the tender documentation. Remember that remedial works involving asbestos require statutory training. Set aside resources for stricter inspection.
- Set aside a risk fund – especially if the demolition is only briefly described in the tender documentation.
- Make it a requirement that the main contractor employ a permanent site manager.

# Checklist for tendering and start-up

## RELEVANT TO THE MAIN CONTRACTOR AND DEMOLITION CONTRACTOR

- The main contractor should familiarise himself with environmental and working environment requirements on demolition projects so that the main contractor is able better to discuss issues with consultants and demolition contractor as part of tendering and performance of the works.
- Make sure that all employees are adequately informed and instructed and that the applicable employees have received statutory training, e.g. to work with asbestos.

# Execution checklist

## RELEVANT TO THE CLIENT, MAIN CONTRACTOR AND DEMOLITION CONTRACTOR

- Remember that project manager/contract manager and foreman on demolition projects denote different roles to those used on standard construction projects. Both are employed by the demolition contractor, but where the project manager/contract manager plans the demolition and makes the overall decisions, the foreman is responsible for the day-to-day coordination of the works.
- Focus on working environment and environmentally hazardous substances at the project review meetings – especially if the demolition work is performed by someone other than a specialist demolition contractor.
- Make sure that it is the people who actually have to perform the project who participate in the start-up meeting and not those who have prepared the tender documentation.
- Organise construction meetings approximately every other week and take minutes that summarise the agreements and decisions made.
- Organise weekly foreman meetings – as part of inspection, if applicable – between consultant and foreman where ongoing and upcoming work is discussed.
- Inspection should focus on work with substances that are harmful to the environment and human health. The consultant should involve the demolition foreman and the main contractor's site manager.
- Focus on good and clear communication throughout the demolition project – and remember to maintain a friendly atmosphere.
- Create and update a written agreement log so that all parties are able to access the applicable agreements and decisions at all times.
- Make sure that the foreign-language workforce is also adequately informed about and instructed in the project, e.g. by hiring an interpreter or by conducting 1:1 demonstrations of how the work should be performed.