



Modules

Demobilisation and Storage



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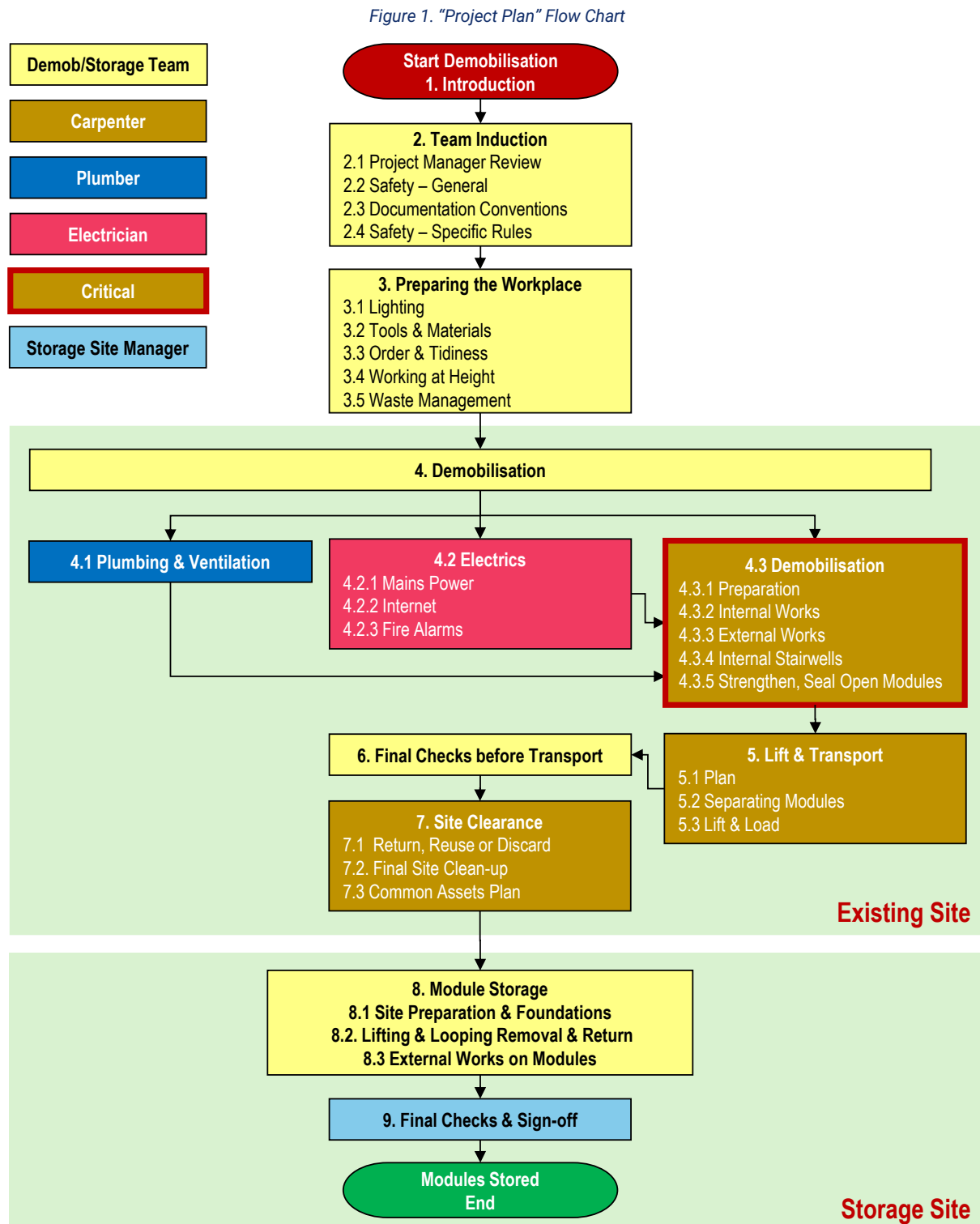
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1. Introduction

This manual describes best practices we adopt when demobilising and storing Algeco modules. The purpose of the manual is to maximise Safety and Efficiency whilst striving for ever higher Quality.

Figure 1 is a Flow Chart showing a typical Demobilisation and Storage process flow. The chart determines the structure of this manual.



This flow chart is presented as a "generic" Project Plan. Project Managers will advise on details of activities at both the Existing and Storage Sites. This document is structured according to this flow chart.



Here we describe typical Demobilisation and Storage and the order in which tasks are conducted. Local conditions may dictate changes to this basic plan.

The Demobilisation and Storage Team should clarify any such changes during the Induction phase of the project. The Project Manager and Supervisors will advise.

We describe the tasks for the various phases, under the following sections:

- Section [2. Team Induction](#).
- Section [3. Preparing the Workplace](#).
- Section [4. Demobilisation](#).
- Section [5. Lift & Transport](#).
- Section [6. Final Checks before Transport](#)
- Section [7. Site Clearance](#)
- Section [8. Module Storage](#).
- Section [9. Final Checks & Sign-off](#).

Under [Appendix A](#) we include a Glossary that defines specific or unusual technical and other terms.



IMPORTANT

- You must familiarise yourself with the contents of this manual, particularly regarding Safety, Quality and Efficiency.
- See Section [2.3 Documentation Conventions](#) for details on how we highlight certain rules and advice.



2. Team Induction

Before you start work:

- Think through the various tasks well in advance of project start.
- Ensure that the necessary tools and equipment are available to work safely.
- Always work according to the [Work Environment Plan](#) that Algeco has prepared for the project.
- The Contractor must submit to the Project Manager separate risk assessments for each task before project start.
- The Project Manager will plan appropriate Safety Training as required for the work, in partnership with customer/primary contractor. See Section [2.1.1 Project Manager's Checklist](#).
- All our Partners must, before their employees are exposed to risks in the workplace, carry out a relevant [Construction Industry Safety Introduction](#)¹. Partners are also responsible for passing on these safety requirements to their own subcontractors.

Figure 2 and Figure 3 illustrate Best practice, Risk reduction and Safety disciplines that apply and must be observed in all Algeco workplaces.

Figure 2. Group Best Practice

MODULAIRE GROUP

HOW WE WORK

OUR FIVE BASIC BEHAVIOURS

"BUSINESS TARGETS DO NOT COME BEFORE PEOPLE"

Our Basic Behaviours apply to all:


- ▶ Employees
- ▶ Agency / Temporary Workers
- ▶ Contractors

If we all behave in this way, we will...
get closer to our destination of zero accidents.


If we all behave in this way, we will all be able to...
look after our colleagues so we can all deliver.
look after the lifeblood of our organisation - our customers.
look after the business as if it was our own - be accountable.

If we all behave in this way, we will...
create the space our customers need in a safe way.


BEHAVIOUR ONE

 It is **your** responsibility to protect yourself and your colleagues.


BEHAVIOUR TWO

 **You** have to challenge, intervene and report any unsafe acts, conditions or hazards immediately. It is **your** responsibility to stop the job.


BEHAVIOUR THREE

 **You** must keep your work area clean and tidy in order to be safe.

BEHAVIOUR FOUR

 Manage **your** environment by not wasting resources. Report any environmental waste or hazards.

BEHAVIOUR FIVE

 Understand and follow **your** SBU's work procedures and Life Saving Rules.

¹ [https://www.hallnollan.se/ Work Environment Standard #C Safety Introduction](https://www.hallnollan.se/Work%20Environment%20Standard%20-%20C%20Safety%20Introduction)



Figure 3. Group Life-saving



2.1. Project Manager Review

The Algeco Project Manager holds a review with any appointed contractors and Storage Site Manager. This confirms the various stages of the project.



IMPORTANT

- Verify that roof safety is in place.
- If not, order installation of roof safety.
- The Project Manager contacts the Customer to:
 - Arrange a time for Demobilisation.
 - Ensure that power is available on Demobilisation day.
- Preparation, Security and [Cordoning](#):
 - All personnel involved in the demobilisation must have valid [ID06](#) registration and be properly registered in the site attendance system.
 - The area for dismantling must be fenced off before work starts.
 - Safety rules for the workplace must be clearly displayed on the fence, including signage for:
 - Protective equipment,
 - Lifting precautions,
 - Electrical risks,
 - Forbidden access,
 - Others, as appropriate.



2.1.1. Project Manager's Checklist



AT PROJECT START

The Project Manager will advise the team of those items that require special attention. Table 1 lists actions that the Project Manager will address.

Table 1. Project Manager Mandatory Checklist

Item	Action
1	Plan for appropriate Safety Training for the teams scheduled to participate in the project.
2	Ensure the Contractor Risk Assessments have been received for all appropriate project activities.
3	Clarify the final destination. If the destination is an Algeco Service Centre, ensure with the local manager that space and all necessary facilities are ready for receipt of the modules. Inform the Storage Site Manager of any Modules that have exterior wall blocks. This is important for the planning of wooden foundation pads.
4	Agree with the Storage Site Manager dates for receipt at the destination. Ensure that necessary manpower, foundations and equipment will be available for unloading and storage. Confirm by email.
5	Inform the Storage Site Manager, via email, of any issues that should be resolved before storage.
6	Decide if Looping covers in addition to plastic sheeting will to be used to seal modules. Looping covers will need to be ordered in advance. Inform the Storage Site Manager, via email, about returning Looping covers, if used.
7	Clarify with the customer and the contract who is responsible for final Site Clean-up and the state of the site after demobilisation.
8	Ensure that the customer has removed their own equipment and cleaned the building according to the contract. This includes cleaning of Industrial kitchen and other installed equipment.
9	If the building contains an industrial kitchen, lifts, complicated ventilation systems and other such equipment, contact the supplier to arrange disassembly, securing and other specialist operations.
10	Survey the building for any signs of abnormal damage or maintenance requirements. Be aware that some aspects will be the responsibility of the customer and some the responsibility of Algeco.
11	Check if temporary power will be available when the main power supply is cut. Consider if generators will be required.
12	Decide if scaffolding towers will be needed to access roofs.
13	Are roof anchor points installed? Consider ordering and installing.
14	Decide how waste is to be handled. Do we need to order specific waste bins?
15	Collect and verify that all keys are present (if relevant). Store in the key cabinet or screw a master key firmly into the door frame near the door handle. Inform the storage manager by email.
16	Clarify what we should do about return of water meters, if installed.
17	Clarify ownership of any external distribution boards.
18	Clarify ownership of any Internet-related equipment, network routers/repeaters etc.
19	Clarify ownership of any fire alarm-related hardware and subscriptions.
20	Install laminated A4 labels to clearly identify modules. Ensure that labels are attached to the outside of the Looping cover when covers obscure the module window.
21	Order relevant materials and tarpaulins to seal stairwell modules.
22	The Project Manager must ensure that all project-related instructions, reports and documentation are uploaded to FamacWeb or a similar online storage area (SharePoint).



2.1.2. Project Documentation



CONTINUOUS IMPROVEMENT

It is vital that all advice, lessons learned, project status and agreed actions are fully documented.

2.2. Safety - General

For Safety, Environmental and Quality documents, as well as customer and assembly documents:

- Ensure that the work site is set up according to the developed [APD plan](#).
- Review carefully all customer documents, drawings and descriptions before starting.
- Contractors must present, on request, valid training certificates as proof of competence.



SPECIFIC SAFETY ISSUES:

DESCRIBED IN SECTION [2.4 SAFETY – SPECIFIC RULES](#).

2.3. Documentation Conventions

Get an overview of work tasks and drawings with [Next Field](#). The system performs, among other things, Self-checks, Safety rounds and Inspections. The system gives you an overview of which tasks are pending, in progress and incomplete.



Download Next Field to your phone via these QR codes (Figure 4).

Figure 4. "Next Field" QR Codes



In this document you will find a range of icons that draw your attention to certain aspects of your work. The idea is to enhance all aspects of the Algeco work place, with particular emphasis on:

- Your Safety and that of your colleagues.
- Avoiding waste and damage to equipment, and the associated cost implications.
- The Quality of the work we do.
- Your Productivity and that of your colleagues.



High Voltage



General warning



Frost Warning



Load Above



Wear Hi-Viz



Wear Safety Harness



Wear Protective Clothing



Protect Face



Procedure concerns Safety



Procedure influences Quality



Procedure influences Productivity



Major cost implications



2.4. Safety – Specific Rules

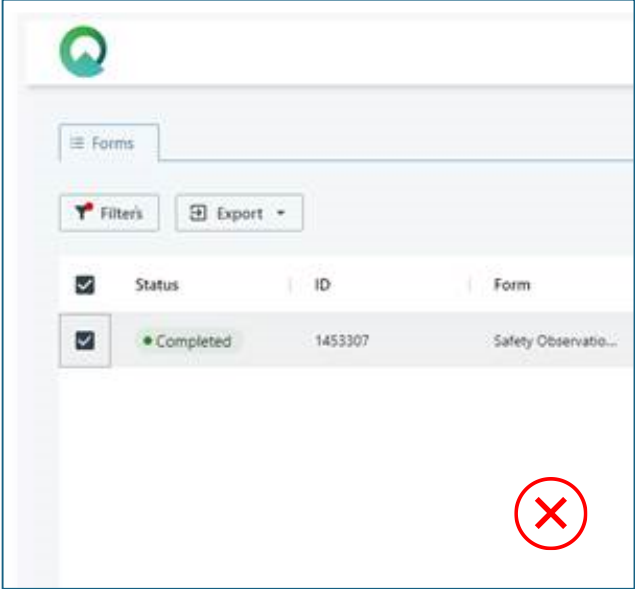
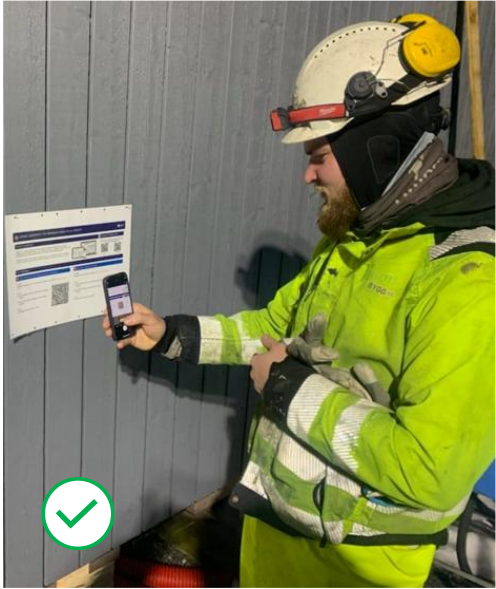
The general safety rules discussed here apply to all Algeco sites and to all personnel authorised to be on site. Supervisors and Project Managers will advise on any additional considerations.

2.4.1. Safety Instructions and Brochures

No:	Task	Illustration	Task Time
1	<p>Check that the site displays safety instructions in all relevant languages.</p> <p>X Safety instructions printed only in the local language. This is NOT acceptable as Algeco is an international company and staff from other countries may be on site.</p> <p>+ Display Safety instructions in ALL relevant languages.</p>		



2.4.2. Safety Awareness for Sub-contractors

No:	Task	Illustration	Task Time
1	<p>Check for compliance with the Safety Awareness rules.</p> <ul style="list-style-type: none"> ✘ Sub-Contractor safety observations on site are not complete - only 1 entry in the Quentic system. • Make sure that all staff are briefed formally on safety awareness. + Ensure that Sub-contractors receive a complete briefing on safety issues using Quentic. The Quentic QR code is displayed at the site. 	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  </div> <div style="width: 48%;">  </div> </div>	







2.4.3. Access Safety

No:	Task	Illustration	Task Time
1	<p>Check steps for safety.</p> <ul style="list-style-type: none"> • Ensure 3 points of contact for users of stairs. <p>X The steps on the left show only 1 point of contact –for the feet only.</p> <p>Check that stairs conform to the “3 points of contact” rule.</p> <p>✓ The steps on the right are complete with hand rails.</p> <p>+ People can safely climb the stairs maintaining three points of contact.</p>		



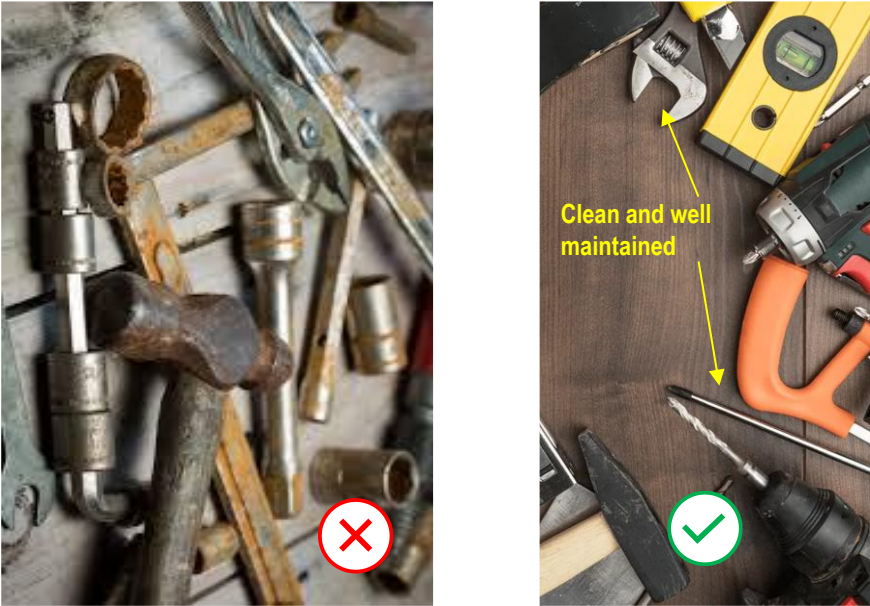
3. Preparing the Workplace

3.1. Lighting

No:	Task	Illustration	Task Time
1	<p>Ensure that the workplace has sufficient lighting for both safety and efficiency.</p> <p>Check that the installed lighting meets these recommendations:</p> <p> Do not use Halogen lighting as it increases risk of fire.</p> <ul style="list-style-type: none"> • Outdoors: Use mobile lighting towers. • Indoors: Use LED strips for even, efficient lighting. 	  	



3.2. Tools & Materials

No:	Task	Illustration	Task Time
1	<p>Check the state of all tools you will be using.</p> <ul style="list-style-type: none">• Check that you have all the required tools.• Ensure that all tools are clean and free from corrosion or damage. <p>✓ Make sure that tools are carefully maintained according to manufacturer instructions.</p>		



3.3. Order & Tidiness



No:	Task	Illustration	Task Time
1	<p>Ensure that the workplace is free from waste materials.</p> <ul style="list-style-type: none"> • Store all waste in containers before transportation. • Sort waste into designated containers for different types of waste. <p>Carry out regular cleaning to prevent accumulation of combustible materials.</p> <p>+ This greatly reduces the risk of both accidents and fire.</p>		









No:	Task	Illustration	Task Time
2	<p>Ensure that the site in general is kept clean and tidy. Ensure that that random materials are stored correctly.</p> <p>+ A clean site is a safer site.</p>		





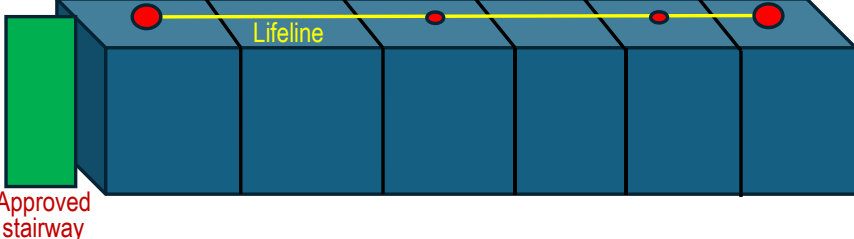



3.4. Working at Height

No:	Task	Illustration	Task Time
1	<p>You must use safety harnesses with adjustable lifelines.</p> <p> Ensure that all workers are trained and use safety harnesses correctly.</p> <p>When working at height secure yourself and all tools and equipment.</p>		





No:	Task	Illustration	Task Time
2	<p>Working on 1st floor module roof</p> <p>+ Do not use Fall arrester when working at 1st Floor Use a Rope system with fall prevention.</p>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Fall arrester Use only when working on 2nd floor or above</p>  </div> <div style="text-align: center;">  <p>Rope System: Lifeline Used between modules, maximum length 30 meters</p> </div> <div style="text-align: center;">  <p>Fall preventer & adjustable rope system Used between fall protection equipment and rope system.</p>  </div> <div style="text-align: center;">  <p>Triple locking Carabiner Prevents unintentional opening.</p> </div> </div>	






No:	Task	Illustration	Task Time
3	<p>Installation of Lifeline when working at 1st and 2nd Floors.</p> <ul style="list-style-type: none"> • Install approved stairway. • Attach Carabiner 1 to Anchor Point 1 (connected to lifeline). • The lifeline must be tensioned manually by two people. If only one person is available, tension with a winch. • Attach your Fall preventer to Anchor Point 2. • Proceed to Anchor Point 3 and attach Carabiner 2. <p> Do NOT move closer than 2 meters from the edge.</p> <p>Maximum spacing between intermediate anchor points is 15 meters.</p> <p>If the Lifeline system is shorter than 15 meters, anchor intermediately in the middle.</p> <p>Multiple intermediate anchors are preferred – the more, the better.</p> <p> Lifeline must remain under tension with zero slack.</p>	<p style="text-align: center;">Attach fall prevention to lifeline at Point 2 before installing at Point 3</p> <div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>If the module has two anchor points, install a shorter lifeline between them.</p> </div> <div style="text-align: center;">  <p>Point 1 & Point 3 anchoring</p> </div> <div style="text-align: center;">  <p>Approved stairway</p> </div> </div>	



No:	Task	Illustration	Task Time
4	<p>Scaffolding towers for entering 2nd floor</p> <p>When using scaffolding towers, only qualified personnel must carry out assembly, modifications or disassembly.</p> <ul style="list-style-type: none">+ Scaffolding MUST be officially approved before use.✓ A sign of compliance similar to that illustrated must be visible on the scaffolding tower before use.	 	



3.5. Waste Management

No:	Task	Illustration	Task Time
1	<p>Ensure proper sorting of waste.</p> <p> DO NOT mix waste. Algeco requires waste to be managed responsibly, for environmental and regulatory reasons. Sort waste to recycle and minimise landfill.</p> <ul style="list-style-type: none"> • Provide clearly marked bins for the various waste materials such as metal, wood, gypsum, hazardous waste, etc. • Ensure that containers are: <ul style="list-style-type: none"> ◦ Labeled with text and symbols (ideally in relevant languages). ◦ Easily accessible to all personnel on site. ◦ Regularly emptied and monitored for compliance. <p> All waste management must follow the requirements of the authorities.</p>	 <p>The illustration consists of two photographs. The top photograph shows a blue bin overflowing with a mixture of wood and plastic waste. A yellow arrow points to the mixed waste with the text 'Do not mix waste'. A red circle with a white 'X' is in the bottom right corner. The bottom photograph shows a row of green 'pre zero' bins in an outdoor setting. The bins are labeled with waste categories: 'METALL', 'BRÄNNBART', and 'RECYCLAGE'. A yellow arrow points to the labels with the text 'Sorted waste placed in dedicated containers'. A green circle with a white checkmark is in the bottom right corner.</p>	




4. Demobilisation



IMPORTANT

Demobilisation is subject to a final Checklist that must be completed.
See Section [6. Final Checks before Transport](#).


4.1. Plumbing & Ventilation

No:	Task	Illustration	Task Time
1	<p>Suspended Ceilings</p> <ul style="list-style-type: none"> Ensure that Carpenters have removed any Suspended ceilings before proceeding. <p>Remove any Suspended ceilings. The Project Manager will advise on whether suspended ceilings are to be reused or discarded. If they are to be reused, store them securely in a suitable place. Inform the Project Manager via email.</p>		


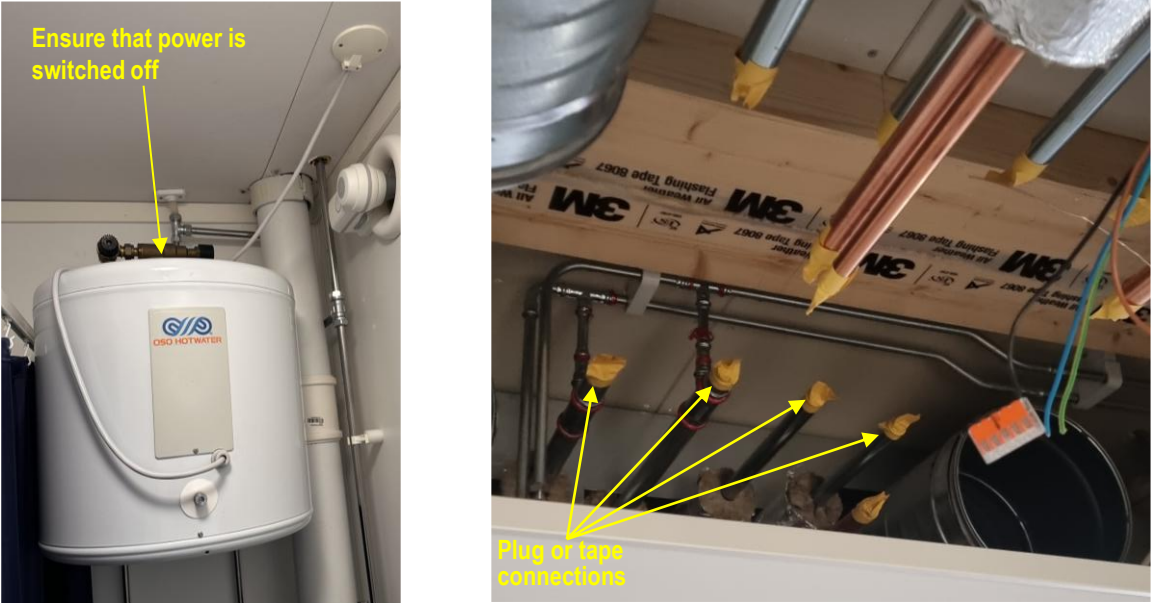


No:	Task	Illustration	Task Time
2	<p>Turn off water supply at the external shut-off valve.</p> <p>Release water pressure and drain down the system from the lowest taps in the modules.</p> <p> Use Antifreeze Freezing causes damage. Taps and pipes develop leaks. Drain or add 1:1 antifreeze.</p> <p> Replacement equipment is costly and takes time to install.</p> <p> It is the project manager who contacts the municipality for the water shutoff.</p>		





No:	Task	Illustration	Task Time
3	<p>If applicable, remove any water meter.</p> <ul style="list-style-type: none">• Return meters to the customer or the municipality.• Replace water meter with a copper pipe link.	 <p>The illustration shows a close-up of a water meter assembly. The meter is a circular device with a white cover, mounted on a brass-colored metal bracket. A red arrow points to the meter with the text "Replace with copper pipe link". The assembly is connected to copper pipes. The background is a white wall.</p>	



No:	Task	Illustration	Task Time
For all modules			
4	<p>Disconnect all sanitary installations between modules:</p> <ul style="list-style-type: none"> • Disconnect all water and sewage outlets to each module, together with any associated plumbing. • Blow out taps and mixer taps with a compressor to empty them of water. • Dismantle ceramic seals in thermostatic mixers and valves. • Drain down any hot water tanks. <p> First, make sure that the power to the water heaters is turned off.</p> <ul style="list-style-type: none"> • Flush toilets, open all sink and mixer taps fully (in middle position). <p>\$\$\$ Store pipes in a suitable place to avoid any damage during transportation.</p>		



No:	Task	Illustration	Task Time
5	<p> Frost-proof all water traps with antifreeze (toilets, floor drains, and sinks).</p> <p>\$\$\$ Frost-proofing is vital as replacement parts and their installation are very costly.</p>		





No:	Task	Illustration	Task Time
6	<p>Drain radiators, dishwashers, washing machines etc.</p> <p>Blow/suck out all connections and plug or tape them.</p> <p>\$\$\$ Frost-proofing is vital as replacement parts and their installation are very costly.</p>	<p>Plug or tape connections</p> <p>Plug or tape connections</p> <p>Drain system and disconnect heating pipes at module joint</p>	






No:	Task	Illustration	Task Time
7	<p>Industrial Kitchens Engage the industrial equipment supplier to:</p> <ul style="list-style-type: none"> • Disconnect all equipment. • Drain down water and blow out and secure against frost. • Uninstall and position, as appropriate, and secure for transport. <p>✓ The customer is responsible for completely cleaning the interior of all equipment to eliminate grease and other dirt.</p>		
8	<p>Disconnect water pipes under modules.</p> <p>⚡ Ensure that Electricians have disconnected all the heating cables on water pipes.</p> <p>⚙️ Consult the Project Manager for any specific details on what will be reused.</p> <ul style="list-style-type: none"> • Remove and coil heating cable for reuse. Attach a note showing cable length. Pack, store separately and send to Service Centre for storage. 		



No:	Task	Illustration	Task Time
Within foundations:			
9	<p>Disconnect all water and sewage pipes.</p> <p>Tidy the site and discard external sewage pipes.</p> <p> Consult the Project Manager for any specific details.</p>		



No:	Task	Illustration	Task Time
10	<p>Removal and Storage of Ventilation components.</p> <p> Check that all electricity is disconnected.</p> <p>Disconnect ventilation pipes between modules.</p> <ul style="list-style-type: none"> Take photos of ducting before removal and send pictures to the Project Manager for reference. Secure loose parts in each module to ensure they are not lost or damaged during transportation. Dismantle any ducting and store securely in the module. Protect the floor before storing materials. Ensure that all external penetrations are well sealed. <p>Clearly mark any remote controls for ventilation units, showing to which unit(s) they belong.</p> <p> If ventilation is very complex, detailed planning is necessary. The Project Manager will advise.</p>	 <p>Disconnect ventilation pipes between modules</p> <p>Ventilation parts secured for transportation</p>	



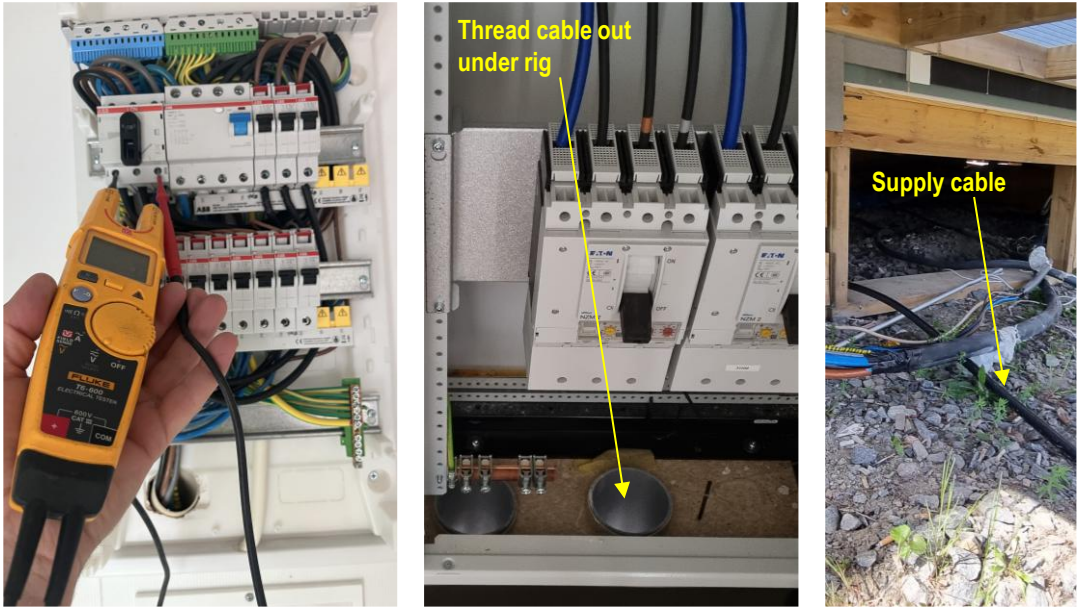


4.2. Electrics

4.2.1. Mains Power

No:	Task	Illustration	Task Time
1	<p>Preparation</p> <ul style="list-style-type: none"> Inspect and check for faults in lighting, fire alarms, and emergency lights before turning off the power. Send a report of any issues to the Project Manager, via email. <p> High Voltage You must be a qualified Electrician to work on these procedures.</p> <p> All cables must be checked with a multimeter, if you cannot see both ends of the cable.</p> <p> \$\$\$ Do not cut cables. Disconnect them at distribution boards or junction boxes. Rewiring takes time and is expensive.</p>	  	



No:	Task	Illustration	Task Time
2	<p> Ensure that the energy provider has cut the supply to the building.</p> <ul style="list-style-type: none">• Disconnect the supply cable to the building's main distribution board.• Disconnect the supply cable(s) from the external electrical cabinet to the main distribution board in the module.• Thread the cable out and place it under the building. <p> THERE MIGHT BE MULTIPLE FEEDS TO THE BULDING.</p>		



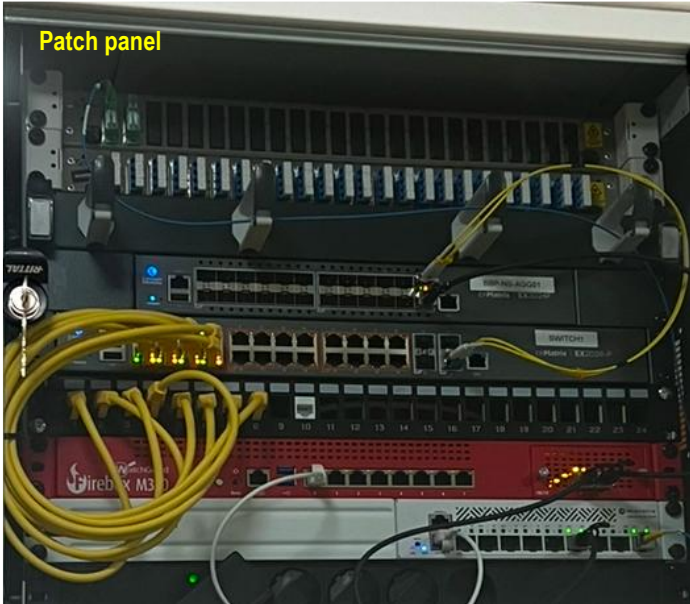
No:	Task	Illustration	Task Time
3	<p>Disconnect connections between modules.</p> <ul style="list-style-type: none">• Disconnect all quick connectors found between modules.• Fold back all cables and secure them inside the module using a cable tie.		
4	<p>External lighting and other electrical equipment.</p> <ul style="list-style-type: none">• Disconnect and remove any external lighting and other electrical equipment. Pack, store separately and send to Service Centre for storage.		





No:	Task	Illustration	Task Time
5	<p>If applicable, remove external electrical installations under modules.</p> <p> Ensure power is disconnected.</p> <ul style="list-style-type: none"> Remove electrical supply to all heating cables. Remove earth connections to the main distribution board. Store any reusable items as instructed by the Project Manager. 	 <p>Coiled and secured with cable ties</p>	
6	<p>If power to modules is connected externally.</p> <ul style="list-style-type: none"> Disconnect cables. Roll up cables and secure with cable ties or similar. Remove any external distribution boards. Pack, store separately and send cables and boards to Service Centre for storage. <p>If in any doubt, check with the Project Manager.</p>	  <p>External Distribution board</p>	



4.2.2. Internet


No:	Task	Illustration	Task Time
1	<p>Establish ownership for all Internet-related equipment.</p> <ul style="list-style-type: none"> • Ensure that all customer-owned equipment has been removed by the customer. • For all Algeco-owned equipment, proceed as follows. 		
2	<p>Network cables.</p> <ul style="list-style-type: none"> • Disconnect all network cabling. • Coil cables and secure with cable ties and store with the Patch panel. 		




No:	Task	Illustration	Task Time
3	<p>Other Internet-related equipment.</p> <ul style="list-style-type: none"> • Pack into appropriate cartons. • Leave any internet routers and switches in place in the Patch panel. • Disconnect internet provider cable and thread it through the floor and leave it under the building. • When internet peripherals are securely installed (e.g. Wi-Fi repeaters, etc.), leave them for use at the next site. <p> Store internet equipment for reuse in cartons and mark clearly for re-installation.</p>		



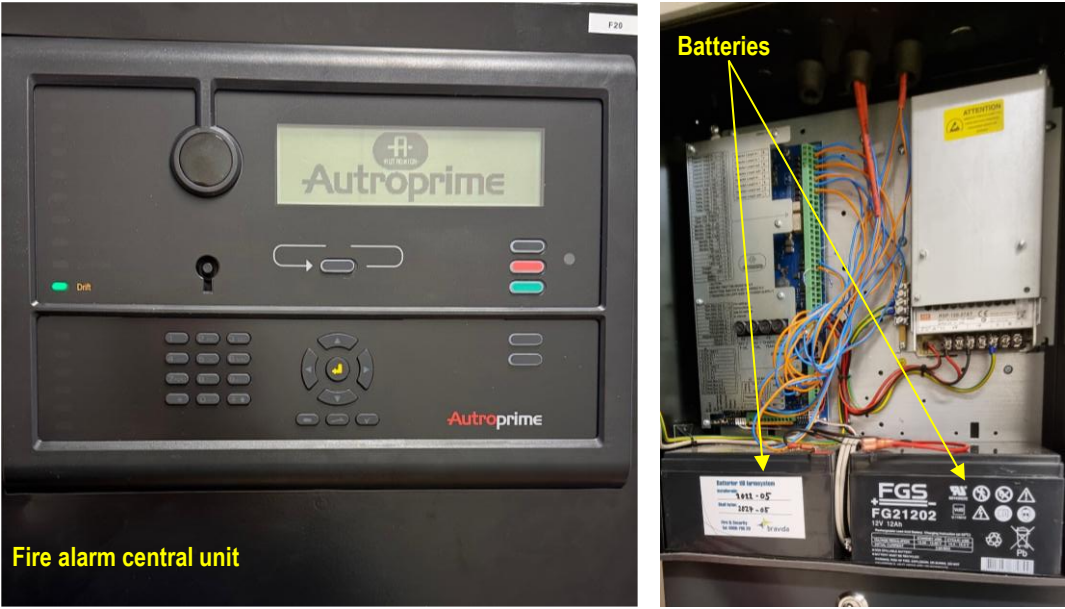
4.2.3. Fire alarms

No:	Task	Illustration	Task Time
1	<p>Termination of subscriptions (e.g. Addsecure fire alarm monitoring) shall be handled by the Project Manager.</p> <p>If uncertain, consult the Project Manager before taking any action</p>	 <p>The illustration shows a white rectangular alarm device. At the top left, there is a yellow label that reads "Subscription to be cancelled". In the center, there is a blue, glowing, vertical bar. At the top right, there is a white label with the text "ALARM-OVERFØRING" and "24/7". Below that, the "ADD:SECURE" logo is visible. The bottom half of the device features a technical specification label with the following text:</p> <p>ADD:SECURE STC 00294 NO/SE r14 AddSecure AS 0661 Oslo ØstansjØveien 18 Norway Airborne DC8 Medium e-SIM: MSISDN: +45371004399989 ICC number: 89450421200514828050</p> <p>CE 17 Notified Body No. 2544 2544-CPR-30336-F03-20 P21196-02-18-RED https://www.addsecure.no</p> <p>E/54-21 2006 Type1 EN50131-10:2014 EN50136-2:2013 SP4 (GPRS-LTE) ATS 5 (GPRS-LTE) Grade 2 Class II EN50130-4:2011/A1:2014 EN50130-5:2011 SBF110:8 SSF114:2 Larmklass 2</p> <p>7 090010 450936 21230214</p>	



No:	Task	Illustration	Task Time
2	<p>Alarm Sender</p> <ul style="list-style-type: none"> • Disconnect power to alarm sender. • Remove the battery from sender. • The fire alarm cables are handled as in Procedure No. 4 below. 		



No:	Task	Illustration	Task Time
3	<p>Fire alarm central unit</p> <ul style="list-style-type: none">• Turn off and disconnect the fire alarm central unit power supply.• Disconnect the batteries. Consult with the project manager regarding storage in the module or at the Service Center. If the batteries are to be stored in the module, store them in a safe place.	 <p>Fire alarm central unit</p> <p>Batteries</p>	



No:	Task	Illustration	Task Time
4	<p>Disconnect fire-alarm cabling between detectors/modules.</p> <ul style="list-style-type: none">• Coil cables and secure with cable ties. <p> For easy reinstallation at the next location, clearly mark cables.</p> <p> Do not cut cables. Disconnect them at the box or centrally.</p> <ul style="list-style-type: none">• Label cables with detector number and location.• Roll up all cables and secure them with cable ties.		




4.3. Demobilisation

4.3.1. Preparation

No:	Task	Illustration	Task Time
1	<p>General locations for storage.</p> <p>All internal materials are stored within the individual modules.</p> <p>All external materials are packed securely and sent separately for storage at the Service Centre.</p> <p>✓ Ensure that all floors are covered to avoid damage to flooring.</p> <p>⚙ See Section 7.3 Common Assets Plan.</p>		



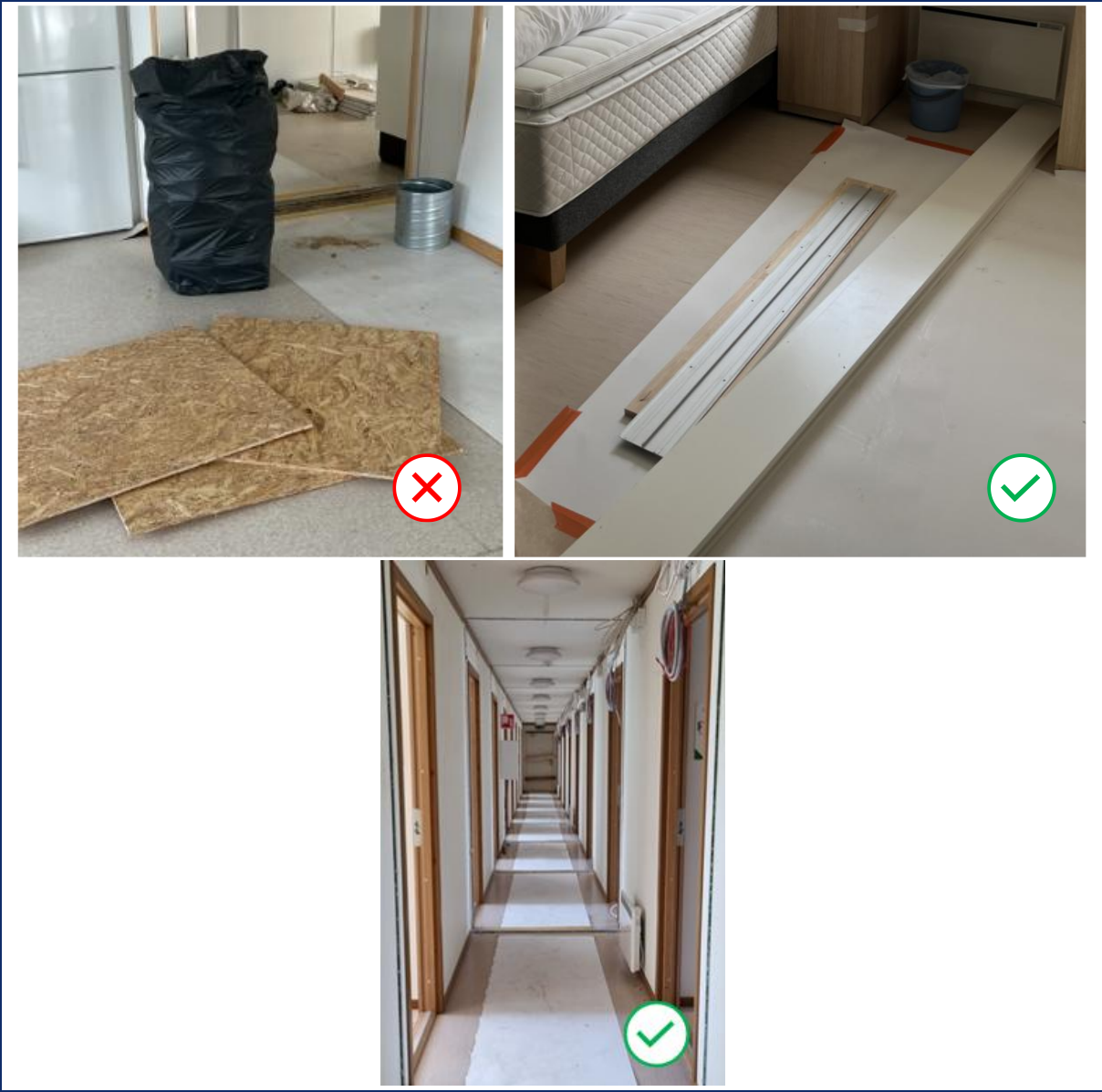
No:	Task	Illustration	Task Time
2	<p>Keys to the building, if relevant.</p> <ul style="list-style-type: none">• Install a key safe by the side of the main entrance door and place 1 master key inside. Set the code of the safe to an agreed, advised by the Project Manager.• Alternatively, securely screw a master key to the door frame close to the door handle. <p>The Project Manager will advise on any procedure relevant to keys.</p>		



4.3.2. Internal Works

No:	Task	Illustration	Task Time
1	<p>Keep the building clean and tidy during the entire dismantling process.</p> <ul style="list-style-type: none"> • Ensure that the work area is clean and organised before commencing any disassembly work. • No nails or other materials that could damage the floor or cause accidents. 		




No:	Task	Illustration	Task Time
2	<p>Protect flooring from damage.</p> <ul style="list-style-type: none">• Store all materials in the appropriate module.• Place floor protection underneath materials to protect floors.• Protect corridor routes and walkways		



No:	Task	Illustration	Task Time
3	<p>Remove any Suspended ceilings. The Project Manager will advise on whether suspended ceilings are to be reused or discarded. If they are to be reused, store them securely in a suitable place. Inform the Project Manager by email.</p> <p>\$\$\$ Suspended ceilings are easily damaged.</p>		



No:	Task	Illustration	Task Time
4	<p>Remove mouldings, trims, floor plates and cut tape between modules, including door mouldings leading into corridors.</p> <p>+ Ensure that NO sharp objects, such as screws protrude.</p> <ul style="list-style-type: none">• Take care not to damage walls and ceilings during removal.• If internal door closers need to be dismantled, leave the mounting bracket or similar in place to ensure doors remain closed during transport.	 <p>Mouldings and Trim</p> <p>Protect surfaces during removal</p> <p>Cut tape between modules</p>	



No:	Task	Illustration	Task Time
5	<p>Remove insulation strips between modules.</p> <ul style="list-style-type: none">• If expanding foam has been used, cut away and discard according to relevant regulations. <p>+ May be hazardous for the environment.</p>		




No:	Task	Illustration	Task Time
6	<p>Prepare inventory for transport.</p> <ul style="list-style-type: none"> • Close all doors, windows, cupboard doors and drawers. • If possible, open all wall vents to the open position. • Empty waste bins. • Open curtains. • Fully retract roller blinds to the open position. • Clearly label in the window the module number in building. • If there are microwaves etc., pack them securely for transport. • Stack all tables, chairs and other furniture and secure for transport. <p>\$\$\$ Do not tape cabinet doors or drawers to keep them closed, as the adhesive may damage the lacquered surface when removed. Use cable ties.</p>		

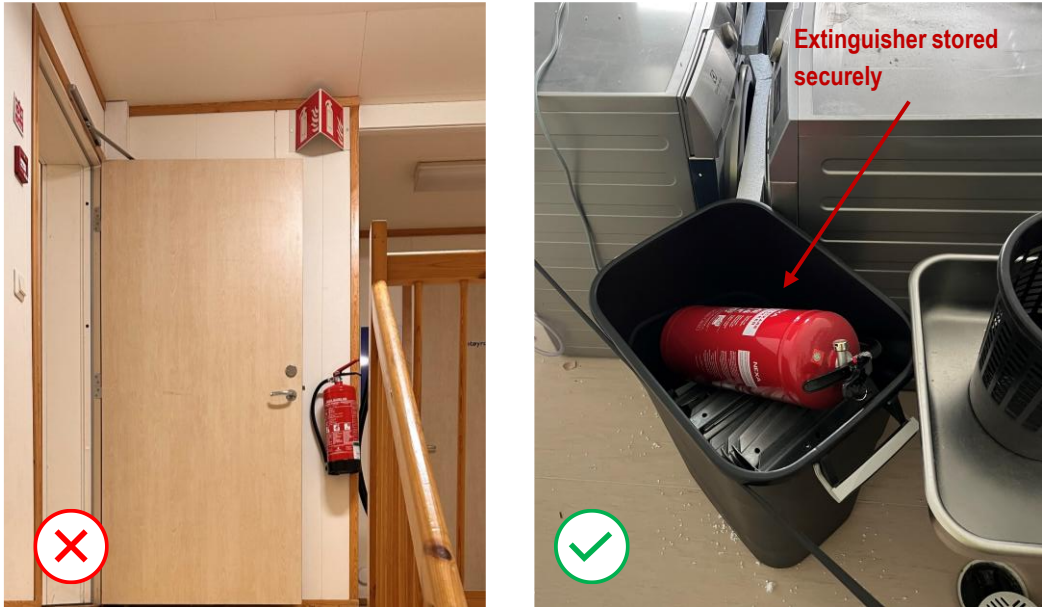


No:	Task	Illustration	Task Time
7	<p>Clean the module thoroughly.</p> <ul style="list-style-type: none">• Ensure that all surfaces are clean and free from dust and debris.• Remove any tools or similar items so that the interior is clean and tidy.	<p>Floor clean and free of tools, debris, etc.</p> <p>Cleared & Cleaned before Demob</p>	



No:	Task	Illustration	Task Time
8	<p>Secure mirrors. Make sure that all mirrors are secured for transport.</p>		



No:	Task	Illustration	Task Time
9	<p>Store fire extinguishers securely.</p> <ul style="list-style-type: none">Remove fire extinguishers from wall brackets.Secure them so they cannot fall or move during transportation.	 <p>Extinguisher stored securely</p>	



No:	Task	Illustration	Task Time
10	<p> Secure items correctly. Risk of Serious injury and Damage to equipment.</p> <ul style="list-style-type: none"> Secure machines to prevent movement during transportation. Anchor the straps securely to the wall. For Industrial kitchen units, detailed planning with the Industrial equipment supplier is necessary. This is vital to ensure secure transportation of heavy, costly equipment. <p>\$\$\$ All such equipment MUST be protected against movement and damage during transportation.</p>		







No:	Task	Illustration	Task Time
11	<p>Secure materials and furnishings.</p> <ul style="list-style-type: none">• Fold kitchen tables.• Stack chairs• Strap cabinet doors and drawers to keep them closed.• Empty kitchen drawers and cupboards. Pack everything properly and mark "Kitchenware Fragile". <p>\$\$\$ Do not tape cabinet doors or drawers to keep them closed, as the adhesive can damage the lacquered surface when removed.</p>	<p>Strapped drawers</p>	



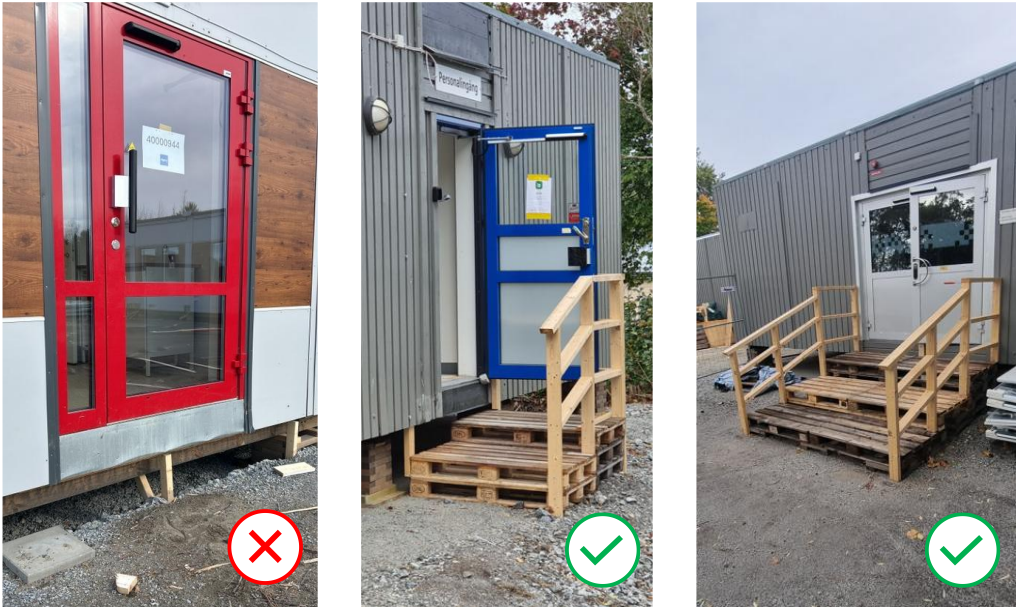
4.3.3. External Works

No:	Task	Illustration	Task Time
1	<p>Dismantle external fire escape stairs.</p> <ul style="list-style-type: none"> • Agree, via email with the Storage Site Manager, which components of the stairs should be packed, recycled and sent to the Service Centre. • Secure fire escape doors externally with a wooden brace to ensure doors cannot be opened from the inside after stairs have been removed. <p> You MUST use Fall protection when working at height.</p>		




No:	Task	Illustration	Task Time
2	<p>Dismantle the main entrance stairs.</p> <ul style="list-style-type: none"> Agree, via email with the Storage Site Manager, which components of the stairs should be packed, recycled and sent to the Service Centre. <p>+ This should be the last operation to ensure safe access to the building remains in place until modules are craned out.</p>		
3	<p>Dismantle guttering and downpipes.</p> <p> You MUST use Fall protection when working at height.</p> <p> Remove gutter hooks only if Looping covers are used.</p>		





No:	Task	Illustration	Task Time
4	<p>If necessary, install temporary steps for safe access to the building.</p> <ul style="list-style-type: none">• Use pallets and install secure handrails. <p>+ When the unit is higher than 30 cm, steps are mandatory.</p>		



No:	Task	Illustration	Task Time
5	<p>Disassemble external connections between modules.</p> <ul style="list-style-type: none"> • Dismantle vertical and horizontal cover boards or joint protectors between the modules. • Dismantle cladding over module joints (can be wood panelling, façade panels or other panel cladding depending on the module type). • If necessary, the bottom façade boards or façade boards must be dismantled to avoid damage during crane lifting (e.g. crane straps loading the façade) • Please note that façade panels (e.g. Cembrit) are heavier than wood panelling and should be handled carefully and secured carefully after dismantling. • Recycle according to section 3.5 Waste management • If in doubt, the Project Manager will advise which components should not be returned to the Service Centre. <p> Note that variations may occur but the principle is the same. Consult with the project manager for specific details.</p>		



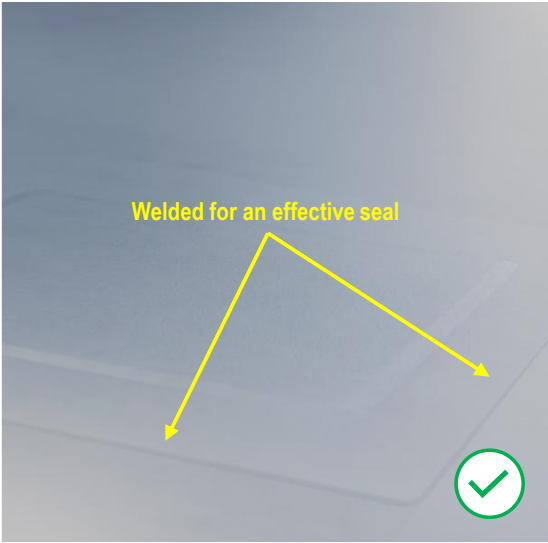


No:	Task	Illustration	Task Time
6	<p>If required, install a scaffolding tower and roof safety anchor points for safe access to the roof.</p> <ul style="list-style-type: none"> Decide the optimum place for the scaffolding tower. + Only fully qualified people must build and install scaffolding. + Do not use scaffolding if the "Approved" sign is not clearly displayed. ✓ A sign of compliance similar to that illustrated must be visible on the scaffolding tower before use. 	 <div data-bbox="1211 461 1706 608" style="border: 1px solid green; padding: 5px; display: inline-block; text-align: center;">  <p>Scaffolding complete Safe to use</p> </div> <p data-bbox="1301 625 1621 651">Conforms to EN ISO 7010:2020</p>	



No:	Task	Illustration	Task Time
7	<p>Roof joints between modules. Modules are linked and sealed using waterproof membranes, clamps and roof plates.</p> <p> Note that roof plates and clamps may vary. But the principle is the same.</p> <ul style="list-style-type: none"> • Remove roof plates and clamps. • Remove all membranes. • Pack roof plates, clamps and membranes securely and send them separately for storage at the Service Centre. <p> See Section 3.4 Working at Height.</p>		




No:	Task	Illustration	Task Time
8	<p>Ensure that all roof penetrations are properly sealed.</p> <p> Use fall protection.</p> <ul style="list-style-type: none"> If the building has sewage ventilation pipes or other services penetrating the 2nd floor, these should be removed, packed and the holes sealed. Obtain a suitable piece of roof cover and weld it into place over the hole(s) in the roof. <p>✓ For a 2-storey building, all penetrations in the 1st floor modules for water, sewage and electrical cables must be temporally sealed. This operation must be carried out as 2nd floor modules are removed.</p> <p> See Section 3.4 Working at Height</p> <p>\$\$\$ Effective sealing is VITAL. Water ingress causes major damage and expense.</p>		




No:	Task	Illustration	Task Time
9	<p>Roof-mounted units. If there is a roof mounted ventilation unit, remove the external component.</p> <ul style="list-style-type: none">• Seal openings in external roof with plywood and welded roof membrane.• Do not overlook screw holes or any other damage. ALL penetrations MUST be sealed.• Place and secure the external component in a suitable, secure place. The Project Manager will advise. <p> See Section 3.4 Working at Height.</p>		




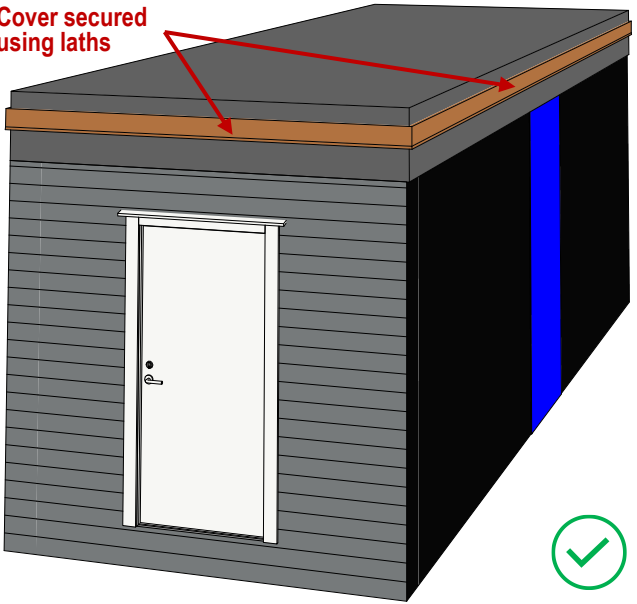
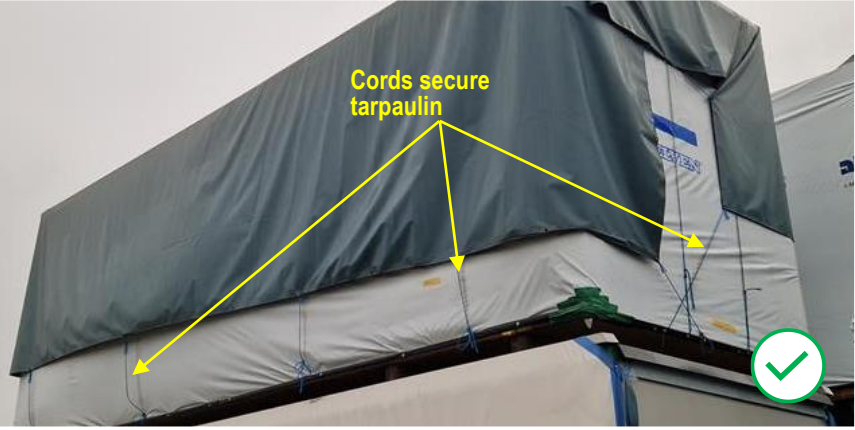
4.3.4. Internal Stairwells

No:	Task	Illustration	Task Time
1	<p>Dismantle stairs and handrails between landing and 2nd floor module.</p> <ul style="list-style-type: none"> • Store all components. • Store screws and other small components so they cannot be lost. • To enable safe access to the 2nd floor for as long as possible, only remove stairs and handrails when all other 2nd floor operations are complete. <p>+ If required, securely install a temporary ladder according to relevant safety instructions.</p>		






No:	Task	Illustration	Task Time
2	<p>Secure the two stairwell modules against water ingress.</p> <p>2nd Floor module</p> <p>Seal and strengthen the stairwell opening in the floor of the 2nd Floor module.</p> <ul style="list-style-type: none"> Reinforce the opening in the floor with joists at 600 mm centres (for example, use 45 x 95 mm joists). Working from the landing, seal the underside of joists with plastic sheeting and secure in place using laths. Install joists and plywood as for 1st floor roof, described in Item 3 below. <p>The Project Manager decides the appropriate method.</p> <p>✓ Plastic sheeting must be transparent, weatherproof, PE:</p> <ul style="list-style-type: none"> UV-resistant, Weight = >103 g/m², Thickness = 0.20 mm. 	 <p style="color: red; text-align: center;">View from the 1st floor module</p>	



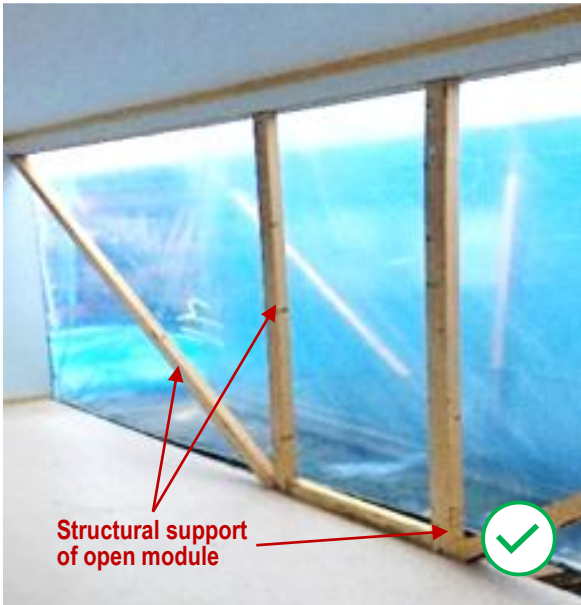
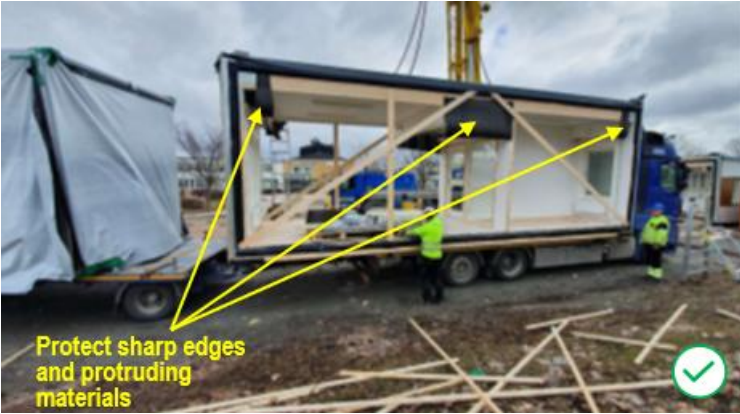
No:	Task	Illustration	Task Time
3	<p>1st Floor module Seal and strengthen the roof. Working from the landing, prepare to seal the 1st Floor roof:</p> <ul style="list-style-type: none"> Reinforce 1st Floor module roof opening with joists at 600 mm centres. (use for example 45x95 mm joists). <p>When 2nd Floor module has been removed:</p> <ul style="list-style-type: none"> Install 12 mm plywood on the top of joists. Cover the entire roof of the 1st floor module with a tarpaulin that overhangs down the side walls by at least 100 mm. Secure the tarpaulin with laths, as shown in the illustration. <p>✓ Use heavy duty (e.g.: >600 g/m²) tarpaulin.</p> <p>⚙️ If laths cannot be used, secure the tarpaulin using approved elasticated cords/straps. Consult with the project manager.</p>	<p>1st Floor module from inside, looking up.</p>  <p>Cover secured using laths</p>  <p>Cords secure tarpaulin</p> 	



4.3.5. Strengthen, Seal Open Modules

No:	Task	Illustration	Task Time
1	<p>Modules MUST always be fully sealed before transport and storage.</p> <p> Protect open modules against weather and water ingress.</p> <p>Pack the modules to avoid water ingress during transportation or storage. There are two methods:</p> <ol style="list-style-type: none"> 1: Plastic or, 2: Looping <p>Method 1: Plastic film, usually used for:</p> <ul style="list-style-type: none"> • transport of modules short distances under optimal weather conditions, or • Long-term storage where the modules will be assembled as a complete building. <p>Method 2: Looping covers:</p> <ul style="list-style-type: none"> • Best for winter/ship/long-distance transportation when units are shipped directly to the next project or to storage. <p>Looping is the preferred option. The project manager will consider the best option for the specific project.</p>	 	



No:	Task	Illustration	Task Time
2	<p>Completely open modules MUST be structurally supported.</p> <ul style="list-style-type: none"> Strengthen the structure of open modules with cross bracing (e.g.: 45x95 mm studs). 	 <p>Structural support of open module</p>	
3	<p>Protection against sharp edges and protruding materials.</p> <ul style="list-style-type: none"> Remove any nails, staples etc Install soft material to protect the cover the sharp edges and protruding materials. <p>\$\$\$ This must be done to prevent damage to the plastic sheeting or the looping covers, which otherwise will be damaged and cause water ingress into the module.</p>	 <p>Protect sharp edges and protruding materials</p>	



No:	Task	Illustration	Task Time
4	<p>Method 1: Plastic film</p> <ul style="list-style-type: none"> ✓ The plastic is installed from the outside after the modules are lifted to the ground. • Stretch the plastic over the opening and secure it with battens. • After finishing each unit, tighten the plastic over the opening and secure with lats/battens. • Make sure the devices are as waterproof as possible. <p>⚠ The plastic must be tensioned to avoid vibration and damage during transport.</p> <ul style="list-style-type: none"> ✓ Plastic film must be transparent, weatherproof, PE: <ul style="list-style-type: none"> ◦ UV-resistant, ◦ Weight = >103 g/m², ◦ Thickness = 0.20 mm. 	<p>The illustration consists of three photographs. The top photograph shows a side view of a module with a white plastic sheet covering an opening. Red arrows point to vertical wooden battens being used to secure the plastic, with labels: "Battens tighten plastic sheet" and "Wrap plastic around battens". The bottom left photograph shows a close-up of the roof edge with a window, with yellow arrows pointing to the "Roof membrane over plastic sheeting" and "External seal & battens". The bottom right photograph shows a close-up of the roof edge with a window, with a yellow arrow pointing to the "Roof membrane & batten over plastic sheeting".</p>	




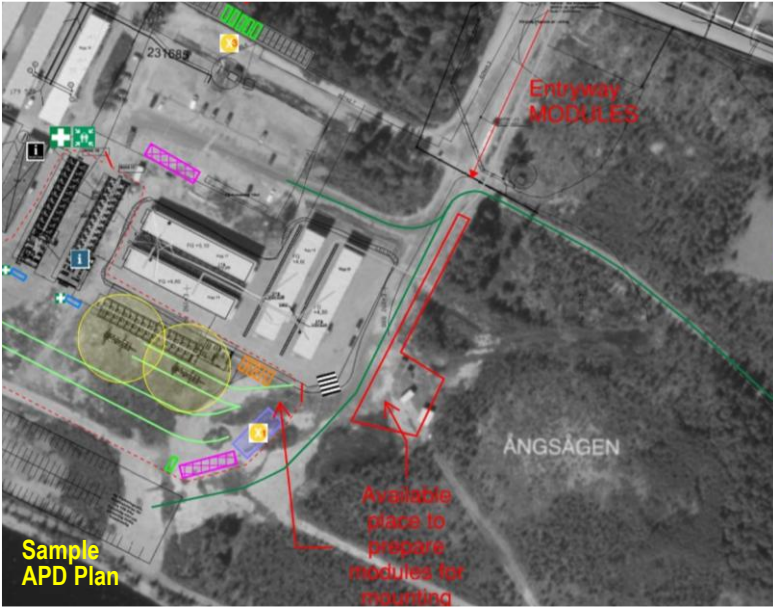


No:	Task	Illustration	Task Time
5	<p>Method 2: Looping covers. Crane the modules down to the ground to install the Looping. There are different types of looping covers such as:</p> <ul style="list-style-type: none">• Seals only corridor openings or one side of a module.• Sealing the entire module.• Install looping caps according to the manufacturer's instructions. <p>\$\$\$ If you rent Looping covers, they must be returned as soon as possible.</p>		



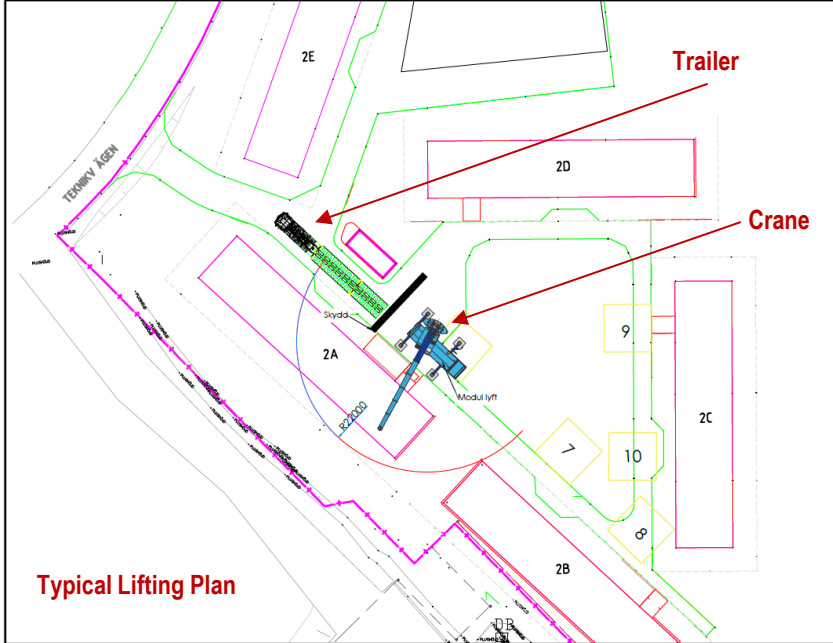


5. Lift & Transport

5.1. Plan

No:	Task	Illustration	Task Time
1	<p>Carefully plan crane parking and vehicle access.</p> <p>This procedure must be completed during the site survey by the crane supply company.</p> <p> A proper APD Plan is vital as Lift and Transport has major safety implications.</p> <p> The crane location must be planned with respect to underground infrastructure (pipes, cables, foundations, etc.).</p> <p> The choice of crane location and access for vehicles greatly affect efficient demobilisation.</p>	 <p>The illustration is an aerial site plan for 'Etapp 4 Sitplan APD' at 'ÅNGSÅGEN'. It shows a complex layout of buildings, roads, and infrastructure. Key features include: <ul style="list-style-type: none"> Crane Area: A yellow circle labeled 'Crane area' is positioned near a building. Storage and Recycling: Green and orange rectangles represent 'Storage container' and 'Recycling container' respectively. Lunch Carts: Three blue rectangles labeled 'Lunch cart 1', 'Lunch cart 2', and 'Lunch cart 3' are located near the crane area. Material Storage: A purple rectangle labeled 'Material storage' is nearby. Temporary Parking: A pink hatched area labeled 'Temporary parking' is shown. Goods Reception: Three yellow circles labeled 'Goods reception 1', 'Goods reception 2', and 'Goods reception 3' are distributed across the site. Infrastructure: Red lines indicate 'Entryway MODULES' and 'Available place to prepare modules for mounting'. A red dashed line shows 'Fencing'. A green line indicates a 'New car road to camp'. Other Features: A green cross marks a 'First Aid' station, and a blue 'i' icon marks an 'Info-board for construction'. A red line with a white bar indicates a 'Gate in fence'. </p>	



No:	Task	Illustration	Task Time																																													
2	<p>Obtain and understand the Lifting Plan.</p> <ul style="list-style-type: none"> Modules are placed according to the plan. The Project Manager clarifies: <ul style="list-style-type: none"> Lifting Plan APD Plan, Communication method (sign language, telephone or other), Working methods for safe, efficient lifts. <p> All personnel must participate in work preparation and must read and understand the work methods, procedures and risks for lifting and for module disassembly. All lifting team members must formally acknowledge that they have read and that they understand the plan and all procedures.</p> <p> Ensure that crane lifting capacity is sufficient. Crane capacities vary. Refer to the Crane Calculator: https://nordiccrane.com/se/krankalkylator.</p>	<p>Typical Lifting Plan</p>  <p>Crane capacity</p> <table border="1" data-bbox="1563 363 1863 614"> <thead> <tr> <th colspan="3">LTM 1100</th> </tr> </thead> <tbody> <tr> <td>OPERATING MODE / LÖSNINGSKOD</td> <td>T</td> <td>0001</td> </tr> <tr> <td>COUNTERWEIGHT</td> <td>36</td> <td>ton</td> </tr> <tr> <td>OUTRIGGER DIMENSIONS</td> <td>3200mm</td> <td>mm</td> </tr> <tr> <td>MAX. SLOPE</td> <td>20%</td> <td>mm</td> </tr> <tr> <td>SL LENGTH</td> <td>30x</td> <td>mm</td> </tr> <tr> <td>OUTRIGGER MAT SIZE</td> <td>1.8 x 1.8</td> <td>m x m</td> </tr> <tr> <td>MAXIMUM OUTRIGGER FORCE</td> <td>61</td> <td>ton</td> </tr> <tr> <td>MAX. OUTRIGGER FORCE UNDER FULL WIND</td> <td>22.7</td> <td>ton</td> </tr> <tr> <td>COMPONENTS</td> <td>Ball</td> <td>- - - -</td> </tr> <tr> <td>WEIGHT</td> <td>10.0</td> <td>ton</td> </tr> <tr> <td>WORKING RANGE METERS</td> <td>21.8</td> <td>mm</td> </tr> <tr> <td>CAPACITY @ LIFTING HEIGHT</td> <td>11.1</td> <td>ton</td> </tr> <tr> <td>CANAL UTILIZATION @ MAXIMUM RADIUS</td> <td>90.1</td> <td>###</td> </tr> <tr> <td>MAXIMUM ALLOWABLE 3 SECOND GUST WIND</td> <td>9</td> <td>mm</td> </tr> </tbody> </table> <p>PR235 RAMS form:</p> <p>All personell needs to read and understand PR235 RAMS where workmethod, procedure and risks are described for the lifting and module assembly.</p> <p>Kranförare namn och kontakt:.....</p> <p>Signal personal:.....</p> <p>Lift start & End:.....</p> <p>Windspeed & Weather forecast:.....</p> <p>All involved in lifting operation sign:.....</p> <p>JINERT</p> <p>Copyright © Jinert AB. All rights reserved.</p> <p>Modellen: Boden</p> <p>Modellnummer: LTM1100</p> <p>Titel: Lyftplan</p> <p>Skapad: 2014-01-27</p> <p>Modeller: <ul style="list-style-type: none"> Moduler Tak material </p>	LTM 1100			OPERATING MODE / LÖSNINGSKOD	T	0001	COUNTERWEIGHT	36	ton	OUTRIGGER DIMENSIONS	3200mm	mm	MAX. SLOPE	20%	mm	SL LENGTH	30x	mm	OUTRIGGER MAT SIZE	1.8 x 1.8	m x m	MAXIMUM OUTRIGGER FORCE	61	ton	MAX. OUTRIGGER FORCE UNDER FULL WIND	22.7	ton	COMPONENTS	Ball	- - - -	WEIGHT	10.0	ton	WORKING RANGE METERS	21.8	mm	CAPACITY @ LIFTING HEIGHT	11.1	ton	CANAL UTILIZATION @ MAXIMUM RADIUS	90.1	###	MAXIMUM ALLOWABLE 3 SECOND GUST WIND	9	mm	
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CANAL UTILIZATION @ MAXIMUM RADIUS	90.1	###																																														
MAXIMUM ALLOWABLE 3 SECOND GUST WIND	9	mm																																														



No:	Task	Illustration	Task Time
3	<p>Clearly mark lifting zone with signs and barriers.</p> <p>+ Only the lifting team is allowed in the lifting zone.</p> <p>⚠ You MUST observe these safety rules:</p> <ul style="list-style-type: none"> ◦ Check lifting straps before lift. ◦ Maximum caution during this activity. ◦ Audible warning before each lift. ◦ Keep a safe distance from both module and crane. Use guide rope if necessary. • Collect all lifting straps for reuse. Discard damaged ones. 		







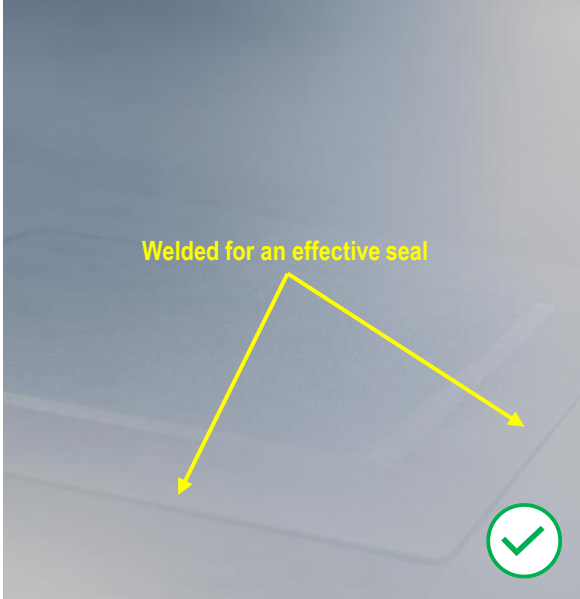
5.2. Separating Modules

No:	Task	Illustration	Task Time
1	<p>If demobilising using lifting eyes, ensure appropriate safety. Connect chains to lifting eyes using a lift or other safe method such as a harness.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p> <p> DO NOT go on to the roof of the module.</p>		



No:	Task	Illustration	Task Time
2	<p>Demobilising using lifting straps</p> <ul style="list-style-type: none"> If necessary, use a certified L-shaped tool to separate modules on the 2nd floor. (Make sure bottom cladding is removed). Use same tool on 1st floor. Insert lifting straps under the module and connect them to the crane chains if not already connected. Ensure the crane uses a lifting frame to stabilise the lift. Spread out straps so they are attached horizontally across the underside of the module and vertically up the sides of the module. NOT at angles. <p>✓ Make sure the lifting straps do not cause any damage to the façade.</p> <p>⚙️ If the L-shaped tool is not available, consult the Project Manager.</p>		



No:	Task	Illustration	Task Time
3	<p>Prepare to safely lift the module. The crane will lower chains and lifting straps.</p> <ul style="list-style-type: none"> Connect lifting straps from the sides of the modules, using lifts for access. <p> DO NOT perform this task from the module roof. Use a hook to grab the lifting strap underneath the module.</p> <ul style="list-style-type: none"> Position lifting straps under the ends of the module. Adjust their positions carefully under supervision. <p> Avoid damage to the module.</p>		
4	<p>Seal 1st Floor roof penetrations (after removal of any 2nd Floor modules).</p> <p> Use fall protection. See Section 3.4 Working at Height.</p> <ul style="list-style-type: none"> Obtain a suitable piece of roof cover and weld it into place over the hole(s) in the roof. Check with the Project Manager if you are in any doubt. <p>\$\$\$ Effective sealing is VITAL. Water ingress causes major damage and expense.</p>		



No:	Task	Illustration	Task Time
5	<p>For 1st Floor modules only: Do not climb on to the module roof to connect lifting straps.</p> <ul style="list-style-type: none">• Lifting straps must be long enough to be connected to the crane without anyone having to climb on to the module roof.• The crane must lower chains to module, where lifting straps are connected.	 <p>The illustration consists of two side-by-side photographs. The left photograph shows a crane hook lowering several chains and straps towards a dark-colored rectangular module. Yellow arrows point to the chains and straps, with the text 'Crane lowers Chains & Straps' above them. The right photograph shows a worker in a high-visibility vest and safety harness standing on a snowy ground, holding a strap hook to guide a module. Yellow arrows point to the strap hook, with the text 'Guide module with Strap hook' above them.</p>	



No:	Task	Illustration	Task Time
6	<p>Clearly identify modules.</p> <ul style="list-style-type: none">• The Project Manager will advise on appropriate module labelling.• Ensure that module numbers have been applied.• Ensure that the module identification number is clearly displayed on the window. <p>If Looping covers are used, modules must be clearly identified on the outside of the cover, as shown in the illustration.</p> <ul style="list-style-type: none">• Ensure that the label is securely attached to the cover and that indelible ink is used.		






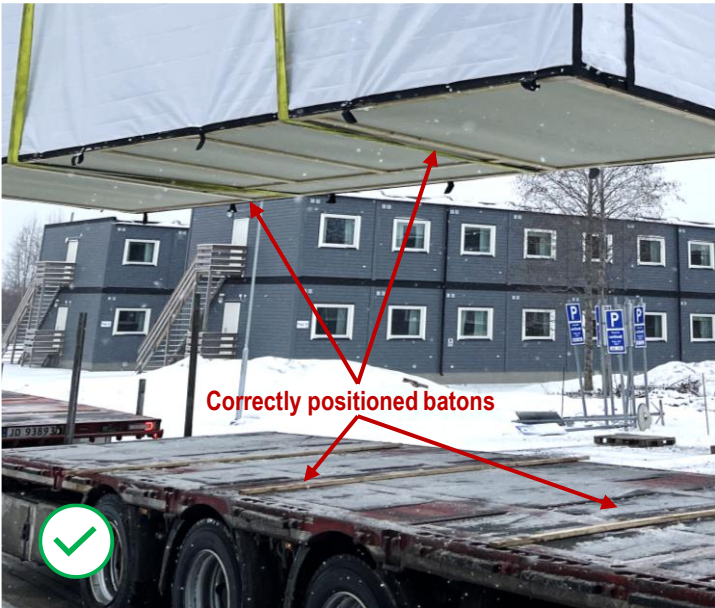
5.3. Lift & Load

No:	Task	Illustration	Task Time
1	<p>Survey site accessibility for heavy vehicles.</p> <p> The Project Manager will advise.</p> <p> 4.5 meters high by 3.1 meters wide are accepted maximums in some countries. But you must check with the Project Manager.</p> <ul style="list-style-type: none">• Check for hanging vegetation, wires, gantries or signs.• Check for tight turning circles; trucks must be able to navigate curves. <p> It is the responsibility of the truck driver to comply with load regulations.</p>		







No:	Task	Illustration	Task Time
2	<p>Lifting modules without lifting eyes.</p> <ul style="list-style-type: none">• Use sufficiently long lifting straps.• Use a lifting frame to avoid too sharp an angle on straps. <p>✓ Make sure the lifting straps do not cause any damage to the façade.</p>		



No:	Task	Illustration	Task Time
3	<p>Lift modules on to trucks.</p> <ul style="list-style-type: none"> Use battens (22x45mm, for example) as spacers on the truck. Place the battens on the truck directly under the battens on the module to create adequate space to remove straps. Double check that the height doesn't exceed the total clearance agreed with the Project Manager. <p> 4.5 meters high by 3.1 meters wide are accepted maximums in some countries. You must check with the Project Manager.</p> <p> The maximum permitted module overhang at the rear of the truck is 2 meters. You must check with the Project Manager.</p> <p> Battens placed on the truck increases the effectivity of the unloading process when installing lifting straps.</p>		



No:	Task	Illustration	Task Time
4	<p>Final check for loose materials and hazards on the loaded module.</p> <ul style="list-style-type: none"> • Check for and remove any loose items. <p> In winter, check for and remove snow and ice.</p> <p> Work safely. If you need to go on top of modules, be sure the consult Section 3.4 Working at Height.</p>		
5	<p>Establish which items are to be transported with the modules to the next site.</p> <p>Typically, these might include:</p> <ul style="list-style-type: none"> • Prefabricated external stairs. • Reusable foundation components. • Any oversized components not stored in modules for reuse at the next site. <p> Check with the Project Manager the final destination for any such materials.</p>		



6. Final Checks before Transport



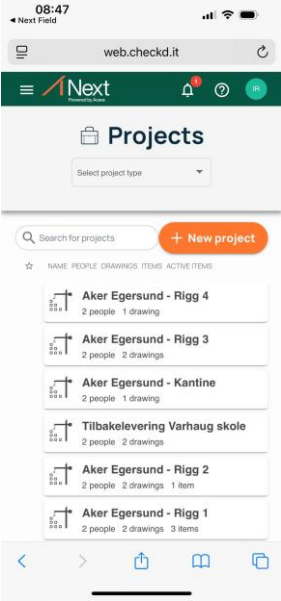
No:	Task	Illustration	Task Time
1	<p>The Project Manager checks in the Next Field Checklist, “Demobilising Modular Buildings”.</p> <p> Double-check that all work has been carried out according to the instructions in Next Field.</p> <p> Table 2 lists typical checks that must be made before transport.</p>	 <p>The screenshot shows the 'Projects' screen of the Next Field mobile application. At the top, there is a search bar and a '+ New project' button. Below this is a list of project entries, each with a location name, a person icon, and a drawing icon. The projects listed are:</p> <ul style="list-style-type: none"> Aker Egersund - Rigg 4 (2 people, 1 drawing) Aker Egersund - Rigg 3 (2 people, 2 drawings) Aker Egersund - Kantine (2 people, 1 drawing) Tilbakelevering Varhaug skole (2 people, 2 drawings) Aker Egersund - Rigg 2 (2 people, 2 drawings, 1 item) Aker Egersund - Rigg 1 (2 people, 2 drawings, 3 items) 	



Table 2. Typical Checks to be made before Transport

Item	Action
Plumber responsibilities	
1	Is all equipment secured against movement during transportation?
2	Is the entire system drained down with 1:1 antifreeze solution where appropriate?
3	Are disconnected pipes stored securely to avoid damage during transportation?
4	Are all water traps frost-proofed with antifreeze (toilets, floor drains, and sinks)?
5	Are all radiators, dishwashers, washing machines etc. drained and plugged?
6	Has any Industrial equipment been drained down and frost-proofed?
Electrician responsibilities	
7	Has all electrical equipment been verified as working with disconnected cables in a good state, ready to re-connect?
8	Has the energy supplier cut the supply to the building?
Carpenter responsibilities	
9	Are all modules in a clean, tidy state with keys stored in an agreed place and all modules numbered?
10	Are all modules in a clean, tidy state with loose items secured for transport?
11	Are all floors protected against damage during transport?
12	Is all inventory securely prepared for transport? Loose items secured, drawers and doors taped shut?
13	Are all machines secured for transport? Do you have a plan for transporting Industrial equipment?
14	Are all module penetrations properly sealed, including roof penetrations?
15	Are all stairwell modules and 1 st floor roofs sealed and strengthened against water ingress?
16	Are ALL open modules structurally supported?
17	Are all sealing plastic and Looping covers installed correctly to avoid any ingress of water?



7. Site Clearance

7.1. Return, Reuse or Discard

No:	Task	Illustration	Task Time
1	<p>Discard all waste material, as agreed with the Project Manager.</p> <p>Refer to Section 3.5 Waste Management for details on how to dispose of waste materials.</p> <p>✓ Note that waste must be sorted and placed into the relevant containers.</p>		



No:	Task	Illustration	Task Time
2	<p>Dismantle foundations.</p> <ul style="list-style-type: none">• Consult the Project Manager to agree how best to handle remaining materials.• Reusable wooden foundation pads can be returned to the nearest Algeco Service Centre.• Standard wooden foundations can be reused or disposed as agreed with the Project Manager.• Pack reusable materials carefully to resist adverse weather conditions.• Pack materials separately for easy identification.• Clear construction waste as per Section 3.5 Waste Management.	 <p>The illustration consists of two side-by-side photographs. The left photograph shows several stacks of wooden pallets on a gravel surface, with a yellow arrow pointing to one of the stacks and the text 'Standard wooden foundation pads' below it. The right photograph shows a wooden frame structure on a gravel surface, with a yellow arrow pointing to one of the beams and the text 'Standard wooden foundation' below it.</p>	
3	For Freight planning and Materials handling, refer to Section 7.3 Common Assets Plan .		



7.2. Final Site Clean-up

No:	Task	Illustration	Task Time
1	<p>Check contract terms.</p> <p> The Project Manager will define the responsibilities here.</p> <ul style="list-style-type: none">• The contract will define the state of the site following demobilisation of the building.• The contract will also define specific issues such as the decommissioning of infrastructure. This includes power, water, sewage, communications, etc.		



7.3. Common Assets Plan

Table 3 lists those items that need special attention. This is in the interests of cost, efficiency and quality.

Table 3. Common Assets Plan

Item	Destination/Storage requirements	Comments/Criticality
Integrated entry porch.	Send with modules.	Check with Project Manager. Depends on module type.
External stairs, platforms and handrails.	Send to storage.	Check with Project Manager. Secured on separate truck(s). Wooden components are not always sent for storage.
Scraper grates.	Send to storage.	Secured on separate truck(s).
Foundations: Beams/frames/plates/shims.	Send to storage.	Secured on separate truck(s).
Module covers (horizontally between 1 st and 2 nd floor).	Send to storage.	Secured on separate truck(s).
Locking system (normally 2-3 keys per room and main entry).	Send with modules.	Store all items in a secure place. If in doubt, consult the Project Manager
Ventilation ducts.	Send with modules.	Secured inside modules.
Electrical cables (as per disassembly instructions).	Send with modules.	Secured inside modules \$\$\$ Vital not to cut cables.
Fire alarm cables (as per disassembly instructions).	Send with modules.	Secured inside modules.
Wi-Fi material (as per disassembly instructions).	If applicable, send with modules.	Secured inside modules. As per agreement (customer owned or otherwise).
Water pipes & Electrical heating cables.	Send with modules.	Secured inside modules. \$\$\$ Vital to secure against damage in transportation.
Downpipes/Gutters/Gutter connections and Gutter ends.	Send to storage.	Secured on separate truck(s).
External module joint mouldings.	Send to storage.	Secured on separate truck(s).
Internal module joint mouldings.	Send with modules.	Secured inside modules.
Kitchen utensils (if applicable).	Send with modules.	Secured inside modules.
Furniture (in social areas and in each room).	Send with modules.	Secured inside modules.
Door closers (if applicable).	Send with modules Check with Project Manager.	Secured inside modules.
Microwaves/fridges and freezers (if applicable).	Send with modules.	Secured inside modules. \$\$\$ Vital to secure against damage in transportation.
Washing machines and Tumble dryers.	Send with modules.	Secured inside modules. \$\$\$ Vital to secure against damage in transportation.



TVs with remotes, if applicable.	Send with modules.	Secured inside modules. \$\$\$ Vital to secure against damage in transportation.
Kitchen tables and kitchen chairs (if applicable).	Send with modules.	Secured inside modules.
Heating/Ventilation pumps with remote controls.	Send with modules (if applicable).	Secured inside modules. \$\$\$ Vital to secure against damage in transportation.



8. Module Storage



IMPORTANT

Module storage is subject to a final Checklist that must be completed.
See Section [9. Final Checks & Sign-off.](#)




8.1. Site Preparation & Foundations

No:	Task	Illustration	Task Time
1	<p>Check site and ground conditions.</p> <ul style="list-style-type: none"> • Check that ground is stable and able to bear the weight. <p>+ In case of sloping ground, consider maximum pad height constraints.</p> <p>✓ Ground should be of fine gravel, tarmac or similar. NOT mud or grass.</p> <ul style="list-style-type: none"> • Check that all fencing around the site is secured. • Ground must be flat and drained to prevent water accumulation and moisture damage. <p>✓ Eliminate all vegetation as it can grow on to Modules causing moisture damage and damage to the facade.</p>		



No:	Task	Illustration	Task Time
2	<p>Foundations Specifications</p> <p>Pad area must be at least 500 x 500 mm.</p> <p>Minimum height from the ground to the floor of the module is 250 mm.</p> <ul style="list-style-type: none"> For wooden pads and beams, it is vital to use pressure-treated wood that is stable under heavy loads. <p>✓ Wooden beams are 135 x 145 mm.</p> <p>⚙️ Equal diagonal measurements ensure foundations are square.</p> <ul style="list-style-type: none"> Position beams so as to allow easy forklift access. <p>For precise details, consult the Storage Site Manager.</p>		




No:	Task	Illustration	Task Time
3	<p>Build foundations</p> <p>Pad area must be at least 500 x 500 mm.</p> <p>Minimum height from the ground to the floor of the module is 250 mm.</p> <ul style="list-style-type: none"> ✓ Pads for wooden beams: Must support 42 kN for single storey storage and 64 kN for 2 storey storage. ✓ Pads for steel beams: Must support 84 kN for single storey storage and 128 kN for 2 storey storage. <p>For precise details of requirements, consult the Storage Site Manager.</p> <ul style="list-style-type: none"> ✓ Steel 'I'/'H' beams are an acceptable alternative. 	 	



No:	Task	Illustration	Task Time
4	<p>Foundations with Steel Beams Temporary/Semi-permanent foundation. Fixed measure of pads and steel beams. For Standard Module Lengths (8400-9600 mm). Modules can be placed anywhere on the foundation, as long as they are centred/aligned. Steel beams will hold the load. ✓ All dimensions in mm.</p>	<p>Pad Area: Minimum 500 x 500 mm</p> <p>2870</p> <p>3450</p> <p>3000</p> <p>1500</p> <p>8420</p> <p>9600</p> <p>600</p> <p>600</p> <p>5250</p> <p>1500</p> <p>Steel Beams 100 x 100 mm</p>	

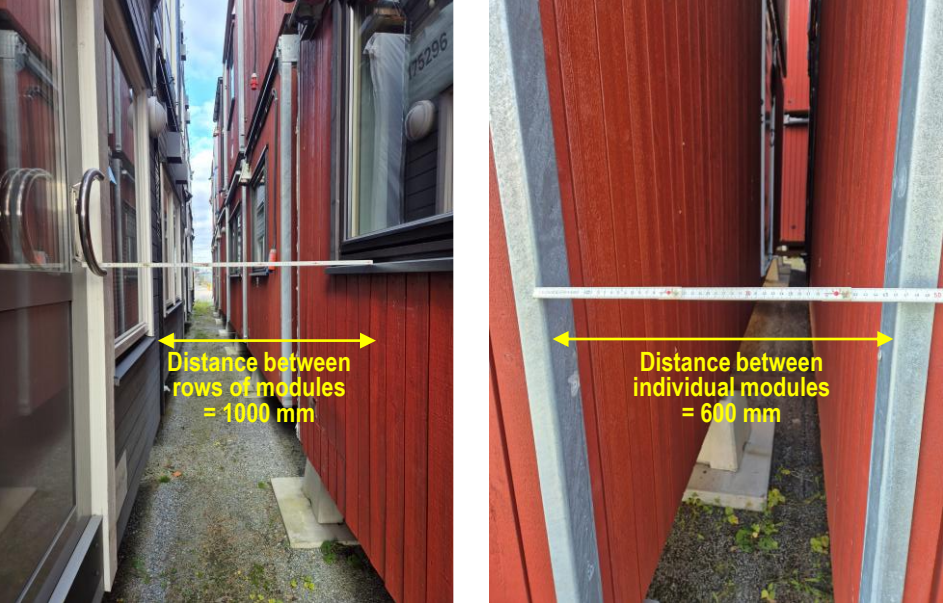


No:	Task	Illustration	Task Time
5	<p>Foundations with Wooden Beams Temporary foundation.</p> <ul style="list-style-type: none"> Build a separate foundation for each module. <p>✓ For Standard Module Lengths (8400-9600 mm).</p> <ul style="list-style-type: none"> Consider the different widths of modules. Consider modules with exterior wall blocks. The standard 600 mm gap between modules must be increased accordingly. <p>For precise details, consult the Storage Site Manager.</p> <p>✓ All dimensions in mm.</p> 	<p>The illustration shows three modules on foundations. Key dimensions and labels include:</p> <ul style="list-style-type: none"> Pad Area: Minimum 500 x 500 mm (indicated by a red arrow pointing to a green grid). Vertical dimensions: 1500 (height of foundation pad), 8250 (total height), 8420 (module height), 9600 (total height including gap). Horizontal dimensions: 600 (gap between modules), 2870 (width of foundation pad), 3000 (width of wooden beams), 3450 (width of module). Labels: "Wooden Beams" (pointing to horizontal lines), "Exterior wall block" (from the photo). 	



No:	Task	Illustration	Task Time
6	<p>Location of foundations for storage</p> <ul style="list-style-type: none"> ✓ Modules must be placed on a stable surface to avoid damage and deformation. • Place Modules on four steel or wooden beams. Place upper beams in line with lower beams. • Ensure that the overhang is less than 700 mm on both sides. <p>✓ Steel 'I'/'H' beams are an acceptable alternative.</p> 		




No:	Task	Illustration	Task Time
7	<p>Positioning Modules</p> <ul style="list-style-type: none">Place Modules in rows. Rows of Modules must be 1000 mm apart.The standard spacing between individual Modules in a row is 600 mm.	 <p>Distance between rows of modules = 1000 mm</p> <p>Distance between individual modules = 600 mm</p>	




8.2. Lifting, Looping Removal & Return

No:	Task	Illustration	Task Time
1	<p>For modules with Looping covers.</p> <p>\$\$\$ If you rent Looping covers, they must be returned to supplier as soon as possible.</p> <ul style="list-style-type: none"> Remove all rented Looping covers just before lifting so that modules are exposed for the minimum of time. If you own Looping covers, leave them in place. Leave plastic sheeting in place. Consider the weather before removing ANY covers. Water ingress causes damage. Report in detail any damage. <p>Inform the Project Manager via email.</p> <p>✓ The Storage Site Manager assesses weather conditions and decides when work should proceed.</p>		



No:	Task	Illustration	Task Time
2	<p>Lift and place Modules.</p> <ul style="list-style-type: none"> + Work safely. If you need to go on top of modules, be sure the consult Section 3.4 Working at Height. ✓ Make sure the lifting straps do not cause any damage to the facade. 		




No:	Task	Illustration	Task Time
3	<p>Lifting modules without lifting eyes. Are Lifting straps in place? If not, can you feed straps between spacer battens under the module?</p> <ul style="list-style-type: none">• Use sufficiently long lifting straps.• If necessary, use a lifting frame to avoid too sharp an angle on straps.• If lifting straps, spacer battens or lifting eyes are not in place, use a small forklift to raise the module to give access to the big forklift or to install lifting straps (see Item 5, below).		



No:	Task	Illustration	Task Time
4	<p>If unloading using lifting eyes, ensure appropriate safety. Connect chains to lifting eyes using a lift or other safe method such as a harness.</p> <p>+ Clear the area of personnel during the lifting operation.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p> <p> DO NOT go on to the roof of the module unless absolutely necessary.</p>		





No:	Task	Illustration	Task Time
5	<p>Lift and place Modules. Consider how Modules have been transported. If forklift access is possible:</p> <ul style="list-style-type: none"> Use a small forklift to lift one end of the Module to give access to the big forklift. <p>If forklift access is not possible:</p> <ul style="list-style-type: none"> If lifting eyes are fitted, lift and place modules with a crane. Use lifting straps for modules without lifting eyes (see Item Z below). If the module rests on battens, feed lifting straps under. <p>✓ Make sure lifting straps do not cause any damage to the facade.</p> <p>✚ If you are in any doubt about safe lifting, stop the job.</p> <p>✓ The Storage Site Manager assesses weather conditions and decides when work should proceed.</p> <p>✚ Work safely. If you need to go on top of modules, be sure the consult Section 3.4 Working at Height.</p>		



No:	Task	Illustration	Task Time
6	<p>Forklift truck specifications</p> <ul style="list-style-type: none">• Ensure that the forklift forks are longer than the width of the widest module. <p>\$\$\$ Short forks can cause serious damage to the underside of the module.</p>	<p>Length must be greater than the width of the module</p> <p>115+ mm</p>	



No:	Task	Illustration	Task Time
7	<p>Lifting and placing 2nd Floor modules. Before lifting 2nd floor modules make sure that beams are positioned correctly.</p> <ul style="list-style-type: none"> + Beams MUST be positioned above load-bearing points. • Position roof beams exactly above those under the module. <p>\$\$\$ Incorrect placing can cause costly damage.</p> <p> See Section 3.4 Working at Height for how safely to access the roof of 1st and 2nd floors.</p>	 <p>The illustration shows a side view of an Algeco module on a trailer. The module is covered in a white tarp with the 'algeco' logo. Four red circles at the top indicate the positions of the upper beams. Red arrows point from these circles down to the lower beams. Text labels include: 'Upper beams directly above lower beams', '100 x 100 mm steel beams', '1500 mm' (twice, indicating the distance between beams), '5250 mm' (the total length of the module), 'Minimum 250 mm' (the gap between the lower beams and the trailer), and '<700 mm' (the distance from the ends of the module to the first and last beams).</p>	



8.3. External Works on Modules


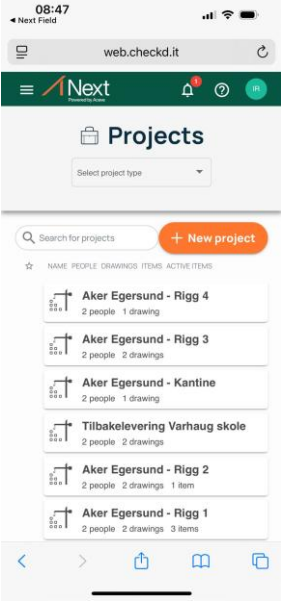
No:	Task	Illustration	Task Time
1	<p>Safeguards against potential Condensation</p> <ul style="list-style-type: none">• Ensure that modules are still completely sealed.		



No:	Task	Illustration	Task Time
2	<p>Returning Looping covers.</p> <p>\$\$\$ If you are renting Looping covers, they must be returned to the supplier as soon as possible.</p> <ul style="list-style-type: none">Return all Looping covers promptly to the supplier. <p>If in doubt, consult the Storage Site Manager.</p>		



9. Final Checks & Sign-off

No:	Task	Illustration	Task Time
1	<p>The Storage Site Manager completes the Next Field Checklist, “Modular Buildings approved for Storage”.</p> <p> Double-check that all work has been carried out according to the instructions in Next Field.</p> <p>The Storage Site Manager confirms, via email to the Project Manager, that all the items in the checklist have been addressed.</p> <p>✓ Table 4 lists typical checks that must be made before Storage is approved.</p>	 <p>The screenshot shows the 'Next Field' mobile application interface. At the top, the status bar shows the time as 08:47 and the location as 'Next Field'. The browser address bar displays 'web.checkd.it'. The app header includes the 'Next Field' logo and navigation icons. The main content area is titled 'Projects' and features a dropdown menu for 'Select project type'. Below this is a search bar labeled 'Search for projects' and a '+ New project' button. A list of projects is displayed, each with a location icon, name, and resource counts:</p> <ul style="list-style-type: none"> Aker Egersund - Rigg 4: 2 people, 1 drawing Aker Egersund - Rigg 3: 2 people, 2 drawings Aker Egersund - Kantine: 2 people, 1 drawing Tilbakelevering Varhaug skole: 2 people, 2 drawings Aker Egersund - Rigg 2: 2 people, 2 drawings, 1 item Aker Egersund - Rigg 1: 2 people, 2 drawings, 3 items 	

*Table 4. Final Checks before Storage is approved*

Item	Action
1	Are foundations correctly placed and of minimum 250 mm height and 500 x 500 mm in area?
2	Are beams placed accurately above the lower beams?
3	Are modules placed correctly in accordance with the agreed storage plan?
4	Are Modules completely sealed?
5	Have you arranged for Looping covers to be returned as soon as possible to the supplier?
6	Have you considered safeguards against build-up of condensation in the Modules?

The Storage Site Manager is responsible for acceptance, or otherwise, of the delivery:

1. The Project Manager collates all the documentation associated with the Single Modules Demobilisation and Storage project.
2. The Storage Manager formally signs off the project (accepted or not).
3. The Storage Site Manager periodically inspects the stored Rig for any degradation.



10. Appendix

Appendix A. Glossary

Term	Definition
1st Floor	“Ground” floor module (in UK).
2nd Floor	The one above it, the “second storey” (in UK).
Addsecure	Alarm signalling and Fleet management provider – link here .
APD Plan	Visualizes the placement of various elements like containers, storage areas, access routes, safety equipment, and emergency procedures.
Cordoning	To place a cordon (or barriers) around an area to prevent access to or from the area. “We shall be cordoning off that area tomorrow”.
DSS-Safety Champions	Safety programme from DSS+ Risk and Safety consultants – link here .
ID06	IT systems and solutions company for industrial efficiency in Sweden – link here .
Lifting Plan	A detailed document that outlines how a lifting operation will be carried out safely.
Looping	Norwegian industrial covering company – link here .
Next Field	Construction project tracking software – link here .
Quentic	Software for site Safety and Compliance – link here .
SBU	Strategic Business Unit.
T-Flex	A high-performance, diffusion-tight sealing tape.
Work Environment Plan	A document outlining how Health, Safety, and Environmental risks will be managed.



11. Changes from the previous version

Revision number	Date	Changes	Employee involvement	Done by	Approved by
1	2026-03-03	Version 1.	<ul style="list-style-type: none">• Ray Hennig• Daniel Ritscher• Michael Ainsar• Max Varela Beechay• David Ajnefelt• Björn Jonsson• Josef Lindgren	Daniel Ritscher	Björn Jonsson