



GUIDANCE: INSTALLATION METHOD STATEMENT

Circum Core is a high quality timber pre- lacquered partitioning system that is easy to install but time and care must be taken with correct measuring and setting out – mistakes can be very costly and not quickly replaced.

It is important that the fitter familiarises himself with all components and reads this Method Statement prior to commencement. All sites have variable conditions and this should be used only as a guide.

Circum Core is principally a circular post with hollow core for services and accepts connecting partitions at any angle. The system is easily demountable with minable making good to existing surfaces.

Ensure that you have set up material, cutting and assembly work areas to conform to your Health & Safety Plan.

Read carefully our **Guidance Health & Safety Plan and prepare your own.**

General

It is important that all pre-drilled holes in the door frame and glazing cover are completed and have the appropriate screw fixings(supplied).

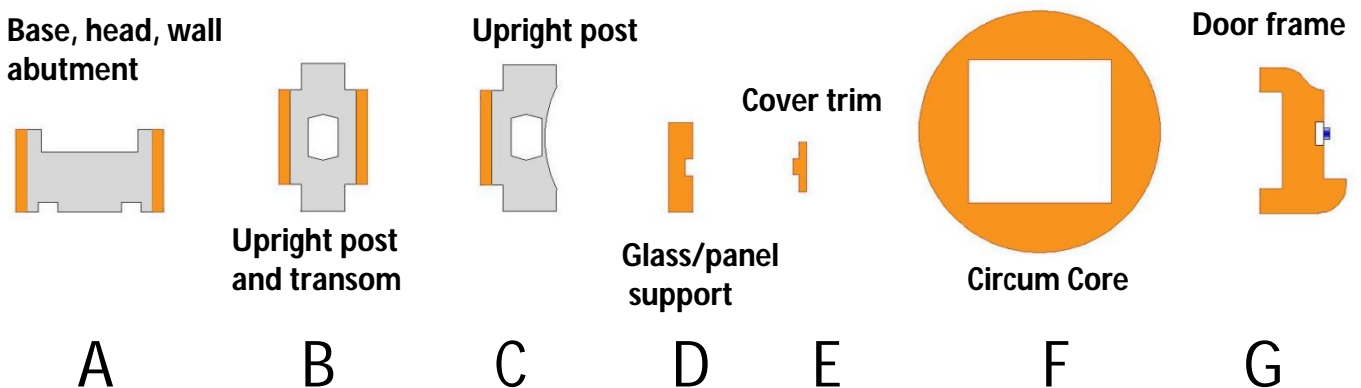
The partitioning should be set up in the material area laid flat on floor and quantity checked as supplied schedule and drawing prior to commencement.

Door frames should be assembled by reducing legs to suit door/floor finish under. They are pre-routed for 15mm smoke seals (supplied) and a minimum 3 hinges (supplied).

The Doors are ½ hour fire rated 44mm and pre-routed for hinges and lock case (supplied).

Circum Core 7 Main Sections

Our system comprises of minimal number of sections check the delivered quantities are correct and familiarise yourself with the components below



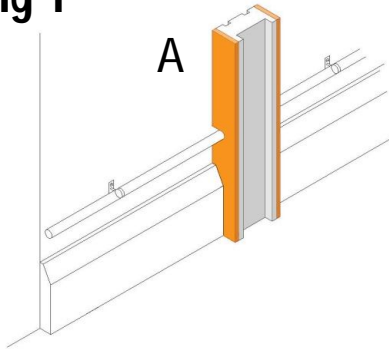
Setting Out

Agree set out start line, laser line walls floor and ceiling, mark floor with drafting tape/marker to position line. Set position of doorways and exact position for Circum Core **F** post which is the only post you will require for all corners. Connections to the Circum Core is from upright **C** post. For your information the width of the partition is 78mm and the Circum Core diameter is 128mm, which is 25mm each side.

Installation

The **A** base/head/wall abutment section is pre curved at one end to fit to the Circum Core **F** post it should be cut off square to fit to door frame and wall or spliced angle cut for longer joined run.

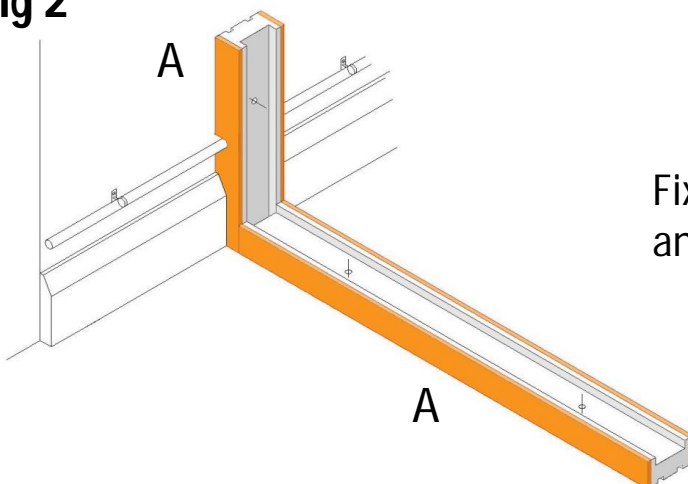
Fig 1



Scribe **A** wall abutment to any existing pipework or skirting

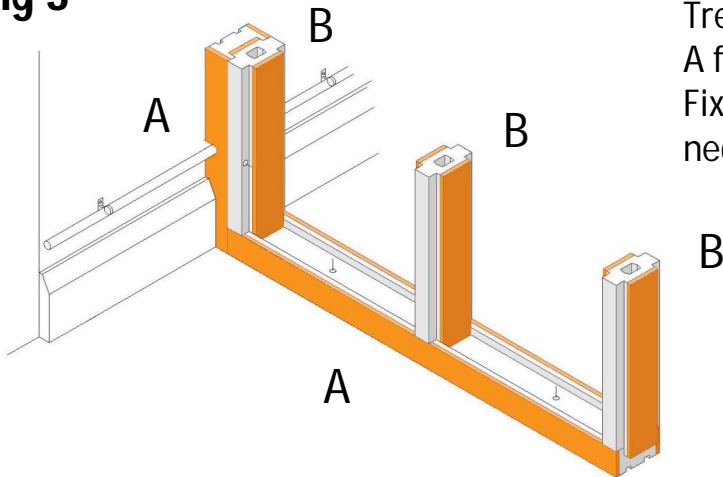
Measure, cut and scribe as necessary the **A** wall abutment to cover any existing skirting/heating pipe work etc. Do not worry if the existing wall is out of square as we have adjustment with our inner frame **B** section later see **Fig 1**. screw fix to wall.

Fig 2



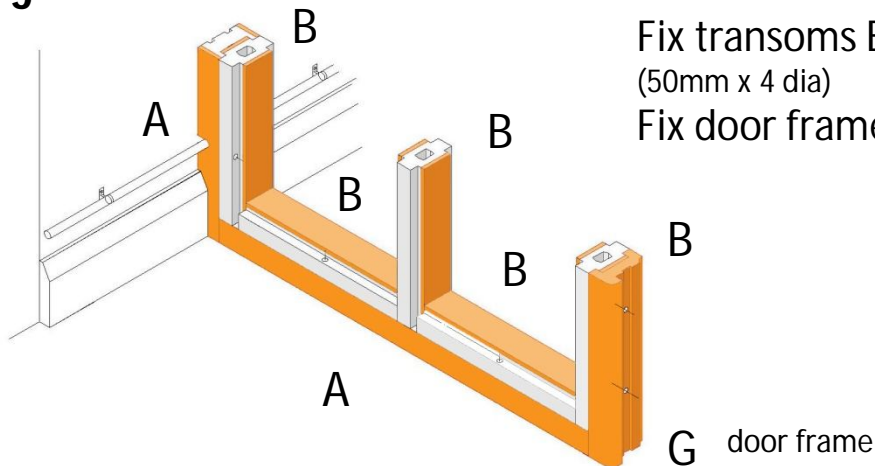
Fix **A** wall abutment, **A** base, and **A** head (70mm x 5 dia /red plug)

Measure, and cut the **A** base/head rail starting back from the **A** wall abutment to Circum Core **F** post see **Fig 2**. screw fix to floor and ceiling (ply patress may be required for fixing **A** head rail to suspended ceiling).

Fig 3

Trench cut uprights B and C to slot into A framing.
Fix first upright B ,laser level, pack as necessary

Measure, and cut the **B** and **C** post uprights, trench to slot between **A** base and **A** head, fix the first of the **B** posts by vertical laser to the **A** wall abutment. Remember if the existing walls, floor and ceiling are slightly out of square it is easy to pack out between both sections ,see **Fig 3**.

Fig 4

Fix transoms B and uprights B and C
(50mm x 4 dia)
Fix door frame G (30mm x 4 dia)

Once the first **B** post upright is level the **B** transoms can be measured equal, cut and fix sliding the **B** post upright and fixing as you move along.

Screw fix door frame **G** to **B** or **C** post uprights, always ensure that all pre drilled holes are completed ,see **Fig 4**.

Venetian Blinds

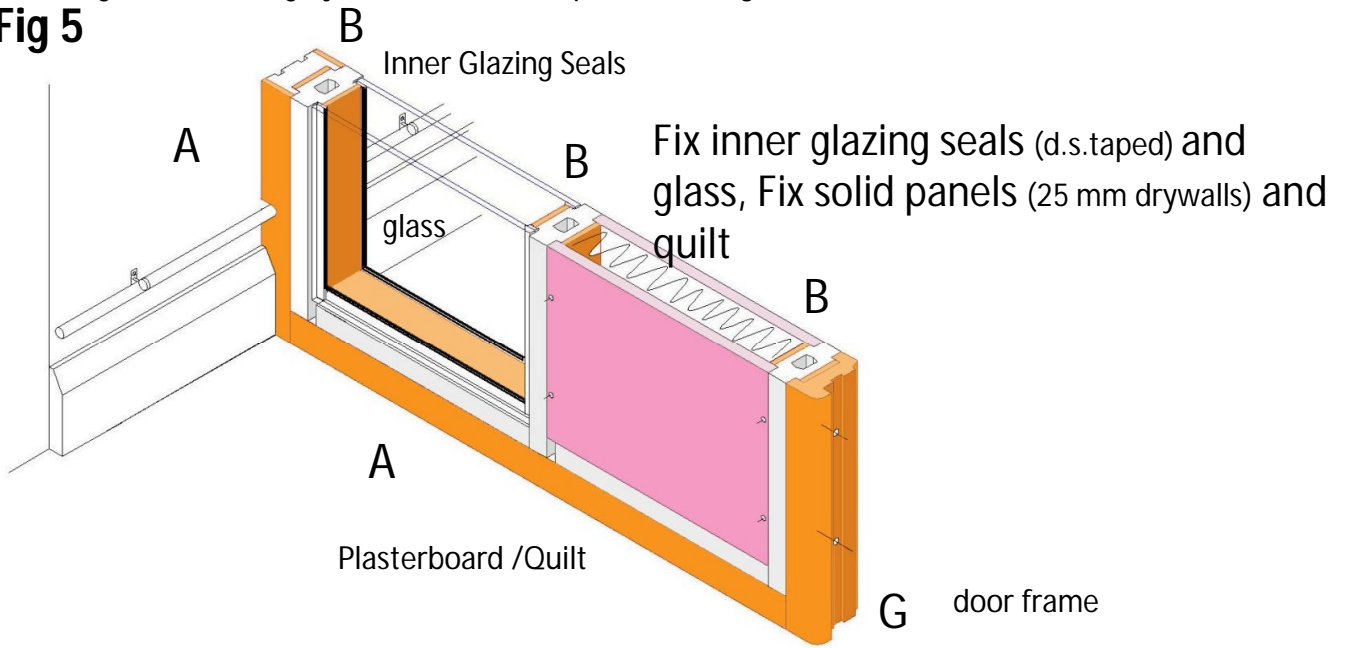
If you are installing integral venetian blinds we would recommend that you drill holes and install the cabling within the **B** and **C** upright posts during the framework setting out.

Check position of vertical blind controllers and install cables at head and outlet at 1000mm from floor level.

Screw fix 12.5mm Soundblock plasterboard or other specified panel to rebates of **B** and **C** framework add additional central support studs as necessary. Install acoustic quilt insulation between panels.

Fit Circum Core Glazing inner seals, pre double sided taped, fit to rebates of **B** and **C** framework. Install specified safety or fire rated glass, fit Circum Core glass retaining clips for fire rated glazing ,ensure glass is thoroughly cleaned to inside panes, see **Fig 5**.

Fig 5

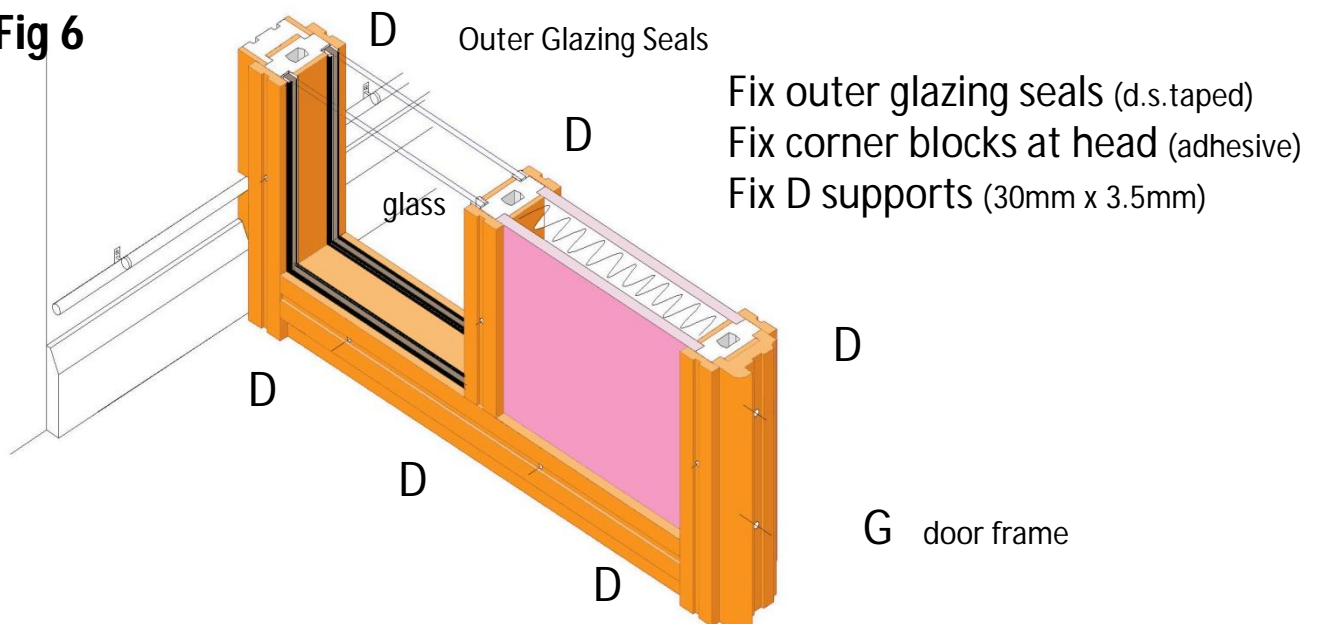


Measure cut and screw fix **D** Glazing /panel supports.

Start with fixing outside vertical sections at the wall and at the Circum Core **F** post, full height floor to ceiling. Fix then the horizontal **D** sections between the outside uprights. Follow with the intermediate uprights. At doorways the **D** uprights must be fitted to the floor, see **Fig 6**.

As an **alternative** to the **D** upright directly to the ceiling we have an attractive hardwood **Corner Block** Head section that can be adhesive fixed .

Fig 6



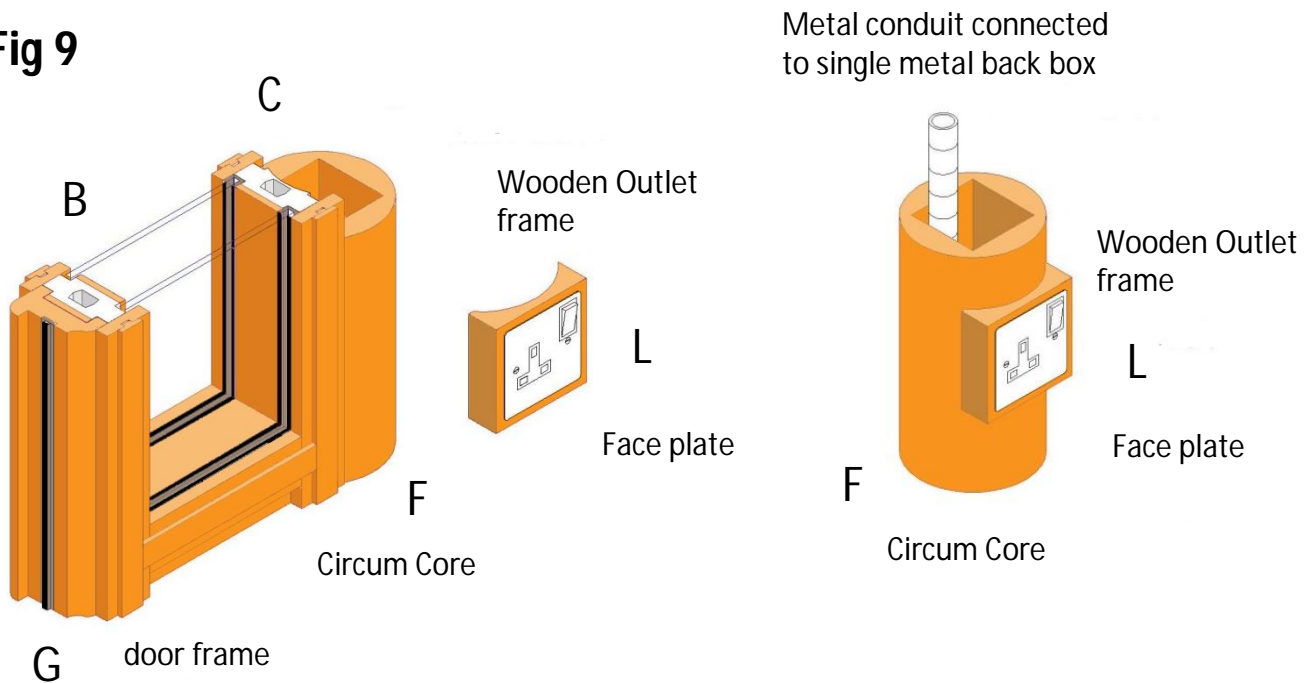
Electrical Power, Data Cabling to Circum Core

Clients can order Circum Core **F** posts with pre cut holes for outlets or contractors can cut holes on site by carefully marking of the hole by positioning of the **L** wooden curved outlet frame onto Circum Core and using as a general template guide. Cut hole by drilling holes in the corners and jigsaw rectangle to size 85mm high x 75mm wide.

To comply with current IEE 17th edition regulations all power cables and data or other services should be **wired via metal flexible conduits** through positioned hole cut in Circum Core **F** post.

The **conduit** should be connected to a standard **single metal outlet box**. Twist the metal box into the Circum Core and screw through the sides to secure into the Circum Core. The cable wiring should pass though the **L** wooden curved outlet frame, into a flat standard **single face outlet plate**. The face plates long screws clamps both the face plate and the wooden outlet frame to the metal outlet box in Circum Core. see **Fig 9**.

Fig 9



Cut hole in Circum Core, fix metal back box/flexible conduit
Wire to Face plate, clamp L outlet frame to Circum Core

GLAZING SEALS/GLASS

For Non Fire Rated partitioning we supply a quality 12mm wide x 5mm black pvc compression double sided taped seal, that fits accurately to the rebate of our **B** and **C** section and to the edge of our **D** Glazing support section. Glazing would normally consist of 2 panes of 6.4mm laminate glass. For Fire Rated 30 minute partitioning we supply a quality black or cream intumescent pvc compression seal and special glass retaining clips. Glazing would normally consist of 1 pane of 6.4mm laminate glass and 1 pane of 7.2mm Pyro type glass to clients specification.

Fixings

We recommend that contractors use a good single thread quality woodscrew for assembly and we include free Reiser screws for perfect fixing of **Circum Core**.

A to wall, head, base **70mm x 5 dia /red plug**

B to **A**, **C** to **A**, **C** to **F** **50mm x 4 dia**

G to **B**, **G** to **C** **30mm x 4 dia**

D to **B**, **D** to **C** **30mm x 3.5 dia**

E Cover trims are pre fitted with double sided taped for quick fitting and easy removal.

Corner Block Head alternative to straight corners ,fix with mitre mate adhesive.

Fire Rated glazing fixed with glazing clips and Intumescent double sided taped seals.

Completion

On completion of the Partition, thoroughly clean glazing and joinery, remove all rubbish and inspect that all doors are correctly working.

If possible hand over project to client, well done it looks great.

Circum Core is the best Wood Partitioning System in the UK.

We will be constantly looking to any future improvements or additions that Contractors and Designers want from our system and ask that you provide feedback whenever possible.

INSTALLERS CHECK LIST

First Aid Kit

Chop/Mitre Saw with hardwood blade, 110 volt transformer/ leads

Work Bench/ Trestles

Step Ladders/Mobile Tower

Power screw & Drill drivers 110 volt and Battery

Laser levels, Spirit levels, 10m measuring tape with marker pens / pencils, drafting tape

General Tools, Stanley knife, hand saws, chisels etc.

Fixings, quality woodscrews, 70mm x 5dia, 50mm x 4dia, 30mm x 4dia, 30mm x 3.5dia. quality drywall screws, wall plugs and plastic packers

PVA Wood adhesive, Gripfill panel adhesive ,Mitre Mate adhesive,Decorators mate/Silicon/Skeleton gun.

Circum Core single double sided taped compression glazing seal for all glass thicknesses .

Non smear glass cleaner/wipes/dusters/Glass carrying suckers.

Heavy duty rubbish bags, dust pan/ brush, brooms/ shovel, vacuum cleaner, wheelbarrow

Touch up lacquer/brush, general cleaners/wipes

GUIDANCE :HEALTH & SAFETY

WORK SAFE

Health & Safety is Paramount. It is very important that Installers of Circum Core must take very seriously.

Contractors should assess each site individually prior to arriving on site and **Prepare their own Plan**, but as a **Guide Only** we Recommend:

The site should be inspected for parking, welfare facilities/washroom /break areas, fire escape exits, nearest hospital in case of injuries.

Check site for delivery/safe handling of materials to material storage area , removal of rubbish/skip position, cutting area and installation area.

All **Circum Core** sections and doors upon receipt of delivery **must be notified within 48 hours** of any damage or shortages. We promise to respond immediately should this unlikely event occur.

All materials after checking should be laid flat in a secure material storage area until required.

Protect existing surfaces as necessary in cutting and installation areas.

Ensure areas have barriers from other trades and clients, warning signage.

Work in pairs; assess the material you are carrying prior to moving it, safe handling.

All power should be 110 volt or battery tools, protect all trailing wires.

Work safely at height, use mobile towers where possible with protection railings.

Clean all waste up as soon as possible and remove off site.

Wear protective footwear, headgear, masks, goggles and high visibility jackets with identification.

Do not play radios, smoke or swear, be considerate to others – it pays.

Environment

All wood used in the manufacture of Circum Core is from a Traceable Sustainable Source.

Circum Core is constantly striving to **improve** their **Environmental Awareness** and lessen the impact of the Company's activities upon the environment both locally and globally.

We encourage all of our suppliers and contractors to join with us to aim together for a **reduction** in **Carbon Footprint** for the benefit of us all.



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