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|  | Work Instruction | W0015 |
| | | 1 of 1 |

| Work instruction: | Date Raised |
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| Excavation of Internal Trial Hole | 18.6.12 |

| Work Description |
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| Trial hole excavation in an internal location |
| Instruction |
| <ol style="list-style-type: none"> 1. Refer to W0001 & W0002. 2. Check with the homeowner internal area to be excavated. This may involve the removal of furniture, carpets, suspended wooden floor, concrete floor slab, lino floor covering, tiles etc. Should any damage to any surfaces occur, you must inform the office? 3. All furnishings, floor coverings to be protected using dust sheets. 4. Always CAT scan before excavation, refer to W0018. 5. Appropriate excavation tools to be selected for excavation. 6. Blue tarp / sheeting to be placed next to excavation to contain spoil and protect surfaces. 7. All spoil to be placed in to heavy duty rubble bags and kept to one side. 8. Take extra care when placing tools down on internal finishes, do not lean them on walls and be aware of ceilings. 9. Break out any surfaces, dig down following the wall of the building down to foundation and then dig out from projection. Continue to dig down face of foundation to the underside. This can be determined using steel pin to probe. Make the trial hole big enough to show better foundation details. Photos must be taken. 10. Record and log foundation type, measure and record depths, profile, construction material. 11. Record any abnormalities, poor workmanship or other irregularities which may help identify the cause of damage/movement to the property. 12. Transfer findings in 10 & 11 above to paperwork with digital pen. 13. If concrete floor slab has been broken out with a upvc damp proof membrane, this must be reinstated with a new piece of membrane with a 100mm overlap sealed with a water proof bonding sealant and the concrete to be reinstated. 14. If timber flooring has been broken through, should fixed securely back in place. Additional timber noggins may need to be added to joist/beams to secure boards and strengthen. Floor finish must be left safe. 15. All surfaces to be reinstated as reasonably practicable. 16. The area of work should be left clean and tidy to the home owners satisfaction with any furniture being moved back in place or to a safe place until concrete reinstatements have dried. 17. Double check paperwork is completed using digital pen ensuring all boxes are ticked. |
| Responsibilities |
| Site Investigation Engineers |
| Key Objectives |
| Ensuring safety and quality |