

# *City & Kent (UK) LTD*

Clearance Project for

HFC Bank.



## Assignment

City & Kent (UK) LTD were assigned to dismantle and recycle various redundant office furniture from

HFC Bank  
North Street  
Winkfield  
Berkshire  
SL4 4TD

### PHASE 1

Commencing on 22<sup>nd</sup> July 2010

Completed on 30<sup>th</sup> July 2010

### PHASE 2

Commencing on 17<sup>th</sup> January 2011

Completed on 21<sup>st</sup> January 2011

## Method Statement for the HFC Bank Clearance

- 1) The assignment was assessed and a plan was structured.
- 2) Employees were briefed on the work schedule and on Health & Safety.
- 3) Desks that were to be re-introduced were dismantled and loaded onto the transport van with the pedestals.
- 4) All cupboards were stripped of metal and plastic ready to be loaded into the clean woodbin.
- 5) All other furniture was stripped and stacked into piles of wood, metal, plastic and fabric.
- 6) Clean wood bin was filled with dismantled cupboards and desk tops.
- 7) Transport vehicles was loaded with metal, plastic and fabric, then taken to the relevant recycling centres.
- 8) Offices were checked for rubbish, then swept.
- 9) Employees de-briefed. Finally, control of the premises was handed back to the landlord.

# Dismantle and segregation of components



# Removal of Dismantled and Sorted Furniture



# Clean and Check



## Waste Documentation

476 Desks will be re-introduced into the office environment.

0.35 tones of electrical sockets went to the WEEE processing centre.

8.44mt of wood went into a mixed clean wood waste bin and taken to the relevant centre.

6.98mt of metal was transferred to a metal recycling facility.

0.5mt of plastic was transferred to a recycling facility.



VAT No. 207 8040 84		9305
<b>WASTE TRANSFER NOTE</b>		
WASTE DISPOSAL LICENCE No. 54/12/4/400		
METAL RECYCLERS		
<b>W.N.THOMAS &amp; SONS LTD.</b>		
Registered Office: BELMONT WORKS, STOKE GARDENS, SLOUGH BERKS, ENGLAND SL1 3QA		
Telephone: (01753) 524575 Fax: (01753) 694765		
M	City + Kent Group Clutton	Date 30/7/10
MATERIAL	NET WEIGHT KILOS	
Steel Scrap	2280	
Co. Reg. No. 1129005 England		RECEIVED
VEHICLE No.		IN FVMS DECLARE
VAT No. 207 8040 84		9276
<b>WASTE TRANSFER NOTE</b>		
WASTE DISPOSAL LICENCE No. 54/12/4/400		
METAL RECYCLERS		
<b>W.N.THOMAS &amp; SONS LTD.</b>		
Registered Office: BELMONT WORKS, STOKE GARDENS, SLOUGH BERKS, ENGLAND SL1 3QA		
Telephone: (01753) 524575 Fax: (01753) 694765		
M	Integrity + Kent Group Kent	Date 29/7/2010
MATERIAL	NET WEIGHT KILOS	
Steel Scrap	2400	
Co. Reg. No. 1129205 England		RECEIVED
VEHICLE No.		IN FVMS DECLARE
WASTE DISPOSAL NOTE		
<b>ABBEY RECYCLING</b>		
Unit 5 Morgans Timber Yard Knight Road, Strood, Kent Tel: 01634 295960 Fax: 01634 295901		
W.T. Station No. 100025	No.:	
Date: 28/7/2010	Time: AM	
Producer: Royal City & Kent		
Co. Reg. No. 1129205 England		RECEIVED
VEHICLE No.		IN FVMS DECLARE
Contact No:		
Vehicle Reg:	Driver:	
Rx 05 Rxo		
Size of Load	Description of Waste	
1x van 1/2 stone	17.09.04	



