



## Landscape Services

## Safety Standard Operating Procedure

(Revised 9/2023)

### Library Garland and Wreath Work Plan SOP for Installing

This SOP provides guidance on the safe installation of the library's (2) 6ft. wreaths and garland. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SOP is not a substitute for the owner's manual produced by the manufacturer.

### Safety

<b>PPE Required Library Wreath Installation:</b>	Gloves, Safety Eyewear, Sturdy footwear, hardhat, safety vest. Lift operator = safety harness.
<b>PPE Required for Library Garland Installation:</b>	Gloves, sturdy footwear, eye protection, safety harness
<b>Scheduled:</b>	November
<b>Tools Needed:</b>	Pliers, Side Cutters, Dielectric Grease, Zip Ties
<b>Safety Hazards:</b>	Pedestrian traffic, lifting, bending, equipment malfunction, hot or cold temperatures, sharp objects and inclement weather, falling from heights over 20', narrow space.

### Pre-installation Checks

1. Check that the lights are replaced and working.
2. Ensure that all ornaments are securely fastened to the wreath.
3. Check the overall integrity of the garland.
4. Verify that each clip on the garland is operational and does not have excessive wear.

### Installation of the Wreaths at the Library

(2) 6ft 3part wreaths were purchased in 2022. These wreaths will be stored in the same location as the garland on the 5<sup>th</sup> floor of the library. The wreaths will be stored in large mattress bags.

- 1.) 2 Wreath installations
  - a. 85ft man lift will be used to lift and anchor the wreaths. The access for the lift will be from its location stationed on the lower Clerico plaza.
  - b. The library plaza will be barricaded off via caution tape and cones in and around all working areas of the lift and basket. LS will communicate with Library Personnel the dates and plan of pedestrian barricades.
  - c. Equipment mats will be placed on hardscape areas prior to the lift crossing the hardscape areas. These mats are for the hardscapes surface protection from the lifts tires and turning/positioning.

- d. 3 FM roofing staff (2 in the basket and 1 spotter) will be wearing all proper PPE to install the wreath anchors and wreaths while working from the lift basket. Total of 4-6 FM staff will be on the ground and directing pedestrian traffic and lift placement.
- e. The wreaths will be powered via plugged into exterior outdoor GFCI outlet on 5<sup>th</sup> floor balcony.



### Installation of Garland at the Library

1. Climb to the top of the library 5<sup>th</sup> floor entrance.
  - a. You will need to check out the key to the door with permissions to gain access to the roof.
2. Before entering the space, put on the safety harness that you will need to install the garland along the wings of the library.
  - a. This is done to prevent you from falling off the roof of the library.
  - b. It is important to ensure that the harness is secure and tight when wearing. Failure to properly strap into the harness can be detrimental to the health of the individual should a fall occur.
  - c. **NEVER REMOVE BOTH CLIPS FROM FALL WIRE. AT ALL TIMES, HAVE ONE CLIPPED BEFORE REMOVE THE OTHER AND MOVING DOWN THE FALL WIRE.**
3. Once safely secured in your harness, take garland to the balcony ledge.
4. Unbox 1 section at a time for installation.
5. Clip yourself into the fall wire from your safety harness.
6. Walk to the end of the building for the installation of the first garland/light installation.
  - a. Be sure to bring the dielectric grease with you.
7. Install the garland to the brackets on the library.
  - a. Clips on the garland will attach to the bracket installed on the library.
8. Once all clips on the garland have been installed on the library brackets, squeeze a small amount of dielectric grease into the female end of the electrical connection.
9. Repeat steps 5-8 until all sections of the garland have been installed on the ledges of the south side of the library.
10. Once all garland has been installed, visually inspect all connections and securing clips to ensure that the garland is secure.
  - a. We want to minimize how often we are going to the top of the Library for repairs.
11. Pickup all trash generated from installation.
12. Install garland on the small wings of the tower.
  - a. Inside the tower, climb the steps to the next level and repeat steps 5-11 until all garland is installed on upper wings.
13. Ensure that both doors are closed and locked behind you before leaving the project.