

# Site setup, welfare offices & meeting rooms

## Well managed site set up indicates a well organised contractor.

- Good ambient lighting and temperature.
- Kept clean and tidy.
- Adequate toilets relative to workforce on site (refer to Welfare Minimum Standard).
- Warm water, soap and means of drying hands to be available.
- Showers provided (if required) due to special activities.
- No graffiti visible.
- Facilities to be kept clean and maintained to a high standard. These should reflect reasonable standards. – The absence of the above should alert design teams and clients to poor site practices in all respects.

Good order in offices and meeting rooms reflects a professionally organised project:

- Is the project SHE noticeboard displayed and correctly maintained?
- Are electrical and fire installations certified and maintained?
- Are desks and workspaces organised and clean and tidy?
- Are computer workstations correct with proper seating etc. (Refer to VDU section)?

## Design Issues

These facilities are key to well organised and facilitated site and design development meetings. Size of Meeting room, sound isolation, confidentiality and convenience are all essential. Visual display capability is also essential for example a screen or projector.

