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**Use of glass in buildings — Part 7: Code of
practice for the provision of information**

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Foreword

Rwanda Standards are prepared by Technical Committees and approved by Rwanda Standards Board (RSB) Board of Directors in accordance with the procedures of RSB, in compliance with Annex 3 of the WTO/TBT agreement on the preparation, adoption and application of standards.

The main task of technical committees is to prepare national standards. Final Draft Rwanda Standards adopted by Technical committees are ratified by members of RSB Board of Directors for publication and gazettment as Rwanda Standards.

DRS 397-7 was prepared by Technical Committee RSB/TC 9, *Civil engineering and building materials*.

In the preparation of this standard, reference was made to the following standard (s):

- 1) BS 6262-7 *Glazing for buildings – Part 7: Code of practice for the provision of information*

The assistance derived from the above source is hereby acknowledged with thanks.

DRS 397 consists of the following parts, under the general title *Use of glass in buildings*:

- *Part 1: Terminology*
- *Part 2: General methodology for selection*
- *Part 3: Energy and light*
- *Part 4: Fire and loading*
- *Part 5: Safety related to human impact*
- *Part 6: Code of practice for special applications*
- *Part 7: Code of practice for the provision of information*

Committee membership

The following organizations were represented on the Technical Committee on *Civil engineering and building materials* (RSB/TC 9) in the preparation of this standard.

ASTRIK International

CAMOSAG Ltd

Cleaner Production and Climate Innovation Centre (CPCIC)

Consulting Engineering Group (CEG Ltd)

HOSHAN LTD

Independent Experts

NPD Ltd

Rwanda Housing Authority (RHA)

Rwanda Inspectorate, Competition and Consumer Protection Authority (RICA)

Rwanda Transport Development Agency (RTDA)

University of Rwanda – College of Science and Technology (UR-CST)

Rwanda Standards Board (RSB) – Secretariat

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Use of glass in buildings — Code of practice — Part 7: The provision of information

1 Scope

This Draft Rwanda Standard gives recommendations for the provision of information required to ensure a successful glazing installation.

These recommendations do not apply to:

- a) glazing for furniture and fittings;
- b) glazing for commercial greenhouses; and
- c) glazing for domestic greenhouses.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

RS 397-1, *Use of glass in building — Part 1: Terminology*

3 Terms and definitions

For the purposes of this standard the terms and definitions given in RS 397-1 and the following apply.

3.1

glazing (noun)

glass or plastics glazing sheet material for installation into a building

3.2

glazing (verb)

Action of installing glass, or plastics glazing sheet materials, into a building

3.3

pane

single piece of glass, or plastics glazing sheet material, in its finished size ready for glazing

3.4

plastics glazing sheet material

plastics material in the form of a single sheet, or a combination of sheets laminated together, or an extruded multi-wall sheet

3.5

sight size

dimensions of the opening which, when glazed with a transparent or translucent material, admits light

Note 1 to entry: See Figure 1.

3.6

tight size

dimensions of the rebated opening

Note 1 to entry: This term is also referred to as the rebated size.

Note 2 to entry: See Figure 1.

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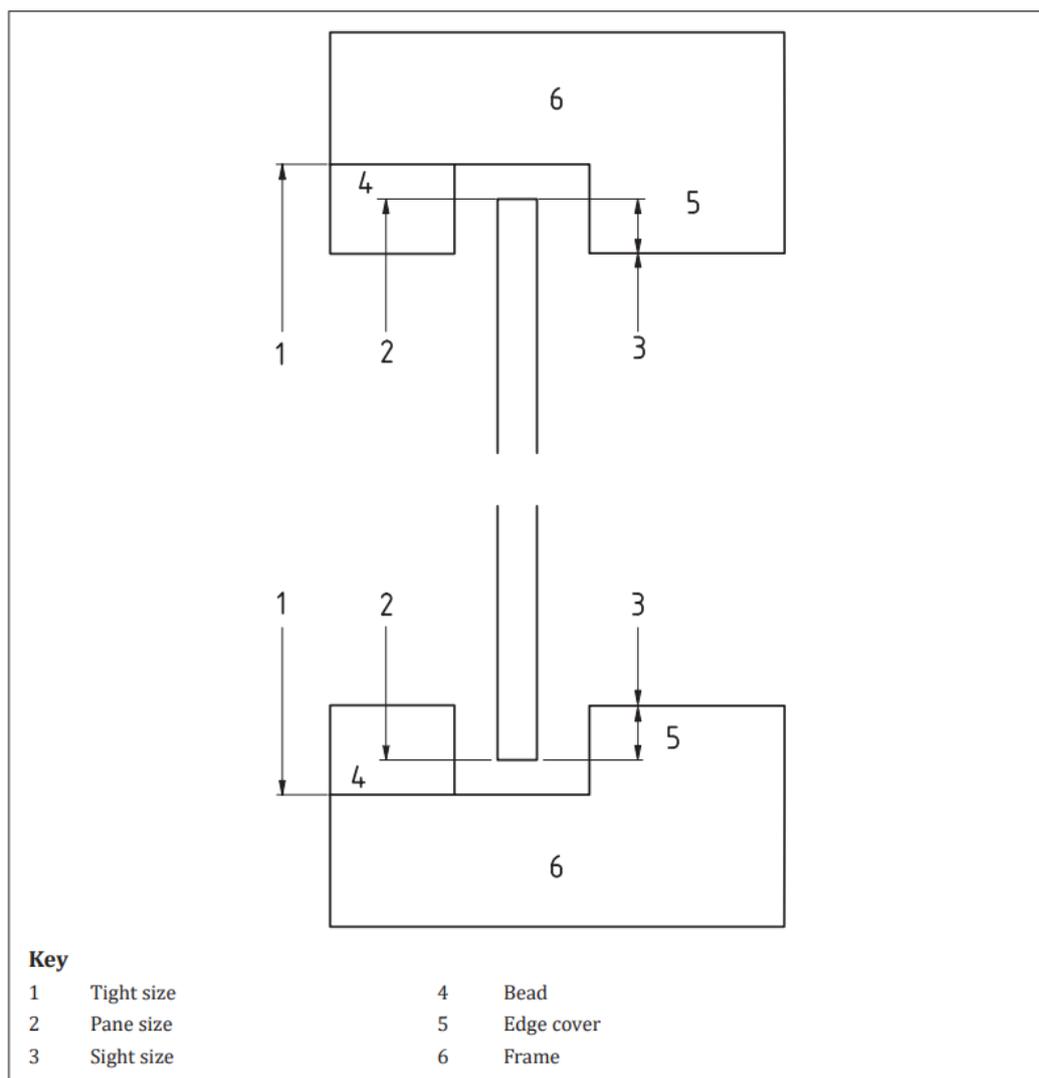


Figure 1 — Definition of size

4 Information

4.1 Provision of information

To avoid misunderstandings, the designer should give adequate and clearly worded information and instructions in the contract documentation.

NOTE 1 The stages at which the information is needed, and the type of information that is needed, is outlined in 4.4, 4.5 and 4.6. The checklists are intended only as basic annotated checklists for the designer and the glazier.

Designers should consult the manufacturer to acquaint themselves fully with the behaviour of plastics glazing sheet material before specifying it for a glazing application to ensure that, when specified, it meets the user's requirements.

NOTE 2 Attention is also drawn to the requirements of statutory regulations.

The designer or specifier should provide the glazier, or installer, with full instructions as to the type of plastics glazing sheet material and the glazing techniques, including any pre-treatment.

While this code of practice describes all of the work connected with glazing, the glazier might not carry all of the work out. The designer should therefore be satisfied that the whole of the work has been carried out in accordance with the recommendations of this code of practice.

4.2 The information stages

It is not feasible to attempt to assess the information needs over the whole range of possible contracts and circumstances. The following stages could relate to the medium project range; some modifications might be needed to suit other projects. The stages are based on the logical sequence of actions given in Figure 2. Ultimately, success depends on all concerned giving information at the correct time.

Information stages are:

- a) Tender stage, when the glazier is to be nominated as a specialist subcontractor, or when action is to be taken under b) 2);
- b) Contract (order) stage, when the main contractor either:
 - 1) Confirms or agrees to variations of the tender of the nominated subcontractor; or
 - 2) Selects the glazier by the normal tender selection procedure; and agrees to a subcontract.
- c) Contract (glazing) stage, when variations might occur to the subcontract works.

4.3 Specification of requirements

Subject to any special contract requirements, the information to be given at each of the stages outlined within 4.2 should be as follows:

- a) Tender stage. The information should be contained within three basic sections.
 - 1) Contract conditions. This section should define the type of contract, and give full details of any variations therefrom, as well as any special legal or other requirements.
 - 2) Building site conditions. This section should adequately describe the location of the building; its environment and exposure; the storage and other facilities to be made available on site; and any special conditions to be taken into account by the glazier (see 4.5).
 - 3) Materials and labour. This section should give a full description of the materials, systems and surrounds including their finishes and workmanship.
- b) Contract stages. Information should be exchanged in accordance with standard procedure and as provided for under the terms of the contract. During this stage, the glazier might be asked to assist in the provision of information for incorporation into the building owner's manual (see 4.6).

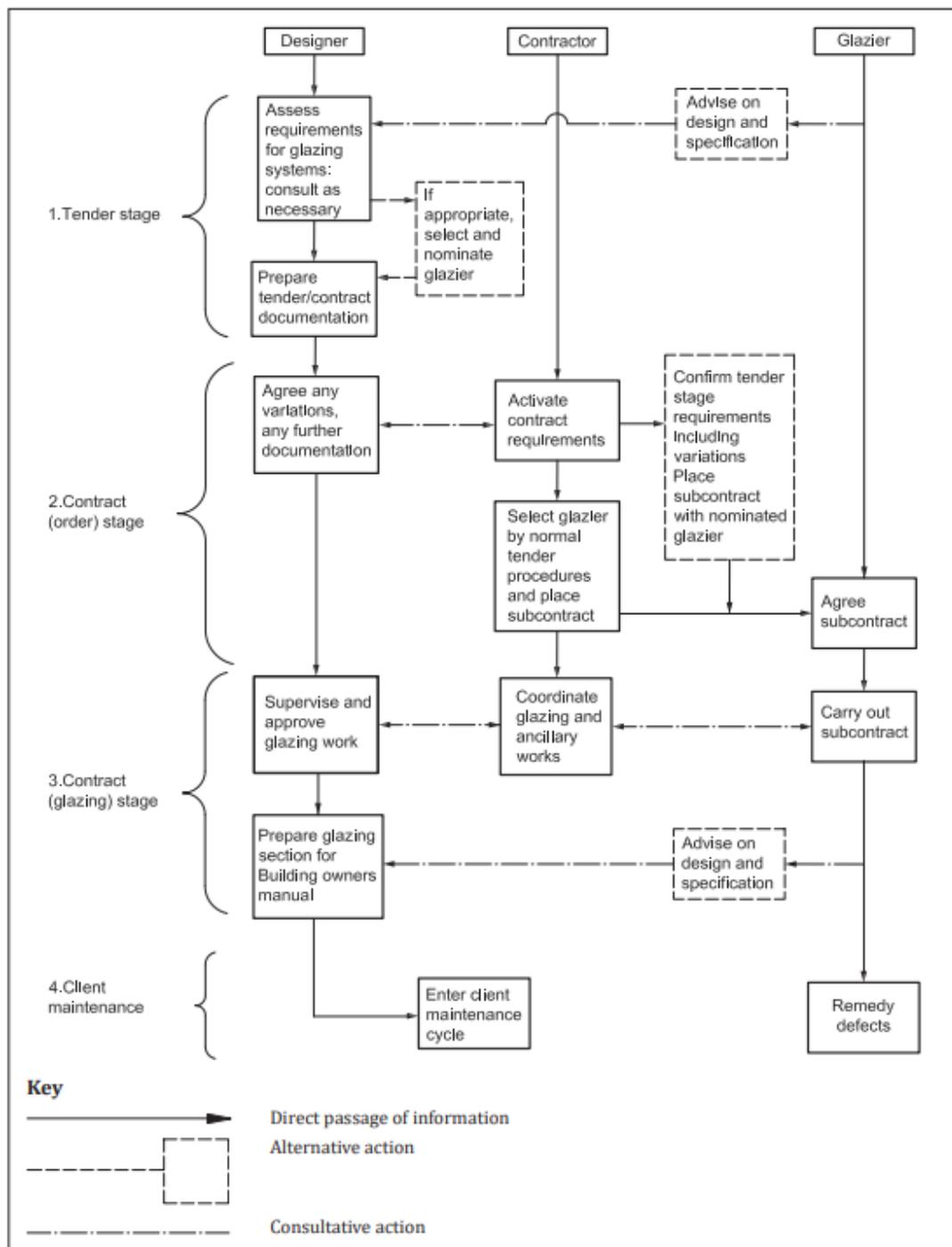


Figure 2 — Information stages and workflow

4.4 Building site conditions

It is not feasible to attempt a detailed checklist to cover all sites and conditions. The designer should provide detailed information, particularly on difficult sites. It would be of benefit for the glazier to visit the site in most cases.

The areas of information fall into the following three parts:

- a) Location. Items should include the address of the site, the name and details of the contractor (if known at this stage), and the nature of any difficulty in site access.
- b) Working environment. Details, such as height of the building, exposure rating, etc., ascertained from location and elevational drawings, should accompany the other tender requirements for all except the simplest situation.
- c) Site conditions. The following information should be made available:
 - 1) Site storage. Site storage facilities and whether these are to be external or internal; the degree of security.
 - 2) Scaffolding, hoisting facilities. The type of scaffolding; any need to work from cradles,
 - 3) Notification of any special conditions. Details of any site restriction and conditions.

NOTE 1 See 4.3a) 2).

4.5 Materials and processes

4.5.1 General

Before preparing a specification, the manufacturer's literature should be consulted and any case of doubt referred to the manufacturer.

4.5.2 Information to be given within a tender document or when ordering glass, as appropriate

The following information should be given as appropriate:

- a) General description and intended purposes of the work;
- b) Description of the materials:
 - 1) Type, quality and substance and combinations of materials, e.g. insulating glass unit make-up, specified in accordance with the manufacturer's literature, giving product description, claimed performance figures and overall thickness;
 - 2) Pattern, including the direction of the pattern when the pane is installed, and any need for alignment;
 - 3) Size, giving the width of the pane as installed as the first dimension;
 - 4) Quantity of each type and size;
 - 5) Conformity with appropriate approved Standard.
- c) special requirements:

- 1) Edge condition, to be suitable for particular application;
- 2) Edgework, including smoothing, chamfering, bevelling,
- 3) Shaping or, if the shape cannot be described simply, a drawing or template should be supplied;
- 4) Position and sizes of holes; for complex patterns a rigid template should be provided;
- 5) Decoration and surface work describing the nature and technique to be used, and size of panel (in most cases, a design drawing that is preferably full size should be provided);
- 6) Stepped insulating glass units specifying the size of any step and overall size of both panes.

4.5.3 Information to be given within a tender document or when ordering plastics glazing sheet materials, as appropriate

All glazing allowances should be made in accordance with this code of practice. The performance of most plastics glazing sheet materials can be modified by the inclusion of additives to enhance a specific property, e.g. behaviour under conditions of fire testing, impact properties, weathering.

The following information should be given to the manufacturer or supplier when ordering:

- a) the purpose for which the plastics glazing sheet material is required, to enable the manufacturer or supplier to supply the correct type;
- b) in specifying the size, the first dimension should be the horizontal length (often known as the width);
- c) in specifying the size or preparing templates for shaped plastics glazing sheet materials, the face side should be specified;
- d) in specifying the size of directional patterned panes, the direction of the pattern should be stated;
- e) in specifying factory-made double glazing units or thermoformed units, both the tight size and the sight size should be given.

4.5.4 Measurement

Except in a simple specification, the descriptions and measurements should conform to rules for detailed measurement for building works.

NOTE See 4.3a) 3).

4.6 Building owner's manual

4.6.1 General

The building owner's manual is a document, prepared by parties to the contract, which gives the building owner sufficient information for the maintenance of the owner's property and including information on glazing.

It is not feasible to attempt a detailed checklist for every contingency over the whole possible range of contracts and circumstances within this code of practice.

Any full list of requirements should be agreed between the designer and the glazier.

4.6.2 Information to include in the building owner's manual

The areas of information fall, logically, into the following three parts:

- a) General information. This should give the name(s), address (es), and other details of the glazier and the materials suppliers, together with copies of drawings showing the glass and/or plastics glazing sheet materials and systems used, reports, technical literature, catalogues, etc.
- b) Maintenance instructions:
 - 1) Glass and plastics glazing sheet materials. This should include: frequency of cleaning, techniques and materials to be used and any cautionary or advisory notes.
 - 2) Glazing system. This should include: the frequency of regular inspections and points to Glazing system. This should include: the frequency of regular inspections and points to look for, general maintenance techniques and materials to be used and any cautionary or advisory notes.
- c) Repair and replacement:
 - 1) General. This should detail the methods of inspection and the criteria for repair or
 - 2) Glass, plastics glazing sheet materials and glazing system. This should include: purchasing and replacement instructions, details of when specialist, rather than normal, maintenance work is necessary and any advisory or cautionary notes.
NOTE See 4.3b).

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