

February 12th 2021

OVG Manchester
57 Hilton Street
Manchester,
M1 2EJ

FAO Stephanie Bax

RE: Manchester Arena Sales Centre 57 Hilton St. Manchester

Dear Stephanie

I write with regards to the works we have been contracted to carry out by OVG Manchester at Fourways 57 Hilton St. Manchester.

The Fourways building, built in 1904 by James Beaumont & Sons became a listed building in the year 2000 after being converted to office space in the 1990's. Working in buildings of such historical significance requires a large degree of sympathy and not to mention a wealth of experience.

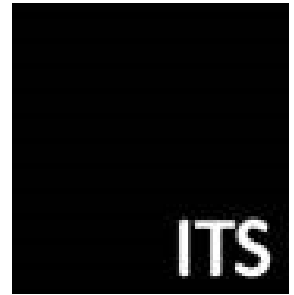
ITS have both the aforementioned qualities and are well versed in the restoration and fit-outs of Historical buildings.

I have broken down the fit-out of the space within Fourways to 7 Items:

- New flooring to the Sales space
- New perimeter walling
- Bespoke Joinery
- Ceiling rafts
- Curtains to hide the existing perimeter walls
- New lighting
- Decorations to the ceilings

I would like to address the installation & removal process of each of the above items separately. I will detail how we will achieve the required fit-out of the space using non-intrusive fixing methods, making the removal of the fixtures and fittings at the end of your tenancy simple and causing no damage to the existing fabric of the historic building.

- Firstly I would like to state that ITS will protect the existing finishes within your tenancy at all times during the works.



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- We will install a temporary MDF sheeting over the existing floorboards to the entire sales floor area.

This floor covering has 3 purposes:

1. To protect the existing floor from wear & tear
2. To provide a sub straight to enable us to lay a premium carpet tile finish
3. To provide grounds to fix our perimeter walls and Millwork too.

Method: Care will be taken to fix the new Temporary MDF floor covering through the large gaps in existing floor boards into the sheet chipboard flooring beneath. This will ensure no additional holes are created in the wooden floorboards when the temporary MDF flooring installation is removed.

- The new full height walls perimeter walling will be built to be fully removable. These walls will not touch the exiting fabric of the building. They will be constructed as large frames and fixed to the temporary MDF floor and to the plasterboard ceiling above. The ceiling is made up of 2 layers of 15mm gypsum fire line plasterboard covering a lath and plaster ceiling fixed to 60mm x 200mm floor joists at approximately 400mm centres. This structure is more than sufficient to carry a lateral load. When the perimeter walls are removed, there will be some small screw holes to fill in the gypsum board which require filling before decoration.
- The bespoke Millwork has again been designed specifically to fit into the Fourways site without touching the main fabric of the building. The exhibition style structure has been designed and built in our factory to be either:
 - free standing,
 - fitted to our pre built Joinery
 - or completely self-supporting.

That being said we have also taken the precaution of designing the joinery to be tightly built around 3 of the exiting internal columns to offer maximum stability. All joinery will be easily removed when required leaving no marks or damage to the fabric of the building.

- The lightweight demountable ceiling rafts have been designed to be suspended on wire as all exiting fixture and fittings in the space. When removed at the end of the tenancy, these fixings will leave small holes in the gypsum that will easily be made good with filler.

- The proposed new lighting tracks will also be fitted using the same suspension system as all other lighting currently installed in the space. Again when removed at the end of tenancy, this will leave very small holes in the gypsum boards that will be easily filled leaving no visible signs of a light track ever being installed.
- Hanging curtains to hide the perimeter walls will be achieved by fixing wavy shaped 25mm MDF board to form the desired curtain shape to the existing joists through the gypsum ceiling. A Velcro tape will then be fitted to the fabric and the wavy shape MDF. When the curtains are taken down and the MDF wave board removed, there will be small screw holes left in the gypsum that will require making good before full re-decoration.
- The existing Gypsum ceiling will be painted black to enhance and compliment the tenants proposed fit out. The ceiling will be repainted white at the end of the tenancy and any small holes in the gypsum made by fixings will be made good prior to a final coat leaving the ceiling as good as new.

To summarise, this entire fit out scheme has been sympathetically designed by ITS to dovetail with this historic building seamlessly. We have eliminated the need for any fixings into the existing structure of the building, leaving no legacy or damage to the existing fabric of the building.

Sustainability was also at the heart of the design with 85% of the fixtures designed to be simply removed, transportable and re-usable at the new arena or any other venue of your choosing

This exhibition style fit out could be completely removed in approximately 5-7 days when required after which re-decorations of the ceiling space would take place returning the space to its current state.

If you need anything clarifying or further information please do not hesitate to get in touch.

Yours sincerely

Martin Quirke



Managing Director
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