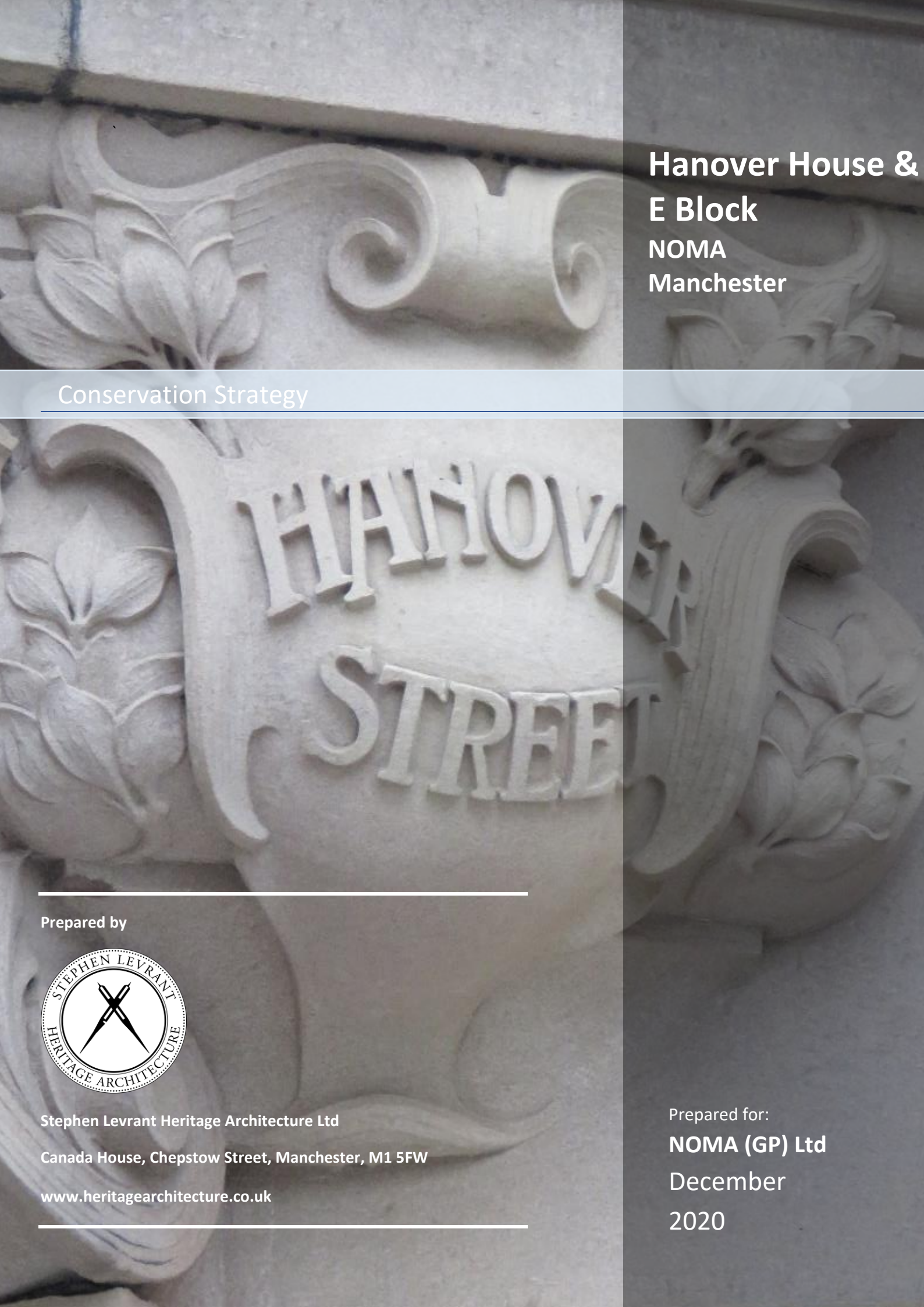


Hanover House & E Block

NOMA
Manchester

Conservation Strategy

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Prepared for:

NOMA (GP) Ltd

December 2020



HANOVER HOUSE & E BLOCK, NOMA, MANCHESTER – CONSERVATION STRATEGY

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EXECUTIVE SUMMARY

i) Stephen Levrant : Heritage Architecture Ltd. Have been commissioned by Hermes Ltd. to prepare a **'Conservation Strategy'** to outline the repair works to the retained historic fabric of the grade II listed Hanover House and E Block that is to have the ground floor, lower ground floor and basement converted to retail and leisure uses. The proposal comprises the repair of historic fabric, minor adaptation and loss of isolated areas of building fabric, whilst retaining a high proportion of significant historic fabric.

ii) This framework and quality assurance document is to be submitted to Manchester City Council as part of the planning and listed building consent applications to provide further detail on how the scheme will be implemented. Most importantly, it outlines how retained historic fabric will be treated and how fabric will be removed, and how new work will be undertaken without damaging the surrounding historic fabric that is to be retained.

iii) The purpose of the **Conservation Strategy** is, therefore, to provide a framework for specifying, implementing, and repairing the historic fabric during the proposed development. The strategy outlines the general conservation principles and guidance, defining terms used and the context of the works to a statutory listed building. It then goes on to provide a range of strategies for the protection, workmanship, removal, conservation, and introduction of new works to the building. The Conservation Strategy provides specific guidance to the historic fabric of the Hanover House & E Block, Corporation Street, Manchester (listed as 'Cooperative Wholesale Society').

iv) By providing a framework for the works to the retained historic fabric of Hanover House and E Block, the proposed development will ensure and a scheme of best practice conservation repair is implemented. The strategy will also enable a record of information to be produced of the trials and successful maintenance and repair works undertaken, thus informing future works and ensuring that the remaining historic fabric can be appropriately conserved into the future.



PART 1: INTRODUCTION

1 INTRODUCTION

1.1 Context of the Conservation Strategy

i) This **Conservation Strategy** was commissioned by NOMA (GP) Ltd to inform the required **conservation-led standards** for the proposed conversion and alterations to the ground, lower ground and basement floors to Hanover House and E Block, NOMA, Corporation Street, Manchester.

ii) Hanover House and E Block went through a major scheme of repair and redevelopment between 2016 and 2018. Stephen Levrant Heritage Architecture (SLHA) were the appointed Heritage Consultant for this scheme and have been heavily involved with the NOMA redevelopment throughout the last 10 years.

iii) SLHA provided a series of conservation strategies for the 2016 application which should be referred to for context of the works undertaken to the rest of the building. The aim of this conservation strategy will to be specific to the ground, lower ground and basement areas that this most recent application will refer to.

iv) The proposed development scheme is due to submit applications for planning and listed building consent in December 2020.

v) The proposed scheme will secure the refurbishment and re-use of the ground, lower ground and basement floors to the grade II listed building which are currently untenanted and unoccupied. The planning and listed building descriptions are below.

vi) Planning application description is:

> *"Planning permission for the expansion of use classes in the ground and lower ground units of Grade II Listed Hanover Building and E-Block to Use Class E(and Sui generis (drinking establishment); including the creation of new entrances at ground floor level, external plant and associated works".*

vii) The listed building consent description is:

> *"Listed Building Consent for internal and external alterations to the ground and lower ground floor along Corporation Street, Hanover Street and Federation Street and Balloon Street, including new entrances, installation of plant, signage and associated works"*

viii) The **Conservation Strategy (CS)** will act as the over-arching specification for the implementation of repair, conservation and restoration works for the retained historic fabric. The CS will also provide details of how historic fabric will be adapted through the refurbishment as well as outlining how new and historic fabric will interact. The CS will thus frame the appointed contractors' priced specification and schedules of work for the specific work areas which will be detailed in 'Task Method Statements' as defined in sections 3.2 and 4.5 below.

ix) The required 'conservation-led standards' which this document sets out are informed by the Sheppard Robson Architects stage 2 planning and listed building consent package, including the design and access statement, Curtins Hanover Retail Listed Building Report and Crookes Walker Consulting Ventilation Strategy Statement where necessary and the SLHA Heritage Statement. The Conservation Strategy should be read in conjunction with this further information.

x) The conservation-led standards are intended to be applicable to the repair, conservation and restoration of the ground, lower ground and basement floor areas of Hanover House and E Block, thus informing the proposed works and guiding the contractor once appointed. Consequently, all works will be proceeded by further survey work to confirm the current condition of the building fabric and confirm the extent of repair works required, in accord with the standards set out in this document.

xi) This ultimately will provide assurance to Manchester City Council, that although the full extent of repair, conservation and restoration works are not known at the planning and listed building consent stage, the parameters for undertaking repair work can be agreed and will align to those described in the Conservation Strategy.

xii) The conservation led standards in this document primarily concern the fabric of Hanover House and E Block, Corporation Street, NOMA, Manchester (Listed as the Cooperative Wholesale Society under List Entry Number: 1025287), considering its heritage status as a grade II listed building.

1.2 Purpose of the Conservation Strategy

i) The purpose of the CS is to provide detachable guidance to enable future building repairs and interventions to be based on a standardised approach applicable specifically to the building's fabric. The following outlines the minimum conservation expectations and standards required by Manchester City Council.

ii) The baseline specifications conform to Historic England's Advice Note 2, "Making Changes to Historic Assets" (2016) and should inform the preparation of detailed specifications to be tailored to the requirements of the individual repair and interventions tasks.

iii) Where the specifications do not conform to conservation best practice, this will be stated, and reasons provided for the deviation from the standard usually expected.

iv) The over-arching conservation policy requirement guiding the repair of the significant historic fabric is defined as one of minimum intervention where possible, limiting in the repair and/or replacement of the significant components of the historic building. This principle applies with the important caveat of achieving long-term, sustainable preservation of the individual components and the building as a whole.

v) The strategy has been prepared for the submission alongside the planning and listed building consent applications to address any fabric conservation concerns that may arise.

vi) The primary purpose of the CS is to guide the design team and confirm to the local authority that the historic fabric that will be retained in the proposed development will be repaired using careful conservation-led standards and to act as a baseline for detailed schedule of repair and specifications that will proceed the applications and precede the commencement of any works.

vii) This document consequently sets the framework in which (following detailed fabric investigations, trials, and sampling) relevant specifications and schedules of works will be drafted and implemented. Section 3 outlines the process of quality control required to ensure that repairs and interventions are undertaken from a fully informed position that therefore meet the expectations of Manchester City Council.

viii) The CS thus outlines the high-level conservation specifications so that all relevant parties are fully informed of the constraints and expectations for the implementation of the approved development. The purpose is to ensure works will be carried out to an appropriate conservation-led standard and confirm that appropriate resources are in place to monitor and maintain such standards.

ix) The audience for the CS is the: client, project architect, project manager, project consultants, appointed contractors, and Manchester City Council. The CS will therefore:

- *Frame the scope and required standard of necessary conservation repairs,*
- *Act as the preamble to more detailed specifications,*

- *Outline where further investigations, analysis and sampling are required before a definite specification can be concluded,*
- *Assist in identifying suitable resources, such as specialist conservation skills and materials are required.*

x) The CS has been informed by a site visit on 24th November 2020 undertaken by SLHA.

xi) The information and specifications will be enhanced by more detailed fabric surveys, following the appointment the main contractor.

xii) The strategy has also been informed by: Historic England's technical guidance series, other technical literary sources, site surveys and professional judgement.

xiii) The specification notes and advice included in the CS should inform the adopted specification prepared by the project architect, and all other appointed specifiers.

xiv) The information contained within the CS is provided solely for the use in respect of Hanover House and E Block, Corporation Street, NOMA, Manchester (grade II listed) and is specific to the building, it should therefore not be re-used or adopted elsewhere.

1.3 Reference to other documentation

i) Throughout the planning process, investigation and enabling phase, and the construction phase, the CS should be read in conjunction with the project architects drawings, the general specification and the design materials of other consultants, such as M&E consultants and structural engineers.

ii) The specific remit of the CS is the conservation of the historic fabric within the building which will require planning permission and listed building consent.

iii) The CS should be read in conjunction with the following documentation and drawings:

- Shepherd Robson Architects. Ground Floor, Lower Ground Floor and basement Retail units of Hanover House and E Block, Manchester - proposed stage 2 design package and Design and Access Statement. December 2020.
- Curtins Structural Engineers. Hanover Retail. Listed Building Structural Report. 9th December 2020. Revision P02.
- Crookes Walker Consulting. Hanover Retail Units, Manchester. Planning Submission. Ventilation Strategy Statement and associated proposed plans for mechanical and electrical services. December 2020.
- Workman. Tenant Fit Out Guide of Hanover (Retail), NOMA, Manchester. December 2020. Reference: RSS/M201233.
- Hanover House and E Block, NOMA, Manchester. Stephen Levrant Heritage Architecture Ltd - Heritage Statement. December 2020.

1.4 Authorship

i) This report has been prepared by Stephen Levrant Heritage Architecture Ltd., an architectural practice specialising exclusively in the historic cultural environment. The authors were:

Declan Cahill [BSc (Hons); SPAB Lethaby Scholar] Historic Building Surveyor

Stephen Levrant [RIBA, AA Dipl, IHBC, Dip Cons (AA), ACArch, FRSA] Principal Architect

1.5 Limitations

i) This Conservation Strategy should not be understood as a construction stage specification, and no design liability is accepted in the production of this document.

ii) The CS applies to the repair, conservation, and restoration of the ground, lower ground and basement floors of the grade II listed Hanover House and E Block, Corporation Street, NOMA, Manchester only.

iii) Products or services referred to within the specification advice are included for information only and it is the intention that either these products or services or an equal approved product or service should be used in the actual works, subject to the approval of the project architect, conservation consultant and local authority if necessary.

iv) Reference should be made to the relevant specifications and drawings prepared by the project architect and structural engineer.

1.6 Definition of terms used in the Conservation Strategy

i) For the avoidance of doubt, the following definitions are used in this overall Conservation Strategy, and the individual specifications and schedules.

ii) **REMOVE** means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials via a licenced commercial waste disposal provider. It does not include removing associated pipework, wiring, ductwork or other services.

iii) **KEEP FOR REUSE** means that, during removal, prevent damage to the stated components or materials, and clean off bedding and jointing materials. Then stack neatly, adequately protect and store in a dry, well ventilated location until required by the Employer or for use in the Works as instructed.

iv) **REPLACE** means carefully remove the stated existing components, features and finishes, and hand to the Employer for their records. Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed. Make good as necessary using appropriate traditional materials as outlined in section 3.

v) **REPAIR** means carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat condition. It does not include the replacement of components or parts of components or redecoration.

vi) **MAKE GOOD** means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under the Contract and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration. The meaning of the term shall not be limited by this definition where used in connection with the defect's liability provisions of the Contract.

vii) **TO MATCH EXISTING** means, use products, materials and methods to match on a like-for-like basis, in order to closely match all characteristics and features of the existing fabric or work. This will include ensuring that joints between existing and new work are as inconspicuous as possible. All products, materials and methods will require approval of appearance and characteristics from the Project Architect.

viii) **OVERHAUL** usually refers to functional elements of the building, such as window or door hinges / locks / ironmongery and means to clean the element and bring the component back into good working condition. This may also refer to weathering details such as glazing putty that has failed and required replacement.

1.7 Review and updating of the Conservation Strategy

i) The CS will be reviewed and updated throughout the development project to update the content with the relevant information that is gained as investigation, analysis and sampling is undertaken.

ii) On completion of the development the CS should be reviewed to ensure the information within reflects the specification and design of works completed on site.

iii) The CS should then become a reference document in the future to guide the design and implementation of repairs works to the building.

iv) If the use and / or context of the building changes the CS should be reviewed to reflect the requirements of these changes to the building and ensure that it is maintained as a relevant document.

2. CONSERVATION OBJECTIVES AND PRINCIPLES

2.1 Location and summary description of Hanover House and E Block

i) Hanover House and E Block (Corporation Street) occupy an island site within the NOMA development in the north of Manchester City Centre, with the primary façade to Corporation Street to the west, it is also bounded by Hanover Street to the North, Federation Street to the east and Balloon Street to the south.



Fig. 1: Map of the subject site demarcated by the red line and its surrounding area (blue triangles indicate listed buildings. (Image source: Historic England)

ii) The site encompasses New Drapery House, otherwise known as E-Block, to the eastern half of the site and Hanover House to the western half.

iii) The building is surrounded by other CWS built buildings that encompasses the NOMA estate, as well as having 17 listed buildings within a 250m radius. It is located within the Shudehill Conservation Area on its western boundary and borders the Cathedral Conservation Area to the west.

ix) The building is Grade II listed and constructed in two phases, firstly New Drapery House (referred to as E Block throughout this report) between 1903-1905 and Hanover House between 1905-1909. The buildings were originally built for multiple purposes including a drapery warehouse / showrooms, storage, offices for multiple co-operative departments as well as housing a meeting hall of the society. Both buildings were designed by CWS architect F.E.L.

Harris A.R.I.B.A in Edwardian Baroque styles. Please refer to the Stephen Levrant Heritage Statement reports of the building for a detailed appraisal of the site's history.

x) The building is owned by Hermes Ltd, with the upper floor occupied as office space since the 2016-18 refurbishment was completed, however the ground floor and lower floors have been largely left unoccupied whilst appropriate tenants have been identified.



Fig. 2: View of Hanover House from the south west, showing the primary Corporation Street elevation. Note that E Block conjoins Hanover house along Balloon Street to the right hand side of the above photo.

xi) The building encases the whole plot of land and is one of the many prominent co-operative Society buildings along Corporation Street and north of Manchester city centre.

xii) E Block is nine stories while Hanover House is only seven stories, with one basement level to Hanover House and two basement levels to E Block.



Fig. 3: View of E Block from the south east, looking towards the corner of Balloon Street elevation (left hand side) and Federation Street elevation (to the right).

2.1 Summary description of surviving historic fabric

i) The building was designed in an Edwardian Baroque Style, externally the buildings appearance is little altered since its conception, only the roof line has been changed since it was damaged by an incendiary bomb in 1940, which resulted in the loss of the roof and corner turrets of Hanover House. Internally, the spaces evolved with the needs of the co-operative society, with the partitioning and refurbishment, however most significantly to the areas associated with the proposed works was the alteration of the basement to Hanover House to become the staff dining room.

ii) Constructed with a cast iron, steel and ferro concrete structure, the floors are all of reinforced concrete and are externally clad with a mixture of brick (both unglazed and glazed), sandstone and granite. The deep building plan means that the buildings façades are made up of large sash and case windows (to E Block) and large metal and timber casement windows (Hanover House), maximising the natural light into the building.

iii) We have outlined below components of the buildings original design and fabric that survive to the ground, lower ground and basement levels both externally and internally:

- The buildings external appearance and design survives largely as per Harris's original design intent.
- The original plan form with open plan floorplates survive which have been stripped back of modern internal partitioning following the 2016-2018 repair and refurbishment works.
- The cast iron, steel and ferro concrete structure (including floor slabs).
- Externally, brickwork, sandstone and granite masonry.
- Timber sash and case windows, as well as timber and metal casement and fixed windows.
- Glazed brick as an internal finish, as well as plastered brickwork.
- Internal timber panelled partitions and leaded glazed panels.
- Floor finishes including, timber parquet, timber boards and red clay tiles
- Original plaster wall and ceiling finishes, including decorative corbelling and cornices.
- Steel riser doors
- Decorative timber joinery such as skirting boards, cladding to columns and soffits.
- Concrete corner staircase with modern tread and handrail.

- Original components of the M&E equipment including hot air ventilation ductwork and grills, as well as integrated risers to external walls and chimneys
- Other miscellaneous features such as fixings and brackets to walls.

2.2 Statutory protection and necessary approvals

i) The building was designated as Grade II listed on 20th June 1988 (see appendix A for full list description) which provides statutory protection to the building under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended, due to its special architectural or historic interest.

ii) The building is also situated within the Shudehill Conservation Area that provides protection under the same act.

iii) These statutory protections require consideration of any works undertaken to the building both externally and internally that may alter the buildings appearance, character, historic interest, significant fabric or the setting within the conservation area.

iv) It is a criminal offence, under Section 7 of the Planning (Listed Buildings & Conservation Areas)Act 1990, if any person executes: *"any work for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest unless the works are authorised."*

v) Therefore, it is necessary that prior consent is gained in the form of **listed building consent** from the local planning authority to undertake any works that would impact historic fabric.

vi) The aim of the CS will be to pre-empt and outline the range of repair works required to the building during the proposed scheme, by providing the necessary parameters for specifying and implementing repairs and alterations to the Hanover House and E Block, this document provides assurance that consent can be granted in the knowledge that conservation-led repairs will be undertaken where necessary.

vii) The CS is not a detailed specification or task method statement, it will be used by specifiers to understand the types of appropriate repairs prior to specifying, and used to review the contractors' repair schedules / method statements.

viii) On completion of the required further investigation, analysis and sampling, detailed specifications and repair schedules will be provided, these will require review against the CS to ensure that they align with the conservation-led standards outlined here-within and will therefore meet the expectations of the local authority. It may be appropriate to submit the specific task method statement or summary statements (or samples of) to the local authority to confirm that the detailed specifications and schedule of works align with the CS and therefore any consented scheme.

ix) By producing full details of specifications and schedules of work, this will enable the cumulative impact of the repair and conversion of the building to be easily recorded, and understood by all involved including the local planning authority and in sufficient detail to discharge any conditions where necessary.

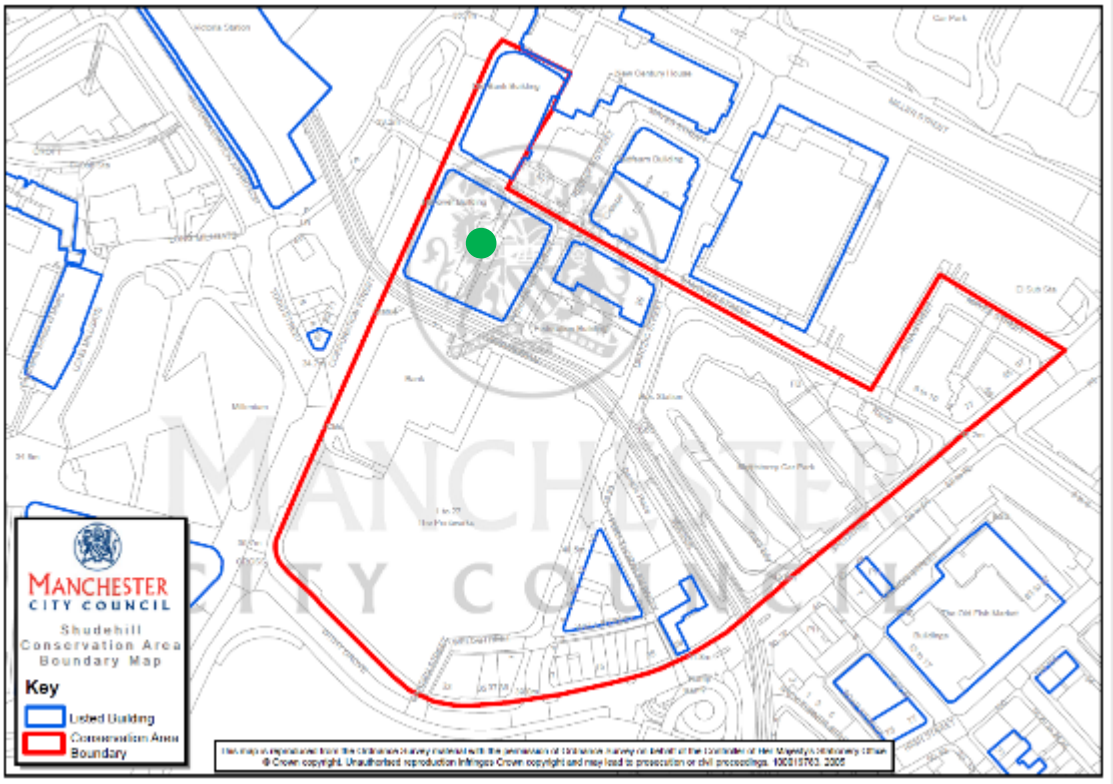


Fig. 4: Shudehill Conservation Area map with boundary outlined in red, listed buildings in blue and the subject site highlighted by the green dot. (Image Source: Manchester City Council)

x) Written confirmation of consent to proceed with the specific tasks, on the basis of the 'Task Method Statement', will be confirmed by the project architect and/or conservation consultant before starting on site.

xi) The individual **Task Method Statements** shall be of sufficient clarity to fully inform the project architect, project manager, and conservation consultant, as well as other relevant parties of the extent of the required works. Once authorised the collection of repair specifications, schedule of works and task method statements will be appended to the project documentation (specifically the Health and Safety File provided to the client at completion) to provide a detailed, accessible record of the works undertaken during this development project.

2.3 Conservation objectives & principles of implementation

i) The approach taken in the Conservation Strategy is one of **minimum intervention** in regard to the repair of historic fabric that is due to be retained and this accords with conservation best practice as set out by the Society for the Protection of Ancient Buildings, Historic England and others. This principle applies across all the individual items of historic fabric, with the important caveat that the conservation objective is to achieve a long-term, sustainable preservation of the retained site components, where feasible. This philosophy essentially follows an ethos of prioritising conservation over replacement where feasible as defined by the below British Standard.

ii) The conservation principles used to guide the consented are encapsulated in British Standard, BS7913, "Guide to the conservation of heritage assets", and relate to the following principles:

Basic principle in BS7913	Explanation
Minimum intervention	'Each intervention should be in proportion to the safety objectives set, thus keeping intervention to the minimum to guarantee safety and durability with the least harm to heritage values.'
Maximum retention of fabric	'Conservation should involve the greatest respect for, and involve the least possible loss of, material of cultural heritage value'
Reversibility	'Where possible, any measures adopted should be "reversible" so that they can be removed and replaced with more suitable measures when new knowledge is acquired. Where they are not completely reversible, interventions should not limit further interventions.'
Legibility	'Replacements of missing parts must…be distinguishable from the original so that restoration does not falsify the artistic or historic evidence.' This does not mean that new work has to be radically different from that existing, which is elaborated in paragraph 7.4.4 of BS 7913.

iii) The intention of the project is to adapt the building for its new use, with the selected retained historic elements being cleaned, repaired and re-finished as required. This will also involve the reversal of damaging and inappropriate repair, as well as the removal of redundant building elements such as fixings to the façade. While sufficient work should be undertaken to achieve a long-term lasting repair, the extent of repair should normally be limited to that necessary to make failing, significant elements sound and capable of continuing to fulfil their intended functions.

iv) When assessing individual components, it is important to look beyond the immediate need for action, to understand the reasons for repair. The objective to make safe and useable (where appropriate) needs to be considered as the basis for all interventions. Therefore, it is necessary to plan for the long-term consequences of inevitable change and decay.

v) The selective replacement of severely deteriorated or eroded elements will be prescribed only if / when it is deemed important either to reinstate the original architectural function (e.g. rainwater goods) or the aesthetic merit and appreciation of the listed building is diminished by the condition of the particular component. However, the requirement for long-term repair means that severely damaged or decayed components should be subject to authentic and faithful replacement where necessary.

vi) The significance of the components within the building are defined by the following definitions, which are established in the Heritage Statement.

Table 1: Definition of significance terms used in this Heritage Statement related to fabric.
High heritage significance relates to those components of the structure deemed to be of special interest. They are important to the understanding of the site's design concept and play a considerable role in reflecting their archaeological, architectural, artistic or historic interest.
Medium heritage significance relates to those components of the site deemed to be of some interest. They will make a modest contribution to the understanding of subject site's design concept and play a minor role in reflecting their archaeological, architectural, artistic or historic interest.
Low heritage significance relates to those components of the site deemed to be of more modest interest. They make a relatively insignificant contribution to the understanding of the architectural design concept and retain a slight role in revealing the building's evidential historic aesthetic or communal values.
No significance /Detrimental features and elements that do not contain any special interest. These can *detract from the significance* of the building and maybe evidence of poor craftsmanship or ad-hoc refurbishments.
Unknown heritage significance features or components where the relative importance or interest requires determination by further investigation.

vii) Where damage or decay has occurred that results in the element being beyond repair, replacement will be undertaken on a like-for-like basis, using the closest available match to the original materials.

viii) It is also accepted that certain building components have a natural lifespan and require periodic replacement. In other cases (such as mortars) a component may have a sacrificial function, to protect surrounding features which are of greater importance, and again in this instance periodic replacement on a like-for-like basis is required.

ix) All necessary conservation repair work will be preceded by analysis / trials prior to full implementation. A comprehensive list of analysis and trials is included in section 3.1.6.

x) Notwithstanding the above, there may be opportunities for carefully specified thermal and fabric enhancement of the retained historic buildings on the site. This may be proposed to improve environmental performance, eliminate cold bridging or to address problems of occupier comfort in buildings, the latter two more commonly in later listed buildings where experimental systems may have been used and subsequently failed or condensation issues were not accounted for. The proposed interventions must be detailed in the Task Method Statements (see section 4.2 below).

xi) Throughout any programme of consented conservation works, the work undertaken should be informed by an understanding of the significance of the building fabric concerned. This understanding should reach both the project architect, design-team and the contractors carrying out the work, in the form of access to the Conservation Strategy and attendance at heritage inductions on site where necessary.

xii) Acceptable interventions and alterations to the building may also be developed due to inherent building defects and building pathology issues. Where these are found, well thought out, sensitive alterations and improvement of details will be necessary to eliminate issues. For example, the building construction technology of Hanover House was innovative in its use of materials and a cavity walling system, this may however be causing water ingress issues that would therefore justify a change from the original construction method or material. These details will need to be improved to allow a long-term compatible solution to be implemented and not short-term incompatible solutions such as water proofing solutions being applied.

xiii) The below outline specifications have been adopted by Stephen Levrant Heritage Architecture Ltd for use only in this project. This Conservation Strategy should be read as the framework for Specification and Schedule of repair works prepared by the project architect and main contractor/individual contractors which will act as the construction specification document.

PART 2. GUIDELINES FOR CONSERVATION



3 FABRIC CONSERVATION

3.1 Introduction to the fabric of Hanover House and E Block

i) As outlined in section 2, there is a significant proportion of the original historic fabric externally and elements internally of the building that survives,, however, this conservation strategy will only address fabric that is to be interacted with or impacted by the proposed works to the ground, lower ground floor and basement levels.

ii) Reference should be made to the architects proposed specifications and drawings packages and the SLHA Heritage Statement to place this conservation strategy in context.

iii) The below guidance has been written in the context of the fabric condition as of November 2020 following a site inspection by the author. The site inspection was limited to external and internal areas accessible without the means of special access equipment and without undertaking any opening up works or intrusive investigations. As outlined in section 1.7, a review of the strategy will be necessary as further information and understanding of the building's condition comes to light in the future.

iv) Where necessary, analysis and investigation may be necessary to determine the lead content of paint and presence of asbestos, for example. In all circumstances works should be proceeded with caution and works stopped if toxic contaminants are encountered. The contractor is to provide a detailed risk assessment and propose sample testing prior to commencement of works.

3.1.1 Further investigation / temporary access / survey work / task method statements

i) Access to the building is currently unrestricted and following the 2016-2018 refurbishment of the building, many of the internal finishes were stripped back to remove modern partitioning and finishes.

ii) Where detailed information is not currently available, any proposed works will be preceded by further investigations to fully understand the fabric condition and the extent of surviving fabric.

iii) The aim of further investigations will be outlined prior to commencing, with a method statement assessing any potential impact on historic fabric. Where historic fabric is expected to be disturbed, please refer to section 3.1.3.

iv) The use of temporary access may be required to undertake further investigation or survey work, the installation of access equipment must not damage historic fabric or as such place it at risk. Please refer to section 3.1.2 in regard to protection.

v) The installation of temporary access externally will require the necessary consents from the local authority.

vi) Where access scaffold is to be installed please refer to section 3.1.4.

vii) All survey work is to be non-intrusive unless prior consent is granted by the local authority, please refer to section 3.1.3. The aim of survey work should be to provide a detailed and comprehensive understanding of the building and its components, where defects or the condition of historic fabric is so poor that it is at risk of being lost, this must be brought to the attention of the project architect and conservation consultants attention immediately.

viii) Where surveys highlight where non-consented works have been undertaken in the past, this must be brought to the attention of the project manager and conservation consultants' immediately.

ix) Prior to commencing any survey work or temporary works (such as temporary access or enabling works) a task method statement should be produced that includes (as a minimum) the following information and assessment:

- A description and marked up site plan of the location and task being undertaken, whether it be non-intrusive, intrusive investigations or enabling works.
- Confirmation that the sites asbestos register has been reviewed and if required detail the form, location and removal methods of any toxic or hazardous materials.
- The identification and location of services within the areas to visit.
- Confirm whether the task will impact historic fabric, if no, no further detail is required, if yes further details are required as outlined below.

x) Where construction work (such as maintenance, repair, alterations or new work) is being undertaken, a more detailed task method statement is to be produced, please refer to section 4.5 for further detail.

3.1.2 Protection

i) The need for temporary protection should be assessed prior to undertaking any task on site.

ii) All investigations and survey work have the potential to damage floor coverings, and appropriate footwear should be worn, and protection should be installed as necessary.

iii) Method statements for temporary access systems should account for the need to provide protection between the equipment and historic fabric, details of this protection should be submitted along with the task method statement as outlined in section 3.1.1.

iv) A photographic record of items wrapped in protection should be undertaken prior to protection being installed.

v) Protection shall be maintained throughout the construction phase or until it is safe to remove.

vi) Protection that encloses significant elements shall be clearly labelled to identify what is behind the protection. Before commencement of any repair works all fixed architectural features identified as being of heritage significance will be protected by the contractor to the satisfaction of the project architect and/or conservation advisor.

vii) Prior to installing protection, ensure that the surface is free of any debris that could be caught between the historic fabric and protection.

viii) All protection should be non-abrasive and free of any substances.

ix) Protection shall be fixed in place without the need for fixing into the building. Where this cannot be avoided, fixings should only go into mortar joints and should be no larger than 50% of the size of the mortar joint width and utilising non-serrated nails.

x) Adhesives should in no circumstances be used.

xi) Protection should be installed not to trap moisture.

xii) The contractor must also ensure the provision and maintenance of special protective measures throughout the implementation of the contract (such as boarding, screens and barriers) to keep the site location and building secure, and to prevent damage to, or theft of, significant component items. The adopted means of protection shall be self-supporting and avoid fixtures directly into the building's fabric. In particular, the protection fixtures should avoid thin mortar joints, facing stone or window frames, joinery, cornices, skirting, glazed bricks or other defined architectural features.

xiii) Ensure that any areas to be opened up to implement the required repairs (i.e. window openings) are protected from wind and if necessary, temporarily weatherproofed to prevent damage of existing fabric prior to remedial repairs.

xiv) All scaffolding is to be designed and erected in line with section 3.1.3 and 3.1.4.

xv) The scaffolding contractor should define the proposed protection measures in accordance with ensuring that protection is non-abrasive, malleable to mould around the building, and should not place any pressure on the building fabric or trap moisture / debris.

xvi) Protection of all identified features shall also be maintained throughout the construction phase or until it is safe to remove.

3.1.3 Intrusive investigation / opening up / strip out works generally

i) All intrusive investigations should be consulted to the local planning authority before commencing, unless listed building consent has already been granted for the work. If in doubt consult the project architect and / conservation consultant to confirm whether to proceed.

ii) Details of locations, sizes of openings, method of opening up and method of repairing should be provided to the project architect and conservation consultant.

iii) The asbestos register should be reviewed prior to commencing the works and where necessary testing for asbestos should be undertaken prior to commencing. In all circumstances precaution should be taken and works stopped if there is any suspicion of asbestos containing materials in the work area.

iv) Intrusive investigations require a clear and reasoned justification, as well as an explicit aim of what information is to be gained, all of which should be outlined ahead of commencement.

v) The consultant / contractor should use their experience and professional judgement to minimise the number of investigations required and locate the opening up works in the most sensitive areas.

vi) Opening up works should be undertaken by a competent operative who has been inducted to the building's heritage significance prior to commencement.

vii) Opening up works should aim to be only partially destructive, by being able to reinstate the fabric removed where possible.

viii) Opening up works are to be carried out with hand tools only, where this is deemed not possible, additional protection and detailed method statements will be required to prevent damage to the surrounding historic fabric.

ix) Where reinstatement of the removed fabric is not possible, repairs shall be undertaken on a like for like basis and finished to match the existing fabric.

x) Where it may be beneficial to be able to gain long term access to fabric (for cyclical inspection), a strategy may be devised to how openings can be created to allow for this, for example the use of screws that can be easily removed without damaging the surrounding fabric in later inspection. Details of such will need to be developed in conjunction with the project architect, conservation consultant and issued to the local authority for their approval.

xi) Strip out works need to be undertaken with the prior approval of the local authority and the necessary details submitted and approved.

xii) Detailed schedules will be required to identify the fabric to be removed, their locations, assessment of significance and extent of removal.

xiii) The schedules will be supported by practical task method statements that outline how the items will be removed and how surrounding fabric will be protected from damage.

xiv) Where possible, historic fabric removed that is not to be reinstated in its original location will be retained for use in the repair of other areas of the building.

xv) All other removed historic fabric will be removed from site.

3.1.4 Access scaffolding

i) To avoid any damage to historic fabric, the erection and support of necessary scaffolding to enable the implementation of the repair works must be carefully detailed.

ii) The design of all scaffolding will be the responsibility of the scaffolding contractor, subject to the below Conservation Strategy requirements and in accordance with the recommendations of BS 5973: 1990 "Code of Practice for access and Working Scaffold and special scaffold staircases in Steel" or as updated. Compliance with the various Acts and regulations listed in BS 5973 is the responsibility of the Contractor. The following minimum requirements will be met. Compliance with all aspects of Health and Safety during erection, using and dismantling is the responsibility of the Contractor.

iii) The scaffolding contractor's task method statement will include proposals which include clear drawings and structural calculations in duplicate sufficient to prove the stability of the proposed temporary structures in accordance with BS 5973: 1990. Drawings will be provided to the project architect, structural engineer, conservation consultant.

iv) These drawings will clearly indicate positions and methodology where any scaffold is to be tied back to the fabric of the building. Fixings should either align with previous fixing holes or where cementitious repairs have been undertaken. Alternatively, the removal of windows to enable fixings to go into the window jamb or floor slabs may be developed. Where it is necessary to brace the scaffold from the building's structural frame then timber packing of a minimum thickness of 25mm is to be placed between the scaffolding and the masonry / historic fabric.

v) The ends of ALL scaffold tubes are to be protected with plastic caps which are to be fitted prior to delivery to site. Where it is necessary to cut scaffold tubes during erection the end is to be re-capped.

vi) Where it is necessary to brace scaffold through window or door openings the existing finishes are to be protected with 25mm thick timber packers both internally and externally. The opening is to be boarded up with access only for the scaffold tubes.

vii) Protection: All vulnerable historic surfaces at are to be suitably protected to prevent the scaffold damaging existing external and internal finishes. Where internal scaffold is to be erected full protection will be required under all scaffolding except with prior written consent. Refer to section 3.3 for further details.

viii) Ensure any architectural features or areas prone to damage are suitably protected. Where protection measures are considered inadequate the Contractor will at his own expense provide additional protection as directed by the Architect at the Contractors own expense. Refer to section 3.1.2 for further details.

3.1.5 Workmanship generally

i) All operatives working on site will be inducted and trained in regard to the need to strictly comply with the approved documents and understand the consequences of undertaking unauthorized works.

ii) All cleaning, repair and replacement works shall be completed in the most careful manner preventing unnecessary damage or destruction of adjacent surfaces and materials.

iii) The site staff responsible for carrying out conservation cleaning works are to be suitably trained and evidence of training is to be available on request.

iv) Where the Stonehealth DOFF conservation cleaning system is in use the operatives are to be specialist sub-contractors trained, approved, and recommended by Stonehealth whose contact details follow in the general specification below. Where an alternative system of conservation cleaning is proposed, the same operative accreditation shall be presented.

v) The site staff responsible for carrying out any repair / replacement works to historic fabric including masonry, brickwork, joinery, glazing, metallurgy, flooring and other original features shall be suitably trained and experienced and under the supervision of a suitably experienced foreman / supervisor. Evidence of credentials and CSCS cards shall be available for inspection.

vi) On completion of the works all areas shall be left thoroughly clean and free of debris, builder's rubble, dust, grime, and dirt to the entire satisfaction of the project architect and conservation consultant.

3.1.6 Materials and workmanship samples

i) We have outlined below the minimum expected material and workmanship samples that are currently anticipated, as the project develops it may become necessary to develop further sampling to ensure an appropriate level of sampling is undertaken prior to commencement.

ii) All samples will be reviewed by the project architect and conservation consultant, and where required inspection and / or submission may be necessary by the local planning authority for approval.

iii) **Sandstone masonry mortar / plastic repair samples.** The appointed contractor will prepare 5no. cured mortar sample biscuits utilising sandstone stone dust and lime putty with different ratios of stone dust for inspection by the project architect and/or conservation consultant. Once a mortar has been selected and/or refined from the samples, the contractor will undertake an in-situ mortar repair for inspection by the project architect and / or conservation consultant for confirmation that the proposed sample meets the requirements of the 'consented development'.

iv) **Granite masonry mortar / plastic repair samples.** The appointed contractor will prepare 5no. cured mortar sample biscuits utilising granite stone dust and lime putty with different ratios of stone dust for inspection by the project architect and/or conservation consultant. Once a mortar has been selected and/or refined from the samples, the contractor will undertake an in-situ mortar repair for inspection by the project architect and / or conservation consultant for confirmation that the proposed sample meets the requirements of the 'consented development'.

v) **Masonry replacement stone samples.** The appointed contractor will provide samples of replacement masonry blocks prior to placing any orders for purchasing replacement stone for inspection by the project architect and / or conservation consultant for confirmation that the proposed sample meets the requirements of the 'consented development'.

vi) **Sandstone masonry shelter coat samples**. The appointed contractor will provide details of stone dust, binder and ratios (including water content) before preparing 5no. samples on cleaned limestone (to an inconspicuous location such as the rear side of the parapet) for by the project architect and / or conservation consultant for confirmation that the proposed sample meets the requirements of the 'consented development'.

vii) **Brick repair and replacement samples.** The appointed contractor will provide samples of brickwork repairs and replacement brick units if required, prior to placing any orders for purchasing replacement bricks for inspection by the project architect and / or conservation consultant for confirmation that the proposed sample meets the requirements of the 'consented development'.

viii) **Paint removal sample (internal).** Undertake paint removal trials to the paint (including but not limited to the glazed bricks and any other components where required for inspection by the project architect and / or conservation consultant and / or conservation officer for confirmation

that the proposed sample meets best practice and thus the requirements of the 'consented development'. Paint removal trials are to be undertaken to an inconspicuous area.

ix) **Sample cleaning**. Prior to commencing, the contractor will undertake sample cleaning to the different substrates throughout the affected areas, this may include but not be limited to, granite masonry, sandstone masonry, red brick, glazed brick, timber parquet flooring, red clay tiles, and glazed internal panels. The sample cleaning will be undertaken to an inconspicuous area of the substrate, using conservation best practice techniques. Samples will then be presented for inspection by the project architect and / or conservation consultant and / or conservation officer for confirmation that the proposed sample meets best practice and thus the requirements of the 'consented development'.

x) **Timber repair and decoration.** Undertake a sample timber splice repair, timber filler repair and re-decoration of internal joinery as well as the external and internal timber window cills and surrounds for inspection by the project architect and / or conservation consultant and / or conservation officer for confirmation that the proposed sample meets best practice and thus the requirements of the 'consented development'.

xi) **Timber woodblock flooring.** Provide a sample of cleaned / repaired parquet flooring as well as a sample of new replacement timber woodblock to replace the missing sections of flooring to the basement level of Hanover House for inspection by the project architect and / or conservation consultant and / or conservation officer for confirmation that the proposed sample can be utilised as a good match to the existing. Undertake a sample cleaning, sanding and re-varnishing of the timber woodblock flooring. Sample to be carried out to area of timber floor to an ancillary area that is to be covered over.

3.1.8 Fire protection

i) The building was upgraded for fire protection during the major scheme of refurbishment between 2016 and 2018, applying intumescent paints to structural components where required and providing compartmentation to areas with lobbies.

ii) A review of the fire protection requirements has been undertaken in anticipation of the requirements of the new tenants, this is detailed in the JGA report for these areas of the building, this includes the introduction of lobbies to fire escapes. All works will be implemented in line with the guidance set out in the conservation strategy.

3.1.9 Original components of the M&E System

i) There are components of the original M&E system that survive to both E Block and Hanover House, in the form of ventilation ductwork and risers. The hot air ventilation system of Hanover House was an innovative building technology of its time and should be retained wherever it survives.

3.1.10 Cleaning of fabric: general just internally

i) All cleaning, both externally and internally, should be preceded by trials.

ii) Weathering and soiling provides a patina of age to a building, adding character to the façades of buildings that can only be achieved with time. Therefore, to avoid diminishing the historic character of the building, cleaning should only be undertaken where highly unsightly or soiling / staining that is damaging the substrate is present.

iii) It is essential to ensure that no irreversible damage results from cleaning. The limitations of the fabric cleaning will therefore be accepted by the project client and that not all soiling / staining may be able to be removed.

iv) The method of cleaning masonry and other substrates depends upon the degree and cause of the soiling. Cleaning should only be undertaken having determined the cause and implementation of a method appropriate to the material of E Block and Hanover House. In addition:

a. Contractors must be experienced in cleaning historic buildings.
b. Present details of soiling and proposals for cleaning to the project architect and conservation consultant for approval before commencing any work.
c. Proposals must include details of collection of run-off and disposal/recycling of dirty water.
d. All cleaning methods should comply with BS 8221:2000 Parts 1 and 2 in respect of:
e. Protection of operatives, building users and public;
f. Means of access;
g. Protection of building fabric, external, internal and decorative fixtures.
h. Algae and Lichens: Following cleaning of algae or lichens treat worst affected areas using an approved biocide following the manufacturer's recommendations.
i. Plant growth: Following removal of plant growth treat former root locations using an approved biocide following the manufacturer's recommendations.
j. Inspect the underlaying masonry / brickwork core for any requirement to deep pack point or grout voids.
k. Biocide for Algae and Lichen and for plant growth: apply a biocide as approved by the Advisory Committee on Pesticides following Health and Safety Executive guidelines and COSHH Regulations.

v) All cleaning shall avoid saturation of the substrate, and if necessary multiple passes of cleaning will be undertaken to carefully remove soiling.

vi) No cleaning will be undertaken where temperatures (daytime and night-time) on the day of undertaking the works or within seven days following cleaning are at 5°C or below. This is to ensure that the substrate is not at risk from frost damage. The effects of cold temperatures can be negated internally through the use of heating, but this should be maintained for at least seven days following completion of the cleaning works.

vii) Internally, each material needs to be assessed for appropriate cleaning methods but generally clean water, mild detergent and a non-abrasive cloth / sponge should suffice.

viii) Polishing can be undertaken where it does not wear down the fabric surface using a non-abrasive buffing machine.



Fig. 5: Soiling of the glazed bricks internally, especially around the windows, are to be cleaned during the proposed works, however the limitations of cleaning has to be accepted in order to preserve both the patina but also the integrity of the glazed brick.

3.1.11 Steam Cleaning: DOFF conservation cleaning system or similar and equal approved

i) The DOFF cleaning system is a non-abrasive high-pressure steam cleaning system developed for conservation applications. Similar and alternative steam cleaning systems are available, and the contractor should submit proposals of the alternative system where desired.

ii) Contractors and sub-contractors should provide details of their previous successful use of DOFF on comparable projects involving listed buildings and similar surface types, providing evidence of training in the use of the system.

iii) The system is adjustable in respect of both pressure and temperature. Operators should begin using the system at the lowest available settings and increase the pressure and temperature only if this is required to achieve an acceptable clean that does not cause damage to the building fabric.

iv) In all cases, cleaning is to be subject to agreement of a sample area in an inconspicuous location in the first instance. The conservation officer, architect and conservation consultant must agree a sample for each new material / condition to be cleaned.

v) Use of TORC (the equivalent mildly abrasive cleaning system) is not anticipated to be required in this instance and there is a risk that this system could damage the sandstone, brick and granite finishes of the exterior of the building.

vi) Proprietary alternatives to the DOFF system (e.g. Thermatech) are available and may be used with the agreement of the architect and conservation consultant. Any proposal to use an alternative system should be justified and the same protocol as the items above followed.

vii) DOFF can be obtained from, and technical queries directed to, the following:

Stonehealth Limited
G4/5, Draycott Business Park, Cam, Dursley, GL11 5DQ
info@stonehealth.com
www.stonehealth.com
01453 540 600

3.2. External Fabric

3.2.1 Raking out and mortars generally

i) The major scheme of refurbishment between 2016 and 2018 resulted in extensive works to the external fabric. Whilst minor areas may be required to be re-pointed in this scheme it will continue the agreed standards for the previous works.

ii) Raking out shall be undertaken with hand tools only, the use of mechanical means to remove mortar (air chisels, angle grinders etc.) is not appropriate as they risk irreversible damage to masonry and brick.

iii) Chisels should be no more than 50% of the width of the mortar joint in thickness to prevent accidental damage to the arisses of the brick and stone.

iv) Generally, where cement mortars have been used, an attempt to remove them should only be made if they have de-bonded from the stone or brick. Attempting to remove well adhered cement mortar can result in damage to the arisses of the surround masonry and brick. Only in the circumstance that the cement mortar is causing an increased rate of erosion shall its removal be permitted when well adhered.

v) Pointing mortar is intended to be a sacrificial element of the building that acts to preserve the masonry and brickwork from premature decay.

vi) Where possible, all new mortars should be lime-based and replicate the ingredients of the original materials. Where this is not possible, an authentic replication of the original mortar shall be acceptable where it can be demonstrated that the new material is functionally appropriate.

vii) The adopted specifications for new mortars should demonstrate appropriate compatibility with the existing mortar, including the appropriateness of the original mortar and its apparent success. It should also meet the new function of the façade as imposed by the requirements of the surrounding masonry, the requirements of the building component, any change in the function / behaviour of the mortar, any change in environmental conditions and any requirements of the project which may impact on the function of the mortars.

viii) Where necessary, the contractor and operatives should be adequately trained in mixing, using and protecting this type of mortar to be used. Details of previously undertaken works should be provided and / or adequate training undertaken.

ix) Quicklime and other lime binders are volatile, reactive materials that can have serious health and safety implications if not handled and used with due care. The contractor will present method statements for: the handling, storage, mixing, and application of these mortars to protect all operatives against avoidable harm to the project architect / conservation consultant prior to commencing on site.

x) Aggregates should be as close a match to the original mortar as possible and sourced from a local sustainable source. The contractor shall ensure that the aggregate is suitable for purpose and is not contaminated with anything that would adversely impact the mortar's performance

or durability. The aggregate should be well-graded and generally the largest aggregate should be no larger than 2/3 the width of the mortar joint.

xi) Cement for mortar is not acceptable for use on the brickwork, sandstone and granite masonry unless otherwise specified.

xii) Admixtures / Pozzolans: Do not use in mortar unless specified or approved. Pozzolans should be based on any inclusions identified in the mortar analysis or justified to the needs of the new mortar being placed. Pozzolans should be used sparingly and not impede the function of the mortar as a sacrificial element. Do not use calcium chloride or any admixtures containing calcium chloride. Admixtures, if specified, to be to BSEN 934-3:2003.

3.2.2 Structural steelwork, ferro concrete and repairs generally

i) Refer to the Curtins structural engineers report and proposed repair details for full details of structural repairs required.

ii) All demolition work is to be undertaken in accordance with section 4 of the conservation strategy, with detailed proposals and task method statements confirmed by the structural engineer, project architect and conservation consultant.

iii) Holes should only be drilled into mortar joints and should be no larger than 2/3's of the joint width. All holes should be pointed as per section 3.10.

iv) Surrounding historic fabric will be protected as per section 3.3 with details of this protection submitted to the project architect and / or conservation consultant.

v) To treat and repair corroded steelwork may require intrusive enabling works to remove brickwork or concrete floor slabs. This work should be undertaken in line with section 3.1.3 and a detailed task method statement submitted to the project architect and / or conservation consultant as per section 4.5.

vi) Details of the method of removal of corrosion, treatment of bare steel and application of any coatings should be submitted to the project architect and / or conservation consultant prior to commencing works.



Fig. 6 There are no structural issues currently anticipated to the building but minor repairs may be required to window lintels where corrosion is present.

3.2.3 Mortar (including cement)

i) Bedding mortars require different characteristics to the mortar outlined below due to the requirement of compressive strength. Where bedding mortar is being replaced the contractor is to consult the conservation consultant and structural engineer.

ii) Pointing mortars are a sacrificial element of the façade and enable the masonry and brick to survive for future generations by drawing moisture and salt from the wall.

iii) The mortar needs to be robust enough to be able to carbonate through exposure to the weather, whilst not impeding its functionality.

iv) All mortars should follow the standards outlined in section 3.2.1 and full specifications submitted to the project architect and / or conservation consultant for confirmation.

v) Mortar to the masonry will need to utilize a fine aggregate due to the thin joints and also be a close as possible colour match to the existing granite and sandstone as are the existing mortars.

vi) The use of cement-based mortar is not acceptable to historic fabric apart from the ferro concrete structure and floor slabs.

vii) Mortars close to ground level have the additional pressure of having to deal with salts spread on the pavement / road to reduce ice during winter months. Therefore, the mortars in these areas have an additional sacrificial property of removing salts from the adjacent brick and masonry.



Fig. 7: Different mortars were utilised between brick and sandstone elements of the building.

3.2.4 Stone masonry

i) **The granite masonry** to the plinth of Hanover House was cleaned during the major scheme of refurbishment in 2016-2018.

ii) The granite has a semi - polished finish and cleaning with fresh water and a non-abrasive cloth will be sufficient to remove most dirt. Where heavy soiling and graffiti are present refer to section 3.1.10 and 3.1.16.

iii) No other methods are to be utilised before prior consent by the project architect and / or conservation consultant.

iv) Chemical or abrasive cleaning methods are not suitable, but the use of poultices can sometimes be utilised to remove deep engrained soiling, but these should be specified and used by a stone conservator with ICON accreditation or other experienced stonemason.



Fig. 8: View of the granite masonry to the plinth on Corporation Street, with shadow of previously removed graffiti and minor soiling at ground level.



Fig. 9: View of the sandstone and brick to Federation Street with soiling to window cills and at the base of the wall.

v) **The sandstone masonry** to the ground floor building show areas of soiling / staining, redundant fixings, minor damage and erosion.

vi) Where soiling has occurred, the use of fresh water and a non-abrasive cloth should be firstly utilised, being careful not to saturate the stone. Where soiling has built up, it may be appropriate to use a steam cleaning system such as DOFF or JOSS. Prior to starting, trials should be carried out first as per section 3.1.6, 3.1.10 and 3.1.11. Any cleaning should not be carried out when night-time temperatures are forecast to be below 5^{o}C within the proceeding week.

vii) Chemical or abrasive cleaning methods are not suitable for sandstone.

viii) Any cracking is to be brought to the attention of the structural engineer who will keep a record of the buildings structural defects and advise on any further investigation or repairs required.

ix) Cracks should be pointed using a lime mortar as per the mortar joints of the sandstone and as per section 3.2.3.

x) Where minor damage or erosion has occurred, mortar repairs may be undertaken using a lime mortar repair as per section 3.1.6.

xi) Where the surface of the stone has become friable, the use of a shelter coat may be appropriate, samples should be provided as per section 3.1.6.

xii) In forming the three new doorways to Federation Street, three of the sandstone cills will be removed, cut and re-worked before being reinstated to the new door jambs. A detailed method

statement is to be submitted by the contractor to the project architect and / or conservation consultant providing full details of how the cill be removed, surrounding masonry and brickwork temporarily propped and protected, as well as the details of cutting, carving and re-instating the sandstone. The section of sandstone cill that has been cut will be retained to provide stone for future repairs.

xiii) Redundant fixtures and fittings should only be removed where damage can be avoided to the stone. Where fixings are removed, these holes should be filled using a mortar repair as described above. Where fixings are not showing signs of corrosion and can't be removed easily, they should be retained, and the area made watertight by filling all holes with a lime-based mortar to match the pointing mortar. Where fixings are showing sign of corrosion but are difficult to remove, consult the project architect and / or conservation consultant to inspect and instruct whether the fixing should be removed.

3.2.5 Brickwork

i) Brick that is decaying does not necessarily require repair or treatment. It is only where brick is at risk of an increased rate of decay that intervention may be required.

ii) Redundant fixtures and fittings should be carefully removed but only when further damage to the brick can be avoided.

iii) Brickwork with light soiling staining does not require any cleaning or treatment.

iv) Brickwork that has suffered soiling / staining will be primarily cleaned using fresh clean water and a non-abrasive sponge, ensuring that the brick is not saturated in softly cleaning the surface.

v) Where manual cleaning is unsuccessful in removing soiling / staining, the contractor will utilize steam cleaning as outlined in sections 3.1.10 and 3.1.11.

vi) Bricks that are only slightly damaged at the arrisses do not require repair.

vii) Bricks which have been drilled for fixings and are still structurally stable, will have the holes filled using a lime putty or quicklime-based mortar with a brick dust to colour match the brick. Material and workmanship samples will be required as per section 3.1.6.

viii) Bricks which are cracked but retain a sound face are to be pointed as per the mortar joint.

ix) Bricks which have been mechanically damaged but retain their integrity are to be retained.

x) Bricks that have an eroded surface are to be replaced as generally the loss of the fire skin will result in an increased rate of decay. Sample replacement bricks are to be presented as per section 3.1.6.

xi) All new bricks shall match the dimensions, colour and texture of the existing brickwork as closely as possible.

xii) All new bricks are to be dated on one of their faces that is to be bedded into the wall.

xiii) The contractor will provide a record of all new bricks inserted into the façade during the project and will be included in the health and safety file. Details of successful cleaning methods, repair mortars and pointing mortars are also to be included.

xiv) Where movement has occurred, it should be established whether this movement is at risk of continuing, or it has ceased before any intervention is designed. Cracks and / or larger than normal mortar joints may simply require re-pointing.

3.3 Windows and external glazing

3.3.1 Windows / glazing generally

i) The windows were repaired and refurbished during the 2016-2018 project, however the lower ground floor windows were excluded from this work and were simply boarded over.

ii) Due to the vulnerable location of these windows, the proposal is to add a protective barrier in front of the window and therefore protect the windows from damage.

iii) Internally on the ground floor the opening is to be covered, further details are required to the method of fixing the panels over the opening.



Fig. 10: The basement windows to E Block had an important functional role allowing natural light into the lower basement floor as well as ventilation of the ground floor space.

iv) All window openings to be removed as part of the proposed works are to be retained and stored to provide replacement glazing for any future repairs to the building if required.




Fig. 11 and 12: The sash and case windows to E Block and casement windows to Hanover House had important functional roles to the buildings original use.

3.4 Internal Fabric

3.5.1 Floor finishes

i) To the ground floor and lower ground floor of **E Block** the floor coverings have been stripped back to the floor slab.



Fig. 13: The exposed structure of the floor slab to E Block on the ground floor, which is also the case on the floor below.

ii) New floor coverings of timber plyboard will be laid in anticipation of the tenant fit out. The perimeter detail to the new flooring will have to be agreed to ensure that damage is not caused to the white glazed bricks.

iii) To the ground floor and basement areas of **Hanover House** floor boards, timber parquet and red clay tiles survive, whilst some of these have been covered with a timber board and vinyl floor covering and areas of missing / lifted timber block have been filled with a screed.

iv) With a prospective tenant not currently identified (December 2020), the proposed works to the floor are not currently identified. The below guidance should be followed in the circumstance that the floor finishes are to be repaired and restored.

v) There is a store of salvaged timber blocks within the basement that can be reinstated as part of the floor finish.

vi) The vinyl and timber boards at ground floor level should be removed in line with the guidance set out in section 4.6, avoiding damage to the underlying floor boards.

vii) The timber parquet to the basement has suffered from minor water damage, loss of areas and mechanical damage. Survey and investigation will be required to determine whether the flooring needs to be lifted and re-laid due to loss of adhesion to the concrete below.

viii) Trial cleaning and finishing of the parquet floor is to be undertaken as per section 3.1.6.

ix) The surviving sections of parquet will be cleaned with fresh clean water, a mild detergent and a non-abrasive cloth to remove all dirt and grime. Where necessary the parquet may have to be lifted and re-laid to re-adhere to the sub-floor.

x) The sections of missing parquet may be re-instated with the store of wood block within the basement and supplemented with new timber blocks to match the existing. Where this work is to be undertaken a sample is to be provided as per section 3.1.6 prior to commencing any works.

xi) New wood block is to be laid to those areas that will require fixings, e.g. internal partitions or fixed furniture to avoid fixing into the original parquet flooring.

xii) Where the surface of the woodblock is damaged, a fine-grained sandpaper should be used to lightly remove surface damage.

xiii) The timber parquet is to be finished using a beeswax or linseed-oil based varnish , if an alternative finish is proposed details are to be submitted to the project architect and / or conservation consultant for approval.



Fig. 14: The timber parquet and red clay tiles to the basement of Hanover House.

xiv) Red clay tiles survive to minor areas within the basement, these should be cleaned using clean fresh water, a mild detergent and a non-abrasive sponge / cloth before assessing the condition.

xv) Where the tenant wishes to cover the original floor finishes, this will require consultation with Workman to ensure the overlay is readily reversible and prior agreement with Manchester City Council in the form of listed building consent.



Fig. 15: Areas of cement / screed infill where the timber parquet has been lifted.



Fig. 16: Vinyl / linoleum flooring with timber plyboard below is to be removed at ground floor level.

3.5.2 Internal wall and ceiling finishes

i) To **E Block**, the walls are built with a glazed brick throughout the lower ground floor up to the window cill level at ground floor, above which was originally plastered directly onto the brick masonry; the plaster does not survive.



Fig. 17: The glazed brick to the lower ground floor of E Block extends up to the window cill level of the ground floor. Here minor damage has occurred to the curved bricks to a blocked window opening.

ii) There are red / brown glazed brick as well as a white glazed brick within the lower ground floor area of E Block, these have suffered from mechanical damage in places as well as openings being chased through for services, with some holes being filled with cement.

iii) Primarily, the glazed bricks should be cleaned using fresh clean water, a mild detergent and a non-abrasive sponge or cloth. A churn brush may be used for more stubborn areas of soiling. Previous works in the 2016 – 2018 refurbishment found that the glazed bricks were particularly vulnerable to cleaning, it is therefore imperative to undertake trials and proceed all cleaning with caution.

iv) Where minor damage or fixings holes have been drilled, these should be filled with a pigmented lime mortar and finished with a glaze to match the colour of the brick.

v) Where damage has been filled with a cement mortar, the repair should only be removed where damage to the surrounding brick can be avoided. Where it cannot, it may be more appropriate to paint over the repair to match the brick and finished with a glaze.

vi) Cracked bricks do not necessarily require replacement, in the first instance. A pigmented lime grout should be used to fill the crack and left flush with the brick face.

vii) Where glazed bricks have become badly damaged, these are to be cut out and replaced with the salvaged bricks within the basement of Hanover House or a reclaimed brick to match. Where a good, reclaimed brick cannot be sourced, new glazed bricks shall be sourced to match the existing.

viii) On completion of the cleaning and repair of the glazed bricks, the joints may require re-grouting, a lime putty based grout shall be utilised with a fine sand aggregate, with samples produced to match the existing in colour as per section 3.1.6.

ix) Above the glazed bricks, the brick is set to be cleaned and left exposed.

x) No ceiling finishes survive to E Block, with some areas being boarded over with plasterboard.

xi) Paint to ceilings can be modern water-based paints but should be a matt finish.

xii) Within **Hanover House**, there are again glazed bricks to walls, within the basement, whilst some areas have been painted over, to the ground floor the walls are predominantly plastered and painted.



Fig. 18: Areas of painted brickwork to the basement of Hanover House.

xiii) The paint to the glazed bricks is to be removed, all works should be preceded by trials. Primarily, applying steam to soften the paint and a churn brush to scrape the paint from the surface shall be trialled. Where this is unsuccessful, this shall be followed by other trials including the use of poultices and paint removal products.

xiv) The use of poultices such as the Stonehealth Paint RID and PeelAway No. 7 should be trialled and the manufacturer's instructions carefully followed, the use of poultices are to be approved by the conservation consultant.

xv) All other cleaning and repair works to the glazed bricks shall follow the guidance outlined above.

xvi) Flaking paint to plastered walls shall be removed using a stiff brush and where necessary steam to peel away the paint layers of modern paint.

xvii) All paint to the internal face of external walls should be lime, chalk or clay based.

xviii) The ceiling to the basement and ground floor of Hanover House are either finished with a ceiling paper or painted. There are minor areas of failed ceiling plaster to the ground floor.

xix) The ceiling paper is to be retained, with peeling areas carefully re-adhered and the ceiling painted in a water based paint.

xx) Where areas of ceiling plaster have failed these patches should utilised a lime-based plaster to patch the area.

xxi) Ceilings are to be painted using a water-based paint.



Fig. 19: Areas of failed plaster to the ground floor ceiling of Hanover House.

3.5.4 Decorative timberwork, glazed panels and internal joinery generally

i) Within the basement of Hanover House, sections of half-timber panelled and glazed partitions survive, as well as some decorative joinery to columns, soffits and skirting boards.

ii) With a prospective tenant not currently identified (December 2020), the proposed works to the floor are not currently identified. The below guidance should be followed in the circumstance that the timber and glazed partitions are to be repaired and restored.

iii) A full condition survey is to be undertaken, specifying the full extent of cleaning and repair works required prior to commencement and submitted to the project architect and / or conservation consultant for approval.

iv) Missing panels of glazing are to be reinstated and restored with a new panel to match the existing.

v) The other openings in the partition are to be re-enforced with a new timber door frame with moulding to match the existing.



Fig. 20: The half timber and half glazed partition to the basement of Hanover House.

vi) The partition will require protection throughout the construction phase to protect it from any accidental damage, refer to section 3.1.2 for further details.

vii) Trial cleaning should be undertaken prior to commencing any cleaning works, generally non-abrasive cloths and sponges should be used with fresh water, being careful not to saturate the timber. Where staining, dirt or paint has become engrained in the timber or well adhered, light

sanding may be necessary. Again, trials will be required prior to confirming an acceptable method of cleaning and / or paint removal.

viii) Where timberwork has been painted, this is to be removed and the timberwork restored. Removal of the paint should not use heat guns, paint strippers or aggressive alkaline solutions that have the potential to damage the underlying timber.

ix) An experienced and accredited conservator (ICON or similar and equal approved) should be appointed to undertake the work to decorative timberwork of high significance.

x) The glazed panels are to be cleaned with a fresh clean water, a mild detergent and a non abrasive sponge / cloth.

xi) Where necessary the glazing putty will be replaced and if required sections of weak lead cames replaced. A detailed survey and specification of repair works will be undertaken prior to commencement and submitted to the project architect and conservation consultant for approval.

xii) **Any plan to enclose or remove the partition, even temporarily, is prohibited without listed building consent being gained. Any tenant wishing to undertake works outside of those identified above will need to consult the Landlord's manging agent and Manchester City Coundil.**

4 IMPLEMENTATION OF THE CONSERVATION STRATEGY

4.1 Limitations

i) As stated in section 1.5, the Conservation Strategy is a high-level guidance document, and not a detailed schedule of work, but is intended to provide a set of parameters to inform the repair and conservation of the building. The parameters are based on best practice, site inspection and the professional experience of the authors of what are the foreseeable repairs to the fabric of the building.

ii) Therefore, prior to the implementation of any work, the guidance outlined in this document needs to be developed into detailed repair schedules and specifications to provide a comprehensive record of the necessary repairs.

iii) In implementing the Conservation Strategy, limitations need to be accepted as to what level of finish can be achieved without negatively impacting the heritage asset.

iv) In undertaking repairs, an assessment needs to be made on the repair required, and the heritage benefit of retaining historic fabric against the spectrum of repairs that may be implemented.

4.2 Survey prior to commencement

i) Prior to the commencement of any works, a survey is required to understand the route to and from the work areas that will be encountered.

ii) A review of the protection and access arrangements should be undertaken, and where necessary additional protection installed as per section 3.1.2.

iii) The survey is to also record the condition of the historic fabric, identify any defects present (e.g. water ingress and probable source) and report on the full extent of repair works required with an associated schedule of repairs and detailed specification (covering materials and workmanship).

iv) The survey will then inform the production of a task method statement as outlined in section 4.4.

4.3 Workmanship of conservators, craftspeople and site operatives

i) Refer to section 3.1.5 regarding workmanship generally.

ii) All works are to be undertaken by fully trained and experienced craftspeople / operatives.

iii) Where necessary, membership of professional societies, craft bodies or guilds may be appropriate to show competence of working on the historic fabric that requires repairing.

iv) The institute of conservation (ICON) holds a list of professional members and should be referred to in finding skilled conservators for delicate and fragile conservation work, for example in the repair and conservation of brick, stone, timber and coloured glass panels.

v) The Society for the Protection of Ancient Buildings (SPAB), also has a technical helpline that can provide details of craftspeople who have the appropriate skills to undertake works to historic buildings.

vi) The use of trained and certified operatives in regard to the use of certain works such as steam cleaning (DOFF, JOSS or similar) is to be upheld and all operative's certification checked prior to commencing on site.

vii) On assessing the required works on site, an assessment should be made of whether the anticipated works have changed and whether the works required are within the operative's experience and skill set prior to commencement.

viii) Where appropriate, training and mentorship of site operatives may enable the work to be undertaken to the required standard whilst also upskilling.

ix) Continual quality assurance and training should be undertaken throughout the construction phase to uphold a high level of conservation work in both materials and workmanship.

4.4 Materials generally

i) All materials are to be quality assured prior to ordering.

ii) Materials should be an authentic replacement of the original materials used in the construction of the building.

iii) Materials should be checked on arrival on site to ensure that they are of the quality expected and free of defects. Where necessary, defective materials should be returned, and new materials delivered to site.

iv) Materials should be stored in appropriate conditions for their use, but generally should be kept in dry well-ventilated conditions and where necessary in temperature-controlled areas.

v) Prior to the commencement of works, materials should be checked again for any defects and quality, where materials are found to be inadequate, they must not be used to undertake works.

4.5 Task Method Statement – typical content and example format

i) Before starting construction work, examine all available information, carry out a detailed site survey of the affected areas of the site, and submit a survey report describing the existing fabric conditions relating to the area of work to be addressed by individual contractors.

ii) All appointed contractors must be fully acquainted with the building condition and status before commencement of any works and take all reasonable steps to ensure a safe working environment for their operatives.

iii) It is important to ensure that the workforce is aware of the historic value of the building and its fabric. If necessary, this should include a specific heritage briefing to include a 'guided tour' of the building provided to the trades and craftsmen who will perform work on the building, so that they have a good understanding of the special interest and potential physical fragility of the site components prior to commencement of works.

iv) Therefore, before starting any works, the contractor should examine all available information and carry out a survey of the structure, site and surrounding area there works are associated with, to prepare a brief survey report to inform the task method statement. This must be submitted to the project architect and cover all relevant risk items and the Health and Safety Executive Guidance Note.

v) The contractor must make suitable allowance in the required task method statements and programme for appropriate presentation of any survey results and agreement of proposed methodologies with the project architect.

vi) Confirmation should be sought from the project architect that any survey material presented is suitable to inform the proposed implementation prior to programming the implementation of the works. Any photographs, sketches and drawings should be appropriately annotated to describe, in easily understood (non-technical) terms, the results of the investigations and catalogued to retain a record for the implementation of the conservation repairs.

vii) Each task method statement should include a comprehensive description of any investigation works, and where appropriate sample photographs of the implementation of similar works, to enable the client team to fully understand the extent and impact of the conservation-repair works to be undertaken.

viii) The site Survey shall be used to inform the task method statement, detailed in item ix above and item xv below.

ix) The task method Statements will subsequently form the briefing component of the contractor's report, enabling the results to be simply understood and recorded by the client team, the Local Planning Authority and any other third parties. The task method statements should include, as a minimum (this is not a comprehensive list):

- The specific location of the conservation-repair works. These will be identified using marked-up drawings of the work locations. Where possible annotated photos of the actual work area, suitably marked up should also be provided.

- A description of the conservation-repair works to be undertaken, including a statement of whether materials/components need to be removed as part of either investigations or repairs. This should identify how the materials are to be: recorded, transported from the work area (if required), and the area reinstated.

- The equipment to be used during the conservation-repairs, identifying power and safe-working requirements, as well as relevant access required to undertake necessary survey works (identifying any testing equipment).

- The site attendances required to undertake both site investigations and conservation-repairs, to include lighting, power, ventilation and access requirements.

x) The following outlines an EXAMPLE FORMAT, which is intended to standardise the required task method statements. The text in BLUE simply indicates the type/level of information that may be required for individual methodologies. The task method statements will be issued to the client team for approval and to the Planning Authority for information in support of the discharge of relevant planning conditions. The example is not comprehensive and should be adapted as required, to the conservation-repair task.

Example format for Contractors' Task Method Statements

[Specify site address].

i) Introduction/context

a. [Name of lead contractor] has been commissioned by [Client] to undertake [description of interventions/work], which may be informed by intrusive investigations/survey works, within the [site location]. The extant building group includes a grade-II listed structure, which is [describe the listed building/fabric].

b. The investigations and subsequent conservation-led repairs will enable the future use of the building group in accord with the approved Planning Permission and Listed Building Consent. The detailed Specifications and implemented works will secure the future performance and lasting repair of the structural components of the building to facilitate its sustainable use.

c. The works may require some intrusive investigations to better understand the condition and the physical dimensions of some of the building components which are to be repaired. Where possible non-destructive means will be used to gain a full understanding of the building's structure, to confirm the proposed conservation repairs.

d. Prior to works being carried out on site, Methodologies will be prepared in consultation with the appointed specialists to provide full details of the extent of works and the working methods to be utilised.

ii) Overview

a. A general, descriptive overview of the required conservation-led repair works shall be provided, specifying their location within the building group.

b. The name of the Contractor that will be undertaking the works should be provided.

iii) Design Team Information

a) The investigation works shall reference the project architect's drawings and relevant structural reports, which notes the survey locations for each proposed investigation and survey

b) The extent of works being carried out within the above document should be noted within this section together with any agreed changes.

iv) Implementation Methodology

a) Prior to any works commencing the client team will brief all operatives on the approved Task Method Statements. All site operatives will be made aware of the Heritage significance of the building group and specifically those elements affected by their planned works. This aspect will also be covered in the pre-start induction and relevant activity briefings

b) Individual Task Method Statements should include a detailed description (if necessary, including sample photographs of typical / similar works) to enable the client team to fully understand the extent of works to be undertaken. This should include:

1. Location of the works – marked up drawings to be provided of the work locations. Where possible photos of the actual work area suitably marked up should be provided as part of the Contractor's Methodology.

2. Description of the works to be undertaken, including whether material is to be removed as part of the investigations and how this will be recorded and transported from the work area.

3. The materials and specification of the repair/reinstatement works.

4. Equipment – details of the equipment required to undertake the survey works included where necessary proof of calibration of testing equipment.

5. Attendances required – to include lighting power, ventilation, communications and access.

v) Recording

a. The Task Method Statement should allow for all works undertaken on [site address] to be fully documented by the appointed Contractor, to show the condition of the area before and after works are completed.

b. In addition, during the execution of the works the contractors will undertake additional recording including photographs of the works being carried out and any findings discovered during the preliminary survey works.

vi) Protection

a. The Task Method Statement should record the method for fabric protection in the areas of the building where significant fabric is required, to be avoid any damage to original, retained features.

b. The task method statement shall identify potential risks/concerns relating to potential damage to adjacent finishes and fabric and provide proposals for the effective management of the protection system.

vii) Re-instatement Proposals

a. The Task Method Statement should (where necessary) provide details of fabric re-instatement proposals, following either intrusive investigations or temporary removal. These details will be in line with one of the following options:

- No re-instatement where it is considered detrimental to the original fabric to undertake this.

- Full re-instatement with a like-for-like material to match the original.

- Partial re-instatement in a new material with enhanced properties appropriate to the location.

b. It should be assumed that No-re-instatement will only be undertaken where such re-instatement works would be detrimental to the significant, retained fabric of the listed building. Full proposals including materials and application techniques should be provided.

viii) Programme

a. The programme of implemented conservation-repair works should be recorded, including dates of initial surveys and site attendance etc.

ix) Competency of those involved

a. All operatives working on the project will be required to attend a site induction led by the lead contractor before starting work. All operatives will be required to hold a valid current CSCS card and competence cards suitable to their trade and the equipment they are using.

b. Where additional competence is required this should be noted accordingly.

x) Technical Compliance

a. The Task Method Statement should refer to the relevant technical compliance required by, for example, the following.

b. Scaffolding erection as per the lead contractor's temporary works design and sign-off procedure. The temporary works procedures and the temporary works design for this element will be made available on request.

c. The [insert name of lead contractor] Health and Safety Document.

d. Preparation and re-instatement of material to be undertaken to comply with Manufacturers Specifications.

e. Plant & Equipment, for example:

- Access scaffold, mobile tower – to comply with [lead contractor] works procedures.
- Power tools – to [lead contractor] works procedures.

xi) Management of Heritage Risks

a. The task method statement should note identified heritage risks associated with the specific task and how they shall be managed throughout the duration of the works.

b. This section of the task method statement should be focused on the retained significant fabric and refer to the general Risk Management of the site.

xii) Supervision and monitoring of work.

a. The task method statement should specify the site supervision to be provided by [insert lead contractor] under the direction of Project Architect.

b. All specialist contractors will also provide supervisors for each of their teams.

c. Specify the inspection and Test Plan to ensure the required quality standards are met.

xiii) Environmental

a. Detail the environmental protection for all operatives, noting the potential hazards. This will include a minimum of 5-point Personnel Protective Equipment (PPE): Hard Hat, Hi-Viz, Gloves, Safety boots and Glasses.

b. Any additional PPE specific to the specific tasks (e.g. harnesses) should be also highlighted in the Task Method Statements.

c. In addition, contractors must wear disposable coveralls and Part 3 dust masks at all times within the building.

xiv) Dust

a. Specify where operations will create airborne dust and the requirement for localised extract

b. Any requirements for extract ventilation should be fully noted.

xv) Temperature & Humidity

a. The environmental conditions within the building are not known at this time. However, upon inspection localised measures may be taken to provide ventilation if these are required.

xvi) Approval, Review & Briefing

a. Activity specific Health & Safety method statements for each works operation will be prepared by the sub-contractor appointed to carry out the works. These will be reviewed for approval by the lead contractor. Only once approved will the sub-contractor be permitted to commence works operations.

b. Where relevant and applicable to a Planning Condition or Listed Building Condition the sub-contractor's Task Method Statements will be submitted to Manchester City Council for approval. This could result in some delay in sign-off for commencement of particular tasks.

c. All operatives working with the Task Method Statement will be fully briefed on the document and will sign a briefing sheet to confirm their understanding.

d. Regular activity briefings will be issued to the operatives by the Specialist Contractors Supervisors and [insert lead contractor's name] Managers to identify any changes from the previous day and health and safety issues or any changes to the heritage considerations.

4.6 Demolition and strip out works

i) Demolition works are outlined in the Sheppard Robson Architects proposed demolition drawings. The contractor is to provide detailed method statements of the protection to be installed and the method of removal without causing damage to surrounding historic fabric.

ii) All strip out works will be preceded by schedules and further guidance on removing historic and modern fabric, however for avoidance of doubt some general guidelines are provided here in undertaking any removal works.

iii) All strip-out works should be performed by a contractor with proven experience with the material substrates affected during removal of fittings.

iv) All removals shall be completed in the most careful manner preventing unnecessary destruction of adjacent surfaces and materials where applicable, allowing for future re-use or re-installation of materials in situ or elsewhere.

v) Removal of modern services should be performed by a contractor fully qualified in the particular trade in question (e.g. NICEIC for electrical works, Gas Safe register for gas and heating works). All removals shall be completed in the most careful manner preventing unnecessary destruction of adjacent fabric.

vi) All damage occasioned at any time is to be completely repaired to the conservation consultant's satisfaction.

vii) All removals of waste materials off site shall be to commercial waste sites licensed by the local authority.

viii) Any scrap materials shall be disposed on in strict accordance with the Scrap Metal Dealers Act 2013.

ix) When removing finishes, avoid damage to the underlying substrate, this may require the use of steam, but the contractor will not use excessive amounts of steam as to avoid the saturation of the plaster or wall below.

x) When removing adhesives and grouts which may be well adhered to the substrate below that may be of significance, submit a detailed method statement of how they are to be removed.

xi) When removing fixings, fixtures and fittings without causing damage to the substrate, easing up and springing out joinery, remove nails through reverse side. If clawed out, the leverage surface must be protected by timber slips.

xii) If in doubt, contact the project architect and / or conservation consultant to confirm that the item and method of removal is acceptable.

4.7 Forming new apertures generally

i) New openings are to be read as a new opening, in particular the new entrances to the buildings on Corporation Street and Federation Street.

ii) When inserting new openings, the opening should be made to best fit the historic fabric, working around the building structure and existing fabric.

iii) Prior to the removal of historic fabric, any historic fixtures or fittings within the area to be dismantled will be recorded, carefully removed and handed to the client.

iv) The contractor is to provide detailed method statements of how these openings are to be formed, including all temporary propping and protection required, below we have provided some general principles of undertaking this work.

v) The two new entrances to Corporation Street have been designed to minimise impact to not just the external design and symmetry of this elevation, but also to minimise the impact to the structural components internally to the ground floor slab and ferro concrete frame.

vi) The windows are to be carefully removed and handed to the client to be salvaged for any future repairs to the building.

vii) The sandstone mullions and transoms of the ground floor windows are to be carefully dismantled and cleaned removing all mortar before being handed to the client.

viii) The granite cills and arches of the plinth are to be carefully dismantled, with the granite cills being cut and reinstated to terminate the plinth either side of the new opening.

ix) New granite is to be carved to replace the springing unit.

x) Three new entrances are to be made on Federation Street, which will require the removal of the sash and case window and lower ground floor window in each instance, these will be carefully removed and handed over to the client.

xi) The sandstone cill will be removed and the central section cut out of the cill, with the cill moulding carved to return along the jamb before they are reinstated either side of the new door opening.

xii) New staircases between the ground and lower ground floor / basement levels are to be designed around the buildings structural form to minimise interventions. Detailed proposals are provided in the Curtins Hanover Retail Listed Building Structural Report of proposed structural alterations.

4.8 Interface between old and new work

i) Where new partitions are to be inserted, these will have to be fixed to historic fabric, but a number of methodologies shall be applied to prevent damage to historic fabric and maximise reversibility without negatively impacting historic fabric.

ii) Studwork, plasterboard and any other feature of the new internal partition shall be formed and scribed to take the shape of the existing fabric, historic fabric shall not be cut or altered to allow for new partitions to be inserted.

iii) Fixings are to be smooth to enable them to be easily removed at a later date ring shank nails should be avoided where possible.

iv) Adhesives are generally not acceptable as they leave difficult to remove residues.

v) The minimum number of fixings will be utilised to fix the studwork to the historic fabric.

vi) New studwork will be fixed to walls through mortar joints where possible. But fixings should be concentrated to the ceiling and floor within E Block due to the original floor and ceilings not surviving.

vii) New woodblock flooring is to lay along the line of where new partitions are to be installed within the basement of Hanover House or in locations that will require fixings, such as fixed furniture locations.

viii) Any gaps between the new studwork / plasterboard and the historic fabric can be sealed using a linseed oil putty or a lime plaster filler.

4.9 Building signage

i) All redundant fixings should be removed, and repairs undertaken as per section 3.2.4 and 3.2.5.

ii) New building signage shall be in keeping with the buildings architectural style and consistent across all elevations.

iii) Additional building signage may be hung internally to window openings.

iv) Signage will be fixed into mortar joints only with fixings no bigger than 2/3 of the mortar joint. Where this is not possible, details are to be submitted of the proposed fixing method to the project architect and conservation consultant for approval.

4.10 Mechanical and Electrical Strategy

i) Refer to the CWC's Hanover Building Ventilations Strateegy Statement and associated mechanical and electrical services drawings for detailed information of the new mechanical and electrical services to be installed. This document provides an outline strategy for the M&E installation, with further design required in the next phase of the visual appearance of the installation.

ii) All new M&E equipment will utilise existing routes where possible.

iii) Where new openings are required, these works will be undertaken in line with sections 4.6 and 4.7 as well as detailed method statements provided by the contractor to the project architect and / or conservation consultant.

iv) The new M&E installation will work to the existing building form to prevent avoidable loss of historic fabric.

v) The M&E design will avoid historic fabric where possible and utilise modern interventions and partitions where possible.

vi) It is anticipated that all M&E will be surface mounted in galvanised conduit and exposed at ceiling level.

vii) When new routes or chasing has to be undertaken, historic fabric should be repaired in line with the guidance set out in section 3.

viii) External ventilation grills are to be aluminium and painted to match the other new ventilation grills installed in the 2016-2018 refurbishment.

ix) All works are to be confirmed during the tenant fit out.

5 CONCLUSION

5.1 A framework for developing schedules of repair and specifications

i) This Conservation Strategy provides the necessary parameters and details required to provide reassurance that the proposed alterations and fit out works will be implemented in line with conservation best practice where historic fabric is concerned.

ii) The strategy also provides the methods of quality assurance of repair works and implementation by outlining the necessary preparation, further investigation and protocol for checking that materials and workmanship are of the necessary quality to meet a conservations standard.

iii) Reference should be made to the project architects' detailed drawings and the projects other consultants information packages.

iv) The Conservation Strategy is intended to guide the delivery of the development project to ensure that the areas of historic fabric that will be retained are treated with 'best practice' conservation work. The strategy is designed to provide further detail and act as a framework throughout the development project to provide conservation-led standards and safeguard historic fabric from inappropriate repair. Ensuring that external and internal works are carried out with suitable sensitivity will prevent historic fabric from being inappropriately repaired as it has been subject to in the past.

v) The conservation strategy outlines conservation methods as guidance for the architect, project consultants and contractor to enable them to provide detailed repair schedules, specifications and task method statements, ensuring that the retained historic fabric of E Block and Hanover House will retain its authenticity.

vi) As analysis, investigations and sampling further the understanding of the appropriate repair materials to be utilised in the buildings repair are identified, the conservation strategy is to be updated to record and identify the method of repair to that is to be utilised in future maintenance and conservation works to E Block and Hanover House.

vii) Where tenants proposed works fall outside of this document, further consultation and applications will be necessary by the tenant to ensure that they are agreed by the Landlord's agent and granted consent by Manchester City Council as local planning authority.

REFERENCES

The following sources have been referenced and used to inform this report. Due to its name change all publications by English Heritage are referred to as Historic England.

1. Planning (Listed Buildings & Conservation Areas Act 1990.
2. Department of Communities and Local Government (2019). National Planning Policy Framework.
3. Department of Communities and Local Government (2019) Planning Practice Guide. Conserving and enhancing the historic environment
4. Historic England (2019). Understanding Place: Conservation Area Designation, Appraisal and Management.
5. Historic England (2008). Conservation Principles. Policies and Guidance.
6. Historic England (2017). The setting of heritage assets.
7. Historic England (2016). Making Changes to Heritage Assets. Historic England Advice Note 2.
8. Historic England (2015). Historic Environment Good Practice Advice in Planning. Note 2: Decision-Taking in the Historic Environment.
9. Stephen Levrant Heritage Architecture Ltd. (May 2016). Hanover House & E Block. Heritage Assessment; Significance and Impact.
10. Stephen Levrant Heritage Architecture Ltd. (December 2020). Hanover House and E Block, NOMA, Manchester. Heritage Statement

APPENDICES

Appendix A – Historic England List Description

COOPERATIVE WHOLESALE SOCIETY

Overview

Heritage Category: Listed Building

Grade: II

List Entry Number: 1025287

Date first listed: 20-Jun-1988

Statutory Address: COOPERATIVE WHOLESALE SOCIETY, CORPORATION STREET

Location

Statutory Address: COOPERATIVE WHOLESALE SOCIETY, CORPORATION STREET

The building or site itself may lie within the boundary of more than one authority.

District: Manchester (Metropolitan Authority)

National Grid Reference: SJ 84139 98878

Details

MANCHESTER

SJ8498 CORPORATION STREET 698-1/17/71 (East side) 20/06/88 Cooperative Wholesale Society

GV II

Offices and warehouse. 1905-9, by F.E.L.Harris, dated 1907; rear block dated 1903. Red brick with dressings of polished granite and sandstone (roof concealed). Large rectangular plan. Neo-Baroque style. Four storeys with basement and full attic storey, 9 bays divided 3:3:3 by giant pilasters, and by coupled Corinthian columns at attic level, plus canted corners finished as drums at attic level. Massive round-headed central doorway with flanking niches and side windows set in black polished granite surround with frieze lettered "COOPERATIVE WHOLESALE SOCIETY LIMITED"; segmental-headed basement windows; large canted mullion-and-transom windows to ground and 1st floors; giant colonnades to 2nd and 3rd floors, the 3rd floor windows with keyed open segmental pediments; small attic windows set in large round-headed arcades rising from paired free-standing Doric columns, roundels between the heads of the arches; balustraded parapet. Return sides similar. Rear faces Federation Street. Interior not inspected.

Listing NGR: SJ8413998878

Legacy

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Legacy System number: 388033

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Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

End of official listing



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