



OUR
TOWN
HALL
PROJECT

Document Name: Building Asset Schedule – Level 06
Document Ref: OTH-PUR-TH-07-SCH-A-2439
Status: For Construction
Document Type: Schedule

Revision History:

REV.	DATE	DESCRIPTION OF CHANGE
-	06/07/2020	First Issue



General Notes:	
Discovery Caveat:	This schedule records the building assets as at the end of the Soft Strip of the building . However, as the perimeter boxing and other coverings are removed during the MEP strip and other genral alterations further assets of heritage significance will be discovered and will be recorded on later revisions of this schedule which will be issued under the EWN and change control procedures of the contract and will be managed in LBC terms by the Watching Brief Discovery Protocols and Heritage Surgery Review System as already agreed with the LPA.
Protection in situ:	This schedule records the building assets that are to be kept in situ and protected in the building . The fixed and unfixed assets listed will be protected in the same ways as the rest of the building fabric. There is an agreed provision of physical protection measures for the primary routes and vulnerable areas which remains in place throughout the duration of the works (refer to protection provision drawings and specifications issued by Lendlease). In addition to this there is a system of monitoring environmental and vibration conditions in the building to protect against damage. The Work Package Contractors will be responsible for bespoke and proportionate protection (both in terms of working methods, controls and physical guarding) of the building fabric and assets related to mitigation of the risks of particular operations in specific locations and this will be managed in LBC terms by the Heritage/Technical Submittal Approval Protocols and Heritage Surgery Review System as already agreed with the LPA. If it is found that an asset cannot remain insitu, due to unacceptable risk of damage or an unavoidable clash with new installations, a proposal will be put to the Heritage Surgery Team as a heritage/technical submittal for it to be catalogued, carefully removed and taken to MCC store for a later decision to be made about its end use (refer to the accepted approach to the items already on the schedule for reinstatement once the works are complete, re-location in the final scheme, storage in perpetuity as part of the acquisitioned collection or other disposal according to the MCC disposal policy).
KEY:	
Fixed Heritage	Retain in-situ: Item will be retained in situ and protected in-situ eg. a) Items located in back of house areas such as FM storage where the alterations to finishes etc. are limited b) Original built in pieces of furniture that can be re-used in the space and would cause too much damage to remove c) Items which do not obstruct the works such as picture rail hooks
	Storage for re-instatement: Item will be recorded, removed and stored for re-instatement in same location: a) Items that have the potential to be damaged by the works and can be removed b) Items that will obstruct the works but will not cause an issue with the proposed room use
	Storage for re-location: Item will be recorded & removed as the item is not appropriate for re-instatement for the following reasons: a) change in room use resulting in the item being unsuitable for current location b) the structure the item is fixed to is removed as part of the alts and demos c) There is a clash with proposed construction (eg. MEP installation, new walls, raised floor etc.)
Conditioned Storage requirements	Building construction: •The building must be of robust, brick or stone construction. •The building must be well-insulated to maintain a stable temperature. •The building envelope must be watertight and free from the risk of water penetration from piped water or damp. •The roof must be of solid construction without roof lights. •Internal walls and floors should be sealed and non-friable. Heating: •The storage spaces must have low-level, radiant heating to maintain a stable temperature within the range 16-20C and a Relative Humidity (RH) below 65%. Security: •The building must be alarmed for both intruders and fire. These should be connected to a 24-hour call out service. •The building should be monitored by CCTV. Access: All items to be catalogued and a record kept of the storage locations with access to be provided as and when required.
Standard Storage requirements	Building construction: •The building must be of robust construction. •The building envelope must be watertight and free from the risk of water penetration from piped water or damp. •The roof must be of solid construction. •Internal walls and floors should be sealed and non-friable. Access: All items to be catalogued and a record kept of the storage locations with access to be provided as and when required.
Unfixed Heritage	All Items to be removed and stored in room 034b awaiting further review
Highlighted items	These items are on the asbestos register

Basic Information							Reason for removal	Asset Category	Item Category	Action	Instruction of next steps	Responsibility	Cluster	Additional Notes	Photo
Ref	Proposed Room Use	Room	Conditioned Storage Estimate sqm	Standard Storage Estimate sqm	Item Description	Quantity	Please specify	Please specify:	Please specify:	Query for:	Please specify:	Please specify:	Please specify:	Please specify:	
BA-OTH-07-729-001	Circulation	05-C04a			Smoke detector	1	Demolition	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling	Circulation area - numerous walls and floor being removed - see dwg: OTH-PUR-TH-06-DWG-A-0387	



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Ref	Proposed Room Use	Room	Conditioned Storage Estimate sqm	Standard Storage Estimate sqm	Item Description	Quantity	Please specify	Please specify:	Please specify:	Query for:	Please specify:	Please specify:	Please specify:	Please specify:	
BA-OTH-05-C04a-001	Circulation	05-C04a		0.5	Lead piping	1	Demolition	Fixed Heritage	Pipework	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out/MEP	Circulation area - numerous walls and floor being removed - see dwg: OTH-PUR-TH-06-DWG-A-0387	
BA-OTH-05-C04a-002	Circulation	05-C04a		0.5	Radiator and deflector	1	Demolition	Fixed Heritage	Pipework	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out/MEP	Circulation area - numerous walls and floor being removed - see dwg: OTH-PUR-TH-06-DWG-A-0387	
BA-OTH-07-730-001	Circulation	05-C04a		0.5	Lead piping	1	Demolition	Fixed Heritage	Pipework	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out/MEP	Circulation area - numerous walls and floor being removed - see dwg: OTH-PUR-TH-06-DWG-A-0387	
BA-OTH-07-AS.3.1-003	Circulation	05-S11			Firefighting equipment	1	Room use	Fixed Heritage	Firehoses + Equipment	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-AS.3.1-001	Circulation	05-S11			Original light fitting conduit	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-AS.3.1-002	Circulation	05-S11			Gas light fitting	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-703-001	Office	06-003			Coat hooks	8	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-703-003	Plant	06-003			Built-in cupboard	1	n/a	Fixed Heritage	Cupboards	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-703-002	Office	06-003			Dado panelling	1	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		



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Ref	Proposed Room Use	Room	Conditioned Storage Estimate sqm	Standard Storage Estimate sqm	Item Description	Quantity	Please specify	Please specify:	Please specify:	Query for:	Please specify:	Please specify:	Please specify:	Please specify:	
BA-OTH-07-P-736-001	Office	06-004	0.25		Coat hooks	1	Demolition	Fixed Heritage	Coat hooks	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Walls removed - 06-004-ALT01 & 2 - see dwg: OTH-PUR-TH-06-DWG-A-0388	
BA-OTH-07-704-001	Office	06-004			Dado rail + panelling	1	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-707-001	Office	06-005			Roller blind cleat	2	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-A7.41-001	Office	06-005			Roller blind cleat	2	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-708-001	Office	06-005			Picture rail hooks	6	n/a	Fixed Heritage	Picture Rails/Hooks	Storage for re-location	Item will be recorded, removed and refurbished for reinstatement or relocation	Lendlease	Fit Out		
BA-OTH-07-710-002	Office	06-006			Coat hooks	1	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-710-001	Office	06-006			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-P-735-001	Office	06-006	0.5		Historic partition	1	Demolition	Fixed Heritage	Fixtures + Fittings	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Walls removed - 06-006-ALT04 & 5 - see dwg: OTH-PUR-TH-06-DWG-A-0388	
BA-OTH-07-710-003	Office	06-006			Coat hook pattress plate	1	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		



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Ref	Proposed Room Use	Room	Conditioned Storage Estimate sqm	Standard Storage Estimate sqm	Item Description	Quantity	Please specify	Please specify:	Please specify:	Query for:	Please specify:	Please specify:	Please specify:	Please specify:	
BA-OTH-07-712-002	Office	06-007			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-712-001	Office	06-007			Picture Hooks	14	n/a	Fixed Heritage	Picture Rails/Hooks	Storage for re-location	Item will be recorded, removed and refurbished for reinstatement or relocation	Lendlease	Fit Out		
BA-OTH-07-713-001	Office	06-008			Coat hooks	1	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-714-002	WC	06-009			Built-in cabinet	1	n/a	Fixed Heritage	Cabinets	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-714-003	WC	06-009			Coat hooks	1	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-714-001	WC	06-009			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-716-002	WC	06-011			Built-in cabinet	1	n/a	Fixed Heritage	Cabinets	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-716-001	WC	06-011			Conditioned Storage Estimate m ³	Standard Storage Estimate m ³	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-717a-001	Office	06-012			Original coat hooks	2	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		



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Ref	Proposed Room Use	Room	Conditioned Storage Estimate sqm	Standard Storage Estimate sqm	Item Description	Quantity	Please specify	Please specify:	Please specify:	Query for:	Please specify:	Please specify:	Please specify:	Please specify:	
BA-OTH-07-717-001	Office	06-012			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-717a-002	Office	06-012			Light switch	1	Room use	Fixed Heritage	Electrical Fittings	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-718-001	Office	06-013			Smoke detector	2	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-719c-005	Meeting Room	06-014			Large timber cabinet	1	n/a	Fixed Heritage	Cabinets	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-719c-003	Meeting Room	06-014			Strong room door	3	n/a	Fixed Heritage	Doors	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-719c-001	Meeting Room	06-014			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-719c-002	Meeting Room	06-014			Firefighting equipment	1	Room use	Fixed Heritage	Firehoses + Equipment	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-719c-004	Meeting Room	06-014		0.5	Building stonework	4	Room use	Unfixed Heritage	Building Material	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Externals		
BA-OTH-07-719c-006	Meeting Room	06-014			Large timber table	1	n/a	Fixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		



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BA-OTH-07-720-001	Office	06-017		0.5	Radiator + fixings	1	Room use	Fixed Heritage	Radiators	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out/MEP		
BA-OTH-07-720-004	Office	06-017	0.25		White timber door	1	n/a	Unfixed Heritage	Doors	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	MCC	Enabling		
BA-OTH-07-721-001	Office	06-018	0.25		Book press	1	n/a	Unfixed Heritage	Misc. Items	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	MCC	Enabling		
BA-OTH-07-722-001	Office	06-019			Switchboard box	1	n/a	Fixed Heritage	Electrical Fittings	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Lendlease	Fit Out/MEP	Contains Asbestos	
BA-OTH-07-A7.13-001	Office	06-019			Firefighting equipment	1	Room use	Fixed Heritage	Firehoses + Equipment	Retain in-situ	Protect during the works as required	MCC	Enabling /MEP		
BA-OTH-07-722-002	Office	06-019			Radiator + fixings	2	n/a	Fixed Heritage	Radiators	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-722b-001	Office	06-019			Built-in worktop + drawers	2	n/a	Fixed Heritage	Worktops	Retain in-situ	Protect during the works as required	Lendlease	Fit Out		
BA-OTH-07-726-003	Office	06-020			Light fitting	2	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-723-001	Office	06-020			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	



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BA-OTH-07-726-001	Office	06-020			Light switch	2	Room use	Fixed Heritage	Electrical Fittings	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-726-002	Office	06-020			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-A7.42-001	Circulation	06-C02b			Gas piping network	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-725a-001	Circulation	06-C04a			Light switch	1	Room use	Fixed Heritage	Electrical Fittings	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-727-001	Circulation	06-C04b 06-023			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-728-001	Circulation	06-C04c			Switchboard box	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-728-002	Circulation	06-C04c			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-719b-002	Circulation	06-S08 06-014	3		Large Drawing cabinet	1	n/a	Unfixed Heritage	Cabinets	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Location of cooper street lift - furniture to be re-located	
BA-OTH-07-719b-003	Circulation	06-S08 06-014	3		Book cupboard	1	n/a	Unfixed Heritage	Cupboards	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Location of cooper street lift - furniture to be re-located	



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BA-OTH-07-719b-005	Circulation	06-S08 06-014	5		Timber drawers	3	n/a	Unfixed Heritage	Cabinets	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Location of cooper street lift - furniture to be re-located	
BA-OTH-07-719b-006	Circulation	06-S08 06-014			Smoke detector	1	Room use	Fixed Heritage	Smoke Detector	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
BA-OTH-07-719b-008	Circulation	06-S08 06-014	2.5		Large plan drawers	1	n/a	Unfixed Heritage	Cabinets	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out	Location of cooper street lift - furniture to be re-located	
BA-OTH-07-719b-009	Circulation	06-S08 06-014		0.5	Tram sleepers cast iron	2	n/a	Unfixed Heritage	Pipework	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out		
BA-OTH-07-A7.33-002	Circulation	06-S19			Switchboard box	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Lendlease	Fit Out/MEP		
BA-OTH-07-A7.33-001	Circulation	06-S19			Firefighting equipment	1	Room use	Fixed Heritage	Firehoses + Equipment	Storage for re-location	MCC to select sample to retain	MCC	Enabling /MEP	Decommissioned functional installations such as plugs, switches and fire detectors not appropriate for these locations	
TOTAL			14.75	2											