



OUR
TOWN
HALL
PROJECT

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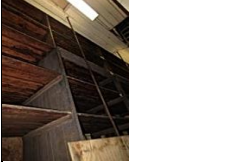
REV.	DATE	DESCRIPTION OF CHANGE
-	06/07/2020	First Issue



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-08-801-001	Circulation	07-C01			Gas Fitting	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	If a heritage items is located in a room with no public access, asset can remain in situ	



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BA-OTH-08-801-002	Circulation	07-C01		1	Slate Collection	50	n/a	Unfixed Heritage	Building Material	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell	Externals	Building material to be assessed and re-used where possible	
BA-OTH-08-801-003	Circulation	07-C01		1.5	Large stone collection	6	n/a	Unfixed Heritage	Building Material	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell	Externals	Building material to be assessed and re-used where possible	
BA-OTH-08-801-004	Circulation	07-C01			Original plenum	1	n/a	Fixed Heritage	Building Material	Retain in-situ	Protect during the works as required	Purcell / MCC	Externals	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-802-002	No functional use	07-001			Perimeter wood shelving	n/a	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-802-005	No functional use	07-001			Historic radiator	2	n/a	Fixed Heritage	Radiators	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-803-001	No functional use	07-001			Chimney stonework	12	n/a	Unfixed Heritage	Building Material	Retain in-situ	Protect during the works as required	Purcell	Externals	Building material to be assessed and re-used where possible in reconstructing the chimney	
BA-OTH-08-804-001	No functional use	07-002		2	Chimney stonework	28	n/a	Unfixed Heritage	Building Material	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell	Externals	Building material to be assessed and re-used where possible in reconstructing the chimney	
BA-OTH-08-805-002	No functional use	07-003			Chimney stonework	16	n/a	Unfixed Heritage	Building Material	Retain in-situ	Protect during the works as required	Purcell	Externals	Building material to be assessed and re-used where possible in reconstructing the chimney	
BA-OTH-08-806-001	No functional use	07-004			Heritage radiator switch + conduit	1	n/a	Fixed Heritage	Radiators	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	



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BA-OTH-08-806-004	No functional use	07-004			Chimney stonework	61	n/a	Unfixed Heritage	Building Material	Retain in-situ	Protect during the works as required	Purcell	Externals	Building material to be assessed and re-used where possible in reconstructing the chimney	
BA-OTH-07-004-001	No functional use	07-004			Fixed Shelving	N/a	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell	Fit Out	Early fixed shelving to perimeter remaining following soft strip	
BA-OTH-08-807-001	Bell Ringing Room	07-005			Chimney bricks	200	n/a	Unfixed Heritage	Building Material	Retain in-situ	Protect during the works as required	Purcell	Externals	Building material to be assessed and re-used where possible in reconstructing the chimney	
BA-OTH-08-807-002	Bell Ringing Room	07-005			Coat hooks	1	n/a	Fixed Heritage	Coat hooks	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage items is located in a room with no public access and is still functional, asset can remain in situ	
BA-OTH-08-807-003	Bell Ringing Room	07-005			Central timber table	1	n/a	Unfixed Heritage	Desks	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	To be relocated on central hatch when work is complete	
BA-OTH-08-807-004	Bell Ringing Room	07-005			Boxing in + connected equipment	1	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Instruction of next steps	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ	
BA-OTH-08-807-005	Bell Ringing Room	07-005			Historic weights		n/a	Unfixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	Keep with item BA-OTH-08-807-003	
BA-OTH-08-807-007	Bell Ringing Room	07-005			Firefighting equipment	1	n/a	Fixed Heritage	Firehoses + Equipment	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-807-008	Bell Ringing Room	07-005			Timber Blocks	5	n/a	Unfixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		



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BA-OTH-08-808-001	No functional use	07-006			Built-in timber cupboard	1	n/a	Fixed Heritage	Cupboards	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-808-002	No functional use	07-006			Hydraulic/MCC Water Pipework	1	n/a	Fixed Heritage	Hydraulic Fittings/Pipework	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-808-003	No functional use	07-006			Cupboard doors	2	n/a	Unfixed Heritage	Doors	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	To be reinstated on the cupboards	
BA-OTH-08-809-001	No functional use	07-007			Metal rectangular bracket	1	n/a	Unfixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-809-001	No functional use	07-007			Fixed Shelving	N/a	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	Early fixed shelving to perimeter remaining following soft strip	
BA-OTH-08-810-001	No functional use	07-008		1	Extraction fan	1	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-811-001	No functional use	07-009			Rainwater pipe	1	n/a	Fixed Heritage	Pipework	Retain in-situ	Protect during the works as required	Purcell / MCC	Externals	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-812-002	Access and maintenance	07-010			Gas light fitting	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-812-004	Access and maintenance	07-010			Lead pipework	1	n/a	Fixed Heritage	Pipework	Retain in-situ	Protect during the works as required	Purcell / MCC	Externals	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	



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BA-OTH-08-813-001	Access and maintenance	07-011			Historic door closer	1	n/a	Fixed Heritage	Doors	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-813-002	Access and maintenance	07-011			Smoke Detector	1	n/a	Fixed Heritage	Smoke Detector	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-814-001	Access and maintenance	07-012			Smoke detector	1	n/a	Fixed Heritage	Smoke Detector	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-814-002	Access and maintenance	07-012			Timber cabinet with drawers	1	n/a	Fixed Heritage	Cabinets	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ	
BA-OTH-08-814-003	Access and maintenance	07-012			Timber desk	1	n/a	Unfixed Heritage	Desks	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-814-004	Access and maintenance	07-012			Bookshelf	1	n/a	Unfixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-814-005	Access and maintenance	07-012			Sliding door cabinet	1	n/a	Unfixed Heritage	Cabinets	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-814-006	Access and maintenance	07-012			Built in timber shelving	1	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ. Refer to Soft Strip Schedule for details of which shelves are being kept in situ. Some has been removed as part of Soft Strip Scope	
BA-OTH-08-815-001	Access and maintenance	07-013			Matching timber shelving	4	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ. Refer to Soft Strip Schedule for details of which shelves are being kept in situ. Some has been removed as part of Soft Strip Scope	



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BA-OTH-08-815-002	Access and maintenance	07-013			Electrical socket	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ (previously isolated). Refer to Soft Strip Schedule for details of which shelves are being kept in situ. Some has been removed as part of Soft Strip Scope.	
BA-OTH-08-815-003	Access and maintenance	07-013			Smoke detector	1	n/a	Fixed Heritage	Smoke Detector	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-816-002	Access and maintenance	07-015			Smoke Detector	1	n/a	Fixed Heritage	Smoke Detector	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-816-003	Access and maintenance	07-015			Electrical socket	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-816-007	Access and maintenance	07-015			Step ladder	1	n/a	Unfixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ. Refer to Soft Strip Schedule for details of which shelves are being kept in situ. Some has been removed as part of Soft Strip Scope	
BA-OTH-08-817-001	Access and maintenance	07-016			Timber Shelving	8	n/a	Unfixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	As heritage item is located in a room with no public access, asset can remain in situ. Refer to Soft Strip Schedule for details of which shelves are being kept in situ. Some has been removed as part of Soft Strip Scope	
BA-OTH-08-817-002	Access and maintenance	07-016			Roller shutter shelves	4	n/a	Fixed Heritage	Fixtures + Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-817-003	Access and maintenance	07-016			Gas Fitting	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	As heritage item is located in a room with no public access, asset can remain in situ having been isolated	
BA-OTH-08-817-005	Access and maintenance	07-016			Smoke Detector	1	n/a	Fixed Heritage	Smoke Detector	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	If a heritage items is located in a room with no public access, asset can remain in situ	



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BA-OTH-08-A2.7-001	Circulation	07-C02			Matching timber shelving	1	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-A2.8-001	Access and maintenance	07-014			Miscellaneous items	7	n/a	Unfixed Heritage	Misc. Items	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out		
BA-OTH-08-A8.19-001	No functional use	07-001			Historic Switchboard	1	n/a	Fixed Heritage	Electrical Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-A8.22-001	Circulation	07-C01		0.5	Metal Pattress	2	n/a	Unfixed Heritage	Misc. Items	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell / MCC	Fit Out		
BA-OTH-08-A8.22-002	Circulation	07-C01		0.1	Courtyard Set	1	n/a	Unfixed Heritage	Building Material	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell	Externals	Building material to be assessed and re-used where possible	
BA-OTH-08-A8.22-003	Circulation	07-C01		0.5	Lead pipework	2	n/a	Unfixed Heritage	Pipework	Storage for re-location	Item will be recorded, removed and stored for re-use / re-location	Purcell	Fit Out/MEP		
BA-OTH-08-P08.01-001	Circulation	07-C02a			Gas light fitting	1	n/a	Fixed Heritage	Gas Fittings	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out/MEP	If a heritage items is located in a room with no public access, asset can remain in situ	
BA-OTH-08-P08.01-002	Circulation	07-C02a			Shelf above doors	1	n/a	Fixed Heritage	Shelving	Retain in-situ	Protect during the works as required	Purcell / MCC	Fit Out	If a heritage items is located in a room with no public access, asset can remain in situ	