



OUR TOWN HALL

ALTERATION AND DEMOLITION REPAIR SPECIFICATION

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Status: For Construction

C20 & C90

This Purcell Specification is based upon the National Building Specification (NBS). The Contractor's attention is drawn to the suffix letters **A**, **B** and ***** that occur after some of the clause numbers in the work sections.

These suffix letters are used as follows:

- ☐ ***** is used for a new clause, not found in the NBS
- ☐ **A** is used for an NBS clause which has been altered in the Purcell Standard Specification.
- ☐ **B** is used for a new clause in this particular Job Specification or against an existing clause from the Purcell Standard Specification amended for this project.

No liability is accepted for the incorrect application of this convention in this Specification.

Rev	Issued By	Issued For	Issue Date	Reviewed By	Revision Notes
-	RB	For Review & Comment	11/12/19	JC	Issued for Tender
01	SA	Construction	08/06/20	NM	Updated C20 clause for Tender. Omitted clause C41, M20 & M23 for Tender. Refer to specification OTH-PUR-TH-ZZ-SPE-A-5901_Rev 02 for the omitted clauses. Enabling joinery works updated

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C20 Demolition/ Alterations/ BWICs

GENERAL REQUIREMENTS

105 IDENTIFICATION OF THE WORKS

- Scope: Allow for consultation with the design team prior to commencing each type of alterations/demolition listed on the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395 and BWIC's schedule OTH-PUR-TH-ZZ-SCH-A-0395 so that the extent of the alterations/demolition can be agreed prior to work commencing.
- Contractor to provide 48 hours notice prior to undertaking work

106 DESK STUDY/ SURVEY / SETTING OUT/ REPORTING

- Scope: Before starting deconstruction/ alteration/ demolition work, examine available information, and carry out a review and understanding of:
 - the building fabric to be deconstructed/ demolished,
 - the building fabric adjacent to the works (including horizontally and vertically neighbouring areas that may be affected), and the surrounding area.
 - any fire lines in the Management Contractor's Site Management Plans that may be compromised by the works to ensure that temporary measures are put into place to compartmentalise fires as soon as opening is created.
 - Hazardous materials set out in the R&D Surveys and Intrusive Surveys, known risks are listed in clause 160 and in the Live Document: Project Risk Matrix
 - Identity and location of services, including those required for the Contractor's use, and arrangements for their disconnection and removal, and whether MEP Contractor attendance is required.
- Site Setting Out: Mark up on site (in a manner to be agreed) the limit of opening up to be undertaken before progressing with any works:
 - mark up as per the locations identified on the drawings
 - these are then to be reviewed by the Heritage Architect, and in some or all instances by the Conservation Officer at regular reviews.
 - as such, need to be coordinated and ready for batch review to not prevent any site progress
 - NO WORKS CAN PROGRESS ON ALTERING/DEMOLISHING FABRIC UNTIL THEY HAVE BEEN MARKED UP ON SITE AND APPROVED BY THE ARCHITECT (AND IN MANY/ALL CASES THE CONSERVATION OFFICER - FINAL METHODOLOGY TO BE AGREED)
- Reporting Ahead of Works: Method Statements for the following to be submitted in advance of works, to be approved by the Management Contractor, Structural Engineer, Architect, Conservation Officer as required:
 - Any fire lines that may need temporary measures
 - Any services that may be impacted by the works and require MEP Contractor attendance
 - Form and location of flammable, toxic or hazardous materials, including lead-based paint, and proposed methods for their containment, removal and/or disposal.
 - Impact and protection of heritage assets, including adjacent building fabric, during the works.
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for control of site transport and traffic.
 - The format of this reporting is to be in accordance with Lendlease requirements
- Reporting During Works: The specifications set out the assumed fabric build ups to be altered or removed; once demolition progresses, should any of the following factors arise, the Management Contractor, Contract Administrator should be notified immediately, for assessment:
 - Any temporary fire lines that may be compromised by the works without the plan to reinstate temporary protection measures
 - Any services to the building which are located that were not as expected
 - If the fabric is not as per the assumed make up noted in specifications or schedules, work is to cease for inspection as noted above, and approval must be gained prior to recommencement
 - Discovery of suspected hazardous substances
 - If it is suspected that continuation of works could cause damage to any of the protected heritage assets
 - This list is not exhaustive, any other matters that should raise suspicion that the opening or the building fabric exposed as part of the works is not as expected or is not as per the Listed Building Consent are to be raised immediately with the Management Contractor, Contract Administrator and Heritage Architect for review.
 - The format of this reporting is to be in accordance with Lendlease requirements

110A RECORDING BUILDING FABRIC PRIOR TO AND DURING OPENING UP / DEMOLITION

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location. Photographs to include:
 - the structure or structures prior to opening up / demolition,
 - photographs to show the various elements of the construction as the work progresses and the individual elements as they are exposed,
 - if external, the site on which the structure or structures stand, and
 - the surrounding area.

110B PROTECTION OF EXISTING BUILDING FABRIC DURING DEMOLITIONS / ALTERATION WORKS MANCHESTER TOWN HALL

- Description of the works: Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works. .
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions/alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated in the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395 and BWIC's schedule OTH-PUR-TH-ZZ-SCH-A-5810
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- Method Statements: Submit for the following
 - In addition to the services identified by ARUP, there may be additional services in the areas to be opened up and as such a method statement is required to identify the proposed methods for identification.
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

111 REMOVAL OF PLASTER FINISHES

- Description of the works: Careful removal of sections of decorative plaster and/or plaster & lath in accordance with the drawings and the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395.
 Methodology: Plaster to be removed at the junction between the slab and the supporting wall and between the primary and secondary beams in the locations identified. Minimum amount of plaster to be removed to enable inspection required.
 Plaster to be removed along a decorative joint/junction and retained following removal.
 Any existing laths to the underside of the plaster be photographed and Heritage Architect consulted prior to removal to ensure that removal of the laths is necessary to allow visual access.

112 PARTIAL DEMOLITION & ALTERATIONS OF MASONRY INFILL

- Description of the works: Careful removal of sections of masonry in accordance with the drawings and the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395.
- Brickwork to be recorded in accordance with Section C41-606*
- Brickwork to be released in accordance with Section C41-611

113 PARTIAL DEMOLITION & ALTERATIONS OF TIMBER PARTITION

- Description of the works: Careful removal of sections of timber partition in accordance with the drawings and the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395.
- Contractor to allow for undertaking a review of the areas to be opened up with the Architect to agree extents

115 PARTIAL DEMOLITION OF TRENCH FILLED WITH QUARRY TILES

- Description of the works: Careful removal of sections of trench infill using handtools and in accordance with the drawings and the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395.
- Contractor to allow for undertaking a review of the areas to be opened up with the Architect to agree extents

116 REMOVAL OF VINYL AND CEMENTITIOUS SLURRY OVER ORIGINAL QUARRY TILES

- Description of the works: Careful removal of using handtools and in accordance with the drawings and the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395. Resulting detritus to be carted away and disposed off site.
- Contractor to allow for undertaking a review of the areas to be opened up with the Architect to agree extents.

120 EXTENT OF DECONSTRUCTION/ DEMOLITION

- General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to levels / dimensions as detailed in the schedule the latest revision of the Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395 and shown on the drawings. If no guidance is given, contractor to consult with CA prior to undertaking the works. .

121 LIFTING EXISTING FLOOR BOARDS**GENERAL NOTE**

The lifting and reinstatement of floorboards and skirting is to be undertaken by joinery operatives from specialist conservation fine joinery firms with experience of working with fine joinery in Grade 1 listed buildings.

Where lifting up floorboards is specified the contractor will choose a floorboard up which has either; already been lifted or has been cut or damaged if possible. This is to ensure that the majority of the floorboards are kept intact and avoid splinters in the timber.

If floorboards need to be lifted next to walls, the contractor will carefully remove the skirting and other joinery in whole sections before the floorboard is lifted, confirmation required from Architect prior to removal of skirting or other heritage joinery items. If floorboards are located next to fireplaces contractor to take care not to damage the fireplace

LIFTING BOARDS

Lift boards carefully with hand tools as required to prevent edge damage and splitting and set aside for relaying.

Label each board with a stout paper tag 50 x 100mm recording room name and number, board location and orientation. Fix tag with steel staples and before lifting the board record the position in relation to adjoining boards on a copy of the drawing. Hand the record drawing to architect on completion. Before lifting any board or area of boards vacuum clean whole area. When drilling out nails vacuum clean all metal swarf and sawdust. When lifting board vacuum clean edges and cracks between boards as they are lifted.

Where nails are held fast centre punch and drill out using a low speed drill. Make good drilled holes in boards with timber pellets from matching wood and drill new holes for screws when relaying boards. Allow for removing all nails - 2 no. to every joist at 425mm centres - in this manner. - Stack boards neatly with sticks between each board aligned one above the other to allow ventilation and prevent distortion in designated area.

Provide temporary walk boards where necessary for access across voids where boards removed. Do not use existing boards for this purpose. Alternatively provide temporary barriers to prevent operatives/staff/visitors from falling into the voids.

In addition to the above allow for removing boards with metal tongues or dowels taking care to minimise damage.

STORAGE

Boards to be stored in the rooms from which they have been lifted. Boards to be stored at right angles to and bearing on the principal floor beams and within the first quarter span of the principal floor beams to prevent overloading of floor from stacked boards.

Where boards cannot be stored within the room they originate; prior to removal off site, record the moisture content of all timber and maintain this level during transit and storage. Upon return timber to be carefully acclimatised to the Relative Humidity. This is to mitigate movement and warping of timbers.

130 GROUNDWORKS

- Old foundations, slabs and the like: Break out in locations and to the extents stated.
- Contaminated material: Remove, and carry out remediation required by the Enforcing Authority.

140 BENCH MARKS

- Unrecorded bench marks and other survey information: Give notice when found. Do not remove marks or destroy the fabric on which they are found.

160 KNOWN RISKS

- Prior to the commencement of works, review the live Project Risks Document, asbestos surveys, and other surveys listed
- The following list is not exhaustive, but known risks to be incurred in the Demolitions package include the following:
 - Live services
 - Layers of services over years, creating lack of clarity when isolating
 - Asbestos, much of which was introduced in services installations
 - Lead Paint
 - Compromises to the site fire compartments
 - Creation of holes causing risk of falls
 - Services have been located embedded within the floor slabs of the corridors
 - Horse hair is present in plaster, but no anthrax was identified in the samples undertaken in the Intrusive Surveys
 - Rodents and other wildlife
 - Some floor pins have been left exposed in areas following removal of carpets and ply
 - Timber rot
 - Numerous BWIC openings that have been created over time without lintels or other support

220 LOCATION OF SERVICES

- Services affected by deconstruction/ demolition work: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked.
 - Marking standard: In accordance with National Joint Utilities Group 'Guidelines on the positioning and colour coding of underground utilities' apparatus'.

230A SERVICES DISCONNECTION ARRANGED BY CONTRACTOR

- General: As the building will be partially occupied for the duration of the works, the Contractor must seek permission from the Client prior to disconnecting any services. Once permission has been granted by the Client, the Contractor to arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment owned by those authorities prior to starting deconstruction/ demolition.

250 LIVE FOUL AND SURFACE WATER DRAINS

- Drains and associated manholes, inspection chambers, gullies, vent pipes and fittings:
 - Protect; maintain normal flow during deconstruction/ demolition.
 - Make good any damage arising from deconstruction/ demolition work.
 - Leave clean and in working order at completion of deconstruction/ demolition work.
- Other requirements: n/a .

DECONSTRUCTION/ DEMOLITION WORK**310 WORKMANSHIP**

- Standard: Demolish structures in accordance with BS 6187.
- Operatives:
 - Appropriately skilled and experienced for the type of work.
 - Holding, or in training to obtain, relevant CITB Certificates of Competence.
- Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.

320 GAS OR VAPOUR RISKS

- Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.

330A DUST CONTROL

- General: Manchester Town Hall is a Grade I listed building and as such any use of water or wetting agents have the potential to cause damage to the historic fabric of the building. Contractor to submit method statement for reducing dust levels as part of the works. Keep public roadways and footpaths clear of mud and debris.
- Lead dust: Submit method statement for control, containment and clean-up regimes.

340 HEALTH HAZARDS

- Precautions: Protect site operatives and general public from hazards associated with vibration, dangerous fumes and dust arising during the course of the Works.

370 PARTLY DEMOLISHED STRUCTURES

- General: Leave in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
- Temporary works: Prevent overloading due to debris.
- Access: Prevent access by unauthorized persons.

380 DANGEROUS OPENINGS

- General: Provide guarding at all times, including outside of working hours. Illuminate during hours of darkness.
- Access: Prevent access by unauthorized persons.

390 ASBESTOS-CONTAINING MATERIALS – KNOWN OCCURRENCES

- General: Materials containing asbestos are known to be present in: areas identified in the "Asbestos Refurbishment Survey Report - Manchester Town Hall" OTH-LUC-TH-ZZ-X-0002.
- Removal: By contractor licensed by the Health and Safety Executive, and prior to works starting in these locations.

391 ASBESTOS-CONTAINING MATERIALS – UNKNOWN OCCURRENCES

- Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials.
- Removal: Submit statutory risk assessments and details of proposed methods for safe removal.

410 UNFORESEEN HAZARDS

- Discovery: Give notice immediately when hazards such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/ demolition.
- Removal: Submit details of proposed methods for filling, removal, etc.

450 SITE CONDITION AT COMPLETION

- Debris: Clear away and leave the site in a tidy condition.
- Other requirements: Contractor to ensure that any areas which have been excavated for inspection and retained, are made safe either by ensuring the area is cordoned off or has a temporary cover..

MATERIALS ARISING**511 EMPLOYER'S PROPERTY**

- Components and materials to remain the property of the Employer: Manchester City Council.
- Protection: Maintain until these items are removed by the Employer or reused in the Works, or until the end of the Contract.
- Special requirements: All materials are to be carefully handled, salvaged and stored on site..

520 RECYCLED MATERIALS

- Materials arising from deconstruction/ demolition work: Can be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification and in accordance with any site waste management plan.
- Evidence of compliance: Submit full details and supporting documentation.
 - Verification: Allow adequate time in programme for verification of compliance.

ALTERATION MATERIAL/ ELEMENT**600 MASONRY - WALLS**

- Alterations/Demolitions of existing masonry walls as per the Architects drawings and in accordance with the dimensions stated in Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
- Size: Varies (refer to schedule); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
- Setting Out: As indicated on drawings - intention is for finished openings to be centrally located in any architectural niches
- Fire Line: Damper to the services engineers details, some of these openings may inhibit the temporary or permanent fire lines (refer to the schedule and fire strategy)
- Methodology: - Masonry Walls
 - Remove plaster finishes to perimeter walls to areas shown as per clause C20/112
 - Set out the opening on site aligning with mortar joints, should the mortar courses vary more than 25mm than that set out on the model, Heritage Architect to be notified.
 - Remove masonry to the area of internal wall indicated, cutting back brickwork to the nearest half brick where necessary to form neat opening in line with the Structural Engineer's Specification.
 - Brickwork to be recorded in accordance with Section C41/606*
 - Brickwork to be released in accordance with Section C41/611
 - New bricks to be feathered in and repointed
 - Allow for making good of lime plaster as per M23*-311* to the surrounding area (200mm perimeter allowance).
 - Leave in a stable condition, with adequate temporary support as per the Structural Engineer's detail at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
 - Temporary works: Prevent overloading due to debris.
 - Access: Prevent access by unauthorized persons.

601 MASONRY - FLOORS

- Alterations/Demolitions of existing masonry floors as per the Architects drawings and in accordance with the dimensions stated in Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
- Penetration of existing historic clinker concrete jack arch.
- Size: Width and Height are as indicated in Alterations Schedule, Depth - varies depending on floors build up.
- Setting Out: As indicated on drawings.
- Fire Lines & Stopping: The floor structure has an integrity of 83mins to maintain in the temporary and permanent fire strategy (refer to strategy)
- Methodology:
 - Remove plaster finishes from the underside of the area intended for the alterations
 - Remove the floor finish above proposed opening, ply boarding (which in places has been pinned and adhered to floor boards below), and local areas of floor boarding as C20/121. Boards to be recorded, protected and stored locally on site for reuse
 - Allow for clearing out of floor void to ensure drilling is safe from fire risk through sparks etc.
 - Remove concrete jack arch of the area intended for the alterations
 - Allow for making good of lime plaster as per M23*-311* to the surrounding area (200mm perimeter allowance).
 - Leave in a stable condition, with adequate temporary support as per the Structural Engineer's detail at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
 - Temporary works: Prevent overloading due to debris.
 - Access: Prevent access by unauthorized persons.

602 TIMBER - WALLS

- Alterations/Demolitions of existing timber stud walls as per the Architects drawings and in accordance with the dimensions stated in Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
- Size: Varies (refer to schedule); Depth - varies depending on wall build up.
- Setting Out: As indicated on drawings
- Fire Line: Damper to the services engineers details, some of these openings may inhibit the temporary or permanent fire lines (refer to the schedule and fire strategy)
- Methodology: - Modern timber stud partitions or Lath & plaster on timber stud partitions
 - Removal of modern stud partition, to allow for opening up and proposed layouts
 - Assumed fabric: plaster finishes on timber stud and boarded partitions or Lath & plaster on timber stud partitions
 - Allow for making good of lime plaster as per M23*-300* to the surrounding area (200mm perimeter allowance).
 - Leave in a stable condition, with adequate temporary support as per the Structural Engineer's detail at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
 - Temporary works: Prevent overloading due to debris.
 - Access: Prevent access by unauthorized persons.

603 TIMBER - CEILINGS

- Alterations/Demolitions of existing timber stud walls as per the Architects drawings and in accordance with the dimensions stated in Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
- Size: Varies (refer to schedule); Depth - varies depending on wall build up.
- Setting Out: As indicated on drawings
- Fire Line: Damper to the services engineers details, some of these openings may inhibit the temporary or permanent fire lines (refer to the schedule and fire strategy)
- Methodology: - Timber lath & plaster ceilings
 - Removal of lath & plaster ceiling to allow for opening up and proposed layouts
 - Assumed fabric: Lath & plaster on timber ceiling joists
 - Allow for making good of lime plaster as per M23*-300* to the surrounding area (200mm perimeter allowance).
 - Leave in a stable condition, with adequate temporary support as per the Structural Engineer's detail at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
 - Temporary works: Prevent overloading due to debris.
 - Access: Prevent access by unauthorized persons.

ALTERATION TYPES**710B ALTERATION TYPE 01: FULL DEMOLITION (FULL HEIGHT, FULL EXTENT)**

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
- Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

711B ALTERATION TYPE 02: PUNCHED OPENING WITH REMNANT OF WALL

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

712B ALTERATION TYPE 03: PARTIAL DEMOLITION

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For Alteration Repairs refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - In addition to the services identified by ARUP, there may be additional services in the areas to be opened up and as such a method statement is required to identify the proposed methods for identification.
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

713B ALTERATION TYPE 04: INFILL REMOVAL

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
 Format of report: paper and electronic submission.

714B ALTERATION TYPE 05: ALTERATIONS TO FINISHES FOR NEW SCREEN INTERVENTION

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

715B ALTERATION TYPE 06: NON-STRUCTURAL ALTERATION TO FLOORS

- Scope: Before starting any opening up / demolition work, all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works. Take up min 6no. floor boards from wall as C20/121 to full extent of alteration as marked on the Alterations and demolition plans OTH-PUR-TH-(varying levels)-DWG-A- 0363 to 0392 and retain boards for replaying. Reinstall 1no. floor board with screw fixings following installation of MEP and perimeter boxing detail. Allow for 4no. notches to each board to fit around posts to perimeter module.
- Special requirements:
 - Manchester Town Hall is a Grade I listed building and any demolitions or alterations must be restricted to the extent of fabric shown on the drawings and in accordance with the dimensions stated Alteration & Demolition schedule - OTH-PUR-TH-ZZ-SCH-A-0395
 - If an area for demolition has not been defined, the contractor is to contact the Heritage Architect for further clarification prior to undertaking any works
 - Contractor to be aware of type, location and condition of adjoining or surrounding premises and building fabric that might be adversely affected by removal of the structure or structures, or by noise, vibration and/ or dust generated during the works.
 - Contractor to be aware of the occupied areas of the building, (including the areas of parking in the central courtyards), and any restrictions relating to the levels of sound and/or activity.
- For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

716B ALTERATION TYPE 07A: EXISTING BRICKED-UP FIREPLACES TO BE OPENED UP

- Scope: Before starting any opening up of the existing bricked-up fireplace all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- See below the rooms where the existing bricked-up fireplaces to be opened up for relocated fire surround. For further detail refer to Fireplace Schedule OTH-PUR-TH-XX-SCH-A-5800:
 - 05-011 Scullery
 - 02-017 Visiting Inspectors
 - 02-014 Account office
 - 04-020 Highways
 - 02-012 Drawing Office
 - 02-006 Office
 - 01-018 Office
 - 01-014 Office
 - 02-007 treasurer, stock and bonds
 - 01-019 Office
 - 02-012 (1) Drawing Office
 - 02.005a Office
 - 05.008 Office
 - 03-019 Bedroom
 - 04-021 Highways
 - 04-022 Surveyors
 - 06-024 Surveyors
 - 05-004 Office
 - 06-023 Store/ Surveyor's
- Special requirements:
 - Size: Varies (depending on size of existing opening); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
 - Remove plaster finishes to area outlined as the existing bricked-up fireplace.
 - Remove masonry to the area of bricked-up opening, cutting back brickwork to the nearest half brick where necessary to form neat opening in line with the Structural Engineer's Specification.
 - Brickwork to be recorded in accordance with Section C41/606*
 - Brickwork to be released in accordance with Section C41/611
 - New bricks to be feathered in and repointed
 - Allow for making good of lime plaster as per M23*-311* to the surrounding area (200mm perimeter allowance).
 - Leave Fireplace opening in a stable condition, to receive relocated fire surround.
 - For making good to alterations refer to Alteration Elements C20/600 to C20/603
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

717B ALTERATION TYPE 07B: BRICK INFILL TO REOCATED FIREPLACE OPENINGS

- Scope: Before starting to brick-up the opening left by the relocated fireplace all areas affected by the works to be fully recorded by the Contractor using photography and a marked up drawing to show the location as per clause C20/110A.
Contractor to ensure that any areas of the building which are in the vicinity of the works are to be protected at all times from any form of damage as a result of the works including moisture, impact, abrasion or damage resulting from a change in environmental or climatic conditions. See section C90/120A for requirements for the general protection of the building during the works.
- See below the rooms where brick infill is required to reocated fireplace openings. For further detail refer to Fireplace Schedule OTH-PUR-TH-XX-SCH-A-5800:
 - LG-021 Book Room
 - LG-025 Office
 - GF-C01b Stationer Office
 - 01-C01e LM House Super
 - 01-C01f Butler's Pantry
 - 01-007 LM Office
 - 01-008LM Secretary
 - 01-016 Private Office
 - 01-024 Secretary
 - 01-025 Reading Room
 - 01-C04e Chief Clerk
 - 01-C01e (mezz)
 - 03-010 Office
 - 03-028 Bedroom
 - 04-024.2 Town Clerk Solicitor
 - 04-024.3 Town Clerk Solicitor
 - 05-C04a Gas Collectors
 - 05-002a Finance and Control
 - 06-C04c Store
- Special requirements:
 - Size: Varies (depending on size of existing opening); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
 - Brick infill to align accurately with existing masonry. Set out carefully to ensure satisfactory junctions with existing masonry and maintain existing joint widths.
 - Brick infill to match the existing bond. Additional ties /reinforcement are to be inserted to ensure patched brickwork is securely integrated.
 - Allow for making good of lime plaster as per M23*-311* to the surrounding area (200mm perimeter allowance).
- Method Statements: Submit for the following
 - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
 - Proposed programme of work, including sequence and methods of opening up/ demolition.
 - Arrangements for the recording, documentation and storage of items to be salvaged for re-use.
 - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
 - Arrangements for the protection of the adjacent building fabric during the works.
 - Arrangements for control of site transport and traffic.
- Format of report: paper and electronic submission.

800A BWICS SUPPORTING INFORMATION

The BWICs penetrations associated with the services are contained within the following drawings and schedules:

- Alterations and Demolitions Drawings OTH-PUR-TH-(varying levels)-DWG-A- 0363 to 0392 locate the BWIC in plan form around the building, differentiating the BWIC from more complex structural alterations
- Detailed drawings OTH-PUR-TH-ZZ-DWG-A-8103 - 8109, 5632 & 8170
- Setting out principles in drawings: OTH-PUR-TH-ZZ-SKE-A-0498/0500/0501
- BWIC Schedule OTH-PUR-TH-ZZ-SCH-A-5810
- BWIC VHS Room Plans OTH-PUR-TH-01-DWG-A-5441, 5442, 5452, 5453, 5367, 4568, 5472, 5478, 5498, 5499, 5520, 5524, 5525 & 5529
- Ramboll BWIC information captures the structural interventions as types.
- Arup BWIC information captures the fire stopping requirements for service passes

800B BWIC QUALITY SAMPLES

Advanced BWICs have been undertaken in the Mock up Rooms, and these are to be used as quality control samples for further workmanships.

800C EXISTING OPENINGS

A number of BWICs have been plotted using locations of existing penetrations to the fabric. Some of the BWIC types below are more likely to be the widening of existing openings and this has been noted.

800D BWICS TYPES

The BWICs are modelled and scheduled in 4no main types and are differentiated in the schedule:

- BWICs Type 1 to 19: these BWICs capture bespoke BWICs associated with primary services distribution routes. These are modelled and sized individually.
- Jack Arch Types (with separate sub-types): these are repetitive BWICs through the jack arches to provide power to light fittings and wifi. BWICs are not modelled individually, but are scheduled as one line per room, this doesn't represent one penetration per room, please refer to setting out drawings to understand quantity of the penetrations needed per room.
- Floor Hatch Types (with separate sub-types): these are repetitive BWICs in the floorboards to allow the installation of power and data floor boxes and hatches to access the light fitting module to the rooms below. BWICs are not modelled individually, but are scheduled as one line per room, this doesn't represent one penetration per room, please refer to setting out drawings and schedules to understand quantity of the penetrations needed per room.
- Under Corridor Type (with separate sub-types): these BWICs are not modelled individually, but are scheduled per room, the individual types represent the setting out information of these BWICs between the room-side and corridor-side of the walls.

801 TYPE 13 - PERIMETER SERVICES PENETRATIONS

- Penetration of existing masonry loadbearing wall for the installation of perimeter heating, ICT, power, cooling and ventilation services
- Size: Width and Height are as indicated in Alterations Schedule, Depth - varies depending on wall build up
- Fire Lines & Stopping: In some instances this BWIC opening penetrates a fire line (refer to temporary and permanent fire strategy)
- Existing Openings: In the majority of openings, there will be existing openings of varying sizes from former services routes.
- Mock Up Rooms Specific Note: During the mock up rooms, these openings need to retain some services in situ during works to keep the integrity of the building - refer to Services Engineers Information
- Methodology:
 - Remove plaster finishes to perimeter walls areas shown
 - Remove masonry to the area of internal wall indicated, cutting back brickwork to the nearest half brick where necessary to form neat opening in line with the Structural Engineer's Specification.
 - In places, these walls are 3-4 foot thick.
 - Install the 2no 10mm steel plates as per Ramboll specification (of varying widths aligning to the width of the walls) to transfer loading within the nearest existing masonry joints that align with the opening size, creating a minimum opening noted on schedule. If height of nearest mortar joint varies by more than 25mm, dimension to be agreed with Architect.
 - Existing mortar joint to be raked out to accommodate 100mm steel plate bearing
 - To ensure an even bearing and load transfer where masonry and mortar may undulate, dry pack with slate wedges where necessary
 - The other side of the plates are to be supported by steel channels fixed to the external wall - to Structural Engineer's Details
 - Lining: 2no layers of 50mm ablative coated rockwool batt installed to both sides within the newly formed opening and sealed with acoustic and intumescent sealant around services
 - Install services to Service Engineer's Details
- Detailed Drawing: OTH-PUR-TH-ZZ-DWG-A-8102
- Refer to Structural Engineer's details and specification and detailed drawing
- The inside of the opening is to be left sufficiently flush to install unistrut internally for the routing of services through penetrations
- Allow for the making good of the plaster to the surrounding area (200mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M20.
- Refer to the unistrut specification for details, installation to the existing fabric as follows:
 - Enabling works as C20/715B
 - Affixment to the perimeter fabric as per the unistrut specification in section P31

802 UNDER FLOOR CORRIDOR TYPE PENETRATIONS

- Penetration of existing masonry loadbearing wall, below the suspended finished floor line for the installation of power and data services connection from the rooms to the service trench in the corridor
- Detailed Drawing: OTH-PUR-TH-ZZ-DWG-A-8105
- Size: Generally 4no openings of 28mm core drill (refer to schedule); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
- Existing Openings: In some instances this BWIC opening is in a location of a preexisting opening, therefore will need filling in in places around services and a fire line of 30mins retaining
- Fire Lines & Stopping: Stopping to the services engineers details, generally these openings are 30mins in the temporary and permanent design (refer to the schedule and fire strategy)
- Methodology:
 - Lift single floorboard as C20/121 to wall side to set out the secondary services route depending on where the joists lie.
 - Ideally a location of an existing opening is to be reused, however these are not regular per space.
 - Once location has been selected and marked out following the principles above, lift only relevant floorboards as C20/121 to a width of approx. 1000mm to the room side of the proposed opening to gain access to the suspended void depth, record, protect and store boards locally
 - Allow to clear out any debris within the floor void to prevent sparks or obstructions
 - Clear out corridor trench from any obstructions at the receiving side of the core drill
 - Core drill 4no 25mm openings below the FFL horizontally through the masonry wall, into the corridor trench as set out in the Services engineers information
 - During work, maintain a watch on the terrazzo finish banding above the core drill to the corridor side, and stop works if any damage becomes evident
 - Services and fire rating around services to be installed as per the Engineer's details
 - Allow for repointing of brick to receive penetration as NBS F10 491.

803 TYPE 6, 7, 8: SERVICES PENETRATION THROUGH WALLS OF VARYING HEIGHT

- Penetration of existing masonry loadbearing wall, at a high level (access required) to allow for the penetration of ventilation services and grilled louvres
- Size: Varies (refer to schedule); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
- Setting Out: As indicated on drawings - intention is for finished openings to be centrally located in any architectural niches
- Height: the BWICs are separated into heights to allow varied access provision per opening
- Fire Lines:
 - For openings on a fire line, install dampers as necessary to the services engineers details
 - Where services pass through BWICs with future proofing sizing (Level LG) install 2no layers of 50mm ablative coated rockwool batt installed to both sides within the newly formed opening and sealed with acoustic and intumescent sealant around services
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Remove plaster finishes from the area intended for BWIC
 - Set out the opening on site aligning with mortar joints, should the mortar courses vary more than 25mm than that set out on the model, Heritage Architect to be notified
 - Carefully remove the bricks as shown in the drawings, minimising the number of bricks removed
 - 2no 10mm steel plates (varying in depth to align with the wall depths) to be installed into existing mortar joints with 100mm deep raking out to accommodate bearings - as per structural engineers details. To ensure a level bearing and load transfer, dry pack with slate wedges
 - Services and fire damper around services to be installed as per the Engineer's details
 - New bricks to be feathered in and repointed
 - New bespoke metal grille to vent the room refer to metalworks specification
 - Allow for the making good of the plaster to the surrounding area (100mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M23 311.
 - Allow for the making good of the plaster to the surrounding area (100mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M23 311.

804 JACK ARCH PENETRATION

- Penetration of existing historic clinker concrete jack arch allowing routing between the suspended floor voids power distribution above with light fittings and other services below
- Drawing: OTH-PUR-TH-ZZ-DWG-A-8106
- Size: 28mm diameter core drills
- Setting Out: As indicated on Purcell drawings 499, 500 and 501 - the design intention is for the light fittings and any other services to be centrally located within the jack arches, so core drills are to be from the highest point of the arch
- Fire Lines & Stopping: The floor structure has an integrity of 83mins to maintain in the temporary and permanent fire strategy (refer to strategy)
- Methodology:
 - Remove plaster finishes from the underside of the area intended for BWIC
 - Remove the floor finish above proposed opening, ply boarding (which in places has been pinned and adhered to floor boards below), and local areas of floor boarding as C20/121. Boards to be recorded, protected and stored locally on site for reuse
 - Allow for clearing out of floor void to ensure drilling is safe from fire risk through sparks etc.
 - Core drill 28mm diameter through concrete jack arch between floors
 - Services, ceiling rose and fire stopping around services to be installed as per the Services Engineer's details
 - Allow for the making good of the plaster to the surrounding area (100mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M23 311.

805 TYPE 19: CEILING PENETRATION**SCHEDULED**

- The opening up in lath and plaster ceilings is to be undertaken by specialist conservation plasterers with experience of working with decorative lime plaster (including hair lime plaster) in Grade 1 listed buildings.
- The ceilings are assumed to be of lath and plaster construction which comprises split or riven timber laths (6mm x 25mm – 32mm) spanning between and nailed to ceiling joists spaced at approximately 350 – 400mm centres. The laths will be spaced 6-10mm apart to allow the 3 coat haired lime plaster to form plaster nibs between the laths which support the plaster.
- To maintain the integrity of the ceiling when forming openings it is necessary for the hatch length to be that of the spacing between the centre line of the support joists. To ensure that damage to the surrounding ceiling does not occur due to springing of the laths, fast moving jigsaws should not be used. Tools to be used are slow speed drills, hand held padsaws or specialist oscillating blade saws such as Arbotech AS170 Allsaw or Fein Multimaster saw.
- Size: see schedule - sizes vary
- Methodology:
 - Scan area of intended hatch with electric cable detector to determine whether any cables are present.
 - Pilot drill hole in ceiling with slow speed drill to form small opening.
 - Remove small area of plaster with padsaw to expose laths and determine direction of lath span.
 - Cut out line of plaster down length between two laths using padsaw to determine position of ceiling joists.
 - To safeguard against damage to surrounding ceiling areas a plywood hole template can be used. 12mm sheet of plywood 600 x 600 with a hole 300 wide x length between joist centres. The plywood template is screwed through the ceiling to the joist centres and prevents springing of the laths and cracking to the plaster when the plaster is cut from the hatch area. If the joist centres are regular the templates can be re-used on successive hatches.
 - Cut out plaster down length between other laths to desired hatch width (300mm).
 - Cut end edge to plaster down centre line of joists.
 - Cut laths down centre line of joists and remove to form hatch opening. Note : laths probably won't be re-usable to reinstate plaster as lath nails will probably split removed laths.
 - Allow for cutting of joists if joist crosses the opening and also for 2no. trimmer joists to G20/212

NOT SCHEDULED

- Penetration of existing lath and plaster ceiling on joists at level 06 allowing routing between the ceiling void, power distribution above with light fittings and other services in rooms below
- Size: 28mm diameter openings required for light fittings and larger openings as scheduled for proposed access hatches
- Setting Out: As indicated on lighting drawings
- Methodology:
 - Remove lime plaster finishes from the underside of the area intended for BWIC
 - Remove sections of lath to ensure an opening at least 28mm diameter for the dropping of services through the ceiling, retain laths and store locally. Where openings are larger, cut and brace joists as per Structural Engineer's Details in preparation for the installation of access hatches.
 - Services, ceiling rose and fire stopping around services to be installed as per the Services Engineer's details, ensure any lighting is suspended from joists, allowing timber cross bracing where necessary to span
 - Allow for the installation of lath sections (using the removed laths where possible) to fill in any gaps around opening
 - Allow for the making good of the plaster to the surrounding area (100mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M23 311.

806 FLOOR BOARD PENETRATION BELOW PERIMETER BOXING AND SERVICES (NOT SCHEDULED)

- Penetration of floor boards to allow for services to pass from the boxing in distribution into the floor void below floor boards
- Size: 28mm diameter core drills through timber floor boards

807 FLOOR BOX AND ACCESS HATCH INSTALLATIONS

- Penetration of existing timber floor boards to allow for installation for floor boxes and access hatches to service the light fittings to the spaces below
- Drawing: OTH-PUR-TH-ZZ-DWG-A-8103 and 8104
- Size: see drawings - sizes vary
- Setting Out: As indicated on drawings - intention is for the light fittings and any other services to be centrally located within the jack arches, so core drills are to be from the highest point of the arch, so floor boxes set out to reflect this, and to ensure flexibility in power provision in rooms
- Methodology:
 - Remove the floor finish above proposed opening, ply boarding (which in places has been pinned and adhered to floor boards below), and local areas of floor boarding as C20/121. Boards to be recorded, protected and stored locally on site for reuse
 - Clear out floor void to ensure drilling is safe from fire risk through sparks etc.
 - Install the multi compartment floor boxes within the voids, with the cable draws, penetrations and services installed to the Service Engineers details
 - Install retained floor boards and varying finished build ups in the recessed metal floor box lids

808 TYPE 1: TRENCH EXTENSION TO HAVE GRILLED COVER

- Extension of existing trenches and alterations to existing grilles
- Size: see schedule - sizes vary
- Methodology:
 - Prior to removing floor grilles, fix a tag with cable tie or similar and label with room name, number and location
 - Create photographic record of grilles in situ and record the position in relation to adjoining boards on a copy of the drawing. Hand the record drawing to architect on completion
 - Carefully loosen and lift grilles with hand tools as required
 - Before lifting vacuum clean whole area. When lifting grille vacuum clean edges and cracks as they are lifted and within any accessible void.
 - Stack grilles vertically with spacers neatly
 - Provide temporary protection to main contract
 - Grilles to be stored with labels in a designated space within the town hall. if any tags are removed when grilles are being cleaned and painted, a tag must be resecured once works on each grille are completed so that the record of where the grille should be located is retained for reinstatement. all timber and maintain this level during transit and storage.
 - Upon return to specific rooms for refitting, grilles are to be refitted in original layout allowing for any modifications to trenches and fitting details.

809 TYPE 2: PROPOSED SERVICE DUCT BENEATH MOSAIC

- Description: New service duct to be routed beneath the mosaic floor in the corridors spanning from the central block risers to the furthest gridded trench. This BWIC includes the requirement to penetrate the wall below FFL to the reverse of the riser in the central block, and where indicated into a riser on the outer side of the corridor. A channel is to be cut in the substrate to the mosaics to enclose this containment then the mosaics to be reinstated over the top. This was undertaken as an Intrusive Survey in 2009 design 19,
- Preparation:
 - Carefully mark a chalk grid on the floor in the area where the mosaic is to be removed extending a minimum of 100mm on each side of the area.
 - Mark refreshes on the grid lines and photograph the floor taking overall and close up views that clearly show the location in relation to the grid.
 - Prepare separate containers for the removed tesserae as per M40 mosaic repair specification
- Methodology:
 - Remove and store tesserae to 50mm either side of the chalked up band to be lifted so these are not damaged in cutting the substrate
 - Allow for cutting along the line of the exposed substrate to create new service duct. Extent to be agreed on site to determine the likelihood of extracting the central band as a single slab.
 - If it is possible to remove the section in its entirety this is to be set aside to allow inspection of substrate to underside. Set aside the tesserae and slab section.
 - Following removal of the central section, use this channel to access any required core drills to the corridor wall to gain service penetration to the risers beyond the corridors. Treating the mosaics above this area in the same manner as the central section.
 - Install service duct and services beneath the mosaic in a lidded chamber, including draw cables for future services installation
 - Install any fire rating measures to the penetrations to the corridor walls.
 - Place lid on the chamber, and build up the bedding with mortar.
 - Following inspection by architect, base of slab with tesserae to be scabbled and re-bedded in mortar as Z21 and removed tesserae to be reinstated in accordance with section 125.
- Fire Lines: Where services pass through corridor wall lines, these are changes in the fire compartment and require fire proofing measures. Ratings vary - refer to the fire strategy.
- Size: line of cut to the mosaic route to be aligned with the decorative mosaic banding

810 TYPE 3: PROPOSED SERVICE DUCT TO BE INSTALLED WITHIN SUSPENDED FLOOR

- Services distribution within the suspended timber floor, to have floorboards reinstated or trench heating installed
- Size: see schedule - sizes vary -
OTH-PUR-TH-ZZ-SCH-A-5810 (BWIC schedule)
- BWIC detailed on drawings below:
Heritage Spaces (VHS Rooms) -
OTH-PUR-TH-ZZ-DWG-A-8108
OTH-PUR-TH-ZZ-DWG-A-8109
Other Rooms -
OTH-PUR-TH-ZZ-DWG-A-8107
- Setting Out:
Heritage spaces (VHS rooms):
Some of these runs are thought to be existing following intrusive surveys undertaken in 2019. Samples of the floor covering are to be investigated with additional care prior to setting out these routes. OTH-PUR-TH-01-DWG-A-5498 - Room: 01-001
OTH-PUR-TH-01-DWG-A-5499 - Room: 01-001
OTH-PUR-TH-01-DWG-A-5472 - Room: 01-002
OTH-PUR-TH-01-DWG-A-5452 - Room: 01-003
OTH-PUR-TH-01-DWG-A-5453 - Room: 01-003
OTH-PUR-TH-01-DWG-A-5478 - Room: 01-004
OTH-PUR-TH-01-DWG-A-5467 - Room: 01-005
OTH-PUR-TH-01-DWG-A-5468 - Room: 01-005
OTH-PUR-TH-01-DWG-A-5441 - Room: 01-006
OTH-PUR-TH-01-DWG-A-5442 - Room: 01-006
OTH-PUR-TH-01-DWG-A-5520 - Room: 01-033
OTH-PUR-TH-01-DWG-A-5524 - Room: 01-033
OTH-PUR-TH-01-DWG-A-5525 - Room: 01-033
OTH-PUR-TH-01-DWG-A-5529 - Room: 01-033

Other Rooms: the extent is shown on the Alterations and demolition plans below. Also refer to MEP drawings

OTH-PUR-TH-GF-DWG-A-0367
OTH-PUR-TH-GF-DWG-A-0368
OTH-PUR-TH-GF-DWG-A-0369
OTH-PUR-TH-GF-DWG-A-0370
OTH-PUR-TH-01-DWG-A-0371
OTH-PUR-TH-01-DWG-A-0372
OTH-PUR-TH-01-DWG-A-0373
OTH-PUR-TH-01-DWG-A-0374
OTH-PUR-TH-02-DWG-A-0378
OTH-PUR-TH-02-DWG-A-0379
OTH-PUR-TH-02-DWG-A-0380
OTH-PUR-TH-02-DWG-A-0381
OTH-PUR-TH-04-DWG-A-0384
OTH-PUR-TH-05-DWG-A-0385
OTH-PUR-TH-05-DWG-A-0386

- Trench Heating: Some of these runs enclose trench heating systems (refer to the Service Engineer's Heating design for these locations), in these instances, the floorboards removed (if parallel to the trench heater) will be removed as C20/121 and stored for possible reuse elsewhere in the building. Where these are in parquetry spaces, refer to the Parquetry specifications for treatment and reuse notes.
- Methodology:
 - Lift single floorboard as C20/121 to set out the services route and determine extent of alterations shown on Enabling package .
 - Once location has been selected and marked out following the principles above, lift only

relevant floorboards as C20/121 to gain access to the suspended void depth, record, protect and store boards locally. number of boards and joist trimming details showing on detail drawings

Heritage Spaces (VHS Rooms) -

OTH-PUR-TH-ZZ-DWG-A-8108

OTH-PUR-TH-ZZ-DWG-A-8109

Other Rooms -

OTH-PUR-TH-ZZ-DWG-A-8107

- Allow to clear out any debris within the floor void to prevent sparks or obstructions
- Cut or notch joists where required to install services trays where runs are perpendicular to the joists
- Where runs are parallel to joists, distribution to run between joists if possible.
- Detail differs to orientation of floor boards, consult with architect if unsure

811 TYPE 4: OPENING IN STRUCTURAL COMPOSITE FLOOR

- Varying sized and methodology of openings through the composite floor where services will be passing through the floor as risers or single drops.
- Size: see BWIC schedule - sizes vary
- Fire Lines:
 - As per the fire strategy - risers are fire rated vertically, so if these openings are within protected risers, with fire ratings to walls, no horizontal fire rating is required. Alternatively, all of these BWICs will require fire stopping details in line with the Service Engineer's specification
 - Install dampers as necessary to the services engineers details
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Once location has been selected and marked out following the principles above, lift only relevant elements of the floor finish. Record, protect and store finishes locally in a methodology to be pre-approved.
 - Undertake the alteration to the slab as set out by the Structural Engineer's information
 - Ensure adequate protection to surroundings in both rooms impacted by the works.
 - Allow to clear out any debris within the floor void to prevent sparks or obstructions

812 TYPE 5: OPENING TO BOTTOM OF TRENCH THROUGH COMPOSITE FLOOR

- Services distribution running within the existing corridor trenches, forming a new penetration through the bottom of the trench, through the slab to the space below
- Size: see schedule - sizes and method of construction vary
- Fire Lines:
 - All of these openings require fire stopping as per the Service Engineer's information
 - Install dampers as necessary to the services engineers details
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Heritage spaces: the setting out of these service runs can be found on the Purcell Very High Significance drawings 5350 to 5800 series.
- Methodology:
 - Set out the proposed opening from the trench run, and where possible, locate the space below
 - Once setting out location has been agreed, drill an opening through the bottom of the trench in line with the Structural Engineer's methodology
 - Install services and fire stopping to Services Engineer's Specification

813 TYPE 9: THROUGH FAN LIGHT

- Services distribution utilising existing fan light over doors, generally in Level LG to route services between the Corridors and rooms. Some are external fan lights.
- Size: existing fan light size, or if the services are only single cables, some BWICs are drills through panelling
- Existing Opening: a number of these openings are existing holes to the fabric with services penetrating through. Following MEP strip, the openings will need to be assessed by the Conservation architect to validate the extent of further fabric removals
- Fire Lines:
 - BWICs with a fire rating are noted up on the shcedule, but most of these are fire rated, unless they are external, and will require fire rating as per the Service Engineer's information
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Once the existing opening has been inspected and validated, open up the fan light penetration by removing any previous damaged debris such as glass or timber panelling
 - Allow for the removal of timber frame where indicated, however this is to be validated by the Architect once services have been removed
 - Install services and fire stopping to Services Engineer's specification
 - External doors

814 TYPE 10: BELOW FLOOR

- Services distribution utilising existing fan light over doors, generally in Level LG to route services between the Corridors and rooms. Some are external fan lights.
- Size: existing fan light size, or if the services are only single cables, some BWICs are drills through panelling
- Existing Opening: a number of these openings are existing holes to the fabric with services penetrating through. Following MEP strip, the openings will need to be assessed by the Conservation architect to validate the extent of further fabric removals
- Fire Lines:
 - BWICs with a fire rating are noted up on the shcedule, but most of these are fire rated, unless they are external, and will require fire rating as per the Service Engineer's information
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Once the existing opening has been inspected and validated, open up the fan light penetration by removing any previous damaged debris such as glass or timber panelling
 - Allow for the removal of timber frame where indicated, however this is to be validated by the Architect once services have been removed
 - Install services and fire stopping to Services Engineer's specification
 - External doors

815 TYPE 14: DRILL THROUGH HIGH SIGNIFICANCE FINISHES

- Services distribution utilising existing fan light over doors, generally in Level LG to route services between the Corridors and rooms. Some are external fan lights.
- Size: existing fan light size, or if the services are only single cables, some BWICs are drills through panelling
- Existing Opening: a number of these openings are existing holes to the fabric with services penetrating through. Following MEP strip, the openings will need to be assessed by the Conservation architect to validate the extent of further fabric removals
- Fire Lines:
 - BWICs with a fire rating are noted up on the shcedule, but most of these are fire rated, unless they are external, and will require fire rating as per the Service Engineer's information
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Once the existing opening has been inspected and validated, open up the fan light penetration by removing any previous damaged debris such as glass or timber panelling
 - Allow for the removal of timber frame where indicated, however this is to be validated by the Architect once services have been removed
 - Install services and fire stopping to Services Engineer's specification
 - External doors

816 TYPE 15: ADAPTATION TO EXISTING WINDOW TO ALLOW PENETRATION OF SERVICES EXTERNALLY

- Services distribution utilising existing fan light over doors, generally in Level LG to route services between the Corridors and rooms. Some are external fan lights.
- Size: existing fan light size, or if the services are only single cables, some BWICs are drills through panelling
- Existing Opening: a number of these openings are existing holes to the fabric with services penetrating through. Following MEP strip, the openings will need to be assessed by the Conservation architect to validate the extent of further fabric removals
- Fire Lines:
 - BWICs with a fire rating are noted up on the shcedule, but most of these are fire rated, unless they are external, and will require fire rating as per the Service Engineer's information
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Once the existing opening has been inspected and validated, open up the fan light penetration by removing any previous damaged debris such as glass or timber panelling
 - Allow for the removal of timber frame where indicated, however this is to be validated by the Architect once services have been removed
 - Install services and fire stopping to Services Engineer's specification
 - External doors

817 TYPE 16: FLOOR DRAIN (WITH CORE THROUGH FLOOR BENEATH)

- Description: BWIC to accommodate channel drainage to catering and sanitary areas in line with the Arup specification OTH-ARU-TH-ZZ-SPE-B-0011. Refer to the Arup Public Health above ground drainage Drawings (22400 series) to locate the channels as identified on the Alterations and Demolitions Drawings OTH-PUR-TH-(varying levels)-DWG-A- 0363 to 0392. This BWIC combines the lifting of floorboards to install the channel and also the required core drill to route drainage vertically.
- Size: The size of the overall BWIC to accommodate the channel is currently unknown as the direction of joists are unknown in the central block
The core drill below for drainage is 152mm diameter.
- Fire Lines:
 - The drainage beneath passes through a floor zone, and therefore requires 90min fire stopping protection in line with the Arup Fire Stopping information
- Methodology:
 - Set out the BWIC on the floor boards with a template and chalk prior to lifting floorboards
 - Lift min 4no. floorboards in width. Lift full boards to the extent of the drainage runs as indicated on Arup Public Health above ground drainage Drawings (22400 series) as C20/121
 - Allow for notching to existing joists if required for drainage pipe runs, to confirm with Arup. notching to be no more than 25% of joist depth. Notching to be chalked out and confirmed with architect prior to work
 - Where vertical drainage route conflict with a joist position, allow for 2no. cuts to floor joists, new timber levelers/ packers at 35x50mm to support edges of joists and new section of joist to be positioned adjacent to new opening

818 TYPE 17: OPENING TO EXTERNAL WALL/MOAT WALL

- Description: New opening to the Albert Square side of the moat wall to route power and data services from the public realm to the building in line with Arup drawings OTH-ARU-EE-ES-DWG-B-10401
- **Stonework alteration to be included within the externals stonework package and undertaken by specialist WP contractor**
- Size and setting out: see the external fabric information drawings OTH-PUR-EX-ZZ-DWG-A-4121, 2 ,3 for detail of which stones to be removed

819 TYPE 18: ALTERED WINDOWS TO ALLOW SERVICES PENETRATION

- Description: Located in an area of a previous window that has since been blocked, this BWIC opens up a section of the previous infill to route services through to the moat.
- **Stonework alteration to be included within the externals stonework package and undertaken by specialist WP contractor, window alteration to be within the window package**
- Size: Penetrations vary (see the schedule)
- Weatherproofing: These are external penetrations, so all require waterproofing details - refer to the externals alterations package for details and allow for temporary waterproofing during the works.
- Existing Opening: The penetration does not exceed the original window size, so the penetration is set out within the niche of the masonry. Some of these BWICs are only currently accessible from one direction due to strip out required internally, or penetrations to below external FFL. Some are blocked with only board, some masonry, and others a hybrid of both. Please note: possible ACMs infilling existing windows, refer to asbestos test results for confirmation and removals prior to carrying out works. Larger openings are detailed on the external alterations information to set out which stonework is to be removed.
- Methodology (Board infill):
 - where the former window is blocked with only boarding, carefully remove from the opening then allow access for Conservation Architect to inspect the opening prior to proceeding.
 - reinstate with either masonry or a window detail as set out in the externals package, incorporating the services installation.
- Methodology (Masonry infill):
 - Mark out in chalk the proposed opening aligning with masonry joints to limit the quantity of fabric to be removed and obtain approval from Conservation Architect prior to undertaking works
 - reinstate with either masonry or a window detail as set out in the externals package, incorporating the services installation.

820 TYPE 10: SERVICES PENETRATION THROUGH WALLS BELOW FFL

- Penetration of existing masonry loadbearing wall, to allow for the penetration of ventilation services and grilled louvres
- Size: Varies (refer to schedule); Depth - varies depending on wall build up, approx. 2-3 skins of masonry
- Setting Out: As indicated on drawings
- Height: below FFL
- Fire Lines:
 - For openings on a fire line, install dampers as necessary to the services engineers details
 - Where services pass through BWICs with future proofing sizing (Level LG) install 2no layers of 50mm ablative coated rockwool batt installed to both sides within the newly formed opening and sealed with acoustic and intumescent sealant around services
 - Some of these openings may inhibit the temporary fire lines during the works (refer to the schedule and fire strategy)
- Methodology:
 - Remove any plaster finishes from the area intended for BWIC
 - Set out the opening on site aligning with mortar joints, should the mortar courses vary more than 25mm than that set out on the model, Heritage Architect to be notified
 - Carefully remove the bricks as shown in the drawings, minimising the number of bricks removed
 - 2no 10mm steel plates (varying in depth to align with the wall depths) to be installed into existing mortar joints with 100mm deep raking out to accommodate bearings - as per structural engineers details. To ensure a level bearing and load transfer, dry pack with slate wedges
 - Services and fire damper around services to be installed as per the Engineer's details
 - New bricks to be feathered in and repointed
 - Allow for the making good of the plaster to the surrounding area above FFL (100mm allowance above opening) as per the plaster specification and junction detail. Refer to NBS M23 311.
 - Allow for the making good of the plaster to the surrounding area (100mm perimeter allowance) as per the plaster specification and junction detail. Refer to NBS M23 311.
 - Where opening is located below FFL, Lift floorboards locally as C20/121 to wall side
 - Where existing joist prevents access to desired area, other locations should be considered first. If alternative is not suitable, joist to be locally cut and reinstated. New timber joist to be fixed adjacent to cut to SE size and specification.
 - Where existing joist bearer limits access, allow for 50mm trimmed from top to facilitate the formation of the new BWIC. Removed piece to be carefully trimmed out and retained and reinstated following formation of BWIC. Allow for 1no. to full width of opening to be made.

821 PENETRATION TO EXISTING CILLS TO LEVEL 05 & 06 FOR ACCESS TO GUTTERS

- Penetration of existing timber cills in levels 05 and 06 window recesses to allow for access to the gutters within to clear blockages
- Size: see schedule - sizes vary
- Methodology:
 - Remove the timber cill to allow for clearing out gutters during works and installation of boxing in details
 - Set out access hatch locations, reusing the timber cill, drilling openings

822 CORRIDOR TRENCH AMENDMENTS TO GRILLES

- Alterations to existing grilles, lifting, ceaning and reinstating to orginal pattern
- Size: see schedule - sizes vary
- Methodology:
 - Prior to removing floor grilles, fix a tag with cable tie or similar and label with room name, number and location
 - Create photographic record of grilles in situ and record the position in relation to adjoining boards on a copy of the drawing. Hand the record drawing to architect on completion
 - Carfully losen and lift grilles with hand tools as required
 - Before lifting vacuum clean whole area. When lifting rille vacuum clean edges and cracks as they are lifted and within any accessible void.
 - Stack grilles vertically with spacers neatly
 - Provide temporary walk boards where necessary for access across voids. Alternatively provide temporary barriers to prevent operatives/staff/visitors from falling into the voids.
 - Grilles to be stored with labels in a designated space within the town hall.
if any tags are removed when grilles are being cleaned and painted, a tag must be resecured once works on each grille are compleated so that the record of where the grille should be located is retained for reinstatement.
all timber and maintain this level during transit and storage.
 - Upon return to specific rooms for refitting, grilles are to be refitted in original layout allowing for any modifications to trenches and fitting details.

831 ALTERATIONS TO EXISTING HISTORIC JOINERY AND CABINETS

Alterations for services distribution through existing historic joinery and cabinets - refer to OTH -PUR-XX-XX-RPT-A-0113 for design options

Size: tbc- the openings will need to be assessed by the Conservation architect to validate the extent of further fabric removals

Fire Lines:

N/A (refer to the schedule and fire strategy)

Recording:

- Prior to any works, label each joinery item with a stout paper tag 50 x 100mm recording room name and number, location and orientation.
- Create photographic record in situ and record the position in relation to adjoining floorboards on a copy of the drawing. Hand the record drawing to architect on completion
- Agree full scope of works with architect prior to starting.
- Methodology (in principle):
 - Carry out an inspection for any pre existing damage or defects within the surface as this may have implcations on th e methodology adopted
 - use hand tools or, where appropriate a hand held drill
 - Remove any items that are screw fixed and can easily be unsecured without distruping or damaging any adjacent joinery or finishes eg. cabinet doors, label individual loose items with stout paper tag 50 x 100mm recording room name and number, location and orientation and retain ironmongary for re-fitting in a labelled, sealed bag
 - Allow for partial dismanteling of timber panels with may be fixed to masonry items. Agree with architect extent prior to works. Ensure all items are labelled and any damage to plater or other joinery items is made good.
 - Final proposed and modification to be determined with client and conservation bodies. For enabling allow for the careful dismantling and protection and storage of cabinetry to facilitate installation of new services. Where possible (particulrly relevant to staterooms) existing joinery has been designed to be distmantled and should be done so in that way. In some instances this will require careful scraping back of paint to reveal fixings to allow for loosening of screw fixings. Individual doors on hinges or frames to be dismantled from hinges.

C90
Alterations - spot items

Section Revision History

No.	Purpose	
0	For Tender	5th Jun 2020

Clauses amended in Revision 0

This is the first revision stamp for this section. For all future revision stamps, details of all clauses amended at that revision will be included here.

C90 Alterations - spot items

GENERAL

110 DESCRIPTIONS

- Location of spot item descriptions: as shown on drawings and identified on schedule.

115 WORKS TO CARPETS

- Location of spot item descriptions:
Committe Room 1 - 01-028 (A2.13_1)
Committe Room 2 - 01-027 (A2.16)
Committe Room 3 - 01-026 (A2.17) Approx. 657cm L x 553cmW
Lord Mayors Staircase - S-05 & GF-03 (AS.8_1 & AS.8_3)
- Photo sheet: OTH-PUR-TH-01-DWG-A-8185
- Description of the works: Undertake cleaning of carpets insitu by locally lifting, cleaning, rolling & storing and reinstating for moderate use.
Methodology:
 - Edgings to be removed during soft strip works prior to cleaning
 - Record existing carpets locations and condition. small, loose fibres to be removed for analysis, to be agreed with architect.
 - A light clean to be carried out while the carpet is in place, following the guidance from a textile conservator. This may involve the use of a small hand held vacuum cleaner, which must only be used following the direction of the pile.
 - Full commercial clean to be undertaken. COSHH and risk assessments to be supplied to Principal Designer
 - Existing carpet to be rolled onto an acid free tube which is longer than the length of carpet.
 - Strip back existing underlay using hand tools if required to scrap and dispose
 - Provision to be made for team of people to carry this out must be made, as the carpet must not be dragged or held in tension.
 - Once rolled, the carpet should then be wrapped in a washed cotton dust sheet. To be stored at MCC off site facility with other building assets. A method statement provided by the contractor.
 - All waste to be removed from site
 - Damaged edges to be carefully trimmed back specialist, extent agreed to be agreed with architect.

120 EMPLOYER'S PROPERTY

- Components and materials arising from alterations that are to remain the property of the Employer: Any item so to be reinstated as part of the works or saved for reinstatement at a later date..
 - Protection: Maintain until items listed above are removed by the Employer or reused in the Works, or until the end of the Contract.
- Special requirements: Special consideration given to the environmental conditions of the storage area to ensure that the items to be stored do not suffer any subsequent deterioration or damage, (ideally the item will be stored in the same room in which the item was fitted). Items to be recorded, labelled, transported and stored in a way which prevents any damage from impact & abrasion and compression. There should be adequate air flow around the item to reduce the risk of deterioration though moisture build up and fluctuations in temperature and humidity should be avoided..

121 BUILDING PROTECTION

- Contractor to be aware of the requirement to protect all finishes which are not included in the works, including any area of the building used as access to the works in accordance with C20/110B

130 RECYCLED MATERIALS

- Materials arising from alterations: May be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification and in accordance with any site waste management plan.
- Evidence of compliance: Submit full details and supporting documentation.
 - Verification: Allow adequate time in programme for verification of compliance.

150 INSPECTION

- Purpose: To confirm nature and extent of repair/ renovation/ conservation work shown on drawings and described in survey reports and schedules of work.
- Reporting Ahead of Works: Method Statements for the following to be submitted in advance of works, to be approved by the Management Contractor, Structural Engineer, Architect, Conservation Officer as required:
- Timing: [Contractor to notify Design team that the area is ready for inspection and design team to inspect within 1 week].
- Instructions issued during inspection: [any instructions to be confirmed in writing with specification and drawings if required].