Manchester City Council

Our Town Hall Project

Building Services Strip-out Specification

OTH-ARU-TH-ZZ-SPE-B-0002

C01 | 27 March 2020

Job number 256650

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OUR TOWN HALL PROJECT

ARUP

Document Verification

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Document revisions

The following specification clauses / sections have been revised between version P01 and version C01 of this document. For clarity, references which previous stated ‘the Contractor’ have been replaced through with ‘the Works Contractor’.

Revisions associated with update to Construction Status

The following revisions have been made associated with bringing the document up to Construction Status:

- 1.1.1.2
- 1.1.1.3
- 1.1.1.5
- 1.1.1.6
- 1.1.1.7
- 1.1.1.8
- 1.1.1.9
- 2.4.3.1
- 2.4.5.1
- 2.5.1.3
- 3.2.1.4
- 3.2.1.5
- 3.3.1.7
- 3.4.1.2
- 3.4.1.3
- 3.5.1.1
- 3.5.1.2
- 3.6.1.2
- 3.6.1.3
- 3.7.1.2
- 3.7.1.3
- 3.8.5.1
- 3.8.6.1
- 3.10.1.1
- 3.13.1.1
- 3.13.1.2
- 3.14.1.1
- 3.14.1.3

- 3.16.1.2
- 3.16.1.3
- 3.17.1.5
- 3.18.1.1
- 5.1.1.3
- 5.2.1.1
- 5.3.1.2
- 5.3.1.6
- 5.5.1.1
- 5.8.1.9
- 5.11.1.1
- 6.1.1.1
- 6.1.1.4
- 6.2.1.1
- 6.2.1.2
- 6.3.1.2
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- 7.6.1.1
- Appendix A
- Appendix B
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- Appendix E
- Appendix F
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Revisions associated with NG Bailey derogations

The following revisions have been made associated with agreed NG Bailey specification derogations:

- 3.4.1.2
- 3.14.1.1
- 3.14.1.2

- 3.16.1.1
- 6.2.1.1

Revisions associated with route to affordability exercise

Arup have not been given instruction on agreed route to affordability items, and as such they have not been taken on board at this stage – although we do not believe any will impact strip-out works.

1 PURPOSE

1.1.1.1 This Specification outlines the requirements for the strip-out of the existing building services installations at Manchester Town Hall as part of the Our Town Hall (OTH) project.

1.1.1.2 This specification captures the agreed Stage 4 design and is provided for construction.

1.1.1.3 The OTH project is a high-profile redevelopment of the Grade I Listed Manchester Town Hall building, with significant heritage requirements. The strip-out of all building services must therefore be carried out in a way which is sympathetic to the building, and this will entail the use of works contractors who have the appropriate skills to complete the works without causing unnecessary damage to the existing building fabric.

1.1.1.4 This document shall also be read alongside all other relevant documents including Lendlease scope of works documents and construction preliminaries. Refer to appendices for details.

1.1.1.5 This document shall be read alongside relevant Purcell documents:

- Purcell Soft-strip Specification (OTH-PUR-TH-ZZ-SPE-A-0011)
- Purcell Soft-Strip Schedule (OTH-PUR-TH-ZZ-SCH-A-2400)
- Purcell Alterations Plans (OTH-PUR-TH-**-DWG-A-0363 onwards)
- Purcell Heritage Assets Schedules.

1.1.1.6 This document shall be read alongside the following Arup documents:

- Lightning Protection Specification (OTH-ARU-TH-ZZ-SPE-E-0004)
- Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003)
- Building Services strip-out methodologies for Mock-up Rooms (OTH-ARU-ZZ-ZZ-RPT-Z-00401)
- Arup Design Note - Electrical Safety (OTH-ARU-ZZ-ZZ-RPT-E-0019)
- Arup Hazard Risk Register (OTH-ARU-ZZ-ZZ-RRR-Z-0001)
- Arup Temporary Services Specification and associated drawings (OTH-ARU-TH-ZZ-SPE-B-0004)
- Arup CDM Layout drawings (OTH-ARU-TH-**-DWG-B-244** series).

1.1.1.7 All current documents (aside from those which are security marked) are located on the web-based project document management system (Aconex). The latest revision of all documentation should be considered current, unless detailed otherwise. Any queries relating to the availability of information should be directed to the Lendlease

document controller. Security-marked documents are not available on Aconex and will be distributed directly be MCC to individuals who have signed the project Security Aspects Letter.

1.1.1.8 The Works Contractor must ensure that all sub-contractors and supply chain partners for this project are provided with all relevant parts of the contract documents.

1.1.1.9 This specification is specific to this project and should not be relied upon for any other project and shall not be reproduced or altered without the express written permission of Ove Arup & Partners Ltd.

2 THE PROJECT

2.1 Overview

2.1.1.1 The Our Town Hall project is the refurbishment of Manchester Town Hall and the associated public realm within the project red line boundary.

2.2 The Building

2.2.1.1 Manchester Town Hall is a Grade I listed building located at Albert Square, Manchester, UK, M60 2LA.

2.2.1.2 The building comprises of nine habitable levels (L0 through L8), plus additional roof space, towers, bridges, tunnels, sub-basements, moats and trenches.

2.3 The Public Realm

2.3.1.1 The public realm comprises of the following spaces within the project red line boundary: Albert Square, Lloyd Street, Cooper Street, Princess Street, Mount Street and County Street.

2.4 The OTH Project Team

2.4.1.1 The OTH Project Team comprises of the following parties:

2.4.2 The Client / Employer

2.4.2.1 The Client / Employer is Manchester City Council (MCC).

2.4.3 The OTH Design Team

2.4.3.1 The OTH Design Team comprises of the following parties:

- Purcell: Architect, Heritage Consultant, Access Consultant, CDM Principal Designer
- Mace: Project Manager
- Faithful and Gould: Cost Consultant and Contract Administrator
- Arup: Building Services Engineer, Security Consultant, Fire Engineer, and Acoustician – referred to as the Resident Engineer
- Ramboll: Civil and Structural Engineer
- Planit: Landscape Architect.

2.4.4 The Management Contractor

2.4.4.1 The Management Contractor is Lendlease.

2.4.5 Works Contractors

2.4.5.1 Works Contractors will be appointed by the Management Contractor. For simplicity, this is referred to in this document as 'The Works Contractor'. The Lendlease scope-of-works document should be referred to for identification of responsibilities of each works contractor.

2.5 Heritage considerations

2.5.1.1 The Town Hall building is Grade I listed as defined by Historic England. The monuments within Albert Square are of various listings, with Albert Memorial being Grade I listed.

2.5.1.2 Purcell are heritage lead for the project and any queries relating to the heritage significance of the building and monuments should be referred to Purcell.

2.5.1.3 Reference should be made to the Heritage Management Plan for further information.

2.6 Levels and Room Numbering

2.6.1.1 Since this document focusses on strip-out of existing systems, this makes reference to existing level numbering (Level 0 to Level 8) and associated room and space numbering. However, the level referencing system for the proposed refurbished Town Hall is changing (LG, GF, L1, L2, L3, L4, L4, L6, L7) as is the associated room and space numbering. Care should therefore be taken when referring to other documents to correctly understand the system in use.

3 SCOPE OF WORKS

3.1 Building Services Strip-out

3.1.1.1 The building construction dates back to the 1870s, and as far as the project team are aware, there have been no wholesale building services refurbishments carried out during the life of the building. The vast majority of building services installations are therefore at the end of their life, and it is proposed that they are stripped out and replaced as part of the Our Town Hall project.

3.1.1.2 The scope of works for the Building Services strip-out is indicated in this specification and on the accompanying Building Services Strip-out sketches. In summary this includes the careful and considered strip out and disposal offsite of building services installations within the Scope of Works area and the isolation and making safe of incoming utilities.

3.1.1.3 The Scope of Works comprises the Town Hall building and the associated public realm within the legal red line boundary.

3.1.1.4 It is proposed that non-structural floors will be carefully lifted in areas where building services are thought to have been installed, so as to allow the services to be removed in their entirety. These areas should be selected through identification of service penetrations in to floor trenches, conduits / trunking emanating from the floor, floor boxes etc.

3.1.1.5 For information, prior to the building services strip-out works commencing, three other elements of strip-out / removal are intended to have been completed:

- Removal or encapsulation of any asbestos containing materials by an approved asbestos removal contractor, in line with all industry standards.
- Removal of all loose furniture and equipment, not affixed to the building fabric such as furniture, IT equipment etc.
- Soft-strip of non-building services items which are affixed to the building fabric such as carpets etc. These are defined in the Purcell soft-strip schedules.

3.2 Retained Services

3.2.1.1 With the exception of those building services which are of heritage significance, it is proposed that all existing building services installations are stripped out in their entirety, except where this would cause irreversible damage to heritage fabric.

3.2.1.2 It is not proposed to complete wholesale lifting of timber raised floors within the building, except where required for other works such as within the Great Hall, where the floor will be lifted in its entirety. Where there is no evidence of services being installed within areas of floor, the floors shall not be lifted, and any potential existing services

will be retained in these areas. The areas where floors have not been lifted shall be clearly marked on record information produced by the Works Contractor, so as to facilitate future identification of spaces where isolated legacy services could be found.

3.2.1.3 In general, the vast majority of building services installations are not embedded within historic building fabric. However, where building services installations are embedded within historic fabric, and the removal of such building services is deemed to cause unnecessary damage to the existing building fabric, then these building services should be retained, but clearly marked within the record information produced by the Works Contractor.

3.2.1.4 Assessment of the heritage significance of the existing services and the required approach for their strip-out and subsequent retention where required is captured in the Purcell Heritage Assets Schedules – which are still in development at the time of updating this specification.

3.2.1.5 Existing building services which are of heritage significance generally fall in to three categories:

- Building services which are to be carefully removed from the building, put in to safe storage, and then returned to the building as a non-functional device – as identified within the Purcell Heritage Assets Schedules.
- Building services which are to be carefully removed from the building, put in to safe storage, repaired and refurbished and then returned to the building as a functional device – such examples are heritage luminaires.
- Building services which are to remain on site, but are to be protected during the works, and then re-used as a functional or non-functional device – such examples are the existing gas pipes on the spiral staircases, which will likely be reused as conduits for the staircase lighting.

3.3 Existing Town Gas Distribution

3.3.1.1 The building was originally lit by town gas and a network of cast-iron gas pipes were installed. These are an important part of the heritage of the building and will be re-utilised where feasible for services distribution.

3.3.1.2 Note this section relates to the original town gas installation dating from the 1870s – all post WWII natural gas installations shall be purged and stripped out in their entirety.

3.3.1.3 Existing gas pipework, where surface-fixed to existing walls shall be retained in situ and protected.

3.3.1.4 Existing gas pipework where installed in service trenches, within accessible floor voids and in interconnecting voids (e.g. where passing

through walls under doors) shall be purged and removed in its entirety.

3.3.1.5 Existing gas pipework where embedded in structural floors (concrete, mosaic, terrazzo, screed) shall be retained in situ and protected.

3.3.1.6 Wherever cabling is removed from existing gas-pipes / conduits which are being retained, the Works Contractor shall carefully trace the route of the cabling removed so as to understand the interconnectivity and routing of the pipework. The Works Contractor shall produce a full nodal-network of the pipework which shall be drawn-up to inform the new installation and form part of the record information for the project. A new draw-wire shall be installed end-to-end so as to facilitate installation of new services either as part of this scheme or in the future. This draw wire shall be fixed in a way so that it isn't inadvertently removed and shall be clearly market at both ends. The colour of the draw-wire shall be selected accordingly so as to ensure it is not confused for a live conductor.

3.3.1.7 Clause omitted.

3.4 Hydraulic and Pneumatic Systems

3.4.1.1 The building was originally served by a hydraulics (and possibly pneumatics) network which powered lifts, hoists, the clock and mechanical ventilation systems. These systems are an important part of the history of the building.

3.4.1.2 Refer to the Purcell Heritage Assets Schedules for details of strip-out requirements for hydraulic and pneumatic systems.

Figure 1 - Existing hydraulic pipework at Level 0 on Albert Square elevation

3.4.1.3 Clause omitted.

3.5 Existing Bell system

3.5.1.1 Refer to the Purcell Heritage Assets Schedules for details on the strip-out of bell pushes.

Figure 2 - Example of existing bell pushes

3.5.1.2 The existing bell mechanisms and batteries shall be carefully removed in line with the requirements of the Purcell Heritage Assets Schedules. Great care will be required due to the likely corrosive nature of the batteries.

Figure 3 - Existing bell mechanism

3.6 Rainwater Services

3.6.1.1 The existing rainwater installations shall be retained in situ as a functional element until such a time comes that a temporary rainwater system is provided as part of the temporary roof protection measures.

3.6.1.2 At an agreed point in time, the rainwater downpipes, brackets and associated fixtures and fittings will be removed in a manner which wherever possible allows the re-use of existing fixing positions. This strip-out is by others.

3.6.1.3 The Building Services Strip-out drawings indicate the locations of the existing perimeter rainwater downpipes. Refer to Purcell Rainwater Goods Specification (OTH-PUR-TH-ZZ-SPE-A-0021) for information.

3.7 Lightning Protection System

3.7.1.1 The existing lightning protection system shall be retained in situ as a functional element until such a time comes that a temporary lightning protection system is provided as part of the temporary roof protection measures.

3.7.1.2 At an agreed point in time, the existing lightning protection systems to the building facades, roofs and towers will be removed in a manner which wherever possible allows the re-use of existing fixing positions. This strip-out is by others.

3.7.1.3 Clause omitted.

3.8 Albert Square Clock Tower

3.8.1 Overview

3.8.1.1 The existing clock installation is of very high significance, and must be protected during the works, both for the protection of the clock mechanisms themselves, and also for the safety of the individuals working within the space.

3.8.1.2 The below gives an overview of the existing building services installations within the clock tower, and the strip-out works required. The Works Contractor will be required to work closely with the Clock Restoration Specialist to understand the specific requirements for each space.

3.8.1.3 The Works Contractor shall be responsible for the careful strip-out of all general building services in the clock tower which include cabling (power, communications, fire alarm, data), distribution boards, consumer units, lighting, feature lighting, emergency lighting, exit signage, lighting control systems, socket outlets, isolators, fused connection units, water pipework, transformers, fire alarm panels, fire alarm installations, cable containment systems etc.

3.8.1.4 There are bespoke electrical control system installations associated with the clock which shall be retained and protected – this will require cables and containment systems to be carefully traced and compared with the record information provided within the clock mechanism room. The information below gives and overview of the requirements.

3.8.1.5 There are substantial health & safety risks within the clock tower, and the Works Contractor shall use all necessary due-diligence when working within the space so as to ensure the safety of operatives.

3.8.1.6 Specialist protection measures will be provided by others to the clock mechanism and other sensitive elements.

3.8.1.7 The Works Contractor shall develop specific risk and method statements for working within the clock tower. Particular consideration must be given to control of dust.

3.8.2 Level 8 – Ringing Room

3.8.2.1 The Works Contractor shall be responsible for the careful strip-out of all building services in the clock room, with the exception of the following:

The control mechanism / timeclock shall be retained and protected in situ. The power supply shall be removed.

Figure 7 - Existing control mechanism / timeclock - to be retained and protected in situ

3.8.3 Level 9 - Clock Mechanism Room

3.8.3.1 The Works Contractor shall be responsible for the strip-out of all building services, with the exception of the following:

- The existing control board shall be (green box and associated isolators / contactors) shall be protected and retained. The existing distribution board and supplies to the isolators shall be removed. See Figure 8 - Existing control board
- Actuators – retain existing conduits, junction boxes, integral cabling and flexes in situ. See Figure 9.
- Hydraulic pipework – retain in situ and protect. See Figure 10.
- Existing drive system – retain in situ and protect. See Figure 12.
- Luminaire within clock workings case – isolate supply, but leave in situ for removal by others.

Figure 8 - Existing control board – remove galvanised steel distribution board and supplies to isolators – retain and protect green control box, associated isolators, contactors and interconnecting cabling

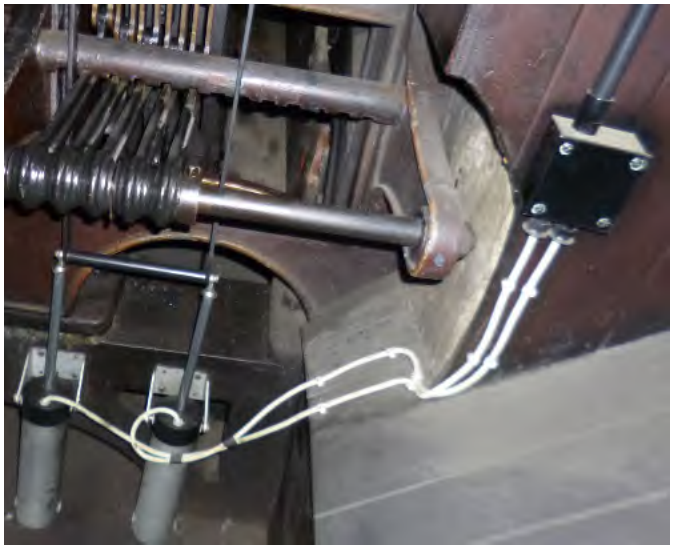

Figure 9 - Actuators – retain and protect including interconnecting cabling, conduits, junction boxes etc.

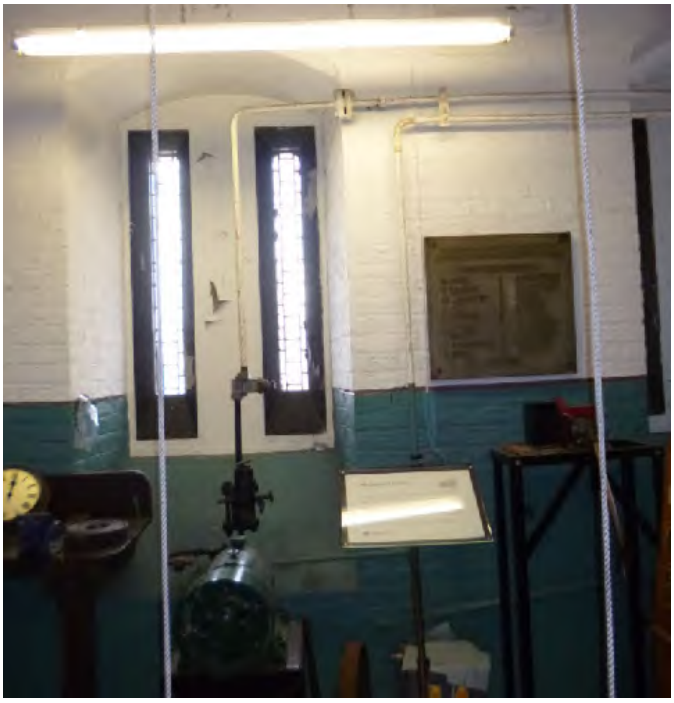

Figure 10 - Hydraulic pipework - retain in situ and protect

Figure 11 - Hydraulic pipework - retain in situ and protect

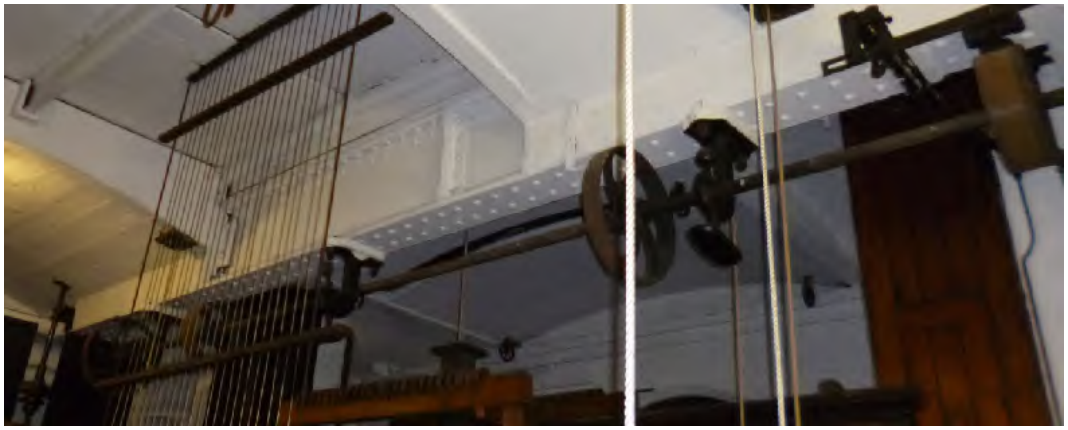

Figure 12 - Existing drive system - retain in situ and protect

3.8.4 Bell Free – Level 10

3.8.4.1 The Works Contractor shall be responsible for the careful strip-out of all building services in the bell room, with the exception of the following:

- Bell night silencing control system – retain in situ and protect. See Figure 13.

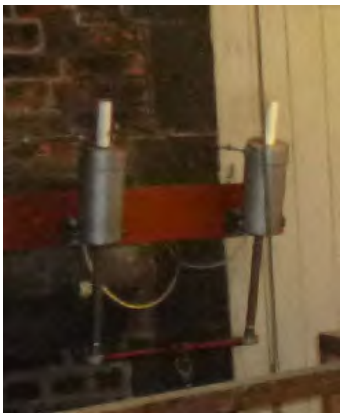

Figure 13 - Bell control system - retain in situ and protect

3.8.5 Clock Faces Room – Level 11

3.8.5.1 The Works Contractor shall be responsible for the careful strip-out of all building services in the clock faces room, with the exception of the following:

- Existing clock control system (including ELV cabling) – retain in situ and protect. See Figure 14.

Figure 14 - Existing clock control system - retain in situ and protect

3.8.6 Bell Tower – Level 12

3.8.6.1 The Works Contractor shall be responsible for the careful strip-out of all building services in the bell tower.

3.9 Organ

3.9.1.1 The Works Contractor shall work closely with the Organ Specialist to understand the specific requirements for the careful strip-out of building services to the organ in Central Block.

3.9.1.2 Building services strip-out includes the following:

- Switchgear / isolators / fused connection units
- Socket outlets
- Cabling
- Lighting
- Fire alarm
- Water
- Drainage.

3.10 Heritage Luminaire Removal

3.10.1.1 The Works Contractor will be responsible for supervision of the removal of the existing heritage luminaires. The heritage luminaires are defined in the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003).

3.10.1.2 The Works Contractor's responsibilities will include:

- Isolation, proving dead and disconnection of general and emergency lighting feeds to heritage luminaires.
- Supervision of the removal of heritage luminaires.

3.10.1.3 The following works will be carried out by the Heritage Luminaire Restorer:

- Record photographs all heritage luminaires and fixings.
- Assessment of the quality of all fixings.
- Removal of the heritage luminaires including all fixings, support brackets etc.
- Safe packaging of the luminaires and all components.
- Safe off-site storage and associated transport to off-site storage facilities.
- Refurbishment of heritage luminaires.

3.11 Vertical Transportation Installations

3.11.1.1 The Works Contractor will be responsible for the strip-out of building services installations serving the following lifts:

- Passenger lift 19 (Albert Square elevation)
- Passenger lift 20 (Central Block)
- Lord Mayor's lift (Princess Street / Albert Square corner)
- Dumb-waiter (Princess Street / Albert Square corner)
- Kitchen lift (Central Block).

3.11.1.2 The Contractor's responsibilities will include:

- Isolation, proving dead and disconnection of electrical supplies
- Isolation and removal of fire alarm interfaces
- Isolation and removal of telecoms connections
- Strip-out of all building services within lift motor rooms.

3.11.1.3 The following works will be carried out by the Lift Strip-out Contractor:

- Strip-out and removal of the lift cars
- Strip-out and removal of lift shaft services, guide rails etc.
- Strip-out and removal of lift motor room plant such as lift motors etc.

3.12 Utilities

3.12.1.1 There are existing buried utilities which run through or close to the development which are owned and operated by the statutory utility providers. These shall not be removed, except where they specifically serve the Town Hall development (and in agreement with the statutory

utility providers), or where agreed as part of the utilities diversions process.

3.12.1.2 The Works Contractor shall seek guidance from the statutory utility providers where any ambiguity exists.

3.13 Joinery Works

3.13.1.1 The Works Contractor shall be responsible for the following elements of joinery works:

- Careful and considered removal of timber vertical and horizontal services distribution structures.

All other joinery works are by others.

3.13.1.2 The Works Contractor shall develop site specific method statements for the works for approval.

3.13.1.3 The Works Contractor shall appoint specialist joinery subcontractor as required, so complete the works.

3.13.1.4 The removal / alternation of any masonry, concrete or plasterboard services enclosures (e.g. risers) will be by others.

3.14 Cleaning Works

3.14.1.1 There be the a requirement for the cleaning and removal of all detritus which is present in voids which are accessed for services removal and installation. These spaces include:

- All service trenches
- Floor voids, where accessed for services removal / installation
- Great Hall floor void, in its entirety (the whole floor is being lifted)
- Perimeter boxing-in
- Service risers and shafts
- Eaves areas, where accessed for services removal / installation.

These works will be carried out by others.

3.14.1.2 The following areas are not in scope:

- Ceiling voids
- Roof voids.

3.14.1.3 There is a requirement for the thorough cleaning and removal of blockages to all existing perimeter air bricks so as to allow the maximum free area to be maintained. This shall include removal of any panelling, insulation board etc. which currently blocks the air bricks. These works will be carried out by others.

Figure 15 - Typical air brick

Figure 16 - Typical air brick

Figure 17 - Typical air brick

Figure 18 - Typical air brick

Figure 19 - Typical air brick

3.15 Specialist Works

3.15.1.1 The Works Contractor shall include for the removal of all specialist services within the building that require specialist knowledge and / or qualifications / certification to be safely decommissioned and stripped-out. The systems that will likely require the appointment of specialist subcontractors may include, but is not limited to:

- Oil tanks
- Fuel containers
- Flues
- Major items of mechanical plant and associated pipework / ductwork
- UPS / emergency lighting installation & associated batteries
- Refrigerant cooling systems
- Major items of electrical switchgear
- Old electrical isolators / equipment which might contain dangerous material.

3.15.1.2 The decommissioning and strip-out of some building services will require specialist skills and knowledge. If the Works Contractor does not hold the necessary qualifications to conduct the work, the Works Contractor will appoint suitable specialist subcontractors, as agreed with the Management Contractor.

3.16 Temporary Services

3.16.1.1 A temporary services installation will be provided by others prior to building services strip-out commencing – refer to Temporary Services specification for details.

3.16.1.2 The Works Contractor shall ensure that they are fully aware of the temporary services installations, so as to ensure they are not inadvertently stripped out or damaged as part of the building services strip-out works. The strip-out of temporary services is by others.

3.16.1.3 New temporary water services pipework will be installed as part of the temporary services installations – as such the Works Contractor shall include for the strip-out of all existing water services pipework.

3.17 Mock-up Rooms

3.17.1.1 As part of the Our Town Hall (OTH) project, three mock-up rooms are being developed to test the design strategies being developed, check buildability and to act as a precedent for other similar spaces within the Town Hall. These will be as a precedent for both the LBC application and the appearance of the fit out of typical spaces.

3.17.1.2 Three mock-up rooms have been selected:

- 02-017 (existing room number 115)
- 04-008 (existing room number 509)
- 06-019 (existing room number 720)

3.17.1.3 The existing building services in these rooms will be isolated, disconnected, proved dead, drained down, capped off and carefully stripped-out as part of the works in a manner which causes the least possible damage to the existing building fabric.

3.17.1.4 New building services installations will be provided within these rooms as part of the mock-up rooms installations.

3.17.1.5 The mock-up rooms are proposed to take place prior to the main building services strip-out commencing. As such, the Works Contractor should note the following:

- The Works Contractor should not include for strip-out of services in these spaces - to avoid double-counting with mock-up rooms exercise.
- The Works Contractor should not strip-out new services which have been provided for the mock up rooms.

3.18 Soft Strip

3.18.1.1 In addition to the building services strip-out, there will be a parallel soft-strip exercise which will be carried out by others. The scope of the soft-strip is outlined in the Purcell Soft Strip Schedule (OTH-PUR-TH-ZZ-SCH-A-2400).

3.18.1.2 The Works Contractor will be responsible for MEP attendance associated with soft-strip elements, where the items for cost-strip includes building services, such as fixed joinery which houses power & data. The requirements for this are outlined in the Soft Strip Schedule.

3.19 Protection Measures

3.19.1.1 Where building services elements are indicated as to be protected, protection measures will be provided by others as part of the general building protection measures being implemented.

3.19.1.2 The Works Contractor shall provide localised task-specific protection measures to ensure that existing building fabric is not damaged by strip-out works.

3.20 Safe Storage

3.20.1.1 Where building services are to be put in to safe storage, the services will be carefully removed through approved methods so as to not damage any fixings. All fixings and components shall be clearly labelled and ideally kept with the principal item, so as to reduce the risk of being lost.

3.20.1.2 Items shall be packaged, 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.

3.20.1.3 Special consideration is to be 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. MCC have developed a specification for an off-site storage area for the Town Hall Collections which provides guidance on the requirements for storage areas.

3.20.1.4 All equipment put in to safe storage remains the property of the Employer and will be insured by the Employer – however it is the responsibility of the Works Contractor to ensure that it is safely stored and transported.

3.21 Disposal

3.21.1 Overview

3.21.1.1 The Works Contractor shall ensure that all waste materials are safely disposed / recycled off-site and suitable certification / waste transfer notes are provided accordingly.

3.21.1.2 Particular care and attention shall be given to appropriate disposal / recycling / capturing of heavy metals, refrigerant gases, lamps etc.

3.21.2 Lendlease Waste Management Documentation

3.21.2.1 The following is an extract of the Lendlease waste management documentation which is provided for information – refer to latest information for specific requirements.

3.21.2.2 *Each project shall select a Waste Management Supply Chain Partner from the Lendlease approved suppliers list. All waste movements must be accompanied by a compliant waste transfer note and all waste generated must be recorded on footprint each month.*

3.21.2.3 *The project will follow the Resource Efficiency Plan. This will be updated with outputs of waste reviews which has evaluated:*

- *Material Specifications*
- *Design and Procurement to prevent waste*
- *Buildability Working Practices needed to deliver the design*
- *Options identified by this review will be presented to the Project Team for evaluation.*

3.21.2.4 *Actions implemented to minimise waste include*

- *Prevention*
  - *Disposable temporary protection measures will be avoided*
    - *Temporary protection will be off-hired or removed via buy back scheme upon project completion*
  - *Materials will be stored in access controlled designated areas with temperature and humidity control to protect from damage during construction*
- *Reuse*
  - *Segregation of waste on site to maximise the recycling value to enable waste to be incorporated into similar new materials as recycled content*
  - *Reuse of materials on site for alternative purposes, including*
    - *Multiple use of formwork materials*
- *Recycling*
  - *Segregation of waste on site to maximise the recycling value to enable waste to be incorporated into new alternative materials as recycled content*
  - *Wastes will be sent to a specialist sorting facility to maximise material collected and bulked up for sending to specialist material processors*
- *Recovery*
  - *Wastes will be sent to a specialist sorting facility to maximise material collected and bulked up for sending to specialist energy recovery facilities where all alternatives are exhausted*
- *Landfill*
  - *Only wastes which cannot be diverted from by the actions above will be sent to landfill*
  - *The project targets allowing no non-hazardous construction waste to be sent to landfill.*

4 DESCRIPTION OF EXISTING SERVICES

4.1 Overview

4.1.1.1 The Works Contractor shall inspect and survey the building and associated public realm and fully familiarise themselves with the existing building services installations to determine the full extent of the strip-out prior to commencing the strip-out works.

4.2 Scope

4.2.1.1 The Works Contractor shall include for the full strip-out of all building services located within the Scope of Works (see exclusions in section 3.2), which includes, but is not limited to the following:

- Ductwork and associated ancillaries (e.g. dampers)
- Pipework and associated ancillaries (e.g. valves) (gas / oil / water / heating / drainage / refrigerant / hydraulic fluid etc.)
- Flues
- Air handling units
- Fans (including supply / extract / wall fans)
- Kitchen extract systems
- Condenser units, fan coil units, air-conditioning units, compressors
- Cold stores
- Heat emitters (radiators, trench heaters etc)
- Pumps
- Pressurisation units
- Hot water generation units
- Mechanical control centres, inverters, starters
- Sensors and actuators
- Control panels
- Convector heaters, fan heaters, storage heaters
- Boilers
- Tanks
- Wet-risers, hose reels
- Busbars, tapoffs, end feed units
- Motors
- Attenuators
- Lift machines, cars, shaft electrical services etc.
- UPSs, central battery systems, static inverter systems

- Transformers
- Switchgear, section boards, panel boards, sub-distribution boards, consumer units, fuse combination units etc.
- Isolators, fused connection units, socket outlets, electrical accessories
- Cabling, wiring
- Lighting, emergency lighting, exit signage, façade lighting, lighting controls, lamps, ballasts, drivers etc.
- IT cabinets, servers, splicing units and distribution frames
- Smoke detectors, heat detectors, manual call points, sounders, visual alarm devices, fire alarm panels, interface units etc.
- Junction boxes, adaptable boxes, conduit boxes etc.
- Valves, strainers etc.
- Electronic security systems, detectors, contacts, key switches, panels, swipe card readers, maglocks, strikes etc.
- AV systems
- Clocks
- Electronic signage
- Electric hand dryers
- Cable basket, cable tray, cable ladder, cable trunking, conduit, cable ducts etc.
- Aerials, satellite dishes, transmitters etc.
- Batteries
- Meters
- Lightning protection
- Earthing systems
- Louvres
- Fixings including Unistrut, drop-rods, saddles, pipework supports, support wires, support chains etc.
- Taps, showers
- Gullies, traps, attenuation devices.

4.2.1.2 The above list is not exhaustive, and other services may exist.

4.2.1.3 The images below give some more specific examples for reference.

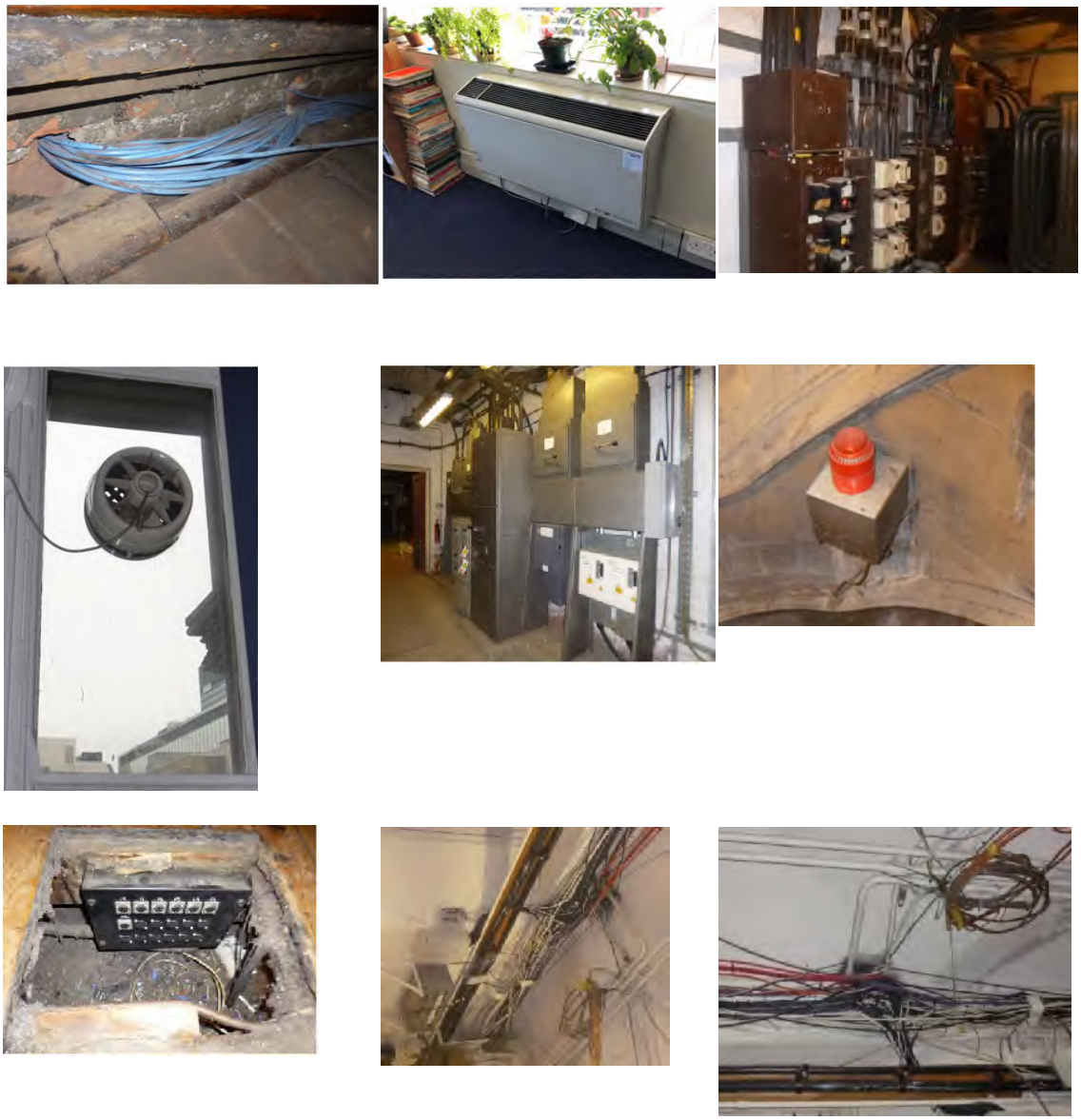

Figure 20 – Typical existing building services for strip-out

Figure 21 - Typical services within / above suspended ceiling for removal

Figure 22 - Typical services installations at Level 0 for strip-out

Figure 23 - Typical services in external moats for strip-out

Figure 24 - Typical plant area for strip-out at Level 00

Figure 25 - Typical floor void services for strip-out in Great Hall

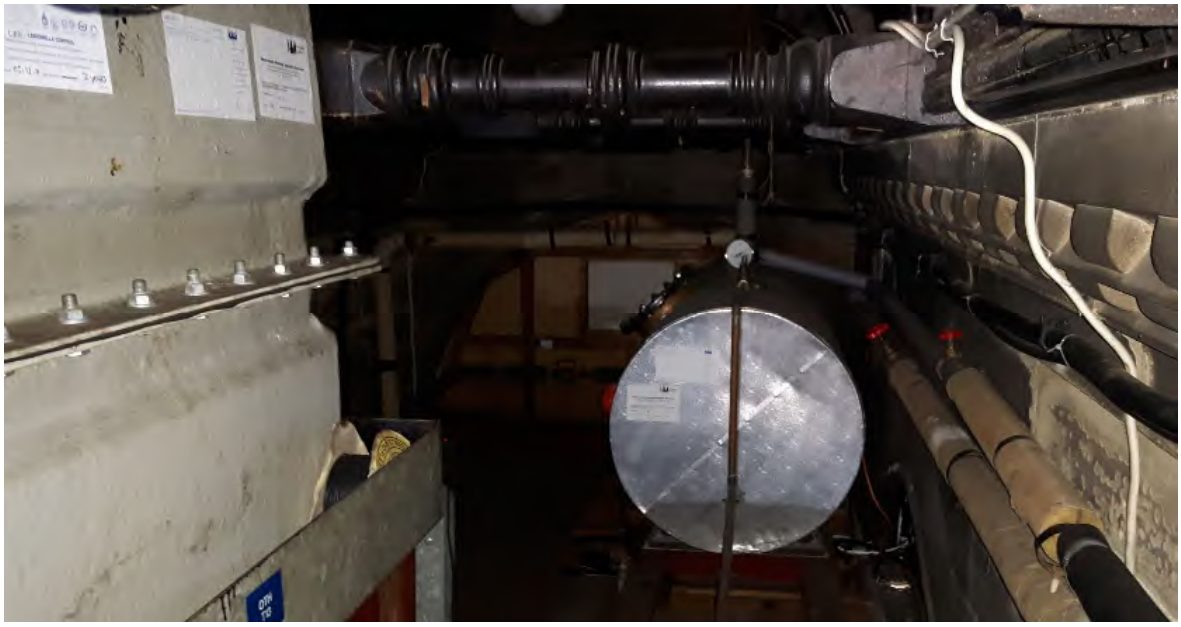

Figure 26 - Typical roof void plant for strip-out

Figure 27 - Typical roof void services for strip-out

Figure 28 - Typical floor void services for strip-out

Figure 29 - Typical perimeter boxing-in services for strip-out

Figure 30 - Typical floor trench services for strip-out

Figure 31 - Typical lift motor room for services strip-out

5 PRINCIPAL HAZARDS / CONSTRAINTS

5.1 Introduction

5.1.1.1 This section covers the principal hazards and constraints associated with the strip-out of building services within the Scope of Works. This section does not cover risks that would be commonplace in the strip out of a typical existing building, since it is assumed that the Works Contractor will have the necessary experience in identifying these typical risks.

5.1.1.2 Refer to the Arup hazard risk register (OTH-ARU-ZZ-ZZ-RRR-Z-0001) for further information on key building services risks. Also refer to the Arup CDM Layout drawings (OTH-ARU-TH-**-DWG-B-244** series).

5.1.1.3 Refer to the MEP Constraints drawings (OTH-ARU-TH-ZZ-SKE-Z-0004) for further information on building services constraints.

5.2 Risk mitigation

5.2.1.1 The Management Contractor and Works Contractor shall utilise all necessary due-diligence to mitigate risks wherever practicable within the strip-out works.

5.2.1.2 Safety signage in accordance with BS EN ISO 7010 shall be provided by the Management Contractor to warn individuals of potential risks / hazards.

5.2.1.3 Permit-to-work and key management systems shall be put in place to control access to areas of systems with specific risks to trained / qualified individuals.

5.3 Asbestos

5.3.1.1 MCC have an existing asbestos management survey for the building, however this is limited in its coverage, since this is not an R&D survey. Refer to OTH-MCC-TH-**-RPT-K-00** for details. Lucion Environmental have completed a review of this – refer to OTH-MAC-TH-ZZ-RPT-O-0021 for details.

5.3.1.2 Clause omitted.

5.3.1.3 Electricity Northwest have provided details of known asbestos within their network substation – refer to appendices for details.

5.3.1.4 It is known that there is asbestos present in the spaces surrounding the Metrolink SER.

5.3.1.5 It is intended that a full asbestos R&D survey will have been completed prior to the building services strip-out works commencing. The Works Contractor shall review the outcome of this survey

extensively prior to commencing the building services strip-out works, so as to understand any further asbestos removal works which may be required, or any mitigation measures etc.

5.3.1.6 The Management Contractor shall ensure that an accredited asbestos surveyor is available on a watching brief to provide asbestos advice and sampling which may be required on an ad-hoc basis as part of the building services strip out works.

5.3.1.7 Specialist advice shall be sought where equipment, such as existing switchgear and ventilation plant, houses asbestos, so that this can be safely removed and disposed of in an appropriate manner.

5.3.1.8 There are limited examples on site where asbestos has been found in cable insulation.

Figure 32 - Existing ventilation plant - thought to contain asbestos

Figure 33 - Existing switchgear housing asbestos containing materials

5.4 Acids and corrosives

5.4.1.1 The Works Contractor shall utilise all necessary due-diligence when working alongside existing battery systems, which may be highly corrosive and ensure safe methodologies are utilised for the removal and disposal of these systems. Such examples include:

- Batteries in existing clock installations
- Batteries in existing emergency lighting central battery / static inverter systems.

5.5 Buried Services

5.5.1.1 There are significant quantities of buried services which run in very close proximity to the building. These include gas, water, electricity (6.6kV and 400V), telecoms etc. These are indicatively shown on the ground penetrating radar surveys which have been conducted by Powers & Tiltman (OTH-ARU-EE-ES-DWG-U-20403).

5.5.1.2 The Works Contractor shall be responsible for extensively surveying the area to specifically determine the location of all buried services prior to commencing works.

5.5.1.3 The Works Contractor shall take all necessary due diligence to ensure buried services are not damaged through penetration, excavation, crushing etc. and provide all necessary protection measures where necessary.

5.6 Incoming Utilities

5.6.1.1 Refer to section 6 for details.

5.7 Electricity Northwest Network Substation

5.7.1.1 There is an existing network substation located at Level 0, which is owned and operated by Electricity Northwest Ltd. (ENWL). This substation serves other developments and must remain operational / live until a replacement network substation is constructed at Level 0 of Town Hall. The Management Contractor shall utilise all necessary due-diligence in ensuring that this substation is protected during the works so as to ensure continuity of service, preventing damage to ENWL apparatus and so as to mitigate any potential health & safety risks.

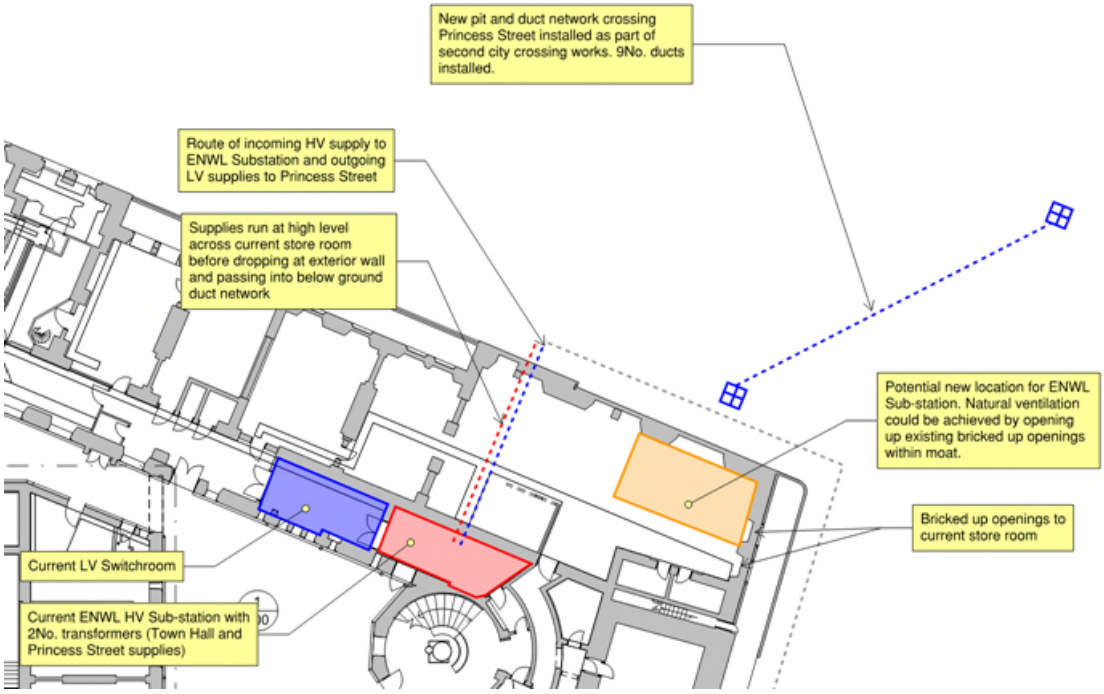

Figure 34 - Current and proposed ENWL network substation - Princess Street / Cooper Street corner of Level 0

5.7.1.2 It is assumed that there are existing easements and wayleaves in place which allow ENWL full unrestricted access to their equipment and cables 24 hours a day, 365 days a year. The Management Contractor shall liaise closely with ENWL to ensure that safe access and egress routes and safe operating conditions are provided for all ENWL employees and their subcontractors at all times. The Management Contractor shall ensure access is available 24 hours a day through the use of dual padlock systems on hording lines etc. to allow ENWL to add their suited padlocks as necessary.

Figure 35 - Current ENWL network substation

5.7.1.3 The below information has been provided for guidance only. The Management Contractor shall liaise closely with ENWL to understand

the specific requirements for working alongside the ENWL network substation.

5.7.1.4 Access to the existing ENWL network substation is through the ENWL key suite only at the time of writing this specification. The Management Contractor shall liaise with ENWL to understand the specific requirements for gaining access to the ENWL substation. ENWL typically require an ENWL HV authorised person (or one of their approved subcontractors) to be present when working within their substations, for safety reasons and so as to ensure there is no damage to their apparatus / so as to ensure continuity of supply is maintained.

5.7.1.5 A series of high-level 400V and 6.6kV cables emanate from the substation and are routed at high level. The majority of these are routed through the adjacent furniture store at high level, however some cabling is also routed in to the adjacent MCC LV switchroom. All existing live cabling shall be protected utilising robust clearly-marked protection measures such as scaffold goal-post style systems.

Figure 36 - Incoming and outgoing cabling within furniture store at Level 0

5.7.1.6 A permit-to-work or similar system shall be utilised for controlling access to the area around the ENWL network substation, MCC LV switchroom and the furniture store.

5.7.1.7 The Works Contractor shall use all necessary due diligence when working alongside or above the existing ENWL network substation including preventing water ingress or excessive vibrations.

5.7.1.8 Building services are located within / routed through the ENWL network substation including cabling, fire alarm, lighting, emergency lighting, earth tapes etc. – these will require stripping out as part of the works. For safety reasons, and so as to ensure continuity of service, these services shall not be stripped out until the ENWL network substation has been decommissioned by ENWL and the room handed back to MCC.

5.7.1.9 Typically, the DNO would recover the equipment that is located in their substations for use elsewhere on their network. However, from discussions to date, ENWL have confirmed that due to the age of the equipment, they do not need to recover any equipment, with the exception of the oil within the transformers, for which they have a

duty-of-care to safely dispose of due to the potential presence of PCBs. The Works Contractor should therefore include for the strip-out and safe disposal offsite of all existing ENWL apparatus within the ENWL network substation (with the exception of transformer oil) once confirmed by ENWL that the substation has been decommissioned and handed back to MCC. Equipment housed within the ENWL network substation includes:

- HV switchgear (assumed oil based)
- Transformers
- LV switchgear
- Cabling
- Meters.

5.8 Metrolink Stop Equipment Room

5.8.1.1 The Metrolink stop equipment room, located on the Cooper Street / Lloyd Street corner of Level 0 is leased to Metrolink, and 24-hour safe access must be provided by the Management Contractor to Metrolink staff and their subcontractors for planned and emergency works. No external access is available to the room currently.

5.8.1.2 The Metrolink SER forms a critical part of the Metrolink network, and it must remain operational 24 hours a day / 365 days a year during the works, unless specific pre-planned shut-downs are agreed with Metrolink.

Figure 37 - Existing Metrolink SER

5.8.1.3 The below information has been provided for guidance only. The Management Contractor shall liaise closely with Metrolink / TfGM /

KeolisAmey (simply referred to as Metrolink for the purposes of this specification) to understand the specific requirements for working alongside the Metrolink SER.

5.8.1.4 Access to the Metrolink SER is currently available only via Metrolink suited keys. The Management Contractor shall liaise with Metrolink to understand the specific requirements for gaining access to the SER. Metrolink typically require one of their technicians or one of their approved subcontractors to be present when working within their SER, for safety reasons and so as to ensure there is no damage to their apparatus / so as to ensure continuity of services is maintained. The Management Contractor shall manage access to this space.

5.8.1.5 The following conditions have previously been outlined by Metrolink – the Management Contractor should liaise with Metrolink to agree specific conditions.

- *Safe access to the SER 24 hours a day, either direct access using Metrolink keys or via 24 hour site security arrangement.*
- *Confirmation that the SER does not become a confined space due to the works.*
- *The existing air conditioning equipment to be protected / accommodated.*
- *Clean air supply still to be provided to the SER for ventilation.*
- *The SER to be protected against dust and water ingress.*
- *The SER to be protected against impact / falling debris.*
- *The cabling into and out of the SER to be protected.*
- *A new 3 phase 100A power supply to be provided if the existing is to be disconnected – constant power is required – an overnight shutdown shall be arranged.*
- *The fire alarm links to the Town Hall alarm to be dealt with accordingly.*

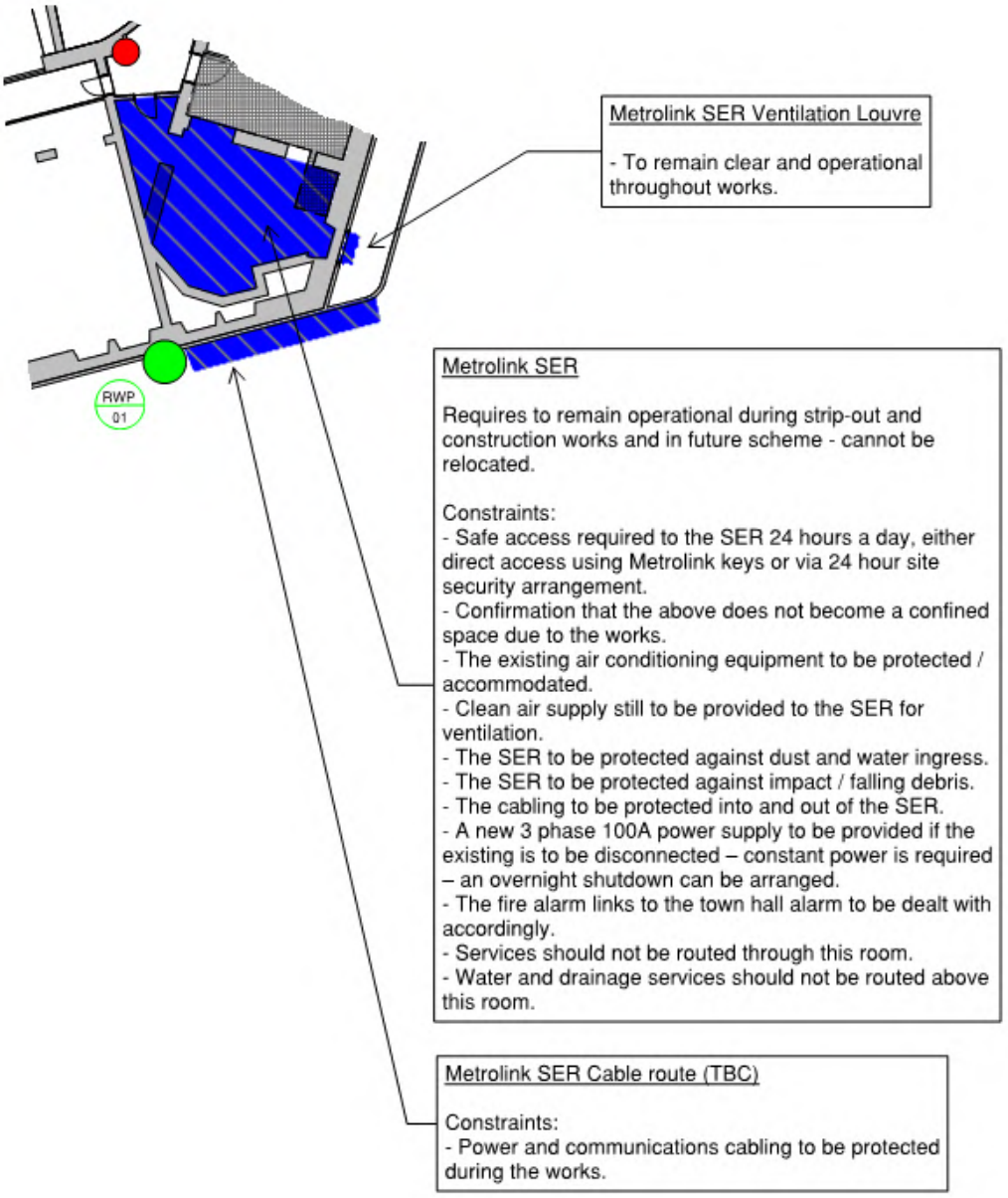

Figure 38 - Extract of the MEP Constraints drawings

5.8.1.6 A permit-to-work or similar system shall be utilised for controlling access to the area around the Metrolink SER.

5.8.1.7 The Works Contractor shall use all necessary due diligence when working alongside or above the existing Metrolink SER including preventing water ingress, dust ingress excessive vibrations. Dust ingress is of particular concern, and considerations should be given to positively pressurising the Metrolink SER (with the permission of Metrolink) to reduce the likelihood of dust entering the space.

5.8.1.8 The Metrolink SER is ventilated / cooled via a close control ventilation system which is ducted through a louvre opening in the moat on Cooper Street. The air supply to these systems must be maintained and protected – and as such this louvre should not be stripped out. Temporary fine mesh filters may be required to be

installed to prevent dust ingress in to these systems – these shall be provided by the Management Contractor.

Figure 39 - Existing ventilation louvre serving Metrolink SER

5.8.1.9 As far as the project team are aware, the Metrolink SER is a self-contained space, with the only links to the Town Hall being a link from the fire alarm panel within the Metrolink SER. The Management Contractor shall liaise with Metrolink to agree to have this fire alarm link disconnected from the fire alarm panel in the SER, prior to the strip-out works on the building fire alarm system commencing. The link to the Metrolink SCADA system shall be maintained, and 24 hour / 365 day a year contact details shall be provided to Metrolink to allow their control room to contact the site management / security in the event of any issues, such as fire alarm activation within the SER.

Figure 40 - Fire alarm panel within Metrolink SER, complete with link to Town Hall fire alarm system

5.8.1.10 The Contactor shall be responsible for the strip-out of all building services in the spaces surrounding the Metrolink SER. Whilst it is not

anticipated that any services connect between the SER and the adjacent spaces, care should be taken to trace cables, prior to cutting, so as to ensure the origin can be determined.

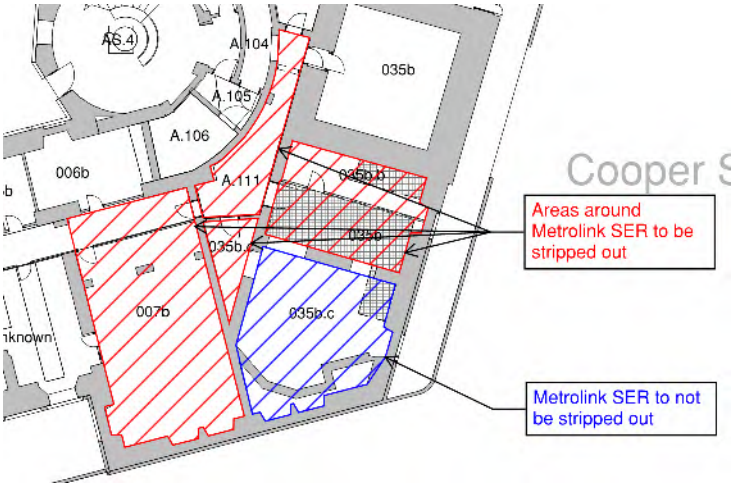

Figure 41 - Strip-out zoning around Metrolink SER

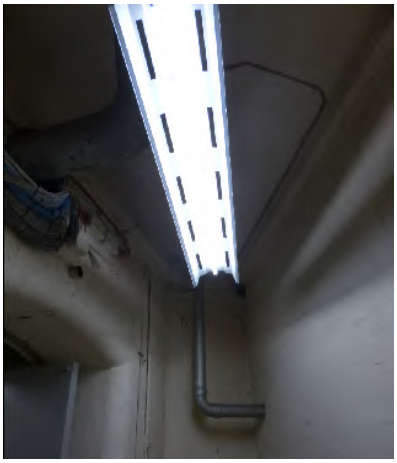

Figure 42 - Lobby adjacent to Metrolink SER

Figure 43 - Space between MCC comms room and Metrolink SER

5.8.1.11 There is a wet riser connection to the building which is routed through the rear of the Metrolink SER. At a suitable time agreed with the

Management Contractor (once alternative fire-fighting measures have been implemented), the Works Contractor shall arrange for United Utilities to decommission the wet riser by isolating the water supply in the street. The Works Contractor shall then liaise with Metrolink to allow access to the SER to drain down the wet riser system (in a suitable manner which ensures no water risk to the SER) and strip out the wet riser pipework up to the United utilities demarcation point in the street.

Figure 44 - Existing wet riser installation behind the Metrolink SER

5.8.1.12 The electricity supply serving the Metrolink SER is understood to be sourced directly from the ENWL LV network and enters the building from an access chamber within Lloyd Street. The Management Contractor shall ensure that this cable and chamber is protected during the works.

5.8.1.13 The incoming and outgoing connections from the Metrolink SER to the wider Metrolink are understood to be routed in to a large access chamber within Lloyd Street. The Management Contractor shall ensure that these ducts, cables and access chamber are protected during the works and the access chamber is accessible to allow connection of a temporary generator if ever required and not blocked by scaffolding etc.

Figure 45 - Incoming and outgoing ducts to Metrolink SER on Lloyd Street

5.9 Existing Building Services

5.9.1.1 The Works Contractor shall undertake a thorough inspection of the existing building and associated public realm and fully assess the condition and likely hazards associated. Information regarding the architectural and structural elements of the strip-out works that may impact the method of the removal of the building services can be found in the associated documents produced by Purcell, Ramboll and Planit.

5.9.1.2 As part of this, the Works Contractor shall undertake tests, surveys, samples or similar activities to ascertain all information that is required for a safe removal of services.

5.9.1.3 There is very limited record information for the existing building services, and any information provided in the form of record drawings etc. should be treated with great caution, since the accuracy / status of the information is unclear.

5.9.1.4 The building services have been installed in a haphazard manner over the lifetime of the project, and the zoning of primary, secondary and tertiary building services is inconsistent and non-standard. Care should be taken to trace cables, prior to cutting, so as to ensure the origin can be determined.

5.9.1.5 Labelling is not comprehensive, and where provided, should not be relied upon.

5.9.1.6 Existing protection measures such as cable insulation may have deteriorated over time. Potential of both direct and indirect shock due to the nature and of the coating of the cabling and electrical equipment degrading over time.

5.9.1.7 The project team has undertaken a number of site visits and have noted in particular the following hazards directly associated with building services:

- Asbestos, in particular within pipework lagging, switchgear, cable insulation etc.
- Horse hair insulation (possible anthrax contamination)
- Older cabling systems such as Vulcanised Indian Rubber (VIR), which could have broken down.
- 6.6kV and 400V cabling which forms part of the ENWL network, some of which is paper insulated lead covered (PILC).
- Lead pipework systems.
- Oil storage.
- Gas installations, including old town gas installations, which may have never been purged.
- UPS / battery systems, operating at various DC voltages with low voltage and extra low voltage DC cabling running throughout the building, which may not be detectable by AC detection devices.

5.9.1.8 This list is not exhaustive, and the Works Contractor shall assess all likely hazards, seek specialist advice as necessary and implement appropriate mitigation techniques prior to commencing strip-out activities.

5.10 Metrolink

5.10.1.1 It is noted that the site is adjacent to a live Metrolink tram line. The Works Contractor shall take all necessary due-diligence with regards to hazards associated with this, in particular in relation to the 750V DC overhead lines. Refer to https://tfgm.com/public-transport/tram/working-safely for further information.

5.11 Prevention of Fire

5.11.1.1 The Management Contractor and the Works Contractor shall utilise all necessary due-diligence in the prevention of fire whilst completing the building services strip-out works. Refer to Management Contractor documentation for further information.

Key considerations are as follows:

- Where possible, avoiding the use of hot works for the building services strip-out. Where hot works are unavoidable, employ fire prevention measures, such as the use of a hot works permit system and provide local fire extinguishing measures.
- Providing temporary fire-stopping measures to penetrations which are left open in fire compartmentation lines as a result of the services strip-out.
- Ensuring that temporary lighting systems utilised are of LED or fluorescent type, which do not create hot-spots.

- Isolating temporary services such as 110V distribution systems when not needed.
- Charging tools / batteries in a dedicated area which is of fire-resistant construction.

6 INCOMING UTILITIES

6.1 Overview

6.1.1.1 The Management Contractor shall notify all service authorities, statutory undertakers and/or adjacent owners of proposed work in advance of commencing site operations to obtain the necessary isolation notices prior to commencing works.

6.1.1.2 The following a list of the common utility / distribution network operators / service provides for the Manchester area:

- Gas – Cadent
- Electrical – Electricity Northwest
- Telecommunications – BT Openreach, Virgin Media, Cable&Wireless, Gamma etc.
- Water – United Utilities.

6.1.1.3 Manchester City Council will provide information on the current utility suppliers to the building.

6.1.1.4 Before starting work, the Management Contractor / Works Contractor shall check and mark the positions of mains/services and make any rooms secure, operating a permit to work within these areas. Where positions are not shown on existing drawings, the Management Contractor shall obtain relevant details from the service authorities, statutory undertakers or other owners. Refer to Current Incoming Utilities drawing (OTH-ARU-TH-ZZ-SKE-U-0009) for our understating of the locations of incoming utility connections. The Current Incoming Utilities drawing is by no means exhaustive, and the Works Contractor shall utilise all necessary due-diligence in identifying potential unchartered utilities and seeking professional guidance from the statutory utility providers as required.

6.1.1.5 For works adjacent to services, the Works Contractor shall comply with the service recommendations and requirements of the service authorities / statutory undertakers. The Works Contractor shall adequately protect and prevent damage to the existing mains / services. The Works Contractor shall not interfere with the operation of the services without the consent of the service authority, statutory undertakers or other owners.

6.1.1.6 If the existing services means of identification is disturbed during operations, the Works Contractor shall replace the marker tapes or protective covers in accordance with the recommendations of the service authorities / statutory undertakers.

6.1.1.7 If any damage occurs to the services as a result of the execution of the Works, the Works Contractor shall immediately notify the Client and the appropriate service authority / statutory undertaker. The Works Contractor shall also make arrangements for the service to be repaired without delay to the satisfaction of the service authority / statutory undertaker or other owner as appropriate. Any measures taken to deal

with an emergency incident will not affect the extent of the Contractor's liability.

6.2 Gas

6.2.1.1 The Management Contractor shall advise the utility providers of the nature of the works taking place and ascertain any specific requirements that need to be met and advise of the following works required:

- Existing incoming gas supplies to be isolated at the site boundary
- The existing gas meters to be removed and handed back to the MCC gas supplier as required.

6.2.1.2 The rest of the gas supply / distribution equipment within the building shall be stripped-out as part of the works by the Works Contractor. The Works Contractor shall follow the guidance detailed in IGE/SR/22 for the safe method of purging operations for the gas containing pipe work and systems prior to removal of services.

6.3 Water

6.3.1.1 The Management Contractor shall contact the utility providers and advise them of the nature of the works taking place and ascertain any specific requirements that need to be met.

6.3.1.2 We understand Management Contractor wishes to make beneficial use of the site water supply for the temporary site supplies, they shall advise the utility provider that the following works are required:

- Incoming supply to remain in place and to be used during the strip-out works – no disconnection required.
- Meter to be kept in current location for the duration of the strip-out works.
- The exiting water supply, including all charges, to be adopted by the Management Contractor.
- The Management Contractor shall install a WRAS Approved double check valve on the incoming supply and confirm with the authority/utility that this meets their required standards of water supply protection.
- The Management Contractor shall ensure the incoming water supply and meter are protected from mechanical damage and frost during the strip-out works.

6.3.1.3 The rest of the water supply / storage / distribution equipment within the building shall be drained-down and stripped-out as part of the works by the Works Contractor.

6.3.1.4 Clause omitted.

6.4 Electricity

6.4.1.1 The Management Contractor shall contact the utility providers and advise them of the nature of the works taking place and ascertain any specific requirements that need to be met.

6.4.1.2 The Management Contractor shall arrange for the following services to be disconnected:

- The two existing LV electrical supplies provided by ENWL to the main LV switchroom (room 31b.c) from the ENWL network substation (room 34b.c).
- The existing LV electrical supply from ENWL which enters the Albert Square moat on the Princess Street side and terminates in to the public realm lighting feeder pillar. See Figure 47
- The bottle-ended LV electrical supply which enters the Lloyd Street / Albert Square side of the building in room 02b(a). See Figure 46.

Note this list is not exhaustive, and contractors shall use all necessary due-diligence to identify any potential further incoming utilities.

Figure 46 - Existing bottle-ended LV electrical supply in room 02b(a) - status unknown

Figure 47 - Albert Square lighting feeder pillar (labelled FP-01)

6.4.1.3 The following electrical supplies shall be protected, clearly marked and retained:

- The existing LV supply from ENWL which enters the building on the Lloyd Street / Cooper Street corner of the building and serves the Metrolink SER.
- The existing LV supply from ENWL which serves the St Peters Square public realm lighting feeder pillar on the corner or Cooper Street / Princess Street.

Figure 48 - Incoming electrical supply to Metrolink SER

6.4.1.4 The rest of the electricity supply distribution equipment within the building shall be stripped-out as part of the works by the Works Contractor.

6.4.1.5 From a review of the ENWL network maps, and subsequent workshops with ENWL, there is some ambiguity as to the accuracy of the ENWL record information – however there is potentially additional incoming supplies to the building – see Arup comments on ENWL Network Maps (in the appendices). The Works Contractor shall utilise great care when working in the vicinity of these potential incoming electrical supplies and shall utilise all necessary due-diligence in identifying potential unchartered utilities and seeking professional guidance from the ENWL as required.

6.5 Telecommunications

6.5.1.1 The Management Contractor shall contact the statutory providers and advise them of the nature of the works taking place and arrange for the complete disconnection and strip-out of the telecommunications connections.

6.5.1.2 Should the existing MDDA connection (currently serving the OTH project office) wish to be utilised for the construction site accommodation, the Management Contractor shall liaise with MCC to allow for this connection to either be diverted, or detailed, protected and clearly marked for the duration of the works.

6.6 Public Highway Installations

6.6.1.1 The Management Contractor shall protect, and allow to remain operational all public highway installations, which include the following:

- Highway lighting
- Traffic signals
- Signage
- CCTV cameras
- Metrolink apparatus.

Figure 49 - Example of traffic and tram signalling systems within public realm which much remain operational and be unaffected by the works

6.7 Drains

6.7.1.1 Contractors shall protect manholes, gullies, vent pipes and fittings still in use and ensure that they are kept free of debris at all times. The Works Contractor shall make good any damage arising from demolition/soft strip work and leave clean and in working order at completion.

6.8 Public Realm Lighting

6.8.1.1 The Works Contractor shall be responsible for the isolation and removal of all private cabling systems (i.e. those served from the Town Hall) within Albert Square.

6.8.1.2 The Contractor shall liaise with MCC Highways department and their PFI lighting maintainer (Amey) to agree for the principals for the removal of public realm lighting installations and disconnection / isolation / strip-out of electrical supplies.

6.8.1.3 The Works Contractor shall be responsible for the isolation of services to the four lighting columns to the perimeter of the Albert Memorial ready for the removal of the luminaires by others prior to the careful removal, packing and safe storage of the luminaires by others ready for refurbishment. The specific method statements to be agreed with Purcell prior to works commencing.

Figure 50 - Luminaires around Albert Memorial

6.8.1.4 The Works Contractor shall be responsible for the removal and disposal off-site of the 12No. lighting columns which were provided on Albert Square as part of the 1980s scheme.

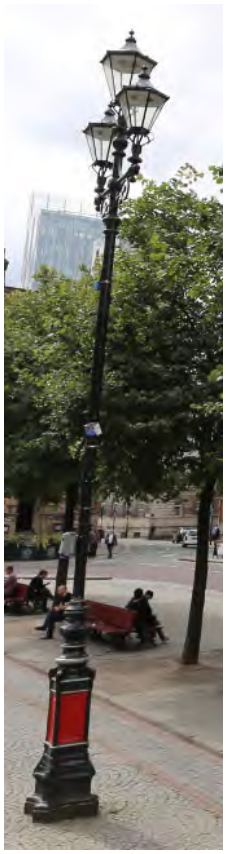

Figure 51 - Albert Square lighting columns

Note the lighting and column-mounted socket outlets are understood to be sourced from two separate sources of supply.

6.8.1.5 The Management Contractor shall be responsible for arranging with MCC Highways department for the isolation of the electrical supplies

to the 7No. heritage lighting columns on Lloyd Street and Cooper Street prior to the careful removal, packing and safe storage of the luminaires by others ready for refurbishment.

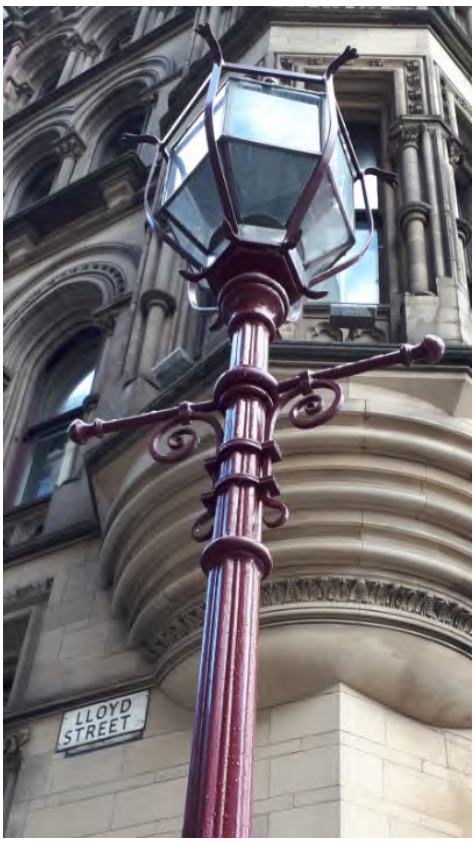

Figure 52 - Heritage luminaires on Lloyd Street and Cooper Street

6.8.1.6 The public realm lighting on St Peters Square, Princess Street, Mount Street, Southmill Street, Brazennose Street and Cross Street alongside floodlights mounted on to properties on Albert Square (Commercial Union House etc.) shall be retained in situ and is unaffected by the works.

6.9 Wet Riser Installations

6.9.1.1 The existing wet riser installations shall be retained on site and remain accessible and operational until a fully tested and certified dry riser installation is provided (by others).

6.9.1.2 Upon such time when the new dry riser installation is operational, the Management Contractor shall be responsible for arranging with United Utilities for the isolation and disconnection within the street of the wet connections from the United Utilities water network. The Works Contractor shall be responsible for the draining down of the wet riser system and removal and disposal offsite of the wet riser pipework, breach points and hose-reels.

Figure 53 - Existing wet riser installation

7 BUILDING SERVICES STRIP-OUT METHODOLOGY

7.1 Overview

7.1.1.1 This section provides an overview of the building services strip-out methodology – the Works Contractor shall be responsible for developing site-specific risk and method statements for the works and presenting these to the Architect, Client, the Heritage Conservation Officer and others as required so as to ensure the works do no compromise the heritage nature of the building.

7.2 General Requirements

7.2.1.1 The Works Contractor must ensure that all subcontractors and suppliers are provided with all relevant parts of the contract documentation.

7.2.1.2 The Works Contractor shall refer to the asbestos register for the status and presence of any asbestos within the building.

7.2.1.3 The Works Contractor shall comply with all relevant British, European and international standards, Acts, Bye-Laws, Regulations, Instruments and Codes of Practice relating to demolition, the safe removal and disposal of asbestos and the consequential works, including, but not limited to:

- BS 6187 Code of practice for demolition
- Health and Safety at Work etc. Act
- Environmental (Duty of Care) Regulations
- Construction (Design and Management Regulations)
- Control of Asbestos Regulations
- Asbestos (Prohibitions) Regulations
- Control of Pollution (Amendment) Act
- Control of Substances Hazardous to Health (COSHH) Regulations
- Waste Management Duty of Care - A Code of Practice: HMSO
- Health and Safety Executive Guidance Notes GS29/1, 3 and 4 etc.

7.2.1.4 Operatives must be appropriately skilled and experienced for the type of work and hold or be training to obtain relevant CITB Certificates of Competence.

7.2.1.5 Site staff responsible for supervision and control of the work are to be experienced and competent in the assessment of the risks involved and in the methods of strip-out to be used.

7.2.1.6 The Works Contractor shall carry out a survey of the buildings to identify any hazardous or dangerous materials requiring specials measures to remove and dispose of. The Works Contractor shall allow

for their removed and disposal in a controlled and certified way, these may include items such as luminaires, lamps, fire and smoke detection devices, refrigerant, heavy metals etc. and provide waste transfer certificates.

7.3 Strip-Out Process

7.3.1 General

7.3.1.1 For the avoidance of doubt, strip-out of building services means the removal of the entire services complete with all associated equipment – for example insulation, supports, brackets, labels, valves, cables, equipment, pipework etc. etc.

7.3.1.2 The Works Contractor shall inspect all services before strip-out and ascertain if they are live or filled with fluids / gaseous substances.

7.3.1.3 For systems that contain gaseous substances the Works Contractor shall follow the guidance detailed in IGE/SR/22 for the method of purging operations for fuel gases in transmission, distribution and storage systems.

7.3.1.4 If the services contain fluid, the Works Contractor shall ensure that the sections to be stripped out are isolated and drained using all industry standard measures and procedures. The Works Contractor shall install local isolation valves as necessary.

7.3.1.5 Any local packaged refrigerant systems shall be de-gassed and the refrigerant recycled or disposed or in a controlled and certified way and records produced.

7.3.1.6 Any residual fuel oil or diesel from the existing oil/diesel tanks, boilers, generators etc. shall be removed and disposed of in a controlled and environmentally responsible way, or in accordance with the specialist salvage companies' requirements.

7.3.2 Strip-out of Electrical Services

7.3.2.1 For the removal of electrical services, the Works Contractor shall ensure that they are safely isolated prior to disconnection and strip-out and follow the safe method of isolation procedures for safe working as described in latest edition of the IET Requirements for Electrical Installations (BS 7671) and in accordance with all industry standard practices, such as those from the NICEIC. All works to electrical systems shall be carried out by appropriate trained and certified electricians.

7.3.2.2 A typical isolation method would be as follows:

- Identify the source(s) of supply
- Isolate
- Secure isolation

- Post notices
- Confirm test equipment is working
- Test that the equipment/system is dead
- Confirm test equipment is still working
- Apply earths where necessary and applicable
- Begin work / strip out Services.

The Arup design note Electrical Safety provides an overview of industry-standard guidance relating to electrical isolations which shall be considered as minimum requirements for work as part of the Our Town Hall project.

7.3.2.3 It is proposed that:

- Existing electrical faceplates are removed.
- Existing electrical back-boxes are removed
- Cabling is removed, except where the removal of the cabling would cause detrimental damage to retained existing building fabric or finishes. Where not removed to the point of origin, it should be cut back as close as possible, terminated so it could never become live and labelled accordingly as dead at both ends.
- Conduits and in-screed trunking are removed, except where the removal of the cabling would cause detrimental damage to retained existing building fabric or finishes.
- Dado trunking is removed.

7.4 Marking of Services

7.4.1.1 Where building services and equipment require marking for identification / removal the Works Contractor shall mark only on the services themselves, under no circumstances shall the Works Contractor spray or otherwise indelibly mark walls, windows, doors, frames, columns, soffits, ceilings or any other area of the building structure / fabric which is being retained as part of the works.

7.5 Minimising Damage

7.5.1.1 All services shall be carefully stripped out so minimise damage as much as physically possible to existing heritage fabric and fittings.

7.5.1.2 The Works Contractor shall develop comprehensive strip-out methodologies which are as sympathetic as possible to the existing building fabric and fittings and issue these to the Architect and Heritage Conservation Officer for review prior to works commencing.

7.5.1.3 Existing services which are affixed to stone / brick / tile / ornate plaster shall be unscrewed so as to minimise damage to the building fabric. Rawl plugs shall be removed or driven in where their removal could cause damage – guidance to be sought from Purcell where

unclear. Existing dowels or similar shall be retained within the building fabric. App processes to be reviewed and approved by Purcell prior to works commencing.

7.5.1.4 Existing cabling and pipework which is over-painted to items such as joinery shall have the paintwork cut prior to the services removal, so as to minimise damage to the joinery.

7.6 Making Good

7.6.1.1 Where building services are removed, existing penetrations, fixing holes, marks and damage to paintwork / plaster etc. created by the existing building services or the removal of these services shall be made good by others. Refer to Purcell Specification for Making Good OTH-PUR-TH-ZZ-SPE-A-9590.

Appendix A

MEP Constraints Drawings

Plant Room - Sub-Level

1 : 200

1 : 100

Electrical Riser 3

Potential Constraints:
- May be beneficial to maintain as riser, alongside new lift.

Public Realm Lighting Feeder Pillar

Potential Constraints:
-May need to be retained
-Coordination required with Amey.

Dumbwaiter

Potential Constraints:

-Existing shaft, potential route for pipework

-Possibility to use as riser.

Incoming water and gas mains:

Potential constraints:
- To be clearly marked and protected during the works.

GAS

WATER

Pipework Riser 2

Potential constraints:
-Should ideally be maintained for future use
-Retained for future use.

Live ENWL HV & LV cables entering the Building and Switchroom at high level.

Potential constraints:
- To be clearly marked and protected during the works.
- Cables will likely require retaining during the works - full access will be required at high level.

ENWL HV Substation

Potential constraints:
- The substation room will need to be retained and may need to be protected during construction works. Access, ventilation and escape routes will need to be maintained.
- The substation envelope will need to be designed to be water tight, for protection during the construction works and for prevention of potential water leaks from above.

Electrical and Pipework Riser 2

Potential constraints:
-Should ideally be maintained for future use

Public Realm Lighting Feeder Pillar

Potential Constraints:
-May need to be retained
-Coordination required with Amey.

Main Telecoms Intake

Potential Constraints:
May need to be retained for future use.

Electrical and Pipework Riser 1

Potential constraints:
- Should ideally be maintained for future use.

Metrolink SER Ventilation Louvre

- To remain clear and operational throughout works.

Existing Electrical Riser 4

Potential constraints:
- Should ideally be maintained for future use as a riser.

Pipework Riser 1

Potential constraints:
-Should ideally be maintained for future use.

Existing Ventilation Shafts

Potential Constraints:
-May be retained and re-used.

Incoming Telecoms

Potential constraints

-Requires relocation prior to works commencing

Metrolink SER

Requires to remain operational during strip-out and construction works and in future scheme - cannot be relocated.

Constraints:
- Safe access required to the SER 24 hours a day, either direct access using Metrolink keys or via 24 hour site security arrangement.
- Confirmation that the above does not become a confined space due to the works.
- The existing air conditioning equipment to be protected / accommodated.
- Clean air supply still to be provided to the SER for ventilation.
- The SER to be protected against dust and water ingress.
- The SER to be protected against impact / falling debris.
- The cabling to be protected into and out of the SER.
- A new 3 phase 100A power supply to be provided if the existing is to be disconnected – constant power is required – an overnight shutdown can be arranged.
- The fire alarm links to the town hall alarm to be dealt with accordingly.
- Services should not be routed through this room.
- Water and drainage services should not be routed above this room.

Metrolink SER Cable route (TBC)

Constraints:
- Power and communications cabling to be protected during the works.

Notes

1. This drawing outlines key constraints from an MEP perspective which should be taken in to consideration as part of the works.

2. Refer to trench drawings for outline locations of existing service trenches which should be retained and re-used.

3. Existing external rain water pipes should be retained and their locations re-used where possible

4. Refer to existing incoming utilities plan for further details on existing incoming utilities.

5. Information on the outline requirements for protection measures to the Metrolink SER provided by Metrolink to MCC. Specific requirements shall be agreed with Metrolink / TfGM once the construction logistics plans have been developed.

Key

- Non-Critical Constraint
- Critical Constraint
- RWP 01 — Rainwater pipe
- Foul water drainage pipe

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P01	06/10/17	NB	TW	DT
Draft for comment				

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Client: Manchester City Council

Project Title: Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title: MEP Constraints drawings
Level 0

Scale at: NTS

Role: All Services

Suitability: For Information

Arup Job No: 256650

Rev: P02

Name: OTH-ARU-TH-ZZ-SKE-Z-0004

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Client
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Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 1

Scale at NTS

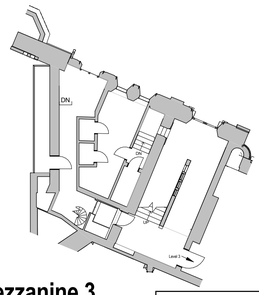
Role All Services

Suitability For Information

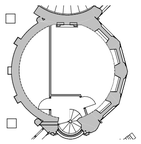
Arup Job No 256650

Rev P02

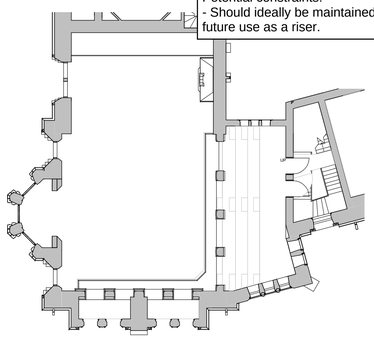
Name OTH-ARU-TH-ZZ-SKE-Z-0004



3 **Mezzanine 3**
1 : 200



2 **Mezzanine 2**
1 : 200



1 **Mezzanine 1**
1 : 200

Extent of foul drainage pipework routes unclear due to raised floors in the Lord Mayors Apartment above

Electrical Riser 3

Potential Constraints:
- May be beneficial to maintain as riser, alongside new lift.

Dumb waiter

Potential Constraints:

-Existing shaft, potential route for pipe works.
- Possibility to use as riser.

Area not Surveyed for drainage

Pipework Riser 2

Potential constraints:
-Should ideally be maintained for future use
-Retained for future use

Electrical Riser 2

Potential constraints:
-Should ideally be maintained for future use

Electrical Riser 1

Potential constraints:
- Should ideally be maintained for future use.

Existing Electrical Riser 4

Potential constraints:
- Should ideally be maintained for future use as a riser.

Set across at HL

SVP connecting to RWP

Existing Ventilation Shafts

Potential Constraints:
-May be retained and re-used.

Pipework Riser 1

Potential constraints:
-Should ideally be maintained for future use

Notes

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Client
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Project Title
Our Town Hall Project

Key Plan

Drawing Title
MEP Constraints Drawings
Level 2

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Role All Services

Suitability For Information

Arup Job No 256650

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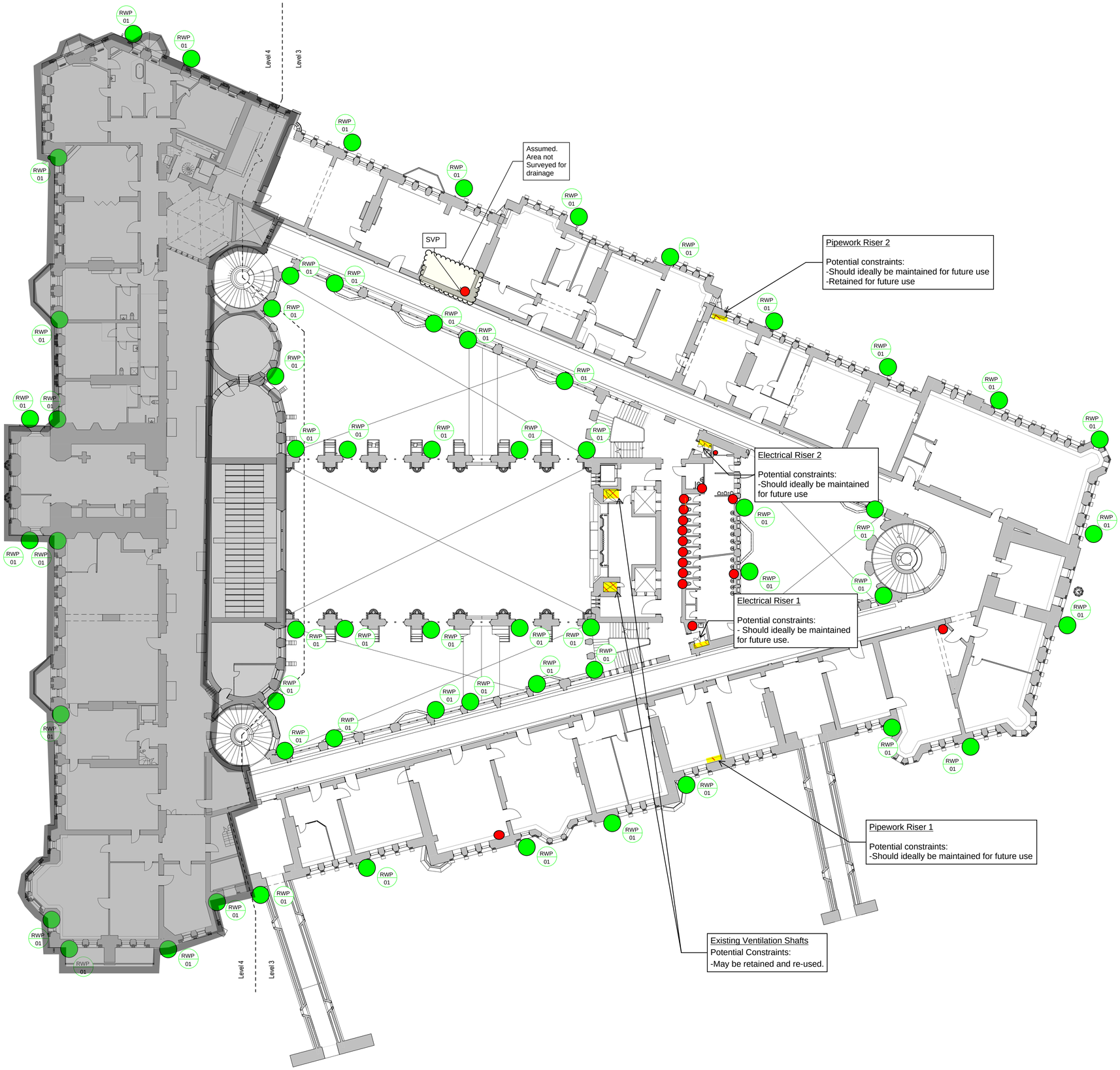

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Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 3

Scale at NTS

Role All Services

Suitability For Information

Arup Job No 256650

Rev P02

Name OTH-ARU-TH-ZZ-SKE-Z-0004

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Project Title
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OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 4

Scale at NTS

Role All Services

Suitability For Information

Arup Job No 256650

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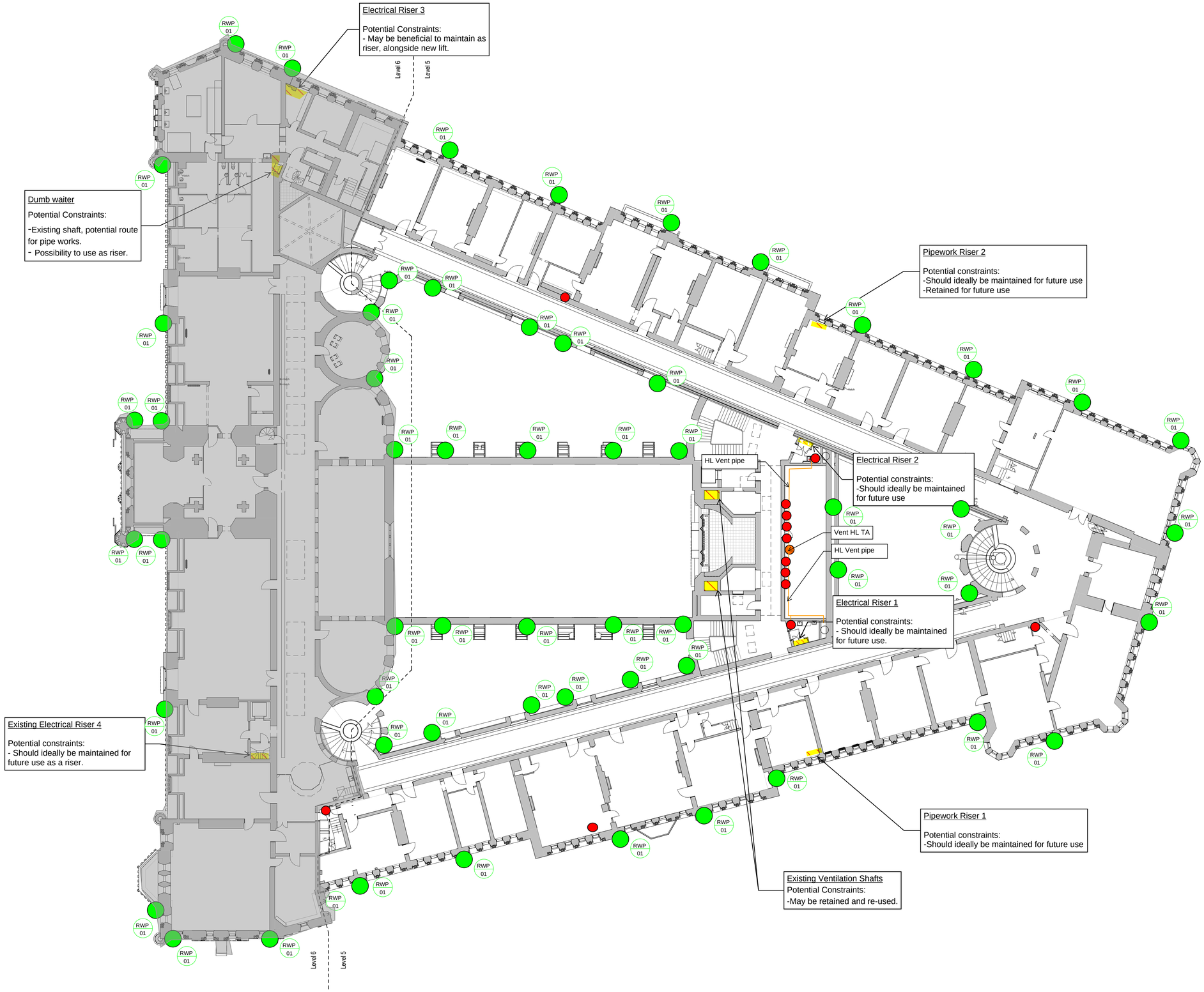

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Client: Manchester City Council

Project Title: Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title: MEP Constraints Drawings Level 5

Scale at: NTS

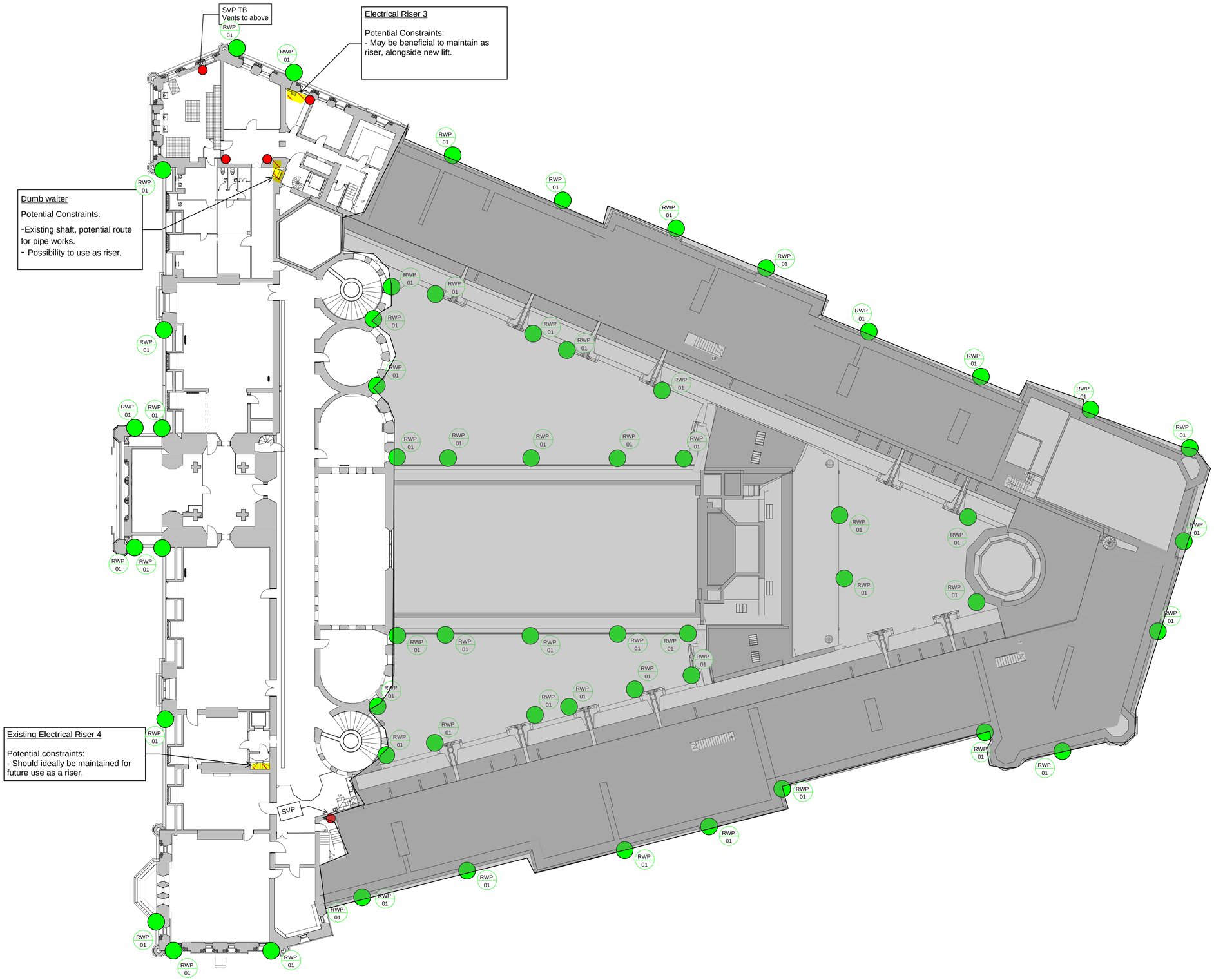
Role: All Services

Suitability: For Information

Arup Job No: 256650

Rev: P02

Name: OTH-ARU-TH-ZZ-SKE-Z-0004



Notes

1. This drawing outlines key constraints from an MEP perspective which should be taken in to consideration as part of the works.

2. Refer to trench drawings for outline locations of existing service trenches which should be retained and re-used.

3. Existing external rain water pipes should be retained and their locations re-used where possible

4. Refer to existing incoming utilities plan for further details on existing incoming utilities.

5. Information on the outline requirements for protection measures to the Metrolink SER provided by Metrolink to MCC. Specific requirements shall be agreed with Metrolink / TfGM once the construction logistics plans have been developed.

Key

- Non-Critical Constraint
- Critical Constraint
- RWP 01 — Rainwater pipe
- Foul water drainage pipe

Rev	Date	By	Chkd	Appd
P02	04/01/18	DP	TW	DT
Updated following Manchester Working surveys				
P01	06/10/17	NB	TW	DT
Draft for comment				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 6

Scale at
NTS

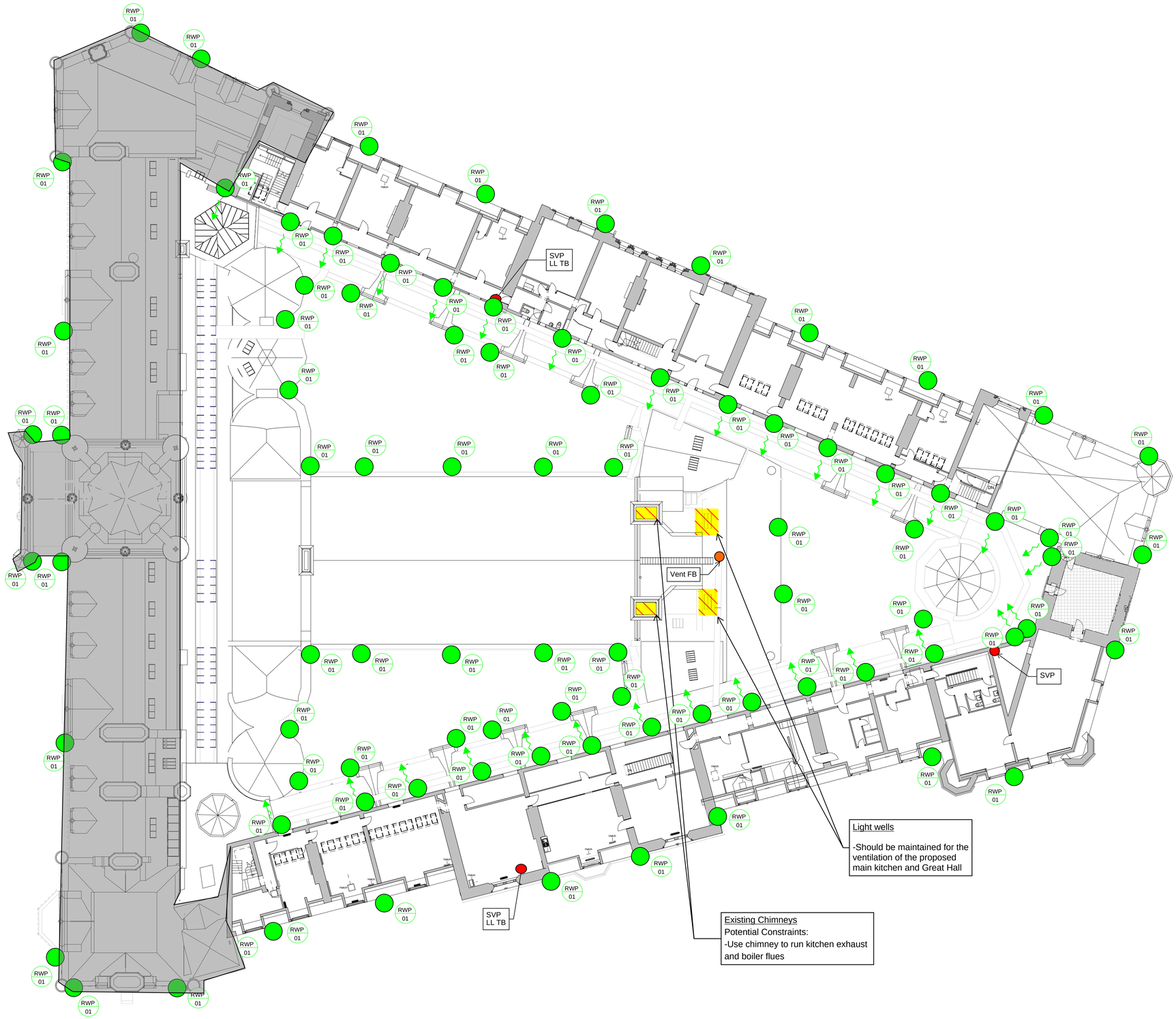
Role
All Services

Suitability
For Information

Arup Job No
256650

Rev
P02

Name
OTH-ARU-TH-ZZ-SKE-Z-0004



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- Non-Critical Constraint
- Critical Constraint
- RWP 01 — Rainwater pipe
- Foul water drainage pipe

Rev	Date	By	Chkd	Appd
P02	04/01/18	DP	TW	DT
Updated following Manchester Working surveys				
P01	06/10/17	NB	TW	DT
Draft for comment				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 7

Scale at NTS

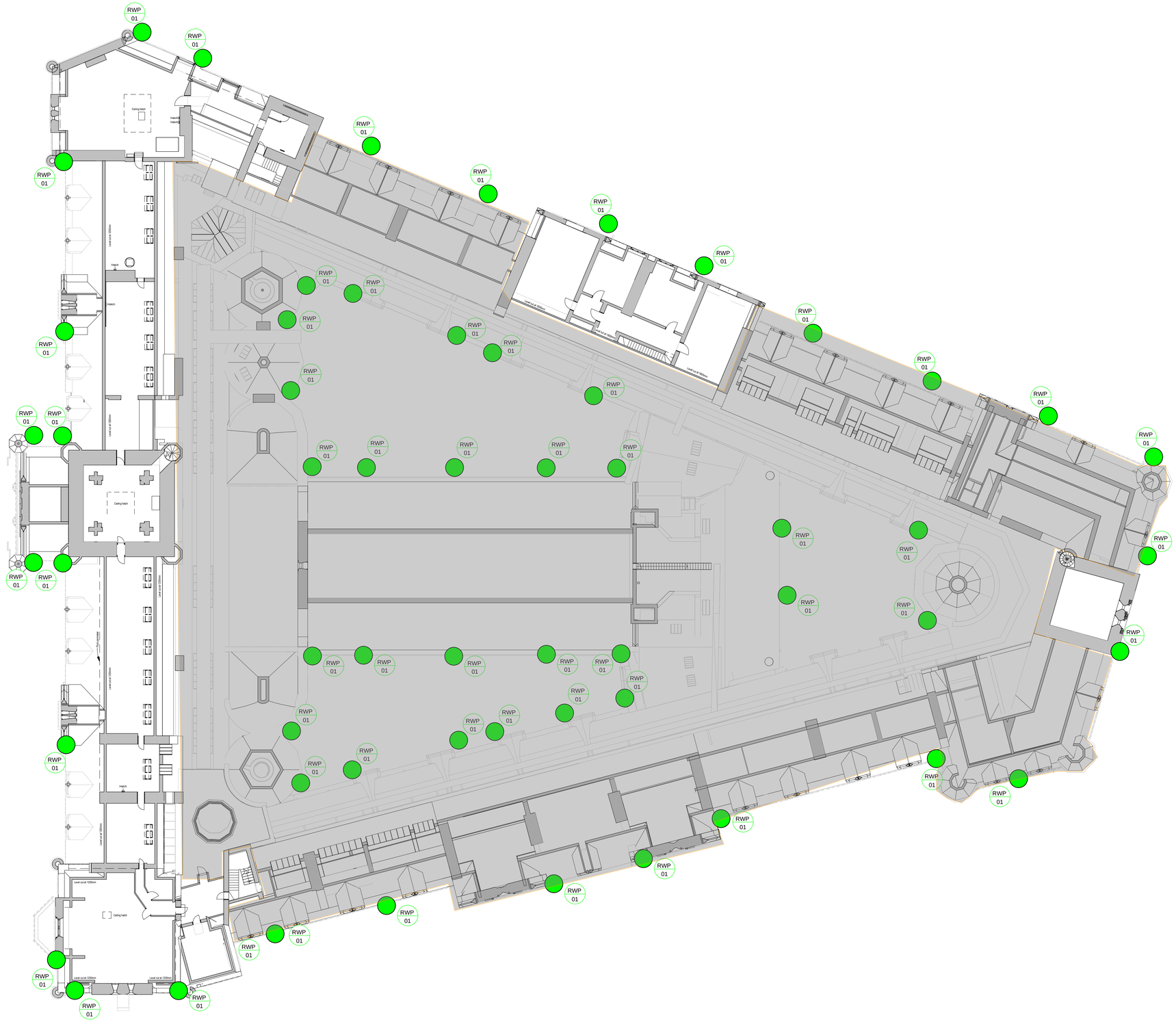
Role All Services

Suitability For Information

Arup Job No 256650

Rev P02

Name OTH-ARU-TH-ZZ-SKE-Z-0004



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Key

- Non-Critical Constraint
- Critical Constraint
- RWP 01 — Rainwater pipe
- Foul water drainage pipe

Rev	Date	By	Chkd	Appd
P02	04/01/18	DP	TW	DT
Updated following Manchester Working surveys				
P01	06/10/17	NB	TW	DT
Draft for comment				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Level 8

Scale at NTS

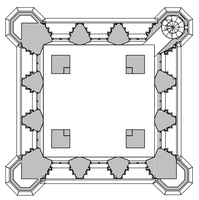
Role All Services

Suitability For Information

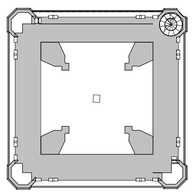
Arup Job No 256650

Rev P02

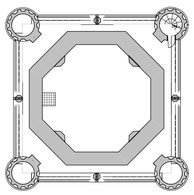
Name OTH-ARU-TH-ZZ-SKE-Z-0004



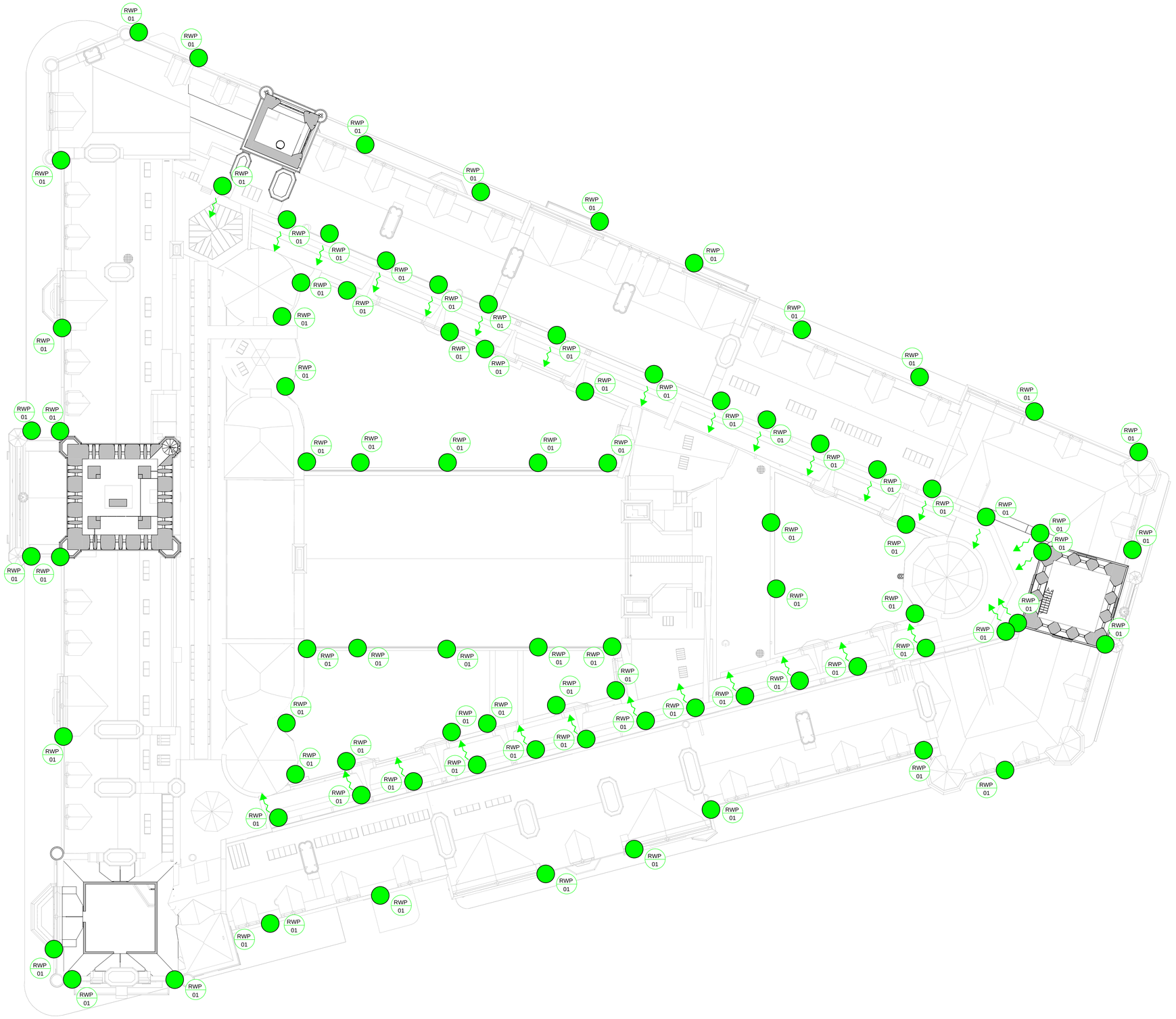
2 Level 10
1 : 200



3 Level 11
1 : 200



4 Level 12
1 : 200



1 Level 09
1 : 200

Notes

1. This drawing outlines key constraints from an MEP perspective which should be taken in to consideration as part of the works.

2. Refer to trench drawings for outline locations of existing service trenches which should be retained and re-used.

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5. Information on the outline requirements for protection measures to the Metrolink SER provided by Metrolink to MCC. Specific requirements shall be agreed with Metrolink / TfGM once the construction logistics plans have been developed.

Key

Non-Critical Constraint

Critical Constraint

RWP 01 — Rainwater pipe

Foul water drainage pipe

Rev	Date	By	Chkd	Appd
P02	04/01/18	DP	TW	DT
Updated following Manchester Working surveys				
P01	06/10/17	NB	TW	DT
Draft for comment				

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www.arup.com

Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
MEP Constraints Drawings
Levels 09, 10, 11 &12

Scale at NTS

Role All Services

Suitability For Information

Arup Job No 256650

Rev P02

Name OTH-ARU-TH-ZZ-SKE-Z-0004

Appendix B

Powers and Tiltman Ground Penetrating Radar Survey

n.

Trial Pit CS8

Trial Pit CS9

Extent of surveyed utilities

Extent of surveyed utilities

Extent of surveyed utilities

E05

E21

E11

W11

E06

E17

M02

T32

T07

T30

W12

ML01

PRINCESS

COOPER STREET

COOPER ST

WEST MOSLEY STREET

LLOYD STREET

HEAD ONLY

Abbey House

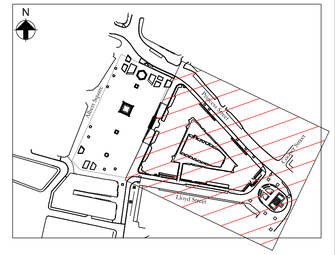
Key

Site Boundary		Street Lighting	SL
Existing Utilities		Low Voltage Electricity	LV
Telecoms BT	BT	High Voltage Electricity	HV
Telecoms Approximate BT chamber extents (where known)		Electricity Access Cover	
Telecoms BT Access Cover		Water	W
Telecoms CATV	CATV	Water Access Cover	
Telecoms Other	TELE	Unknown Utility (GPR)	UNKN
Telecoms Other Access Cover		Unknown Utility (Radio)	UNKN
Gas	G	Unknown Inspection Chamber Access Cover	
Gas Access Cover	G	Taken From Records	TFR
Traffic Control Sensor Unit	TCSU	**Utility Trial Pits**	
Traffic Control Sensor Unit Access Cover		Trial Pit Extents	

General Notes:

Drawings are based on survey data and may not accurately represent what is physically present.
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimetres, all levels in mOD unless noted otherwise.

Key Plan



1. Positions of services and plant on this drawing are indicative only and reflect the level of information obtained from statutory records received from Groundwise (September 2017), and topographical and GPR utilities surveys carried out February and April 2018 by Powers and Tiltman. No guarantee is given for the accuracy of this information and it is intended for general guidance only.
2. Services may exist at various depths and their routes may deviate within the vicinity of the routes shown. The information must not be relied upon for excavation or other works. The onus of locating the services before using a mechanical excavator or other plant, rests entirely upon the contractor.
3. Where utilities are indicated there may be multiple cables present.
4. Street lighting, traffic signals, Metrolink infrastructure, CCTV plant & cables and other private services are not shown on this drawing.
5. This map is reproduced from Ordnance Survey Material with the permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office (c) Crown Copyright. License Number 0100039628 (2018).
6. Trial hole information recieved March 2019 from Conlon. For trial hole information refer to Conlon plan and section drawings 52512-EP/1 to 8 and 52512-CS/1 to 8.

Lendlease
Document Review
Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Jia Wen Lee
Date: 25/11/2019

Accepted documents are considered to conform to the design intent and to be satisfactory in completeness of dimensions, details, size or weights, but does it relieve the designer from responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

P03	11/10/19	AS	HF	SL
Updated for Latest Planit GA Rev 13				
P02	09/08/19	AS	HF	SL
For Tender				
P01	02/07/19	AS	HF	SL
For Information				
ISSUE	DATE	DRAWN	CHECKED	APPROVED

OUR TOWN HALL PROJECT

ARUP
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Manchester M1 3BN
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www.arup.com

PROJECT STATUS	Work Stage 4
CLIENT	Manchester City Council
PROJECT	Our Town Hall - Manchester
DRAWING TITLE	Existing GPR Survey Combined Utilities Lloyd Street
SIZE & SCALE	1:250
DRAWING STATUS	D2 - Issued for tender
ROLE	Utilities
JOB NUMBER	256650
DRAWING NO.	REV

OTH-ARU-EE-ES-DWG-U-20403 P03

\\Global\Europe\Manchester\Jobs\250000\256650 Town Hall\4 Internal Project Data\4-03 Drawings\3d_Drawings\Civil\A1\OTH-ARU-EE-ES-DWG-U-20403.dgn

Appendix C

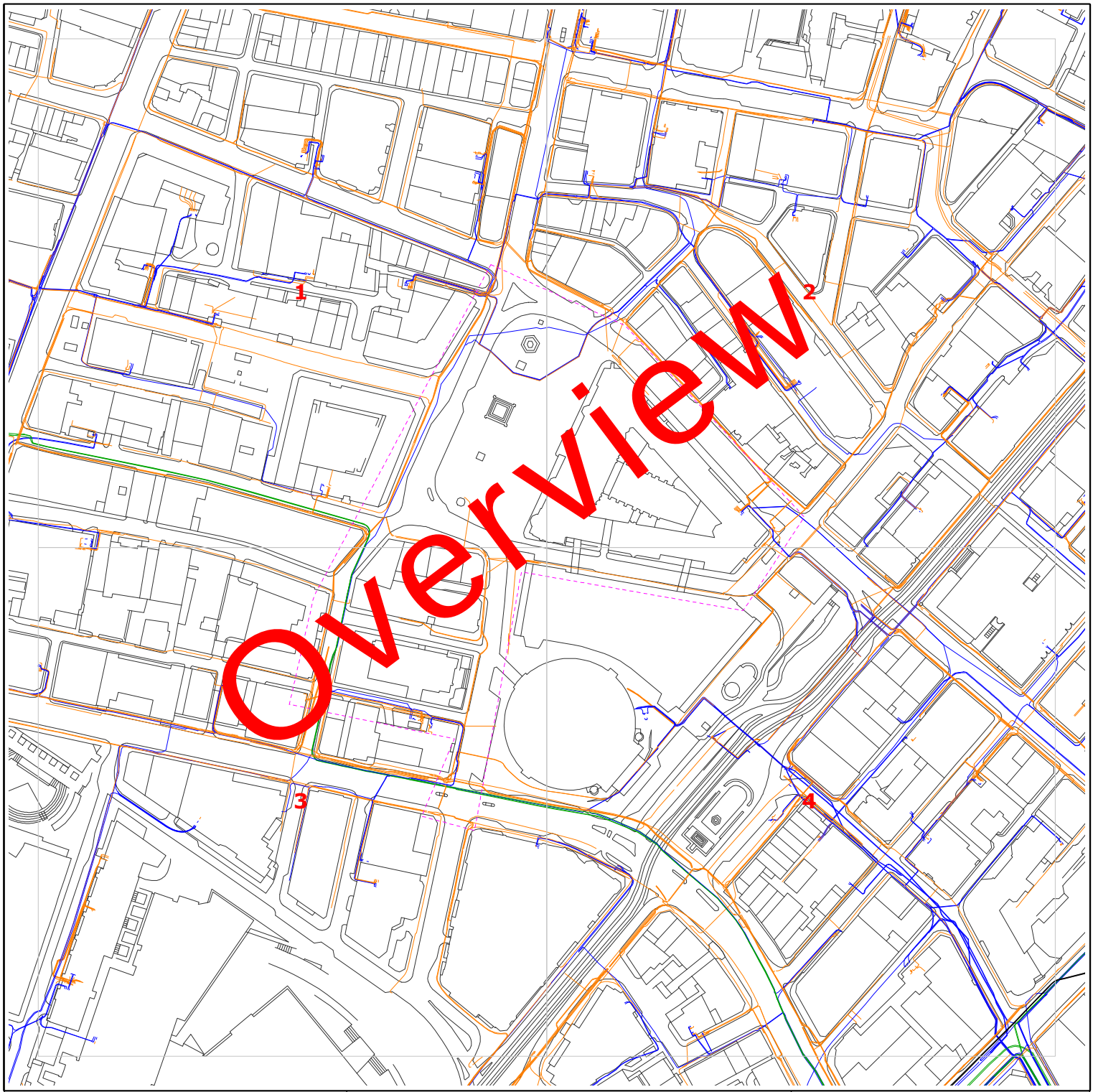
Current Incoming Utilities Layout

Appendix omitted. Refer to OTH-ARU-TH-ZZ-SKE-U-0009 on Aconex for latest version.

Appendix D

Arup comments on ENWL Network Maps

An extract of the Electricity Northwest network maps are provided, complete with a commentary from Arup on potential ambiguities, which should be considered by the Works Contractor when identifying potential unchartered utilities.



Requested by: Rosie Munns

Company: Groundwise Searches Ltd

Date Requested: 25/09/2017

Job Reference: 11278817

Your Scheme/Reference: 20458JS

Dig Sites:

Area Line

Operating Voltage	Colour Code	Line Colour
132kV	Black	
33kV	Green	
22kV-25kV	Yellow	
11kV	Red	
6kV-6.6kV	Blue	
1kV-6kV	Violet	
LV	Orange	
Unknown Voltage	Brown	

256650
Our Town Hall

OTH-ARU-XX-ES-SKE-E-0014 Revision P02

Arup comments on ENWL Network Maps

Arup
02.02.18

Scales on A4 paper:
1:1250 Area dig site
1:250 Line dig site

Data Management
Electricity North West
Limey House
Dickinson Street
Manchester, M1 4LF
Phone: 0800 195 4141
Email: planrequest@enwl.co.uk

Unless otherwise indicated the depth of Electricity North West Limited cables are in accordance with NJUG (450mm for Low Voltage & 600mm for 11kV cables) 33kV and 132kV cables are laid at depths as marked. The depth and positions of Electricity North West Limited equipment was accurate as shown when the equipment was installed. However third parties may have altered the level & other reference data. Therefore Electricity North West Limited accept no responsibility for the position of Electricity North West Limited equipment being different from shown. No person, body or company, shall be relieved from liability for damage caused to Electricity North West Limited equipment by reason of being located differently to the indications on this drawing. Service cables are not necessarily shown but must be assumed to exist to all premises, streetlights and signs. There may be other Electricity North West Limited apparatus in the vicinity which is not indicated on the cable records. Other apparatus may also be present which is owned by a third party other than Electricity North West Limited.

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Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington WA3 6XG. Registered in England and Wales. Registered No 02366949

Requested by: Rosie Munns

Company: Groundwise Searches Ltd

Date Requested: 25/09/2017

Job Reference: 11278817

Your Scheme/Reference: 20458JS

Dig Sites:

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1kV-6kV	Violet	
LV	Orange	
Unknown Voltage	Brown	

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Unknown Voltage	Brown	

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Our Town Hall

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02.02.18

Scales on A4 paper:
1:1250 Area dig site
1:250 Line dig site

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Electricity North West
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Manchester, M1 4LF
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Email: plantrequest@enwl.co.uk

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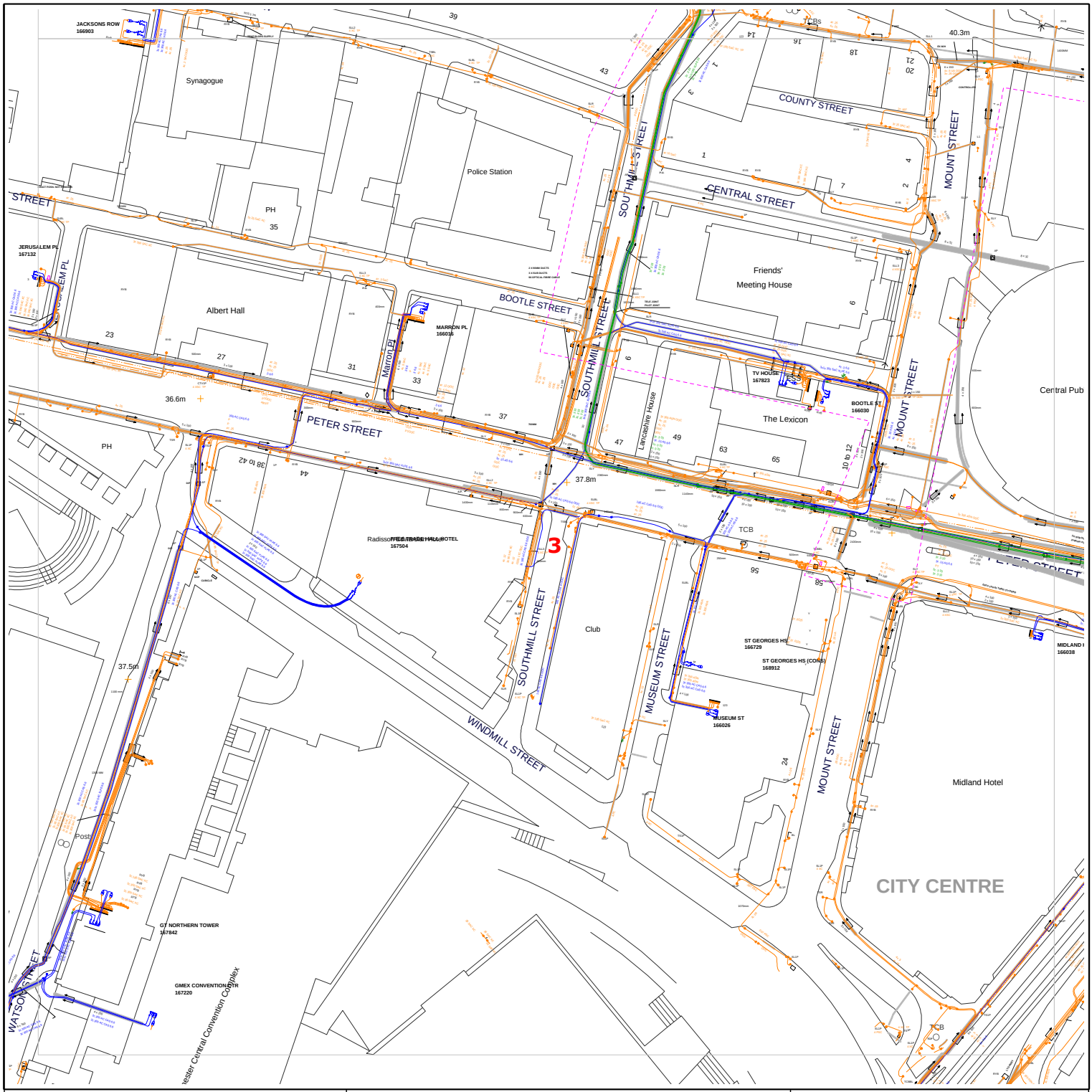
Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington WA3 6XG. Registered in England and Wales. Registered No 02366949



Requested by: Rosie Munns

Company: Groundwise Searches Ltd

Date Requested: 25/09/2017

Job Reference: 11278817

Your Scheme/Reference: 20458JS

Dig Sites:

Area Line

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LV	Orange	
Unknown Voltage	Brown	

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Our Town Hall

OTH-ARU-XX-ES-SKE-E-0014 Revision P02

Arup comments on ENWL Network Maps

Arup
02.02.18

Scales on A4 paper:
1:1250 Area dig site
1:250 Line dig site

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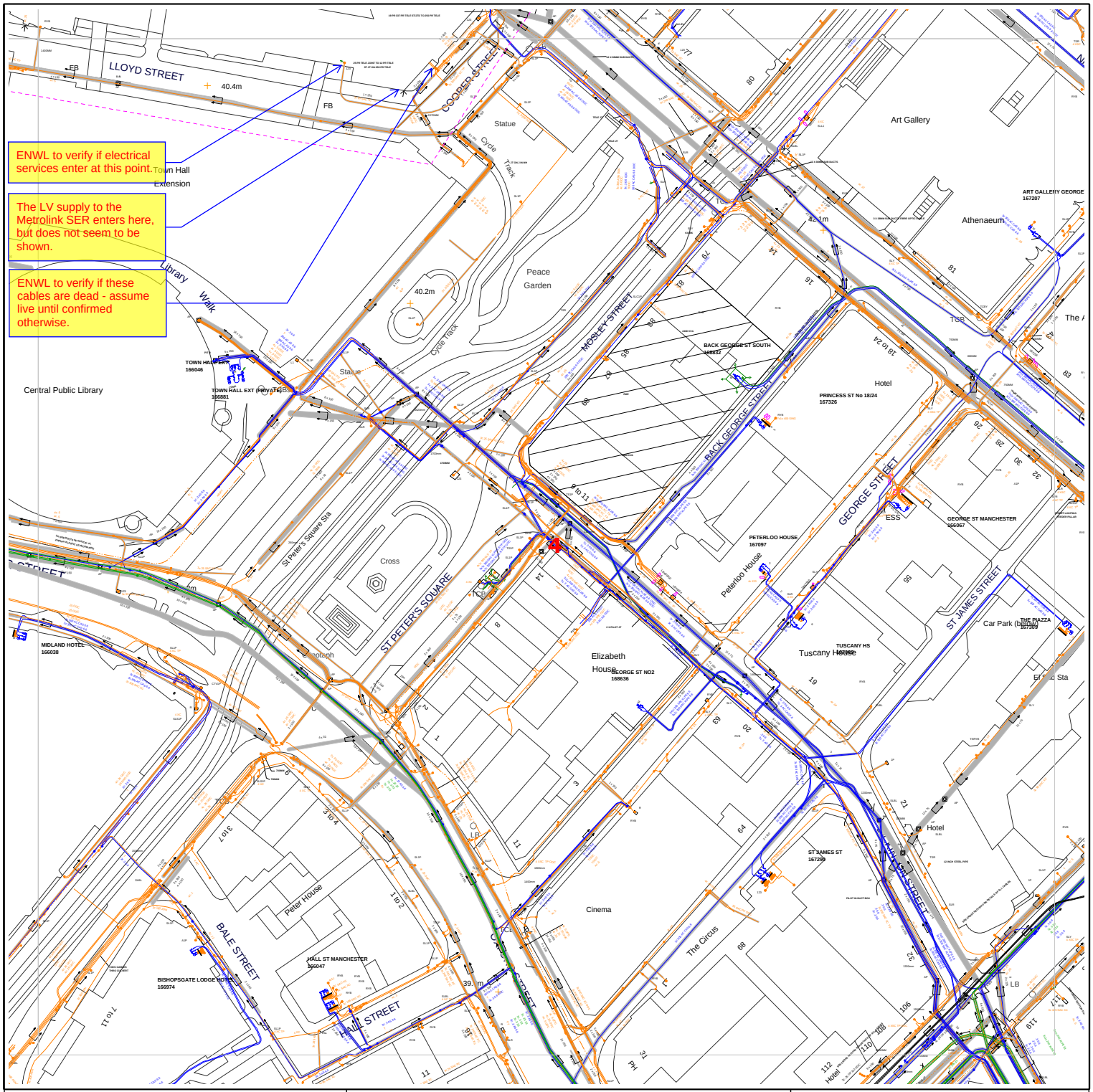
Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington WA3 6XG. Registered in England and Wales. Registered No 02366949



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Company: Groundwise Searches Ltd

Date Requested: 25/09/2017

Job Reference: 11278817

Your Scheme/Reference: 20458JS

Dig Sites:

Area Line

Operating Voltage	Colour Code	Line Colour
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33kV	Green	
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11kV	Red	
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256650
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OTH-ARU-XX-ES-SKE-E-0014 Revision P02

Arup comments on ENWL Network Maps

Arup
02.02.18

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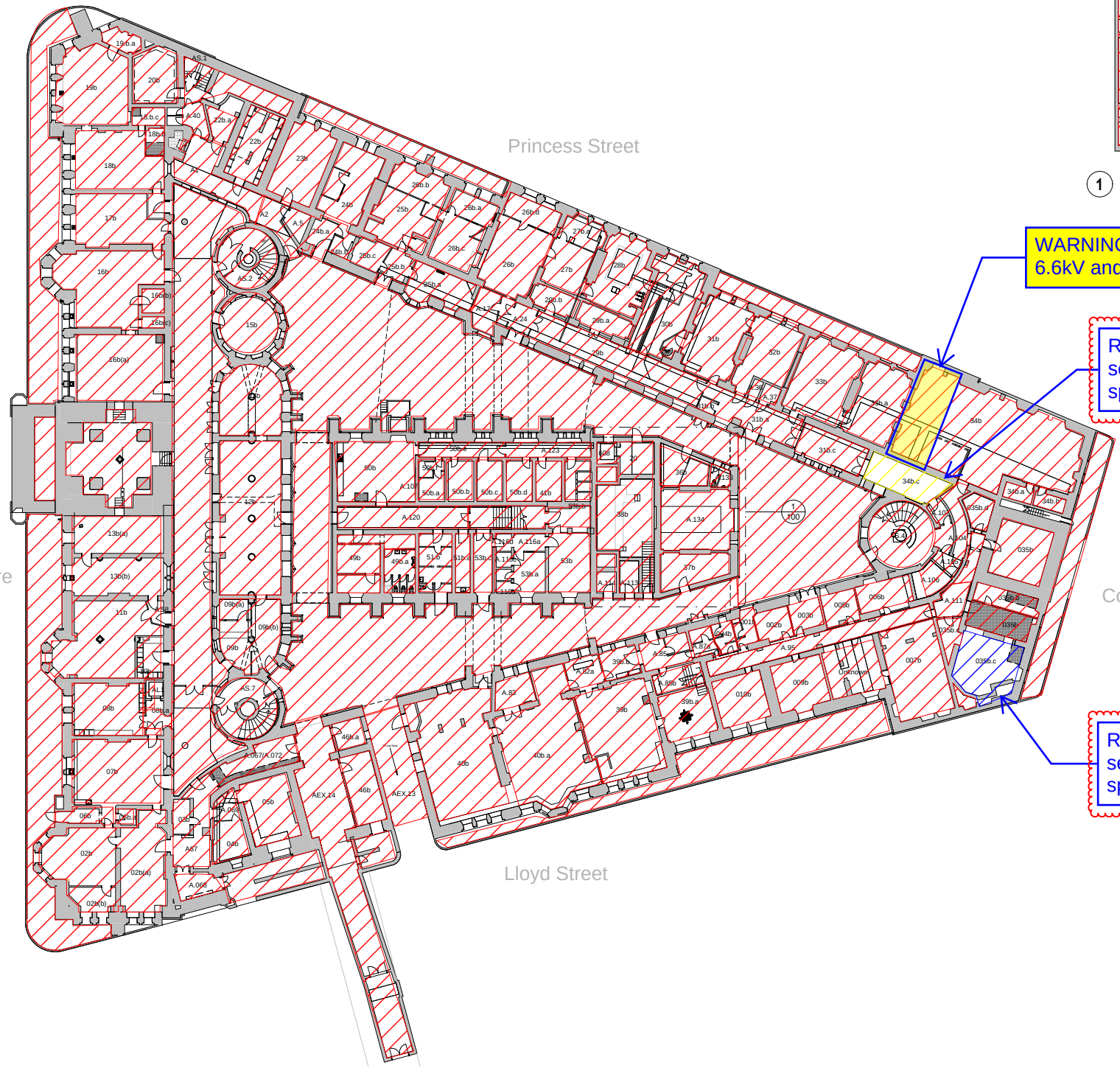
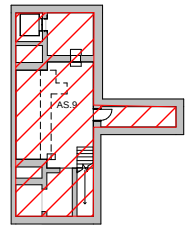
Appendix E

Building Services Strip-out Drawings

These drawings indicate the scope of building services strip-out. These should be read alongside the Purcell Heritage Assets Schedule and the Purcell Alterations Plans.





1 **Plant Room - Sub-Level**
1 : 200

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

ARUP
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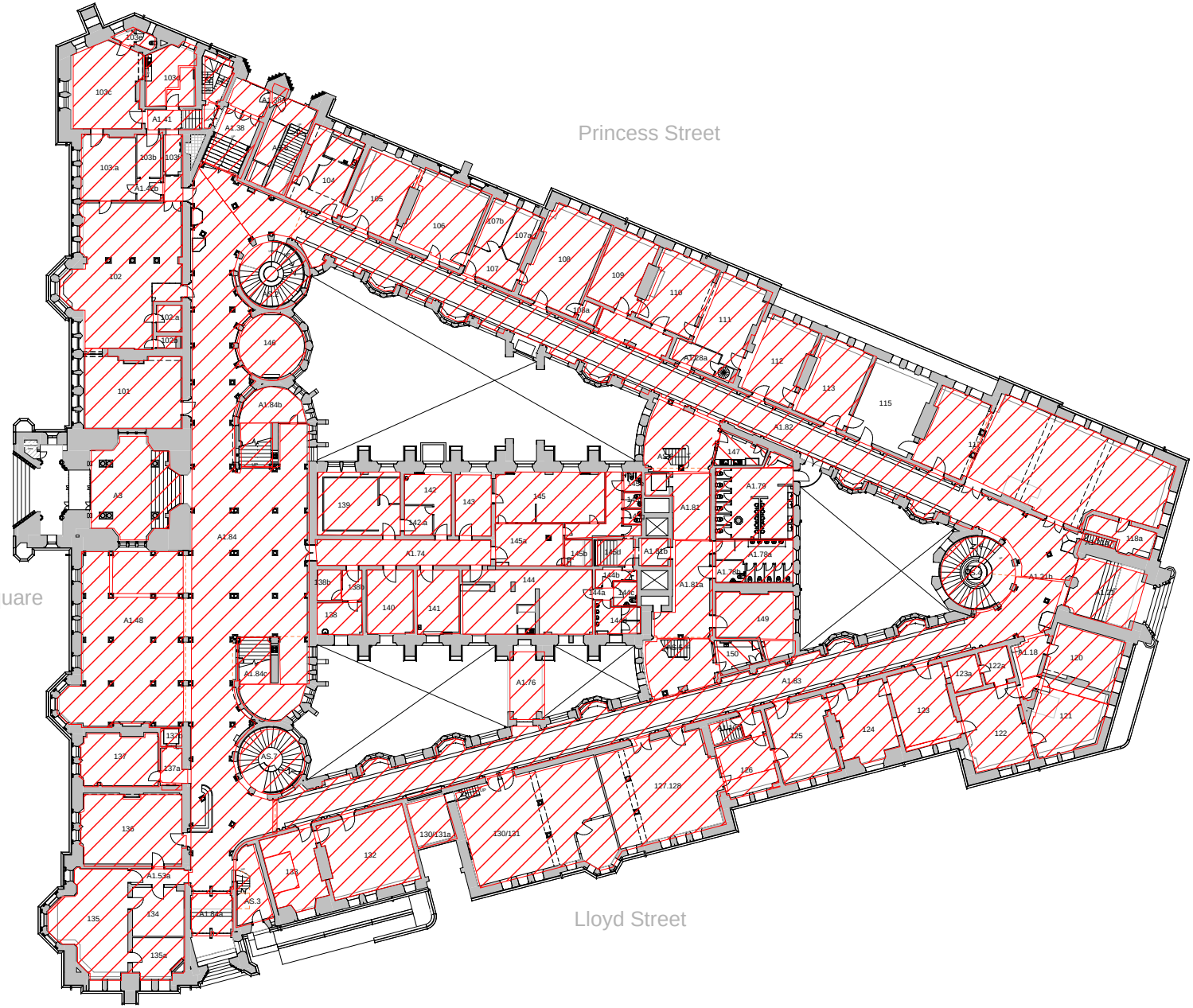
Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level LG (previously Level 0)

Scale at NTS
Role Building Services
Suitability S4 - Suitable for Construction
Arup Job No 256650
Rev C01
Name OTH-ARU-TH-LG-DWG-B-25401



Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level GF (previously Level 1)

Scale at NTS

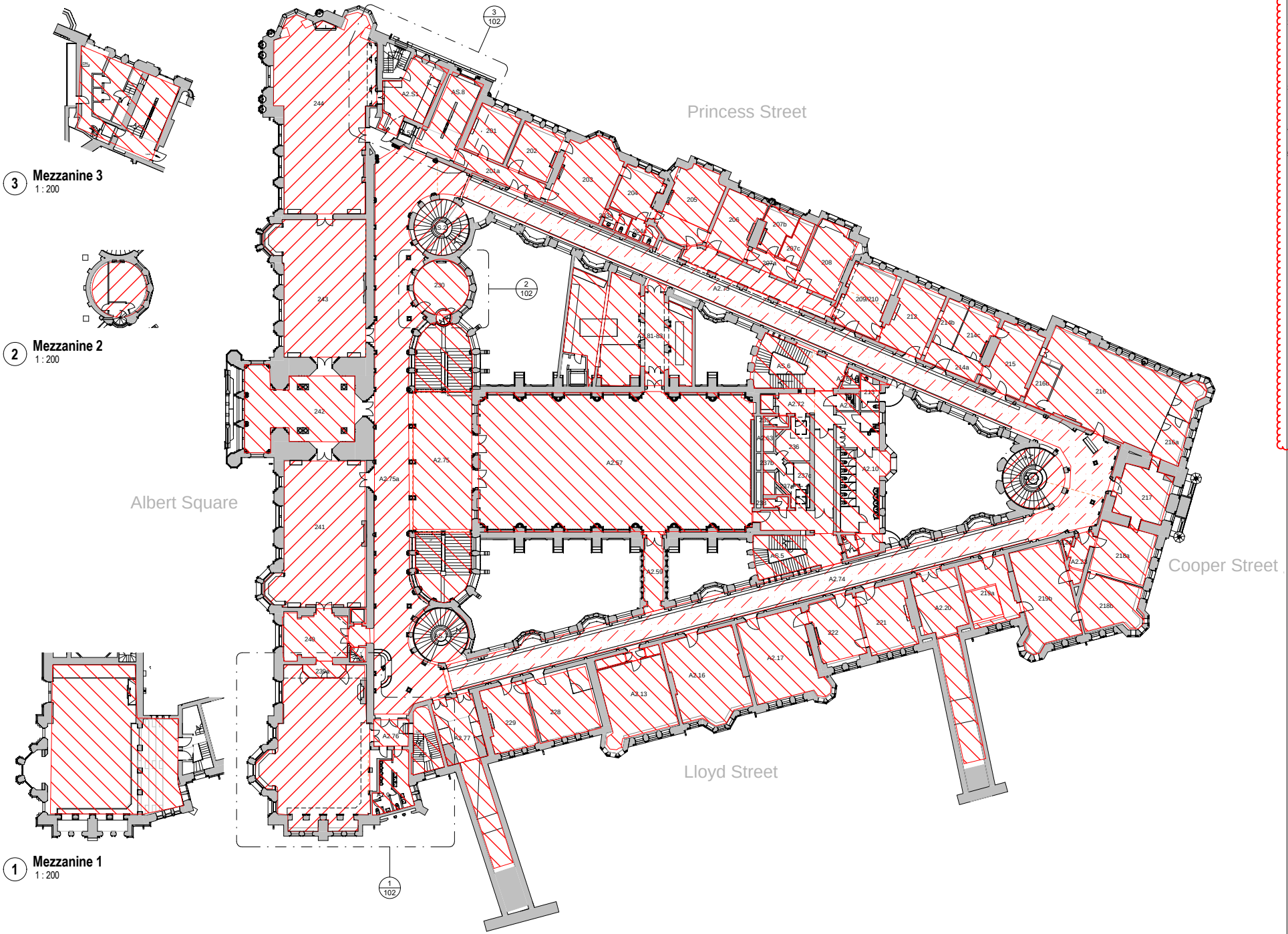
Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-GF-DWG-B-25402



Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
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6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

Key Plan

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level 1 (previously Level 2)

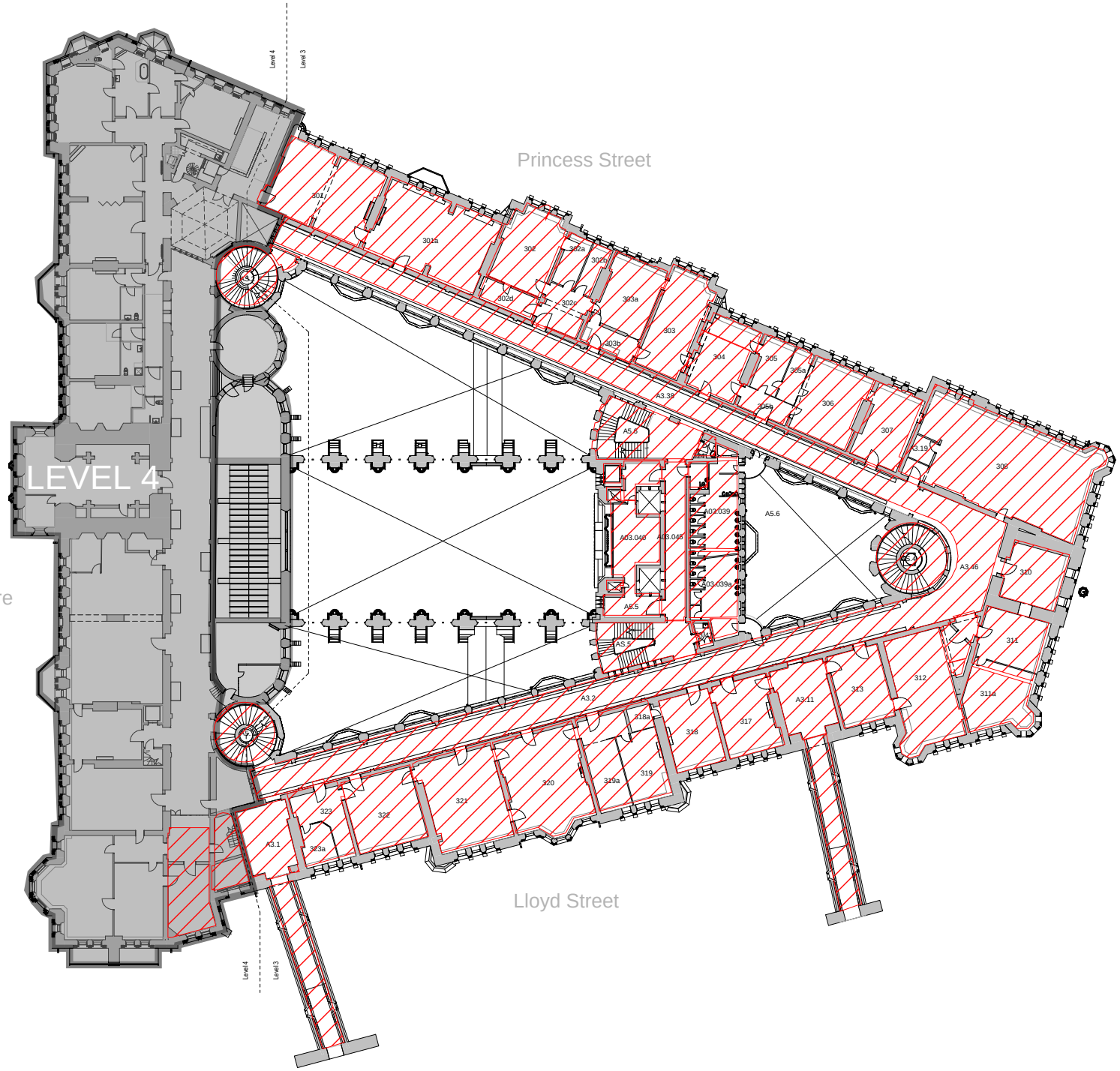
Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No	Rev
256650	C01

Name
OTH-ARU-TH-01-DWG-B-25403



Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Level 2 (previously Level 3)

Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-02-DWG-B-25404

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

Drawing Title
Building Services Strip-out scoping Level 3 (previously Level 4)

Scale at NTS

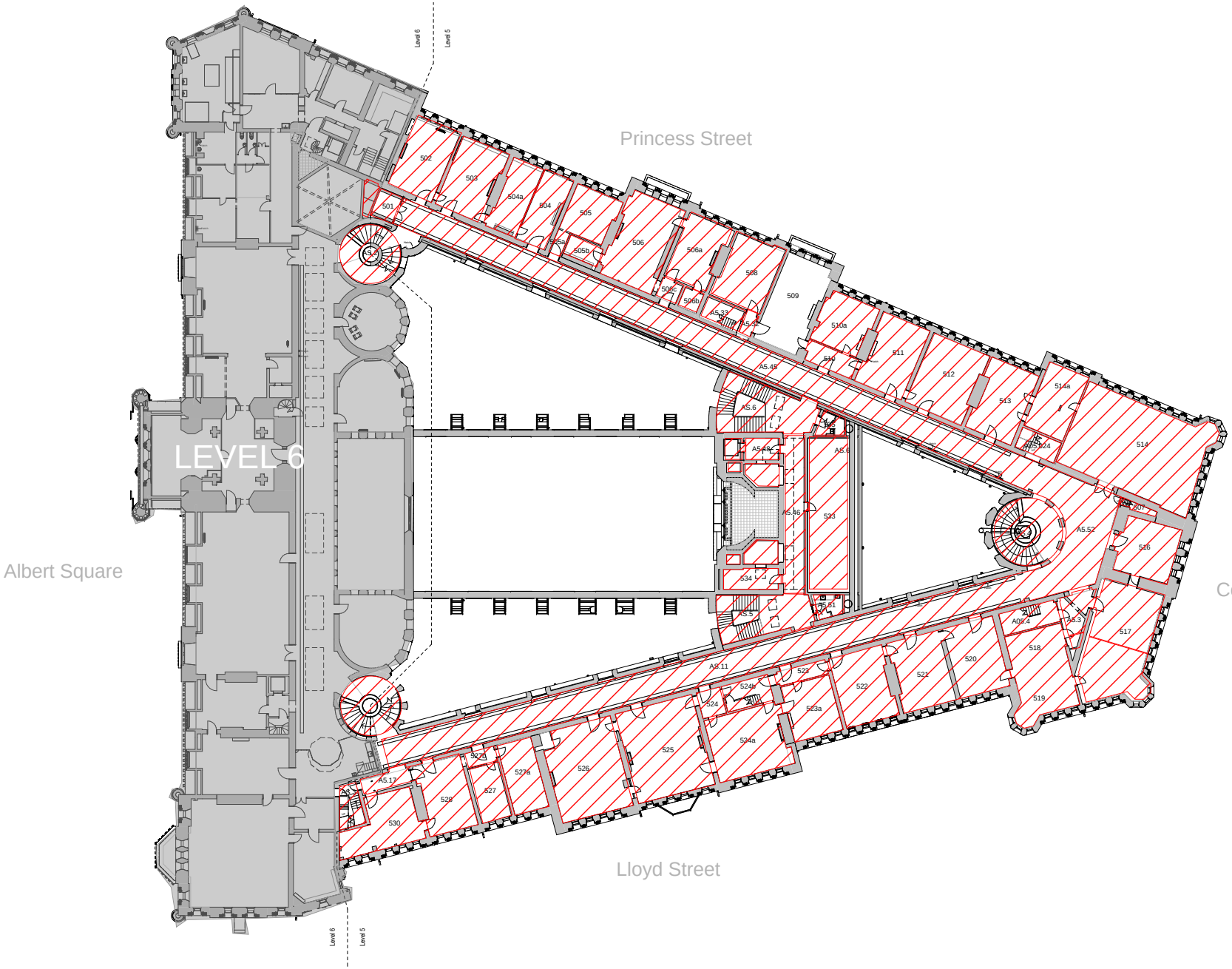
Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-03-DWG-B-25405



Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Level 4 (previously Level 5)

Scale at NTS

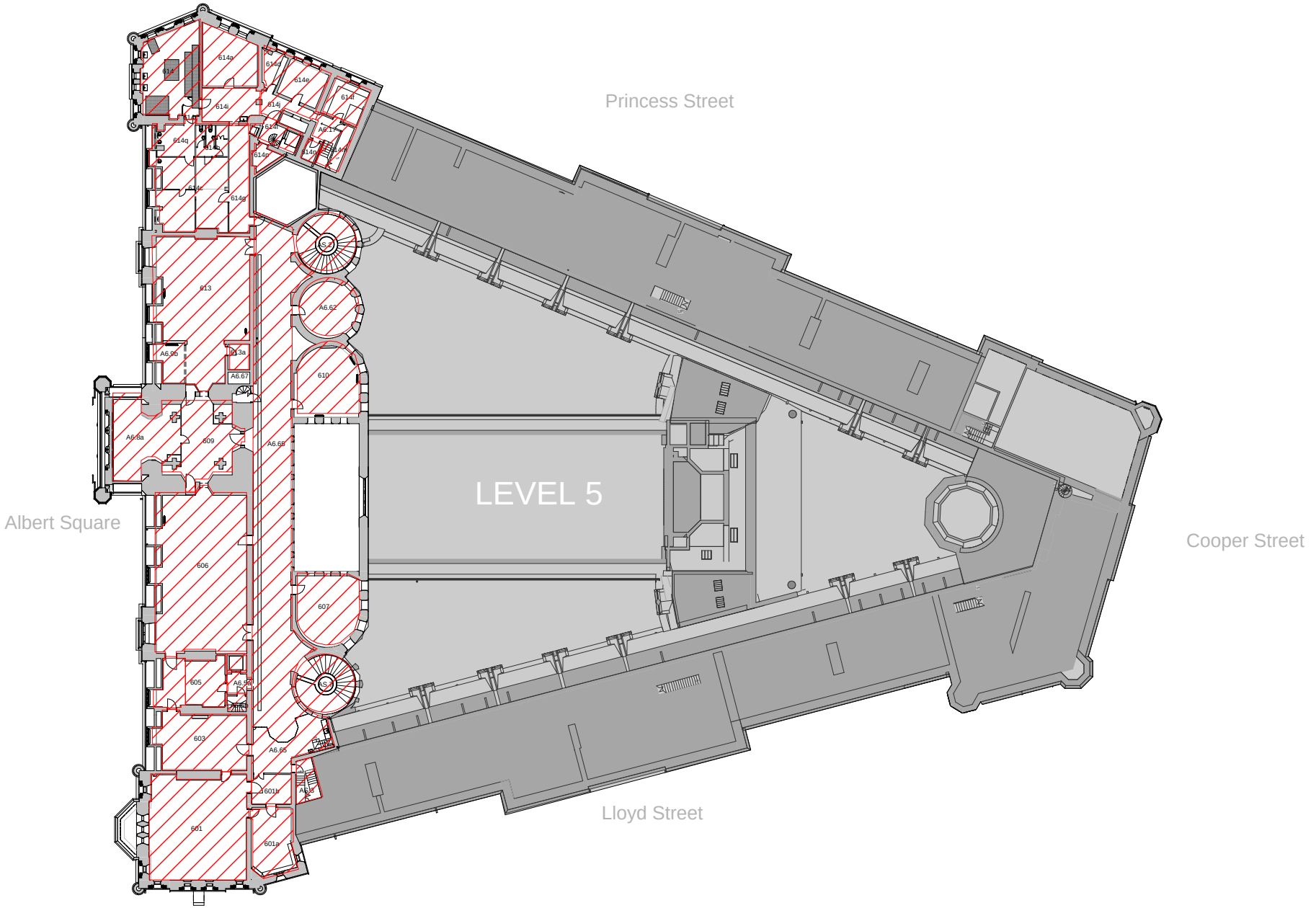
Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-04-DWG-B-25406



Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
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5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
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Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level 5 (previously Level 6)

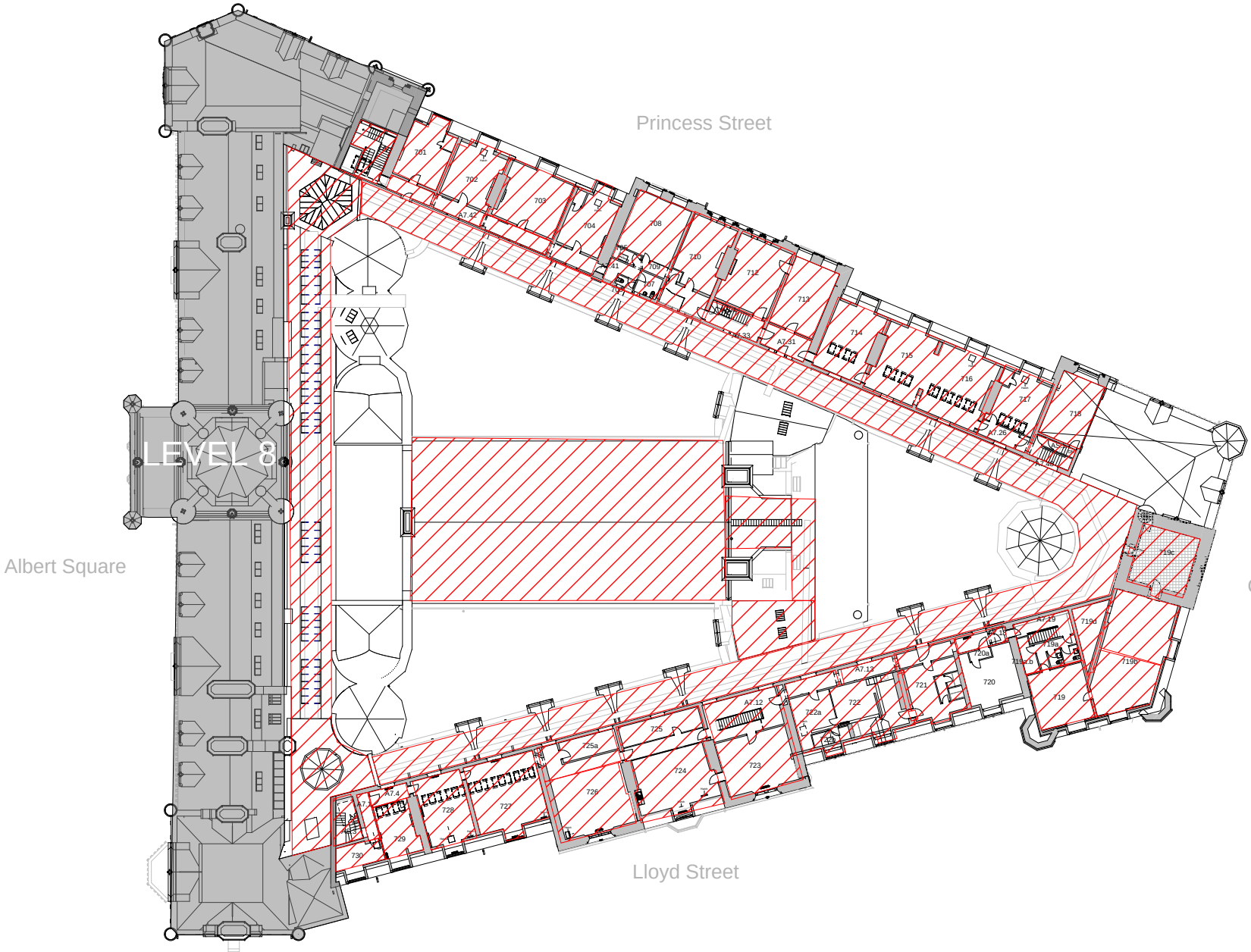
Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No	Rev
256650	C01

Name
OTH-ARU-TH-05-DWG-B-25407



Notes

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2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
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6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level 6 (previously Level 7)

Scale at NTS

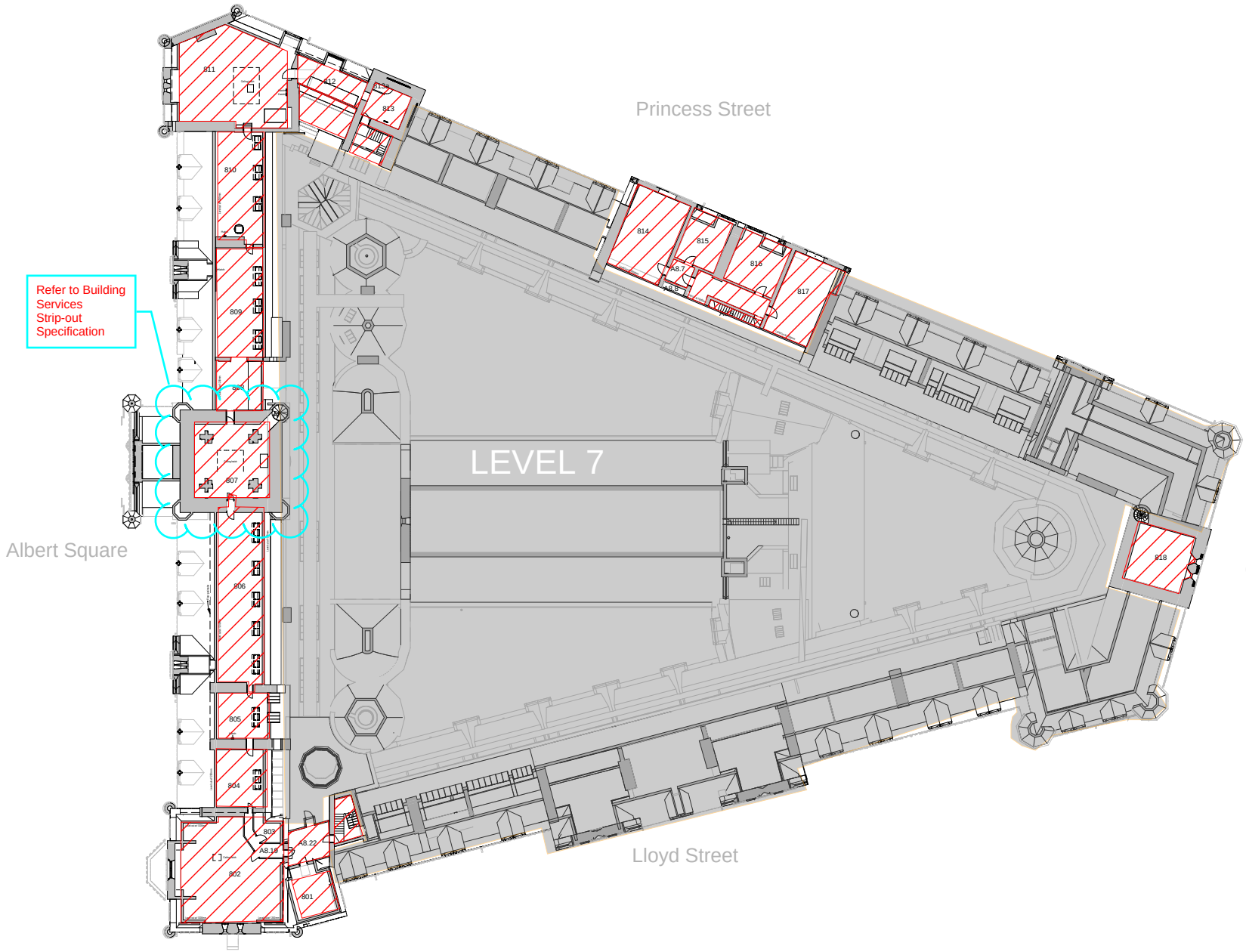
Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-06-DWG-B-25409



Notes

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2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
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Legend

MEP Services Strip-out
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Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Level 7 (previously Level 8)

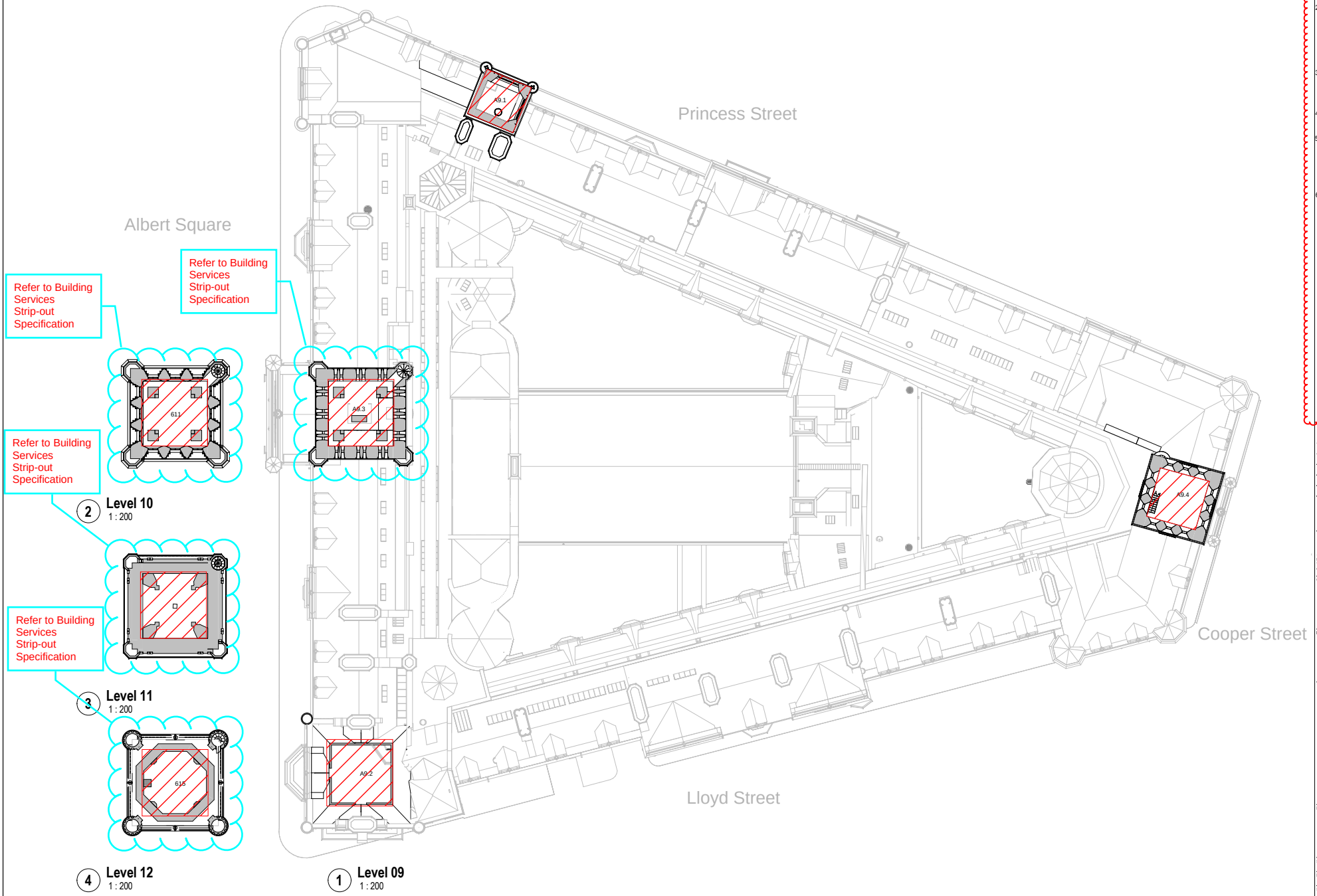
Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No	Rev
256650	C01

Name
OTH-ARU-TH-07-DWG-B-25410



2 **Level 10**
1 : 200

3 **Level 11**
1 : 200

4 **Level 12**
1 : 200

1 **Level 09**
1 : 200

Notes

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Legend

MEP Services Strip-out
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Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Turrets

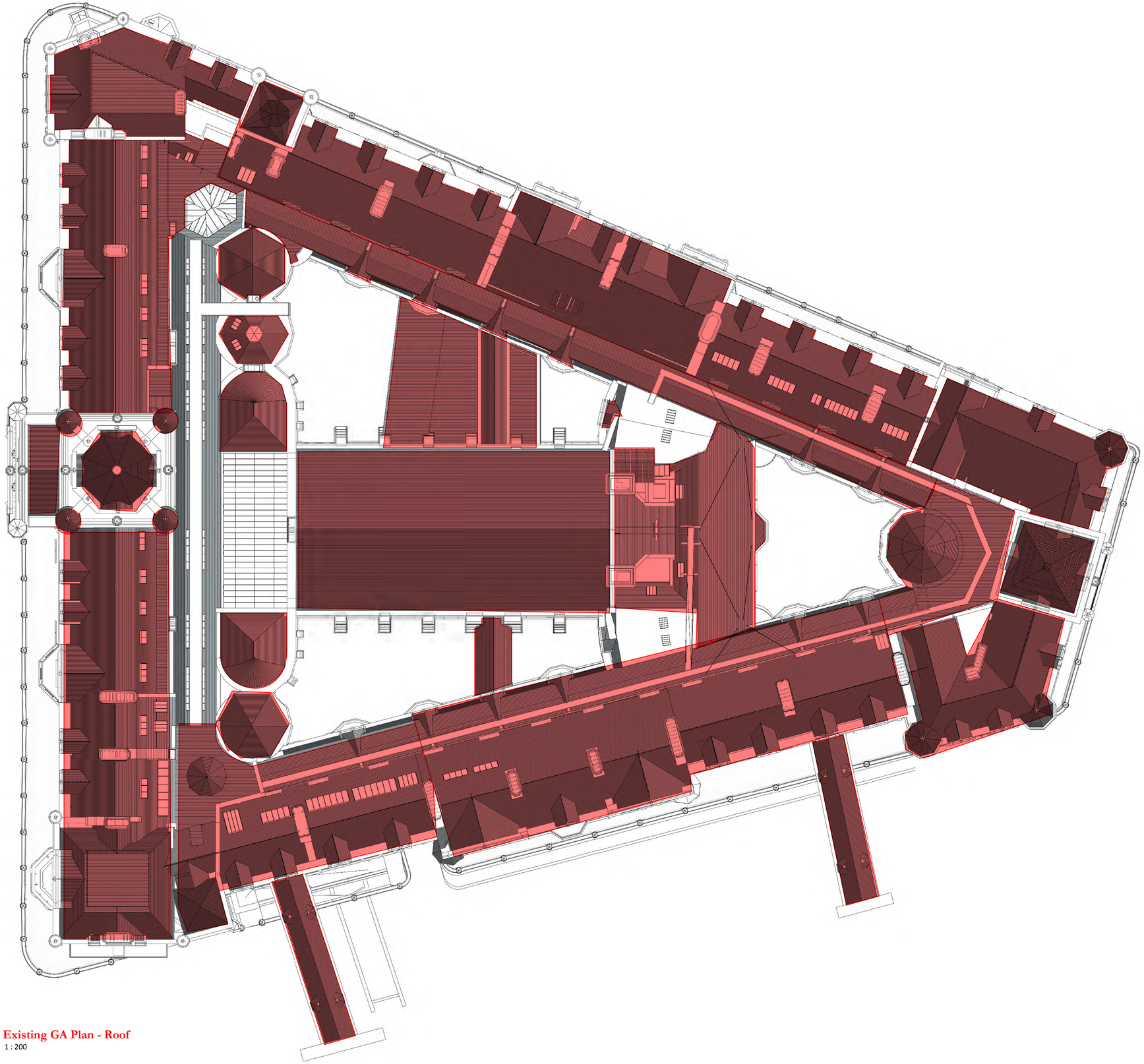
Scale at
NTS

Role
Building Services

Suitability
S4 - Suitable for Construction

Arup Job No	Rev
256650	C01

Name
OTH-ARU-TH-ZZ-DWG-B-25411



Existing GA Plan - Roof
1 : 200

Notes

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Legend

MEP Services Strip-out
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Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping
Level RF (previously Roof)

Scale at NTS

Role Building Services

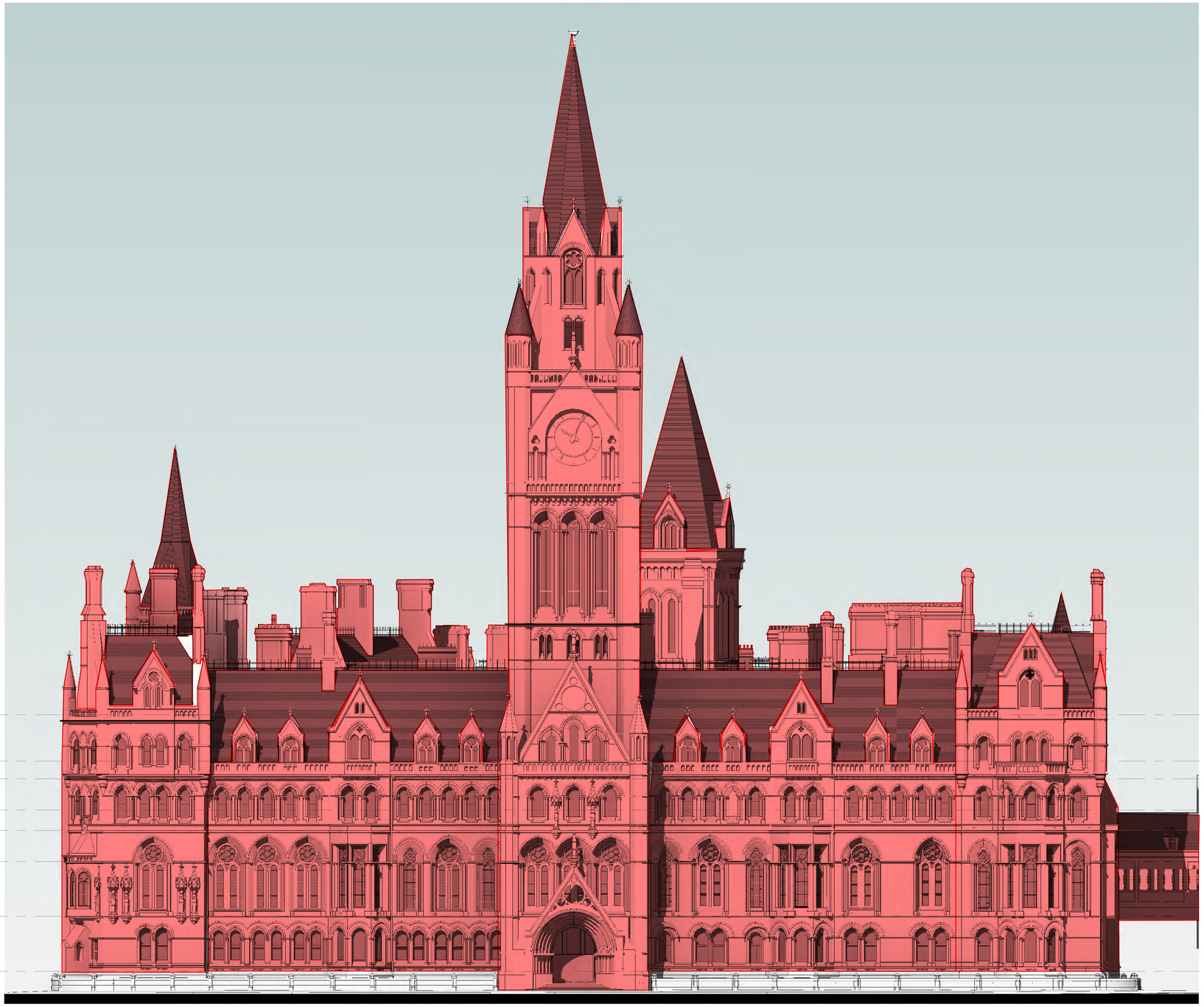
Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25412

24/04/2018 16:02:42



Albert Square Elevation
1 : 200

Notes

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Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Facades

Scale at NTS

Role Building Services

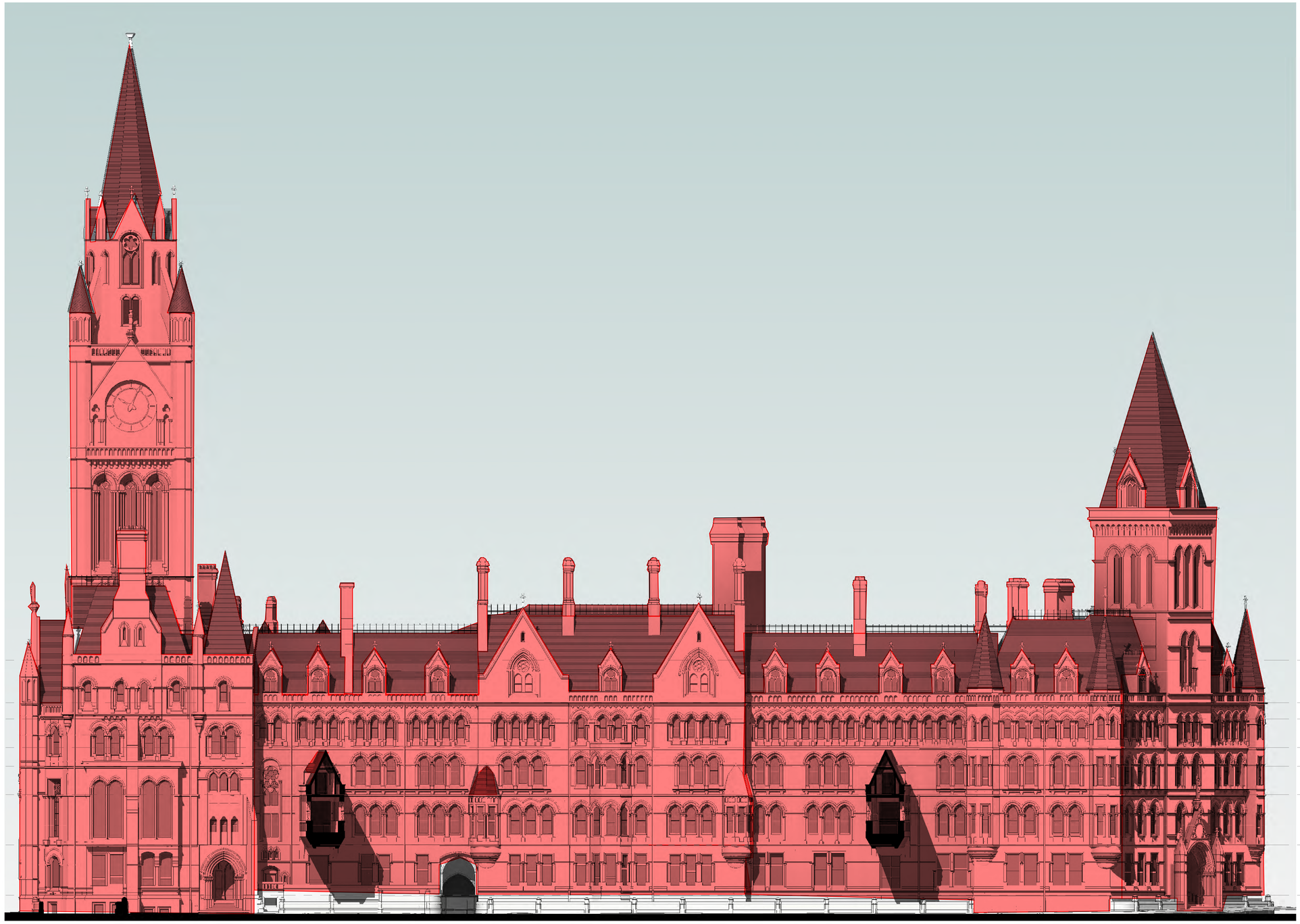
Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25413

12/04/2018 16:06:36



Corner Albert Sq and Lloyd St

1 : 200

Lloyd St. Elevation

1 : 200

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
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Legend

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Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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www.arup.com

Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Facades

Scale at NTS

Role Building Services

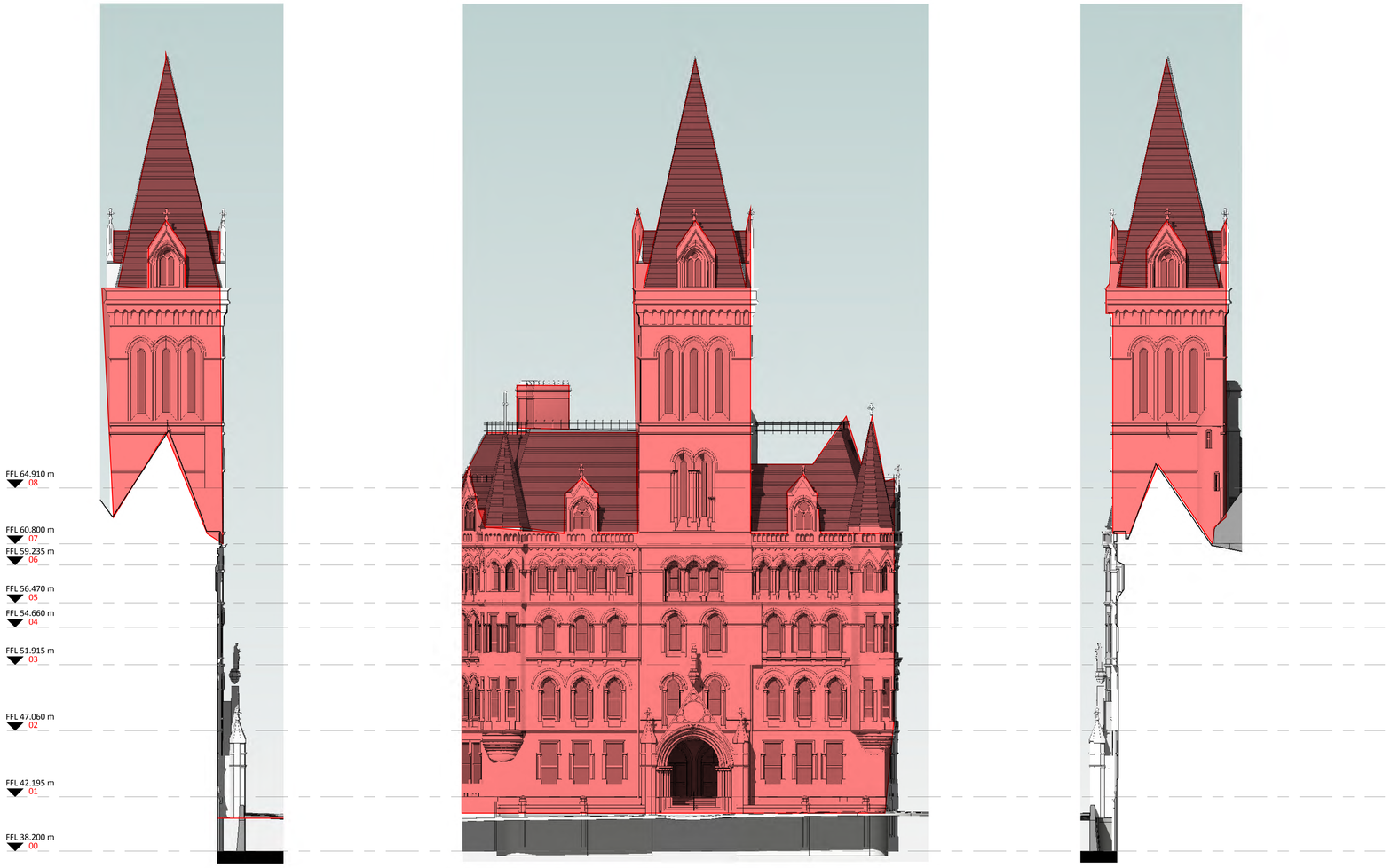
Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25414

12/04/2018 16:10:35



Cooper Street Tower South Elevation
1 : 200

Cooper St. Elevation
1 : 200

Cooper Street Tower North Elevation
1 : 200

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
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6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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www.arup.com

Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Facades

Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25415

12/04/2018 16:28:47

Princess Street Elevation
1 : 200

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

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Manchester City Council

Project Title
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OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Facades

Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25416

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical, public health and vertical transportation services and equipment which shall be stripped out as part of the enabling works. Refer to Building Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules. These schedules indicate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

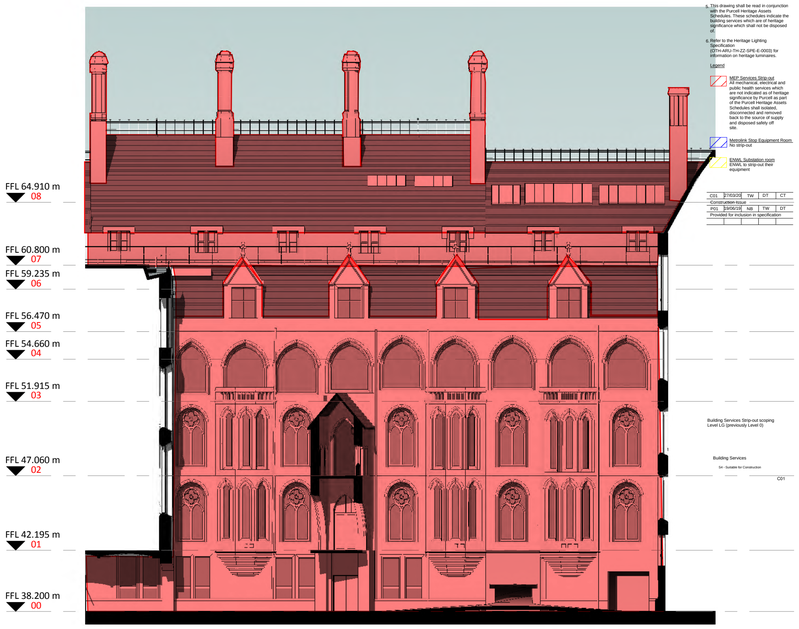
Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated as of heritage significance by Purcell as part of the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

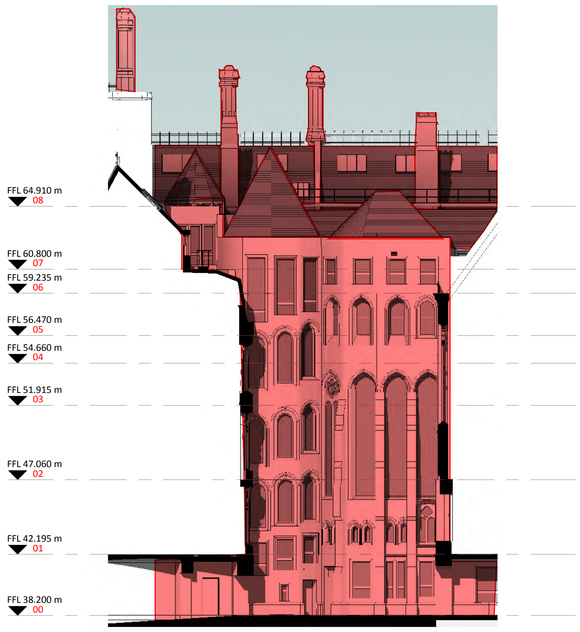
Metrolink Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment

Rev	Date	By	Chkd	Appd
C01	27/03/20	TW	DT	CT
Construction Issue				
P01	19/06/19	NB	TW	DT
Provided for inclusion in specification				

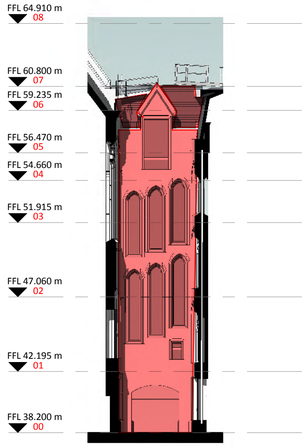


GA - Lloyd St Courtyard North Elevation
1 : 200



GA - Lloyd St Courtyard East Elevation
1 : 200

GA - Lloyd St Courtyard South Elevation
1 : 200



GA - Lloyd St Courtyard West Elevation
1 : 200

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Client
Manchester City Council

Project Title
Our Town Hall Project

OUR TOWN HALL PROJECT

Drawing Title
Building Services Strip-out scoping Facades

Scale at NTS

Role Building Services

Suitability S4 - Suitable for Construction

Arup Job No 256650

Rev C01

Name OTH-ARU-TH-ZZ-DWG-B-25417

Notes

1. This drawing shall be read in conjunction with all relevant drawings and documents.
2. This drawing indicates mechanical, electrical and public health services transportation services and equipment which shall be stripped out as part of the Building Services MEP Services Strip-out Performance Specification for details.
3. Refer to Current Incoming Utilities Layout for details of incoming utilities - the Works Contractor shall verify the locations of these utility connections.
4. This drawing shall be read in conjunction with the Purcell Alteration Plans.
5. This drawing shall be read in conjunction with the Purcell Heritage Assets Schedules which identify and designate the building services which are of heritage significance which shall not be disposed of.
6. Refer to the Heritage Lighting Specification (OTH-ARU-TH-ZZ-SPE-E-0003) for information on heritage luminaires.

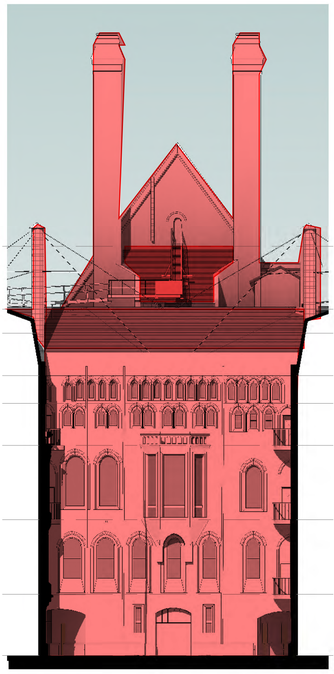
Legend

MEP Services Strip-out
All mechanical, electrical and public health services which are not indicated to be kept on the Purcell Heritage Assets Schedules shall isolated, disconnected and removed back to the source of supply and disposed safely off site.

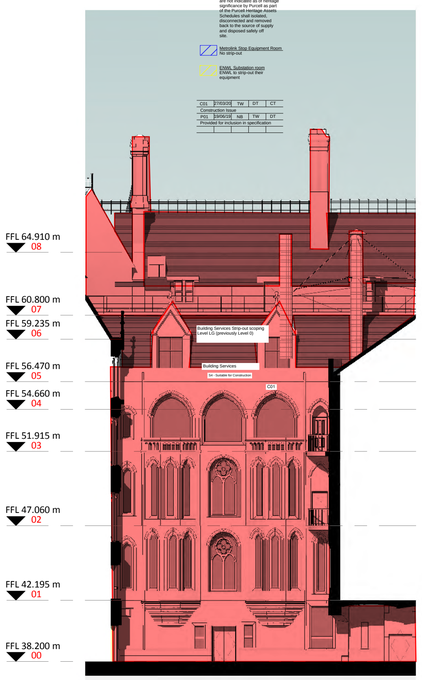
Wembley Stop Equipment Room
No strip-out

ENWL Substation room
ENWL to strip-out their equipment.

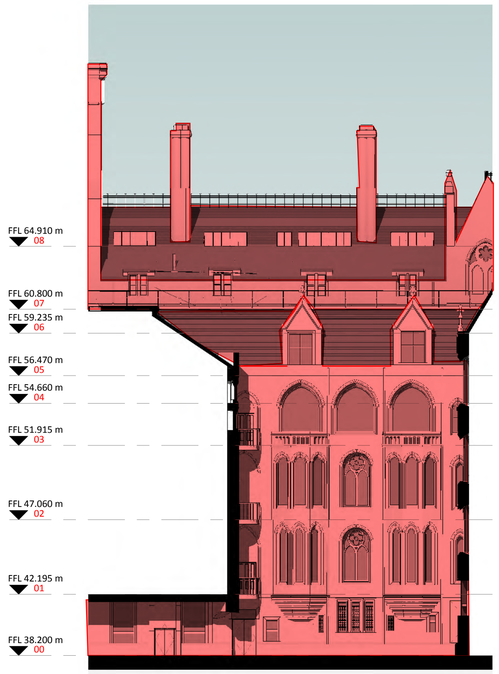
C01	27/03/18	TW	DT	CT
Construction Issue				
P01	30/06/18	NB	TW	DT
Provided for inclusion in specification				



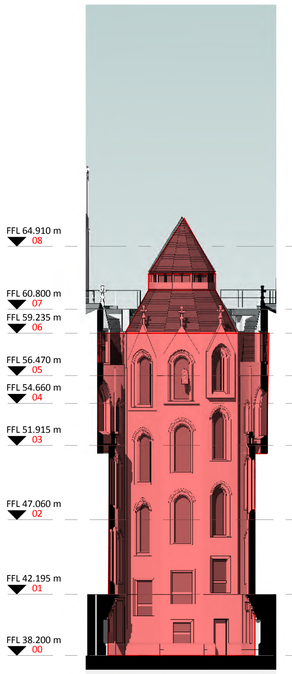
GA - Cooper St Courtyard East Elevation
1 : 200



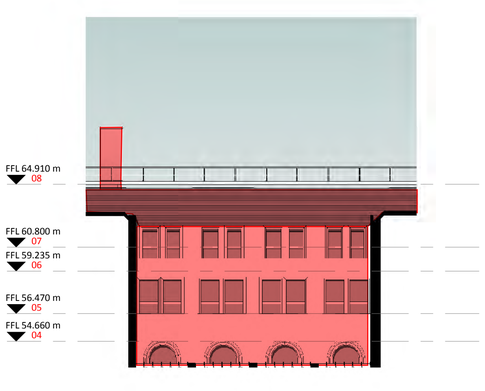
GA - Cooper St Courtyard North Elevation
1 : 200



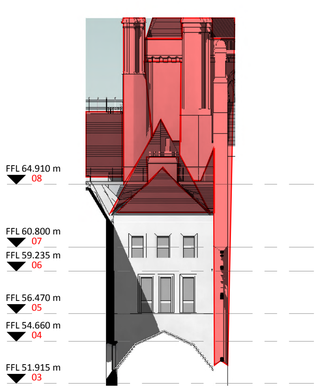
GA - Cooper St Courtyard South Elevation
1 : 200



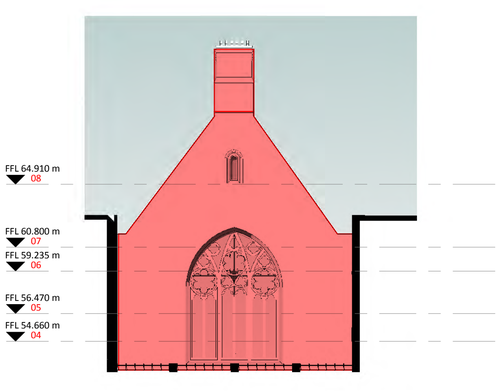
GA - Cooper St Courtyard West
1 : 200



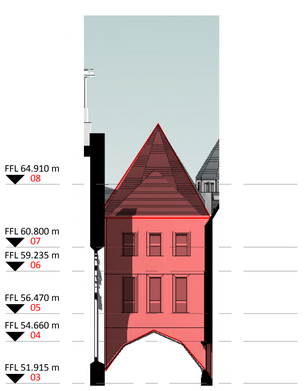
GA - Bees Courtyard East Elevation
1 : 200



GA - Bees Courtyard North Elevation
1 : 200



GA - Bees Courtyard West Elevation
1 : 200



GA - Bees Courtyard South Elevation
1 : 200

Rev	Date	By	Chkd	Appd
P01	23/07/18	WP	AD	TW

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OUR TOWN HALL PROJECT

Project Title
Our Town Hall Project

Drawing Title
Lightning Protection Sketches

Scale at A1
NTS

Role
Electrical Services

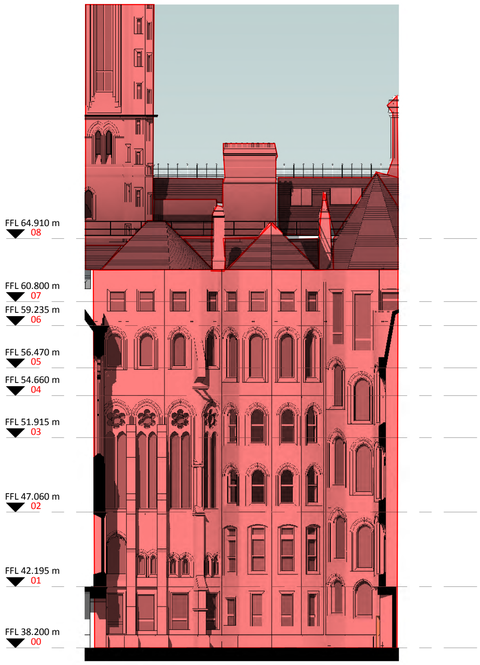
Suitability
S2 - For Information

Arup Job No
256650

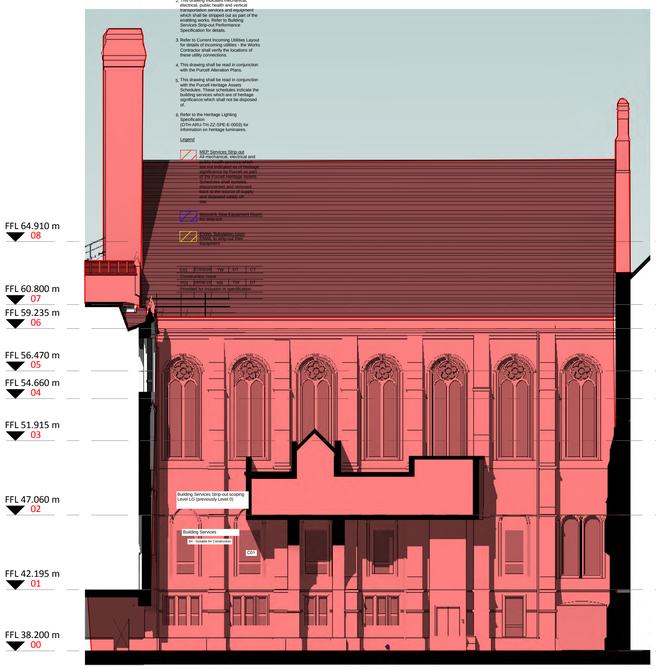
Rev
PO1

Name
OTH-ARU-TH-ZZ-SKE-E-0046

12/04/2018 16:23:29

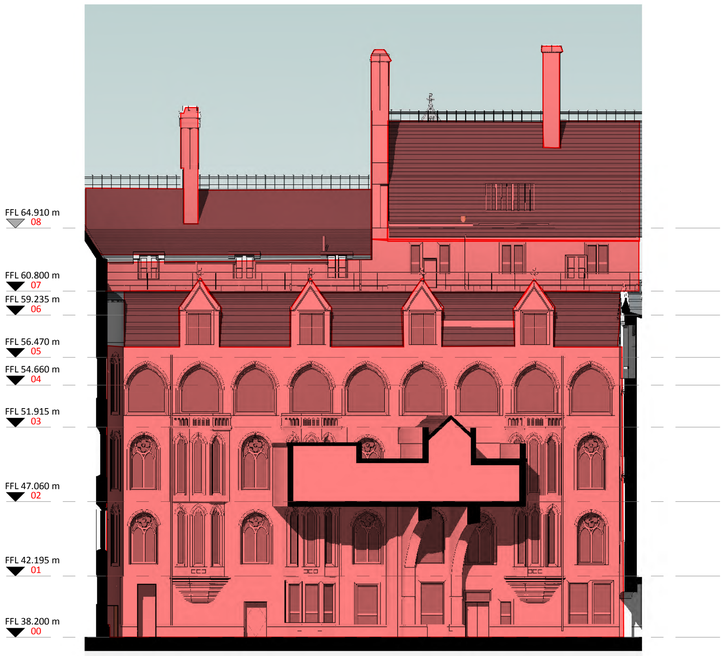


GA - Princess St Courtyard East Elevation
1 : 200



GA - Princess St Courtyard North Elevation
1 : 200

GA - Princess St Courtyard West Elevation
1 : 200



GA - Princess St Courtyard South Elevation
1 : 200

Rev	Date	By	Chkd	Appd
P01	23/07/18	WP	AD	TW

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OUR TOWN HALL PROJECT

Project Title
Our Town Hall Project

Drawing Title
Lightning Protection Sketches

Scale at A1
NTS
Role
Electrical Services
Suitability
S2 - For Information
Arup Job No
256650
Rev
PO1
Name
OTH-ARU-TH-ZZ-SKE-E-0046

12/04/2018 16:24:38

Appendix F

Building Services Strip-out Schedule

This appendix has been omitted and is replaced by the Purcell Heritage Assets Schedules which can be found on Aconex.

Appendix G

Planit Site Clearance Plans

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NOTE:

1. Do not scale from this drawing - always work to noted dimensions.
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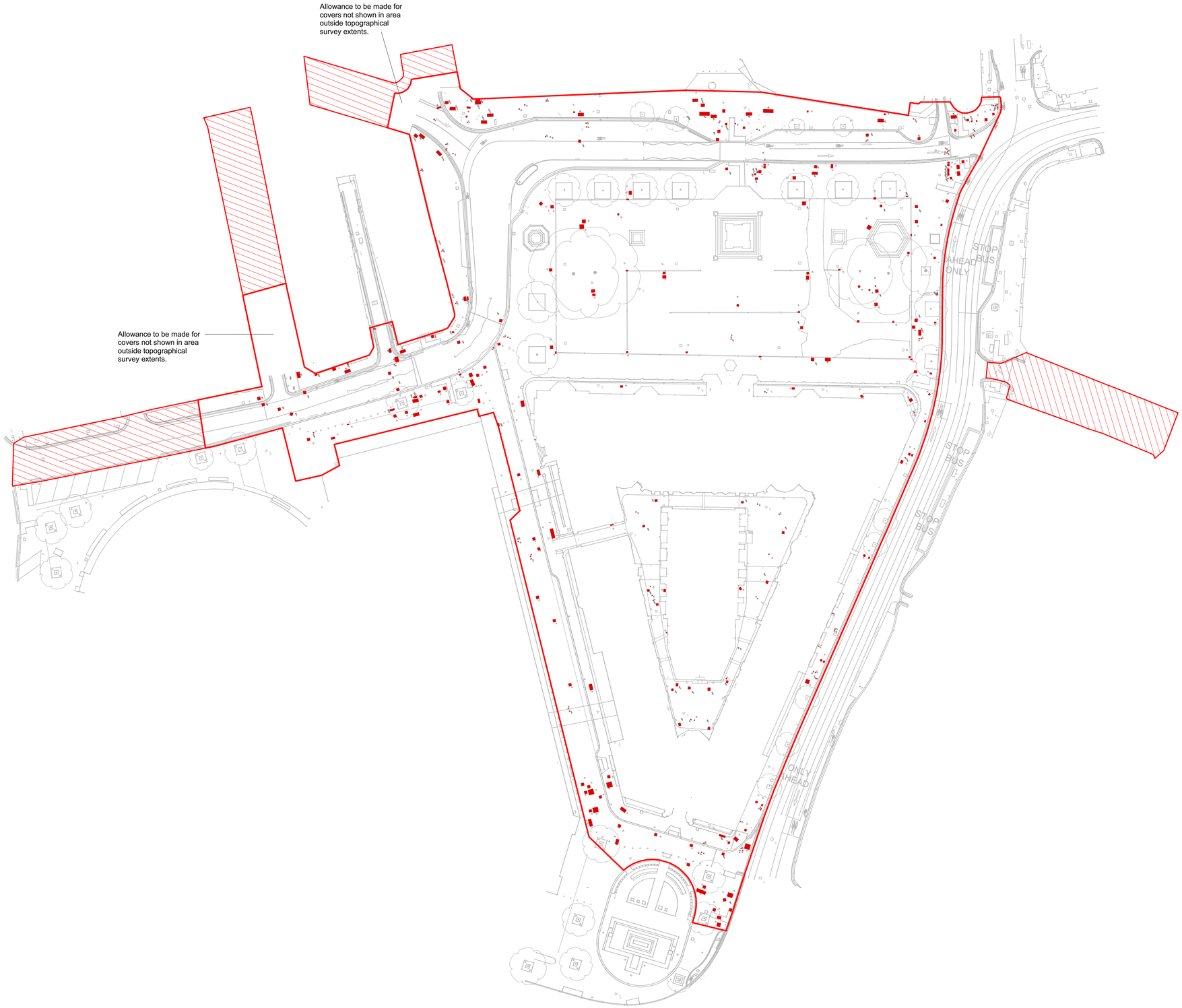
3. All setting out, levels and dimensions to be agreed on site.
4. Dimensions of all materials to be checked on site prior to setting out.
5. This drawing must be read with the relevant specification clauses and detail drawings.
6. Order of construction and setting out to be agreed on site.

N



KEY

BOUNDARIES

Red Line Boundary

Section 278 Works

IN GROUND FEATURES

IC **Inspection Chamber Cover** various locations

BT **British Telecom Cover** various locations

MH **Manhole Cover** various locations

FH **Fire Hydrant Cover** various locations

W **Water Meter / Stop Tap Box Cover** various locations

GAS **Gas Inspection Cover** various locations

Nynex **Telecommunications Cover** various locations

CATV **Cable Television Cover** various locations

Elec **Electric Inspection Cover** various locations

NOTE:
Assume all existing covers, manholes and in ground features to be replaced with new if retained as part of the new design proposals.

Where possible to be reinstated using recessed / infill covers with paving to match adjacent new surfacing.

Ductive iron covers to be replaced by new bespoke lids with Manchester motifs. Please refer to heritage toolkit document.

Revision	Date	Description	Drawn	Apprvd.
01	30-11-18	Stage 3 Issue	SR	MS

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LIVERPOOL
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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan
Manholes and Utility Covers

Created on	Created by	Approved by
27-11-18	AD	MS

Scale	Size	Workstage
1:500	A1	Stage 3

Drg No.	Suitability	Revision
OTH-PLA-EE-ES-DWG-L-0003	S2	01

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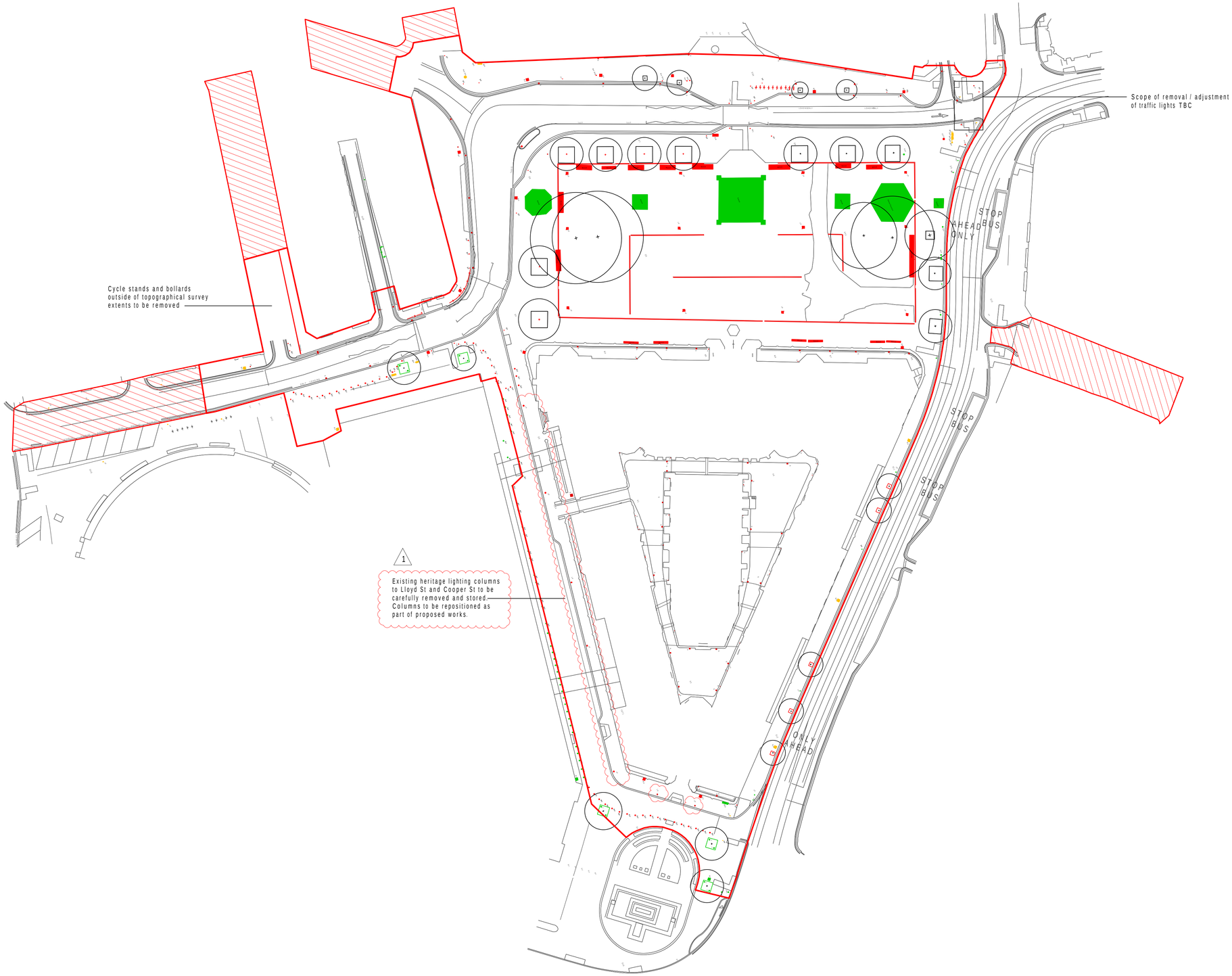

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5. This drawing must be read with the relevant specification clauses and detail drawings.
6. Order of construction and setting out to be agreed on site.

N

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

SITE CLEARANCE

- **To be removed**
- **To be retained**
- **To be confirmed**

FURNITURE AND FEATURES KEY

- Bol. **Bollard** various locations
- Bin **Bin** various locations
- Post **Post** various locations
- 2 LP **Lamp Post** various locations
- TBL **Traffic Light** various locations
- Cycle racks **Cycle Rack** Mount Street and Albert Square
- **Tree Grille** various locations
- Channel **Channel** various locations
- G **Remove Gully** various locations
- SBX **Switch Box** various locations
- CCTV **CCTV** Mount Street and Princess Street
- SP. **Sign Post** various locations
- **Railing** Mount Street
- Bus Stop **Bus Stop** various locations
- Post box **Post Box** various locations
- Bench **Bench** Albert Square
- Statue **Statue** Albert Square
- **Tree** various locations - Refer to tree retention and removal drawing for proposals. OTH-PLA-EE-ES-DWG-L-1006

Revision Notes:

1. Notes added to existing heritage lighting columns to Lloyd St and Cooper St .
2. Lamp Post added to key.

Revision	Date	Description	Drawn	Apprvd.
03	04-12-18	Stage 3 Issue	SR	MS
02	30-11-18	Stage 3 Issue	SR	MS
01	20-11-18	First Issue for coordination	AD	MS

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No. 8 Princes Parade, Princes Dock, Liverpool, L3 1DL
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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan
Furniture and Features

Created on	Created by	Approved by
20-11-18	AD	MS

Scale	Size	Workstage
1:500	A1	Stage 3

Drg No. OTH-PLA-EE-ES-DWG-L-0004
Suitability S2
Revision 03

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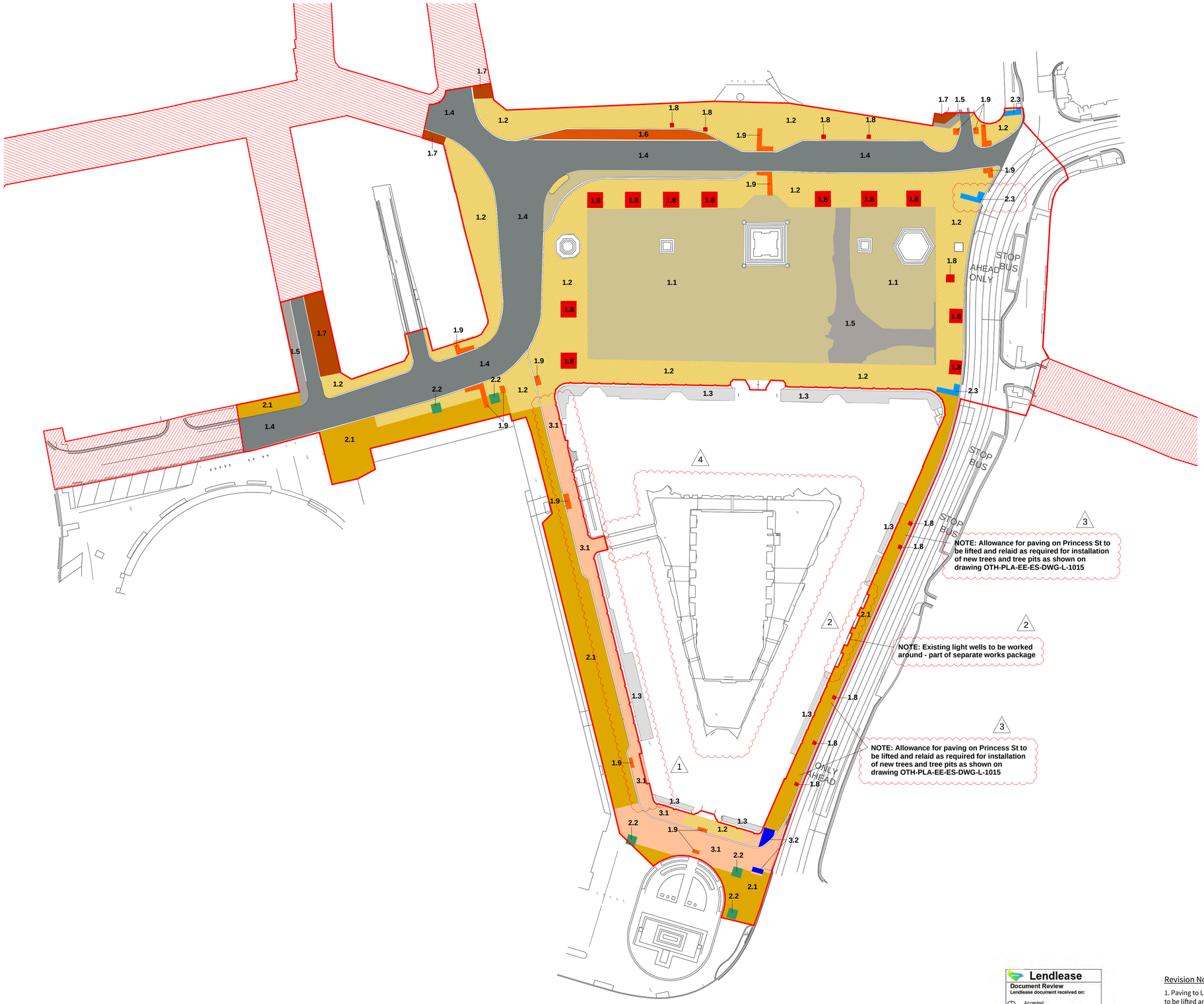

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NOTE:

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4. Dimensions of all materials to be checked on site prior to setting out.
5. This drawing must be read with the relevant specification clauses and detail drawings.
6. Order of construction and setting out to be agreed on site.

N

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

PAVING / SURFACING TO BE REMOVED

1.1	**Natural Stone Setts** Albert Square
1.2	**Yorkstone Slab Paving** Albert Square and surrounding streets
1.3	**Paving to Moat** concrete and macadam
1.4	**Macadam Surface to carriageway** various locations
1.5	**Macadam Surface to pedestrian areas** various locations
1.6	**Block Paving to drop off** Albert Square
1.7	**Block Paving to pedestrian areas** Albert Square and Central Street
1.8	**Tree Pits Resin Bound / Paved** various locations
1.9	**Tactile Paving** various locations

NOTE:
Natural Stone Setts (approx 2895 m2) to Albert Square to be carefully lifted and stored for reuse within the new proposals and other MCC projects

Yorkstone Slab Paving (approx 3500 m2) to Albert Square and streets to be carefully lifted and stored for reuse within the new proposals and other MCC projects.

All natural stone paving material to remain property of MCC.

PAVING / SURFACING TO BE RETAINED

2.1	**Yorkstone Slab Paving** various locations **Q25/115A**
2.2	**Tree Pits Paved Infill** various locations
2.3	**Tactile Paving** various locations

NOTE:
Yorkstone Slab Paving to be retained as existing. Any damaged material to be replaced with reclaimed material from site or new to match.

3 An area of paving will be removed adjacent to the Lloyd Street kerb as indicated on the drawing to allow the replacement kerb to be installed Refer to OTH-PLA-EE-ES-DWG-L-100. Allowance to be made for paving on Princess St to be lifted and relaid as required for installation of new trees and tree pits as shown on drawing OTH-PLA-EE-ES-DWG-L-1015 and associated lighting and ducting as shown on Arup drawings.

PAVING / SURFACING TO BE LIFTED AND RELAID

3.1	**Yorkstone Slab Paving** to Cooper Street and Lloyd Street **Q25/115A**
3.2	**Tactile Paving** various locations

NOTE:
Any damaged material to be replaced with new or reclaimed material from site or new to match.

Revision	Date	Description	Drawn	Apprvd.
05	15-08-19	Minor revisions as noted	SR	MS
04	26-07-19	Stage 4 Issue	SR	MS
03	24-05-19	Stage 3 + Issue	SR	MS
02	30-11-18	Stage 3 Issue	SR	MS
01	20-11-18	First Issue for coordination	AD	MS

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T: 0151 705 6746

Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan
Paving and Surfacing

Created on	Created by	Approved by
20-11-18	SR	MS

Scale	Size	Workstage
1:500	A1	Stage 4

Drg No. OTH-PLA-EE-ES-DWG-L-0005
Suitability D1
Revision 05

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Lendlease
Document Review
Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Steve Bloxham
Date: 04/09/2019

Accepted documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, quantities, or that they are free from errors. Contractor responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Revision Notes:

1. Paving to Lloyd St footway shown to be lifted and relaid. Tactile paving shown to be omitted.

2. Red line adjusted to exclude light wells on Princess St.

3. Note added on lifting pavement for tree pit installation on Princess St.

4. Courtyard paving removed as in separate package.

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NOTE:

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2. All dimensions are in millimetres unless otherwise stated.
3. All setting out, levels and dimensions to be agreed on site.
4. Dimensions of all materials to be checked on site prior to setting out.
5. This drawing must be read with the relevant specification clauses and detail drawings.
6. Order of construction and setting out to be agreed on site.

N

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

IN GROUND FEATURES

- IC — **Inspection Chamber Cover** various locations
- BT — **British Telecom Cover** various locations
- MH — **Manhole Cover** various locations
- FH — **Fire Hydrant Cover** various locations
- W — **Water Meter / Stop Tap Box Cover** various locations
- GAS — **Gas Inspection Cover** various locations
- Nynex — **Telecommunications Cover** various locations
- CATV — **Cable Television Cover** various locations
- ElecIC — **Electric Inspection Cover** various locations

NOTE:
Allow for all existing service covers, manholes and in ground features to be replaced with new as part of the new design proposals. Refer to Arup drawings for details of existing covers to be retained and proposed new covers. Final layout subject to agreement with utility providers and C4 final scheme and detailed estimates.

Where possible all service covers, manholes and in ground features are to be reinstated using recessed / infill covers with paving to match adjacent new surfacing. All covers are to be reinstated to new proposed levels as shown on drawings **OTH-PLA-EE-ES-DWG-L-1016 to 1018**

Ductive iron BT covers to be replaced by new bespoke lids with bespoke motifs. Allow for 10no. bespoke covers. Refer to **Q10/310A** and drawing **OTH-PLA-EE-ES-DWG-L-5003**

This drawing is based upon the following survey drawing: Manchester Town Hall Topographical Survey (ref 7989-01 amendment C) 17/01/18 produced by Powers & Tiltman Ltd. All items should be checked on site and any discrepancies should be notified to the contract administrator.

1

Lendlease
Document Review
Lendlease document received on:
1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Steve Bloxham
Date: 04/09/2019

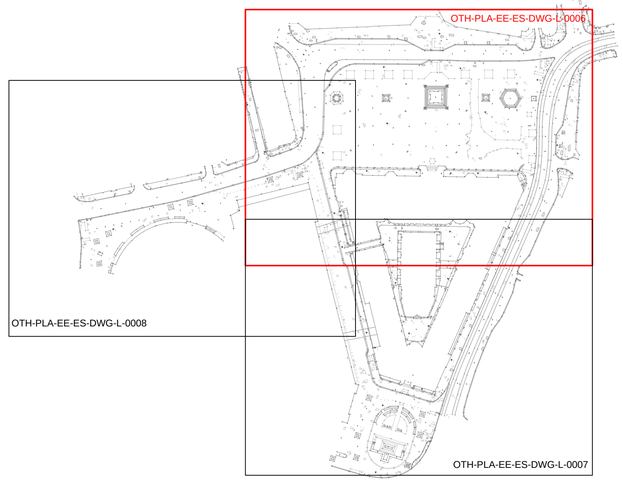
Accepted documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, size or weights, nor does it relieve the designer from responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Revision Notes:

1. Updates to key / notes as clouded.

Revision	Date	Description	Drawn	Apprvd.
02	15-08-19	Minor revisions as noted	SR	MS
01	26-07-19	Stage 4 Issue	SR	MS

LOCATION PLAN



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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan 1 of 3
Manholes and Utility Covers

Created on	Created by	Approved by
25-07-19	SR	MS

Scale	Size	Workstage
1:250	A1	Stage 4

Drg No. OTH-PLA-EE-ES-DWG-L-0006
Suitability D1
Revision 02

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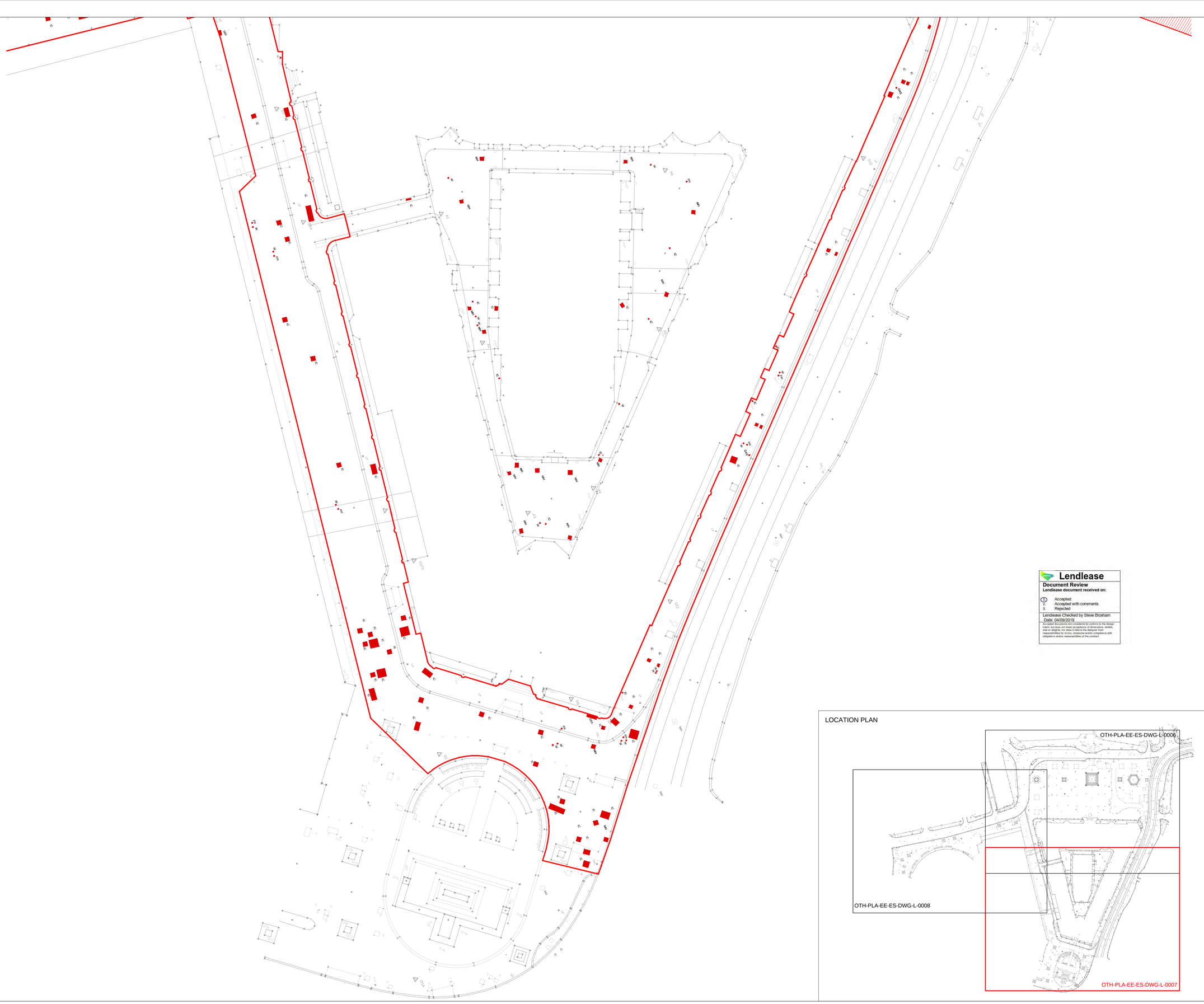

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6. Order of construction and setting out to be agreed on site.

N

KEY

BOUNDARIES

Red Line Boundary

Section 278 Works

IN GROUND FEATURES

IC — **Inspection Chamber Cover** various locations

BT — **British Telecom Cover** various locations

MH — **Manhole Cover** various locations

FH — **Fire Hydrant Cover** various locations

W — **Water Meter / Stop Tap Box Cover** various locations

GAS — **Gas Inspection Cover** various locations

Nynex — **Telecommunications Cover** various locations

CATV — **Cable Television Cover** various locations

Elec — **Electric Inspection Cover** various locations

NOTE:
Allow for all existing service covers, manholes and in ground features to be replaced with new as part of the new design proposals. Refer to Arup drawings for details of existing covers to be retained and proposed new covers. Final layout subject to agreement with utility providers and C4 final scheme and detailed estimates.

Where possible all service covers, manholes and in ground features are to be reinstated using recessed / infill covers with paving to match adjacent new surfacing. All covers are to be reinstated to new proposed levels as shown on drawings **OTH-PLA-EE-ES-DWG-L-1016 to 1018**

Ductive iron BT covers to be replaced by new bespoke lids with bespoke motifs. Allow for 10no. bespoke covers. Refer to **Q10/310A** and drawing **OTH-PLA-EE-ES-DWG-L-5003**

This drawing is based upon the following survey drawing: Manchester Town Hall Topographical Survey (ref 7989-01 amendment C) 17/01/18 produced by Powers & Tiltman Ltd. All items should be checked on site and any discrepancies should be notified to the contract administrator.

1

Lendlease
Document Review
Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Steve Bloxham
Date: 04/09/2019

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LOCATION PLAN

Revision Notes:

1. Updates to key as clouded.

Revision	Date	Description	Drawn	Apprvd.
02	15-08-19	Minor revisions as noted	SR	MS
01	26-07-19	Stage 4 Issue	SR	MS

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Project Our Town Hall

Drg Title Site Clearance Plan 2 of 3
Manholes and Utility Covers

Created on	Created by	Approved by
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Scale	Size	Workstage
1:250	A1	Stage 4

Drg No. OTH-PLA-EE-ES-DWG-L-0007
Suitability D1
Revision 02

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N

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

IN GROUND FEATURES

- IC — **Inspection Chamber Cover** various locations
- BT — **British Telecom Cover** various locations
- MH — **Manhole Cover** various locations
- FH — **Fire Hydrant Cover** various locations
- W — **Water Meter / Stop Tap Box Cover** various locations
- GAS — **Gas Inspection Cover** various locations
- Nynex — **Telecommunications Cover** various locations
- CATV — **Cable Television Cover** various locations
- Elec — **Electric Inspection Cover** various locations

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This drawing is based upon the following survey drawing: Manchester Town Hall Topographical Survey (ref 7989-01 amendment C) 17/01/18 produced by Powers & Tiltman Ltd. All items should be checked on site and any discrepancies should be notified to the contract administrator.

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Document Review
Lendlease document received on:

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2. Accepted with comments
3. Rejected

Lendlease Checked by Steve Bloxham
Date: 04/09/2019

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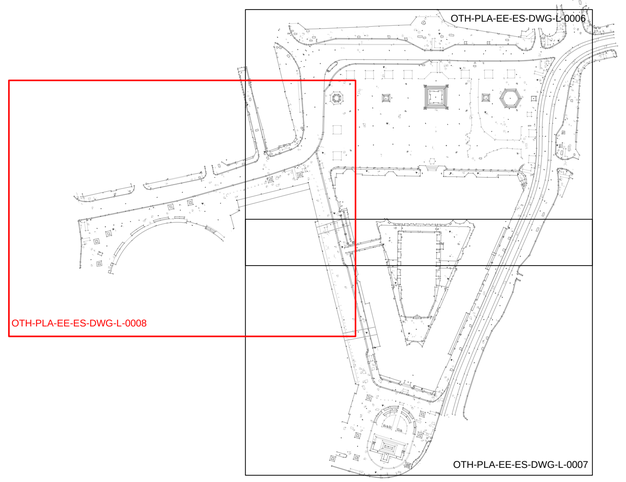
LOCATION PLAN



Revision Notes:

1. Updates to key as clouded.

Revision	Date	Description	Drawn	Apprvd.
02	15-08-19	Minor revisions as noted	SR	MS
01	26-07-19	Stage 4 Issue	SR	MS

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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan 3 of 3
Manholes and Utility Covers

Created on	Created by	Approved by
25-07-19	SR	MS

Scale	Size	Workstage
1:250	A1	Stage 4

Drg No. OTH-PLA-EE-ES-DWG-L-0008
Suitability D1
Revision 02

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N

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

SITE CLEARANCE

- **To be removed**
- **To be retained**
- **To be confirmed**

FURNITURE AND FEATURES KEY

- Bol — **Bollard** various locations
- Bin — **Bin** various locations
- Post — **Post** various locations
- LP — **Lamp Post** various locations
- TRL — **Traffic Light** various locations
- Cycle racks — **Cycle Rack** Mount Street and Albert Square
- **Tree Grille** various locations
- Channel — **Channel** various locations
- G — **Remove Gully** various locations
- SBX — **Switch Box** various locations
- CCTV — **CCTV** Mount Street and Princess Street
- SP — **Sign Post** various locations
- **Handrail / Railing** various locations
- Bus Stop — **Bus Stop** various locations
- Post box — **Post Box** Albert Square
- Bench — **Bench** Albert Square
- Statue — **Statue** Albert Square
- **Tree** various locations - Refer to tree retention and removal drawing for details of trees to be retained / removed: OTH-PLA-EE-ES-DWG-L-1006
- **Advertising Board / Sign** Albert Square

NOTE:
All removed items are to be carefully lifted and stored.
All items will remain the property of MCC / statutory authority / third party owner until such time as the storage / relocation / disposal has been agreed.
Further dialogue with MCC / statutory authority / third party owners is required to confirm requirements.
Heritage lighting columns to Lloyd Street and Cooper Street to be refurbished and reinstalled, refer to Arup drawings and specifications.
Existing Commemorative 2012 Olympics gold post box to be carefully removed and be relocated - final position to be confirmed.

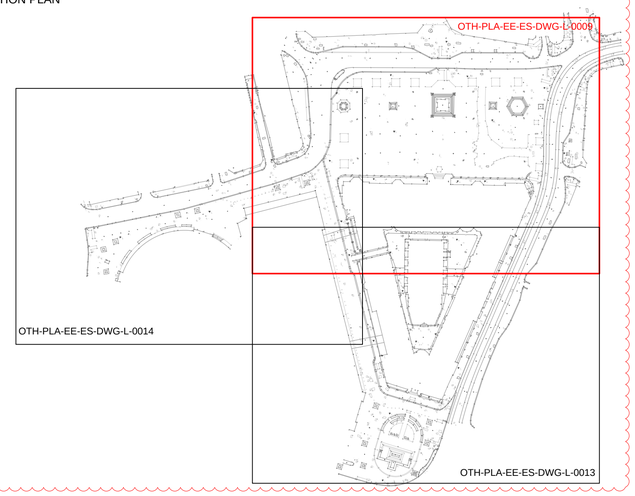
This drawing is based upon the following survey drawing: Manchester Town Hall Topographical Survey (ref 7989-01 amendment C) 17/01/18 produced by Powers & Tiltman Ltd. All items should be checked on site and any discrepancies should be notified to the contract administrator.

Revision Notes:

1. General updates to drawing.
2. Updates to key as clouded.

Revision	Date	Description	Drawn	Apprvd.
02	15-08-19	Minor revisions as noted	SR	MS
01	26-07-19	Stage 4 Issue	SR	MS

LOCATION PLAN



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Lendlease document received on:

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3. Rejected

Lendlease Checked by Steve Bloxham
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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan 1 of 3
Furniture & Features

Created on	Created by	Approved by
25-07-19	SR	MS

Scale	Size	Workstage
1:250	A1	Stage 4

Drg No.	Suitability	Revision
OTH-PLA-EE-ES-DWG-L-0009	D1	02

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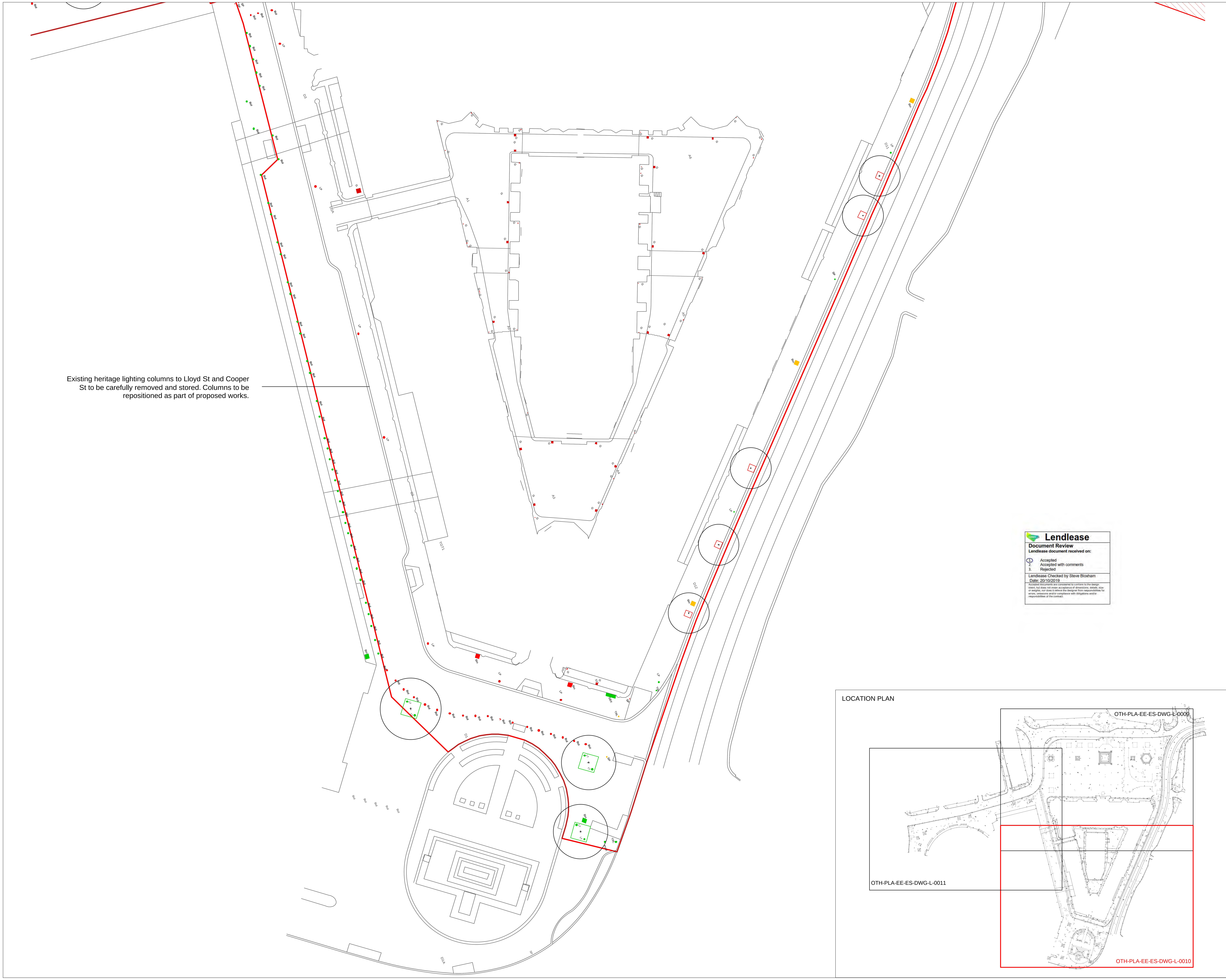

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Document Review

Lendlease document received on:

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KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

SITE CLEARANCE

- **To be removed**
- **To be retained**
- **To be confirmed**

FURNITURE AND FEATURES KEY

Symbol	Item
Bol	**Bollard** various locations
Bin	**Bin** various locations
Post	**Post** various locations
LP	**Lamp Post** various locations
TRL	**Traffic Light** various locations
Cycle racks	**Cycle Rack** Mount Street and Albert Square
	Tree Grille various locations
Channel	**Channel** various locations
G	**Remove Gully** various locations
SBX	**Switch Box** various locations
CCTV	**CCTV** Mount Street and Princess Street
SP	**Sign Post** various locations
	Railing Mount Street
Bus Stop	**Bus Stop** various locations
Post box	**Post Box** various locations
Bench	**Bench** Albert Square
Statue	**Statue** Albert Square
	Tree various locations - Refer to tree retention and removal drawing for proposals: OTH-PLA-EE-ES-DWG-L-1006

NOTE: All removed items remain property of MCC until such time as they confirm disposal

Revision	Date	Description	Drawn	Apprvd.
01	26-07-19	Stage 4 Issue	SR	MS

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Client Manchester City Council

Project Our Town Hall

Drg Title Site Clearance Plan 2 of 3 Furniture & Features

Created on	Created by	Approved by
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1:250	A1	Stage 4

Drg No.	Suitability	Revision
OTH-PLA-EE-ES-DWG-L-0013	D1	01

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Cycle stands and bollards outside of topographical survey extents to be removed

KEY

BOUNDARIES

- **Red Line Boundary**
- **Section 278 Works**

SITE CLEARANCE

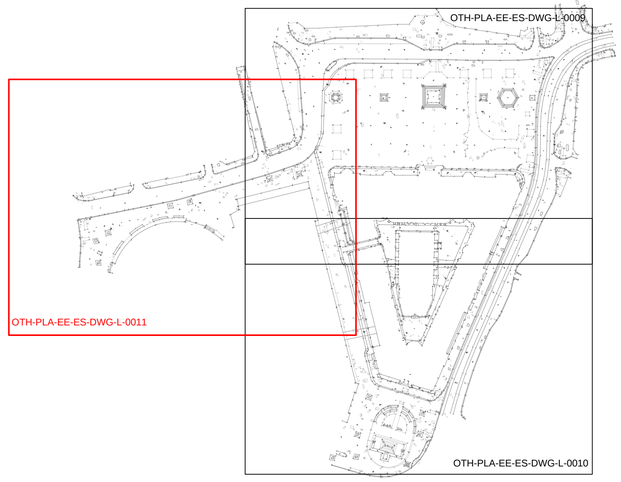
- **To be removed**
- **To be retained**
- **To be confirmed**

FURNITURE AND FEATURES KEY

- **Bollard** various locations
- **Bin** various locations
- **Post** various locations
- **Lamp Post** various locations
- **Traffic Light** various locations
- **Cycle Rack** Mount Street and Albert Square
- **Tree Grille** various locations
- **Channel** various locations
- **Remove Gully** various locations
- **Switch Box** various locations
- **CCTV** Mount Street and Princess Street
- **Sign Post** various locations
- **Railing** Mount Street
- **Bus Stop** various locations
- **Post Box** various locations
- **Bench** Albert Square
- **Statue** Albert Square
- **Tree** various locations - Refer to tree retention and removal drawing for proposals: OTH-PLA-EE-ES-DWG-L-1006

NOTE: All removed items remain property of MCC until such time as they confirm disposal

LOCATION PLAN



Revision	Date	Description	Drawn	Apprvd.
01	26-07-19	Stage 4 Issue	SR	MS

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Client Manchester City Council

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Drg Title Site Clearance Plan 3 of 3
Furniture & Features

Created on	Created by	Approved by
25-07-19	SR	MS

Scale	Size	Workstage
1:250	A1	Stage 4

Drg No.	Suitability	Revision
OTH-PLA-EE-ES-DWG-L-0014	D1	01

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Appendix H

WMB Service Interconnections information

These documents outline the services interconnections which have been identified between the Town Hall and elsewhere (primarily Town Hall Extension). These are provided for information so as to assist the Works Contractor in the strip-out process. It is imperative that the service interconnections are carefully understood so as to ensure services are isolated in a safe manner and remedial works are completed, as necessary, so as to ensure the ongoing functionality of the Town Hall Extension / Central Library.

Manchester City Council & Conlon Construction appointed WMB as a specialist to undertake a series of tests to verify the MEP service interlinks between Manchester Town Hall and Town Hall Extension. The purpose of these tests was to verify what each link cable serves to allow the design team to fully understand the constraints of disconnecting the services during the Town Hall refurbishment.

The link cables between both buildings needed identifying and their origins needed to be established. Any services identified that could not be traced in their entirety, due to entering inaccessible locations such as floors and ceilings have had their locations where exposed recorded on plan and photographed within this document

As well as verifying the link cables passing through the locations, we have verified where all electrical fixtures within these locations such as wiring accessories and luminaires are supplied from and provided the circuit references and locations of the supplying distribution equipment.

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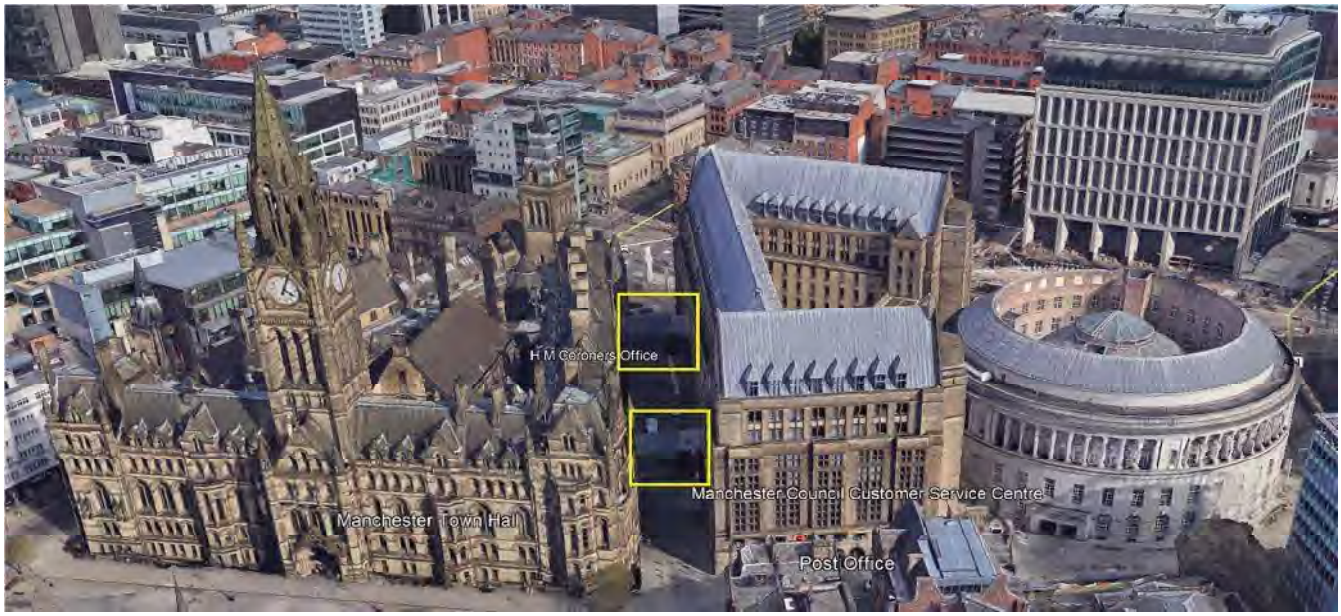
M6 7NW

Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre



Working Areas Street View

Basement Void Under Lloyd St Access Ramp

150mm tray and BT Cables view from position xiv

150mm tray and BT Cables, view from position xv

BT cables through to link corridor, position xii

Coiled MICC, view from position v

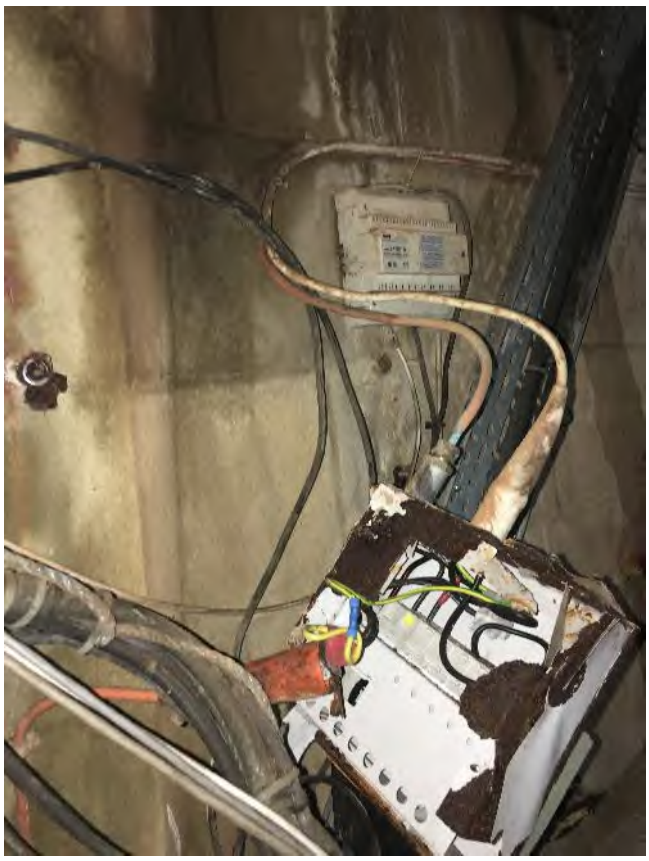
(BDLS-5) Conduit supplying Lloyd Street ramp low level lights (2), view from position ix

Conduit supplying Lloyd Street ramp low level lights (3), view from position xi

Conduit supplying Lloyd Street ramp low level lights and through to link corridor, view from position xii

Ramp low level lights, view from position x

Corroded consumer unit, (isolated by Manchester Working Ltd)



Duct C under Lloyd Street

Holes core drilled under Lloyd Street, view from position iii

Joint box looking up from position vi

Lightning down conductor, view from position xvi

Redundant bulkhead at position viii

Redundant SWA adj consumer unit

View from position i

View from position ii

View from position vii

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Ste□hen Dearden
Mo□ile□□□□□□□□□□□□
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Address□
□□a Clare□ ont Road
Ventures House
Sal□ord
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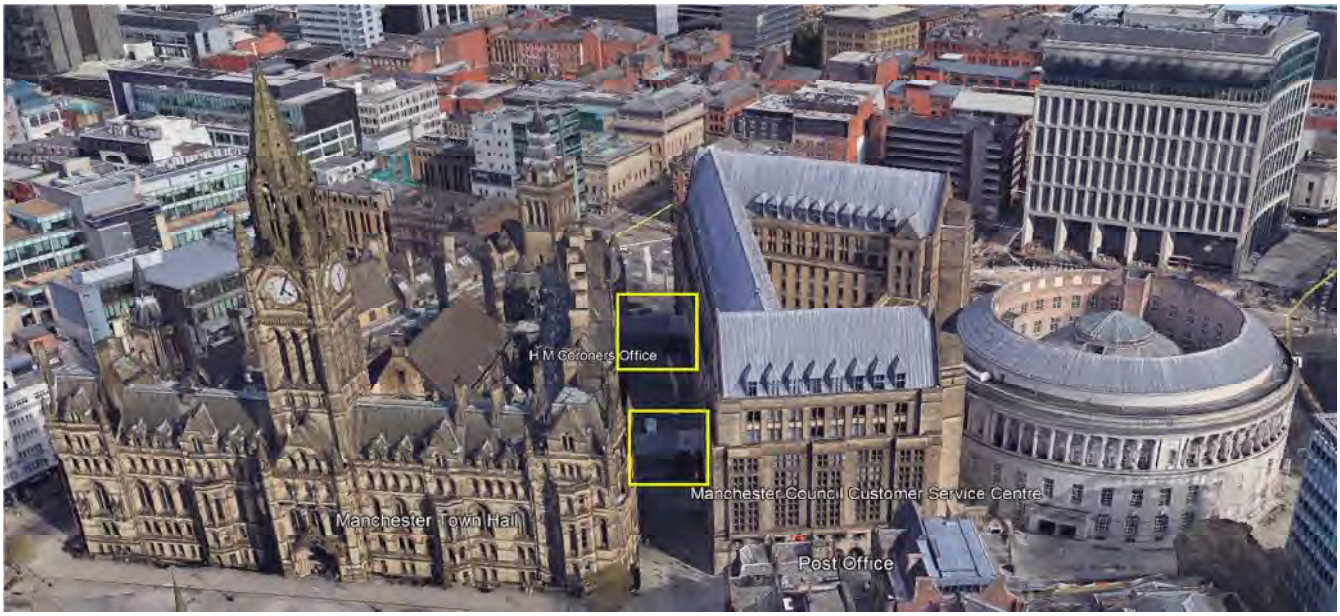
Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre

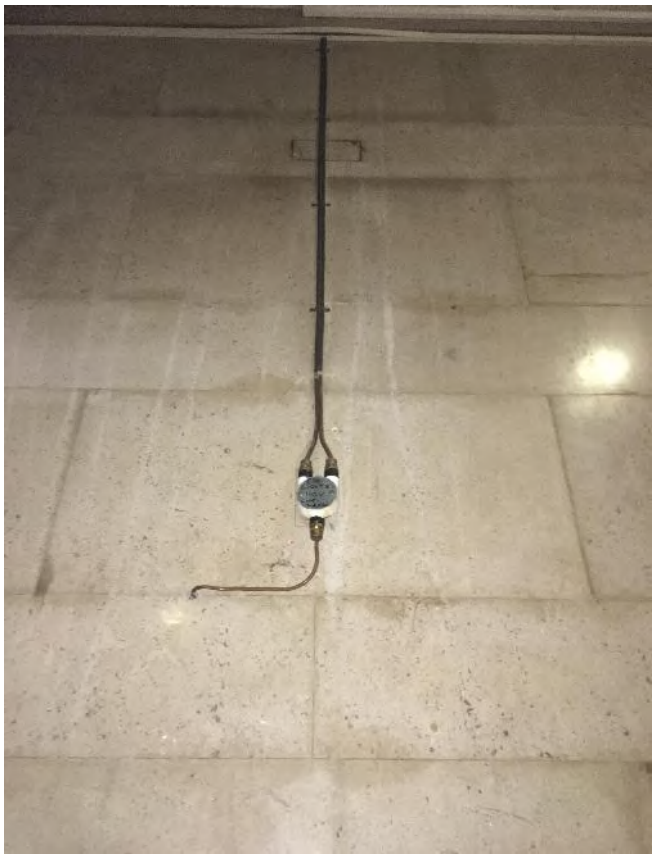


Working Areas Street View

Link Bridge Level 2 Near Albert Square

Ceiling Layout from Position iii

Emergency lighting point from position ii. Supplied from Town Hall emergency lighting



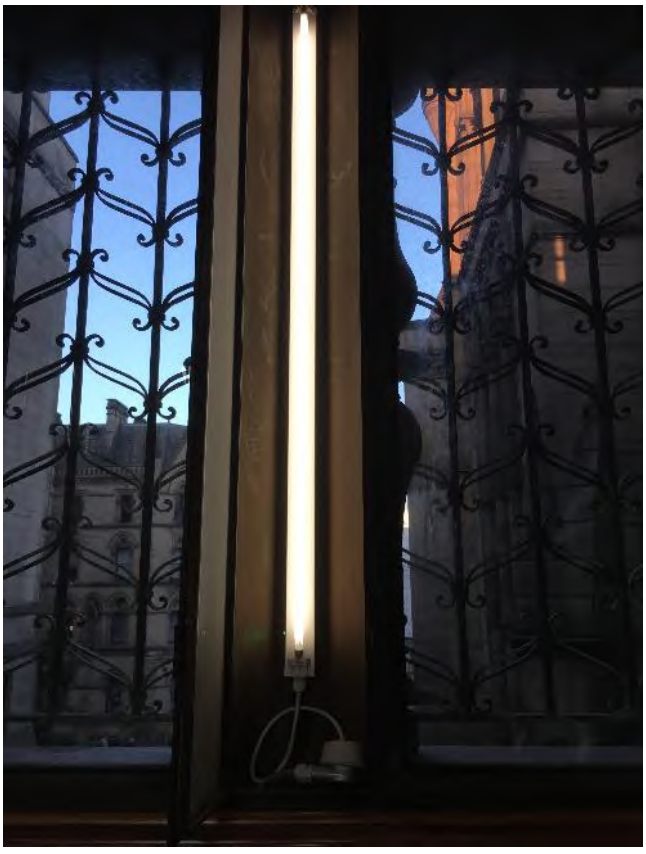
High level view from position xi

Joint box closed at position ix

Joint box open at position x

Light fitting closed at position vi

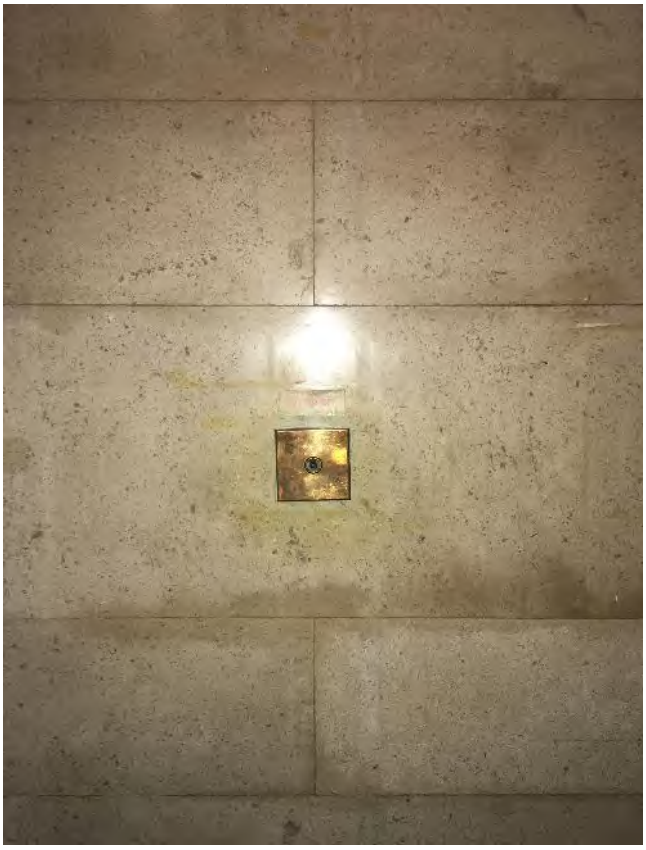
Light fitting open at position vii



Manual call point at position viii

Manual call point from position V

Redundant light switch at position i



Redundant light switch at position iv

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Ste□hen Dearden
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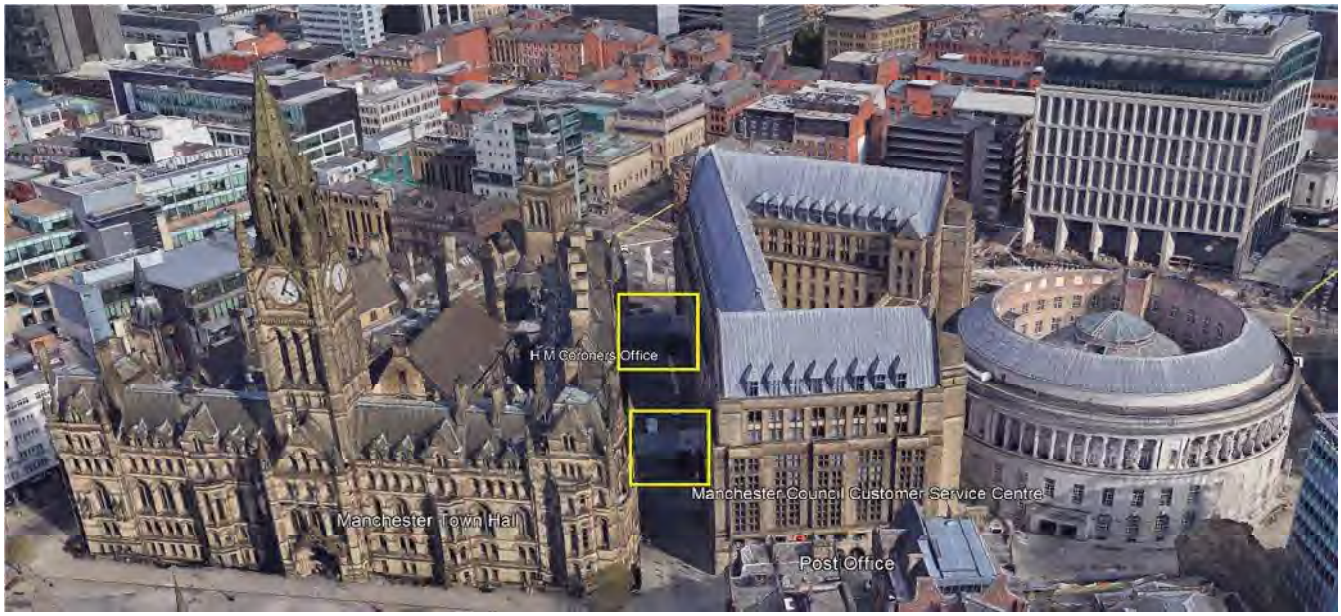
M□ □□W

Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre



Working Areas Street View

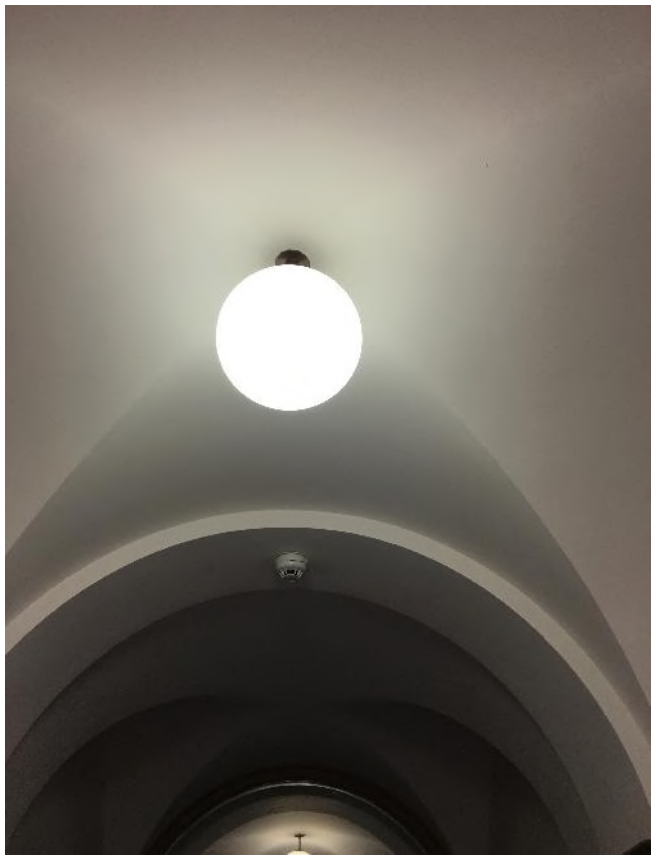
Link Bridge Level 2 Near St Peters Square

Access hatch A from position x
(Unable to open, obstruction)

Access hatch B from position xi
(Unable to open, obstruction)

Ceiling layout from position iii

Ceiling view from position viii



Door access equipment at position ix

Link bridge luminaire behind hinged door position iv

Manual call point at position i

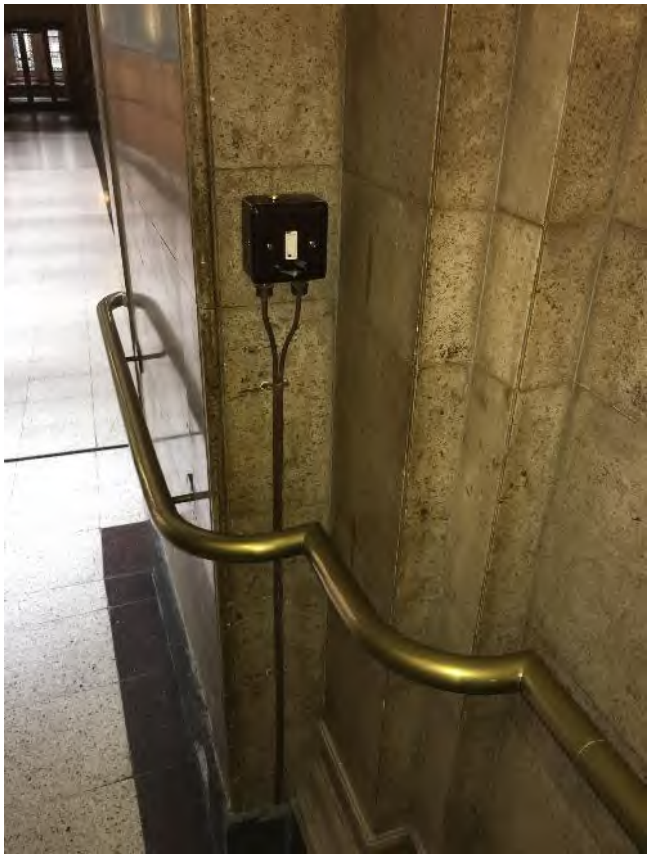
Manual call point at position vi

Redundant joint box C

Redundant joint box D

Redundant light switch at position ii

Redundant light switch at position vii



Smoke detector at position v. View from below

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As well as verifying the link cables passing through the locations, we have verified where all electrical fixtures within these locations such as wiring accessories and luminaires are supplied from and provided the circuit references and locations of the supplying distribution equipment.

□ersons res□onsi□le □or all survey works carried out□

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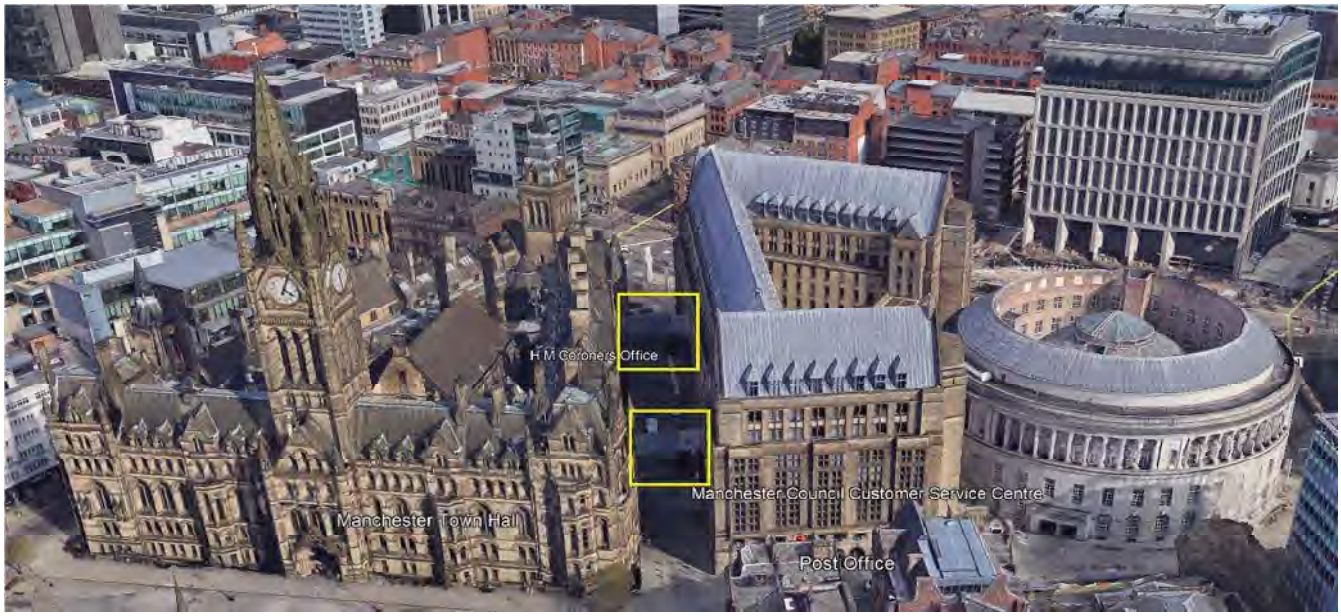
Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre



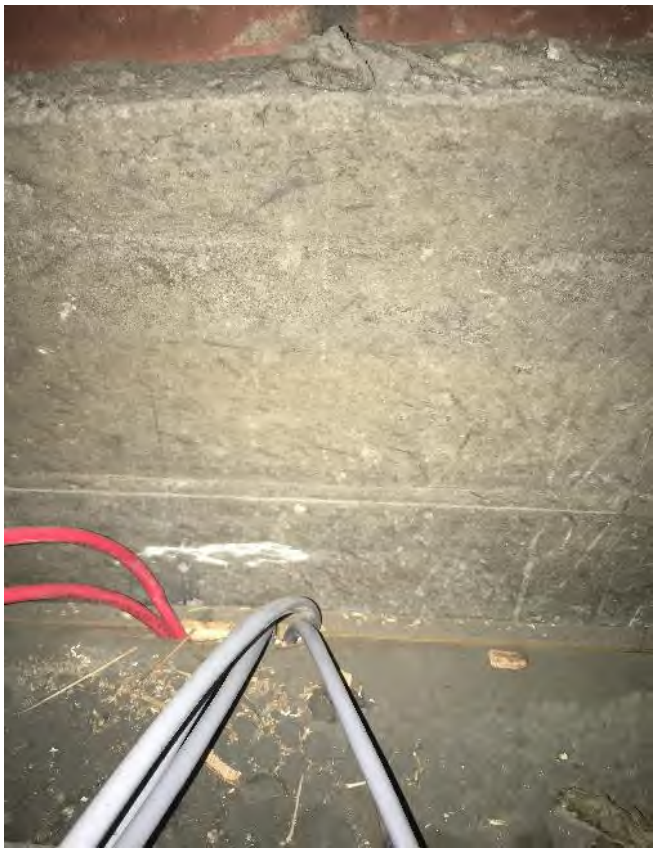
Working Areas Street View

Link Bridge Level 3 Near Albert Square

Above access hatch A. View towards Town Hall Extension

Above access hatch A. Void detection at high level.

Above access hatch A. Lighting cables and fire alarm drop to level 2



Above access hatch B. ELV cable (unknown) clipped horzontaly

Above access hatch B. Void down wall.

Above access hatch B. Void detection high level.

Above access hatch B. View towards Town Hall. Redundant conduit.

Above access hatch B. Wall penetrations into Town Hall Extension.

Above access hatch B. Void down wall.
ELV cable (unknown)

Access hatch B. View from below.

Access hatch C witch cover removed

Access hatch D witch cover removed.
Fused connection unit for old camera point.

Access hatch E with cover removed

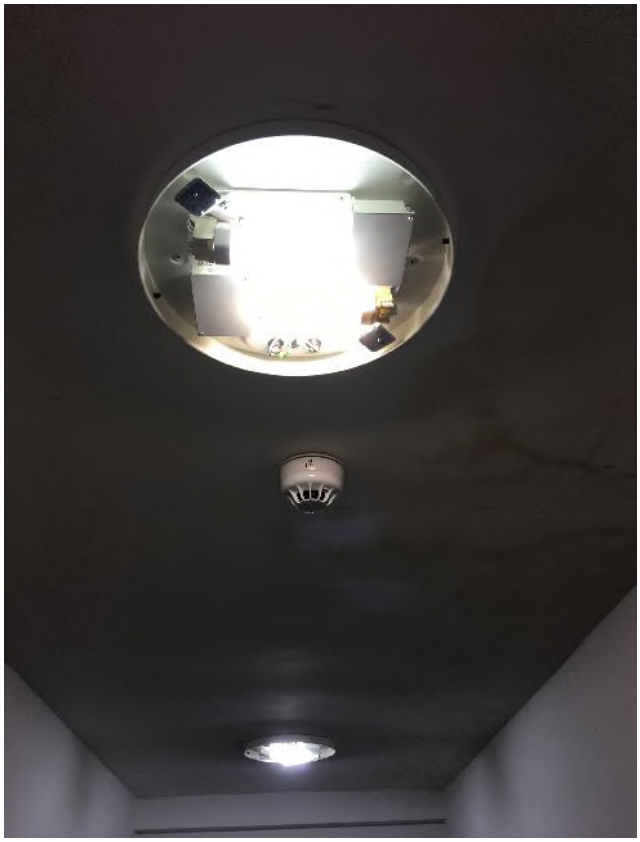
Access hatch E with cover in place

Access hatch F with cover removed

Cables external to bridge for old camera. 230V was open ended and still live. (isolated)

Ceiling layout from position iv

Ceiling layout from position ix

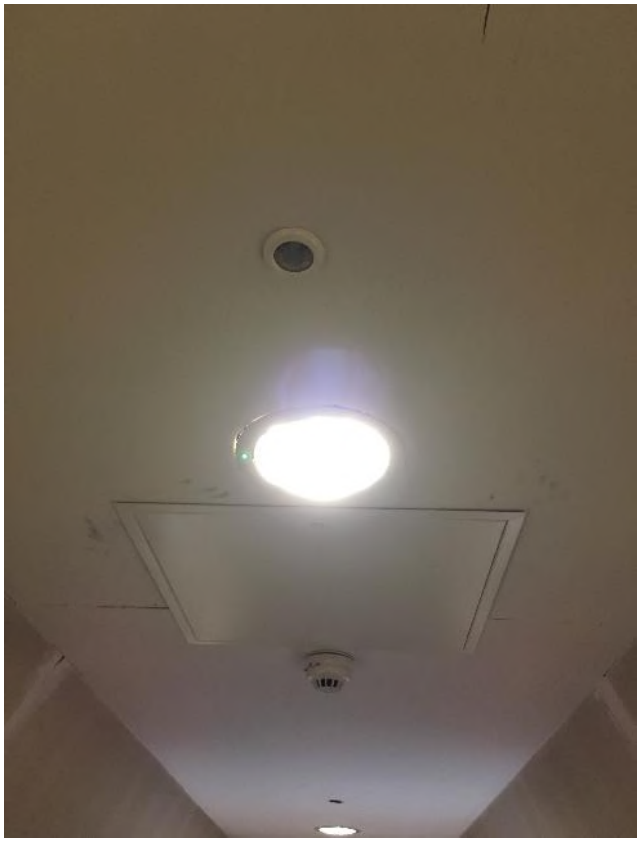


Ceiling layout from position v

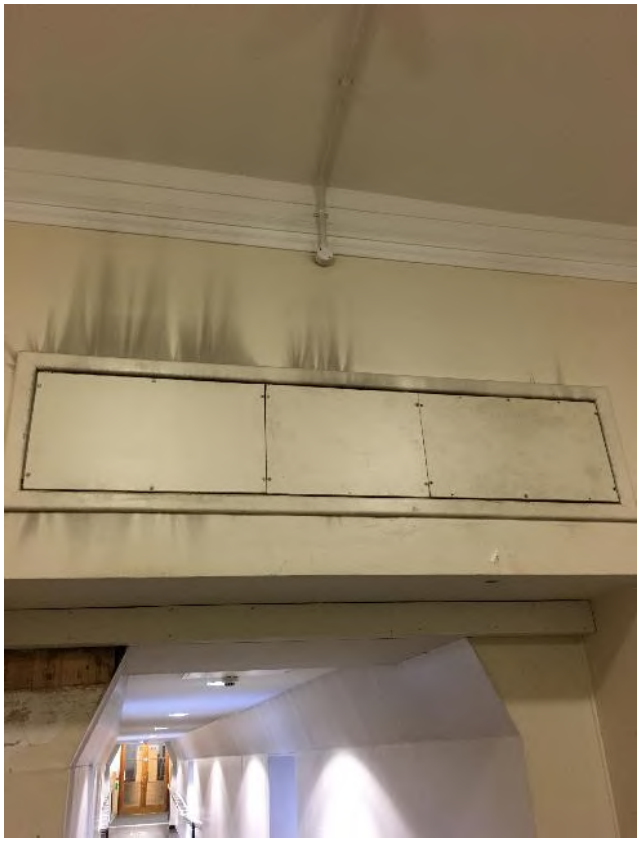
Fused connection unit for old camera inside access hatch D

Hatch A from position vi, closed

Hatch B from position vii, closed



High level access hatches at position iv, covers in place.



Inside access hatch C. View toward Town Hall Extension.

Inside access hatch C. View towards Town Hall.

Inside access hatch D. View towards Town Hall Extension

Inside access hatch D. View towards Town Hall

Inside access hatch E. View upwards. Lighting cables, fire alarm, data.

Inside access hatch E. View down 1

Inside access hatch E. View down 2

Inside access hatch F. MICC supplying camera in hatch D (live)

Inside Access Hatch E

Inside access hatch F. View up 1

Inside access hatch F. low level.

Inside access hatch F. View up 2

Inside high level access hatches. Fire alarm and lighting through ceiling.

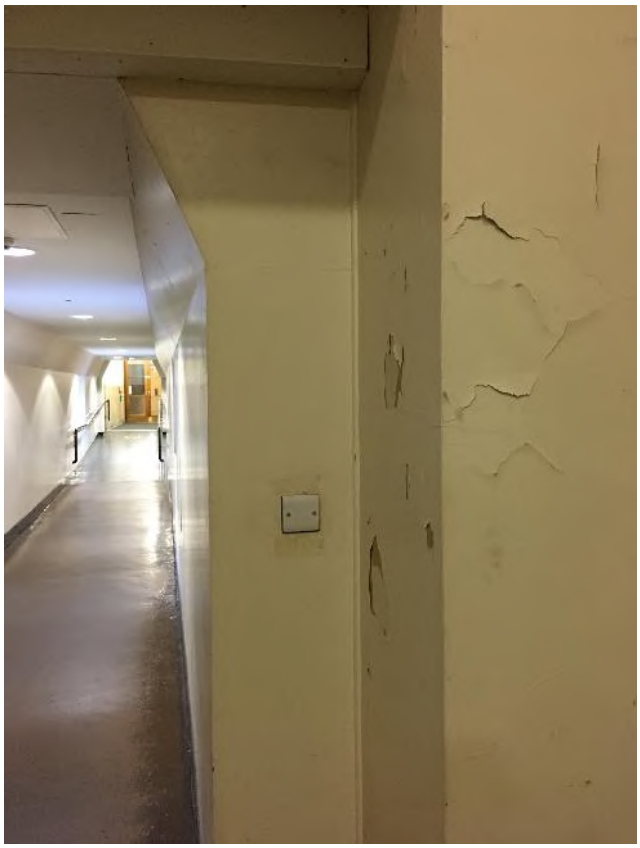
Inside high level access hatches. Fire alarm cables.

Inside high level access hatches. Fire alarms and lighting.View towards access hatch E.

Manual call point at position ii

MCP and door access at position viii

Old light switch blanked off at position iii



Redundant light switch at position i

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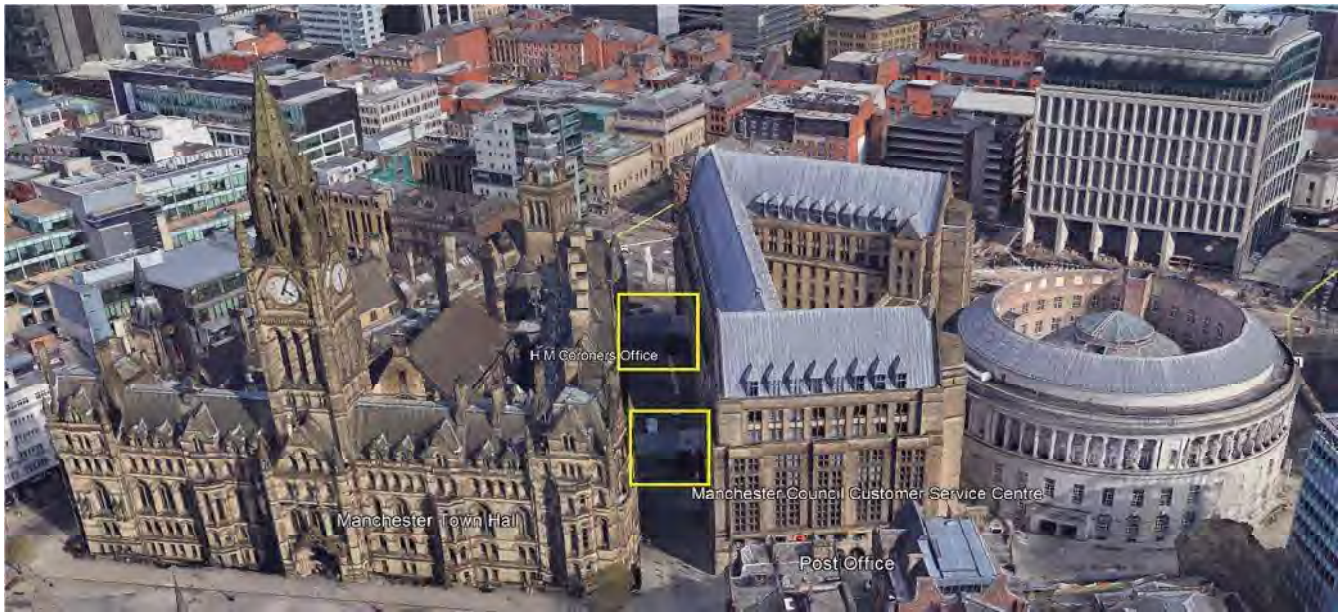
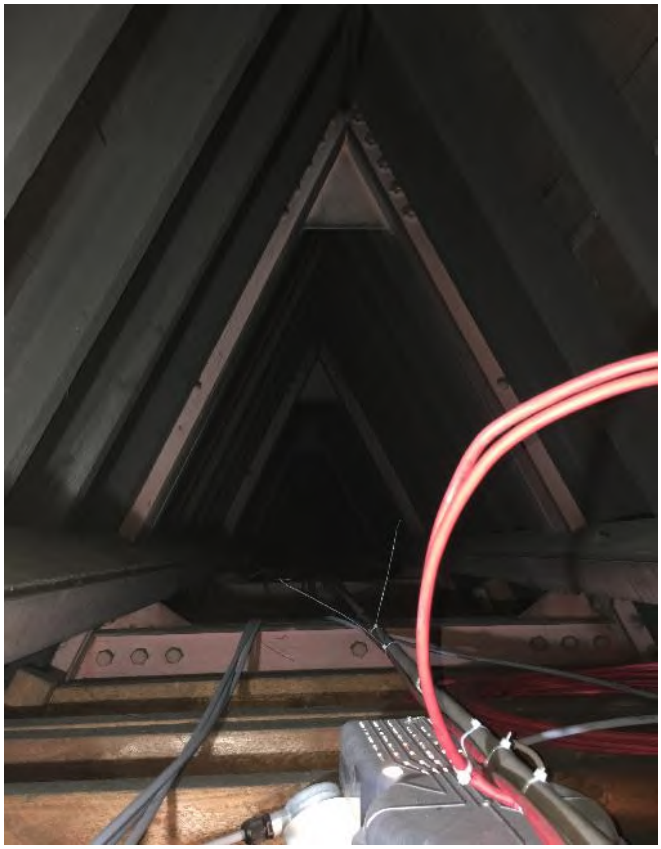
Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre



Working Areas Street View

Link Bridge Level 3 Near St Peters Square

Above access hatch A. View towards Town Hall Extension



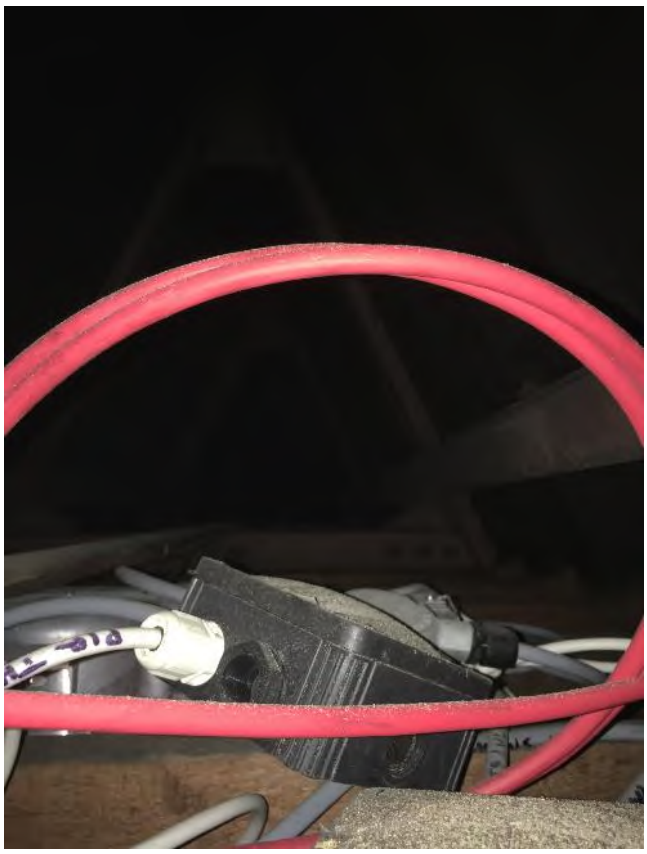
Above access hatch A. Void detection.

Above access hatch A. Fire alarms and lighting from corridor through to Town Hall open area.

Above access hatch B. Old conduits and fire alarms through to Town Hall Extension end.

Above access hatch B. Void detection

Above access hatch B , Lighting joint box (limited access)



Above access hatch B. View towards Town Hall. Fire alarm, old conduits and lighting cables

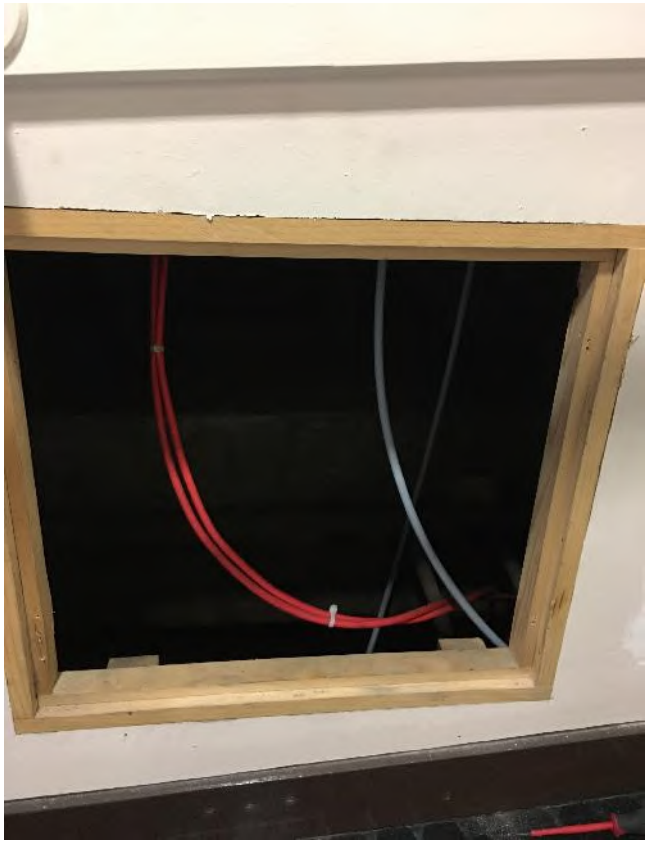
Access hatch A. View from below.

Access hatch B. View from below.

Access hatch C, open.

Access hatch D, open.

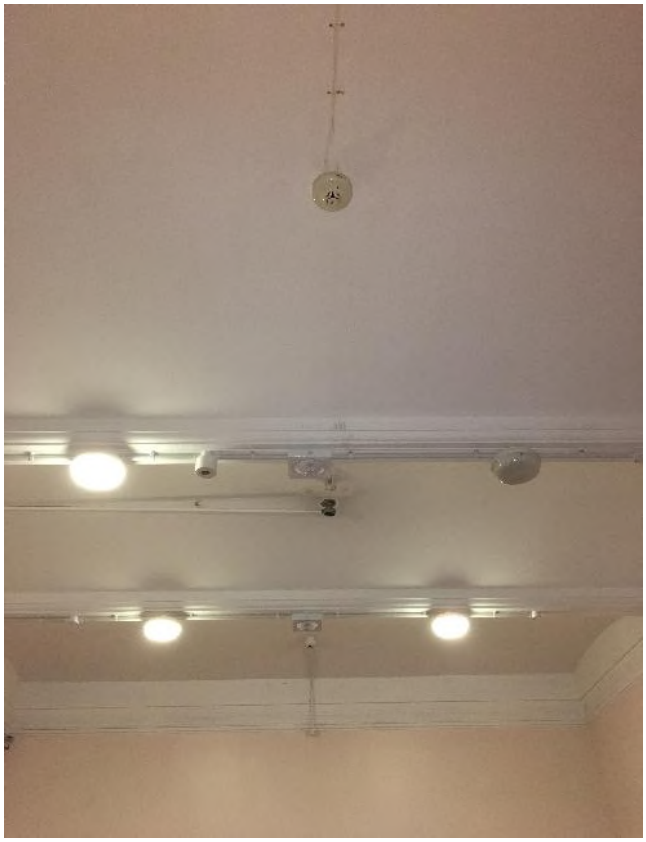
Access hatch E , open.



Access hatch G witch cover removed

Access hatch G, cover in place

Ceiling layout looking from position iv



Hatch A from below, closed

Hatch B from below, closed

Hatch 'F' and comms box adj

Inside access hatch C, view down.

Inside access hatch C, view towards Town Hall Extension.

Inside access hatch C, view down.

Inside access hatch C, vew towards Town Hall.

Inside access hatch D, view towards Town Hall Extension.

Inside access hatch, view towards Town Hall.

Inside access hatch E, view towards Town Hall

Inside access hatch E, Fire alarm drop to level 2

Inside access hatch E, Fire alarm, lighting cable and data.

Inside access hatch F. Data and comms into adjacent room

Inside access hatch F, view up 2. Data, comms and fire alarm.

Inside access hatch F, view from corridor, cover open.

Inside access hatch F. View up 1. data and comms.

Inside access hatch G, view up. Data and comms

Inside access hatch, view down. Old VIR cable (Not Live) , MICC (Unable to trace)

Inside access hatch. Data and comms into adjacent room.

Old MCP position at ii. (removed)

Position v looking towards Town Hall Extension

View from position vi

MCP and door access at position viii

Old light switch blanked off at position iii

Redundant light switch at position i

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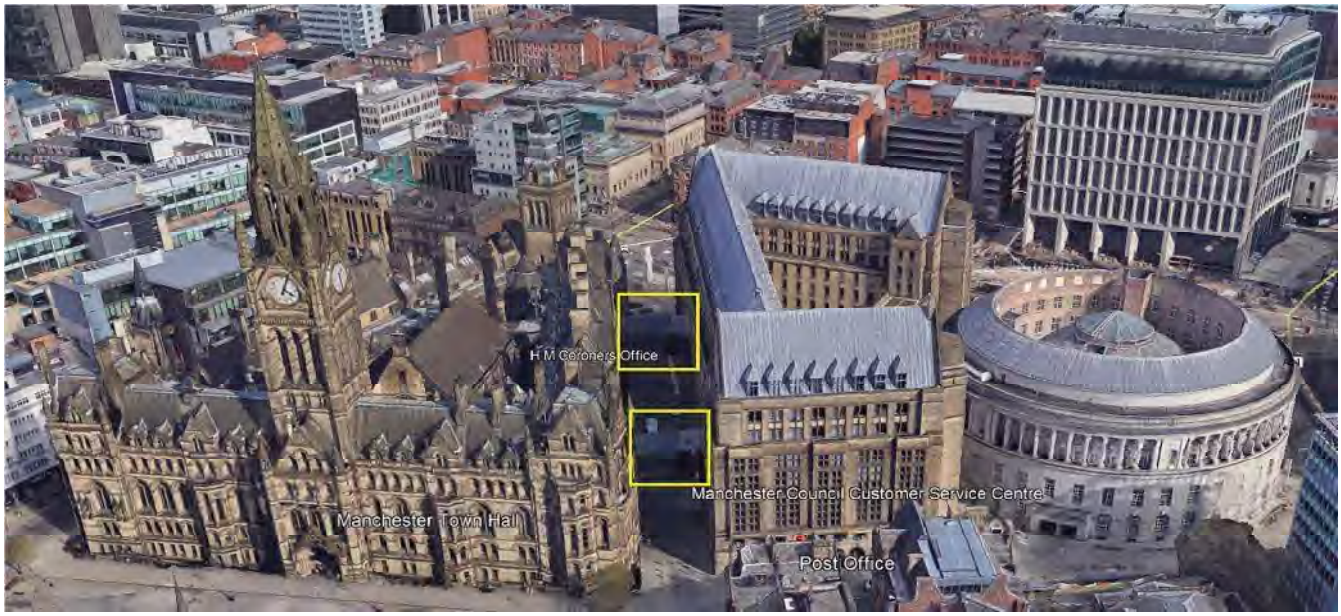
Working Areas 1st Floor Link Corridors, linking the Town Hall & Council Customer Service Centre



Working Areas Street View

Lloyd St Basement Link Corridor

50mm galv cable tray runs the length of the corridor

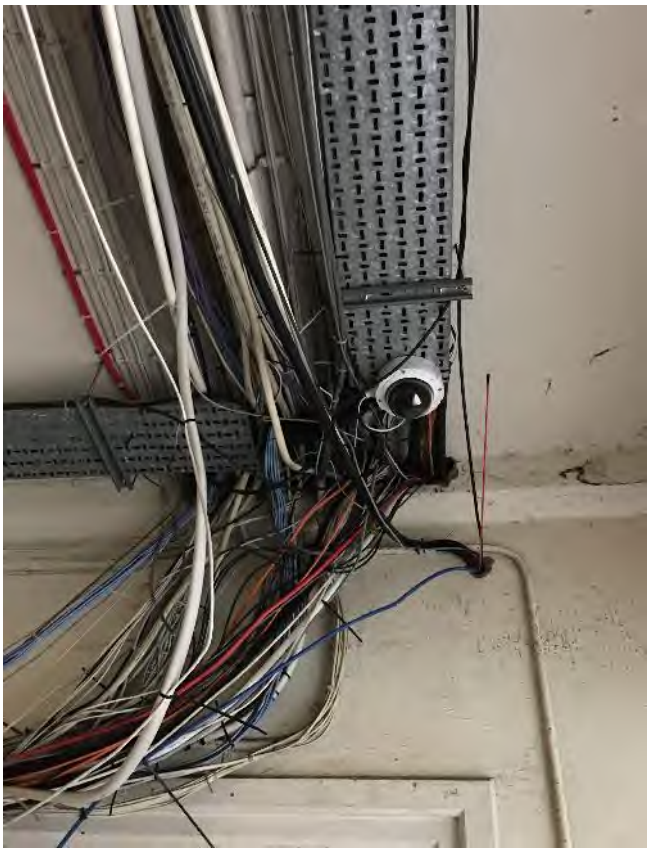
ADT equipment adj door position A

Cable tray run at position xiv

Cables and tray at position xiii

Cables on tray at position xviii

Camera and cable trays at position xvi



Camera at position ix

Comms boxes at position xvii

Conduit and SWA (obscured) at position x

Emergency light at position xxii

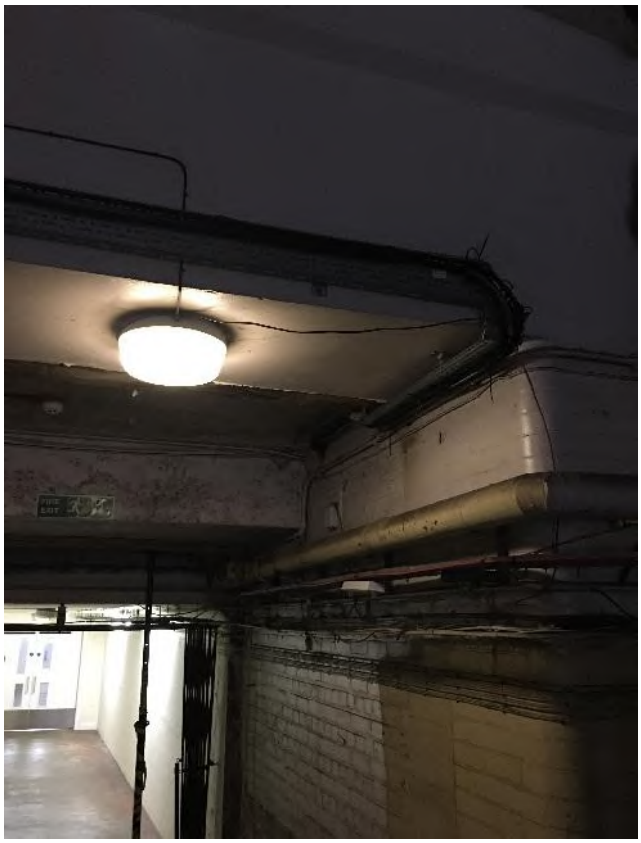
Fluorescent luminaire at position V, view towards Town Hall.

Fluorescent luminaire at position vi, view towards Town Hall Extension.

Fused connection unit and fire alarm relays at position x

Light fitting at position xii

Light fitting at position xix, view towards Town Hall Extension.



Light fitting at position xx

Light switch, in use, controlling link corridor lights at position xvi

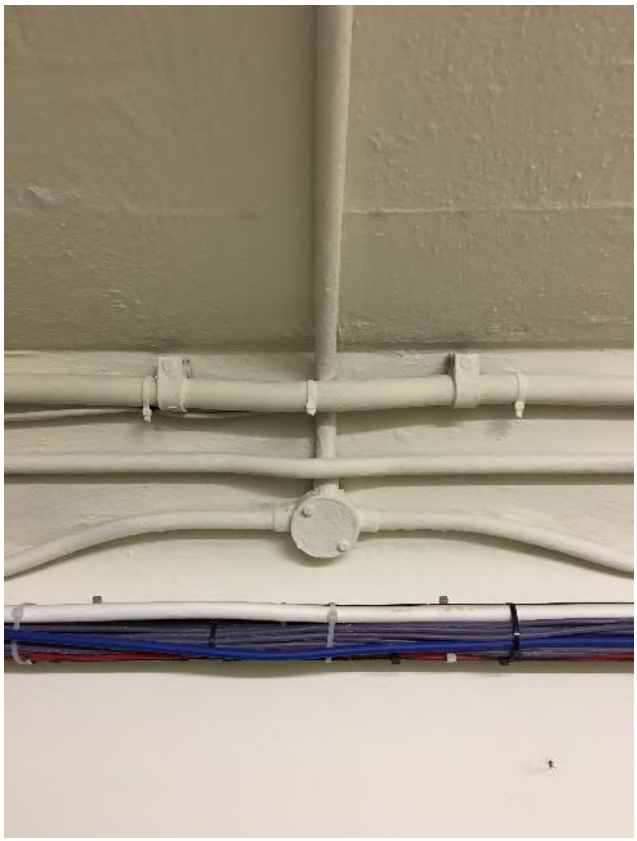
Swipe access and intercom adj door position A (All still in use)

Manual call point and swipe at position x (All still in use)

MICC cables and conduits, cut off at door position A

Position xxi

Redundant conduit and SWA in corridor



Redundant luminaire located at position i

Redundant luminaire located at position ii

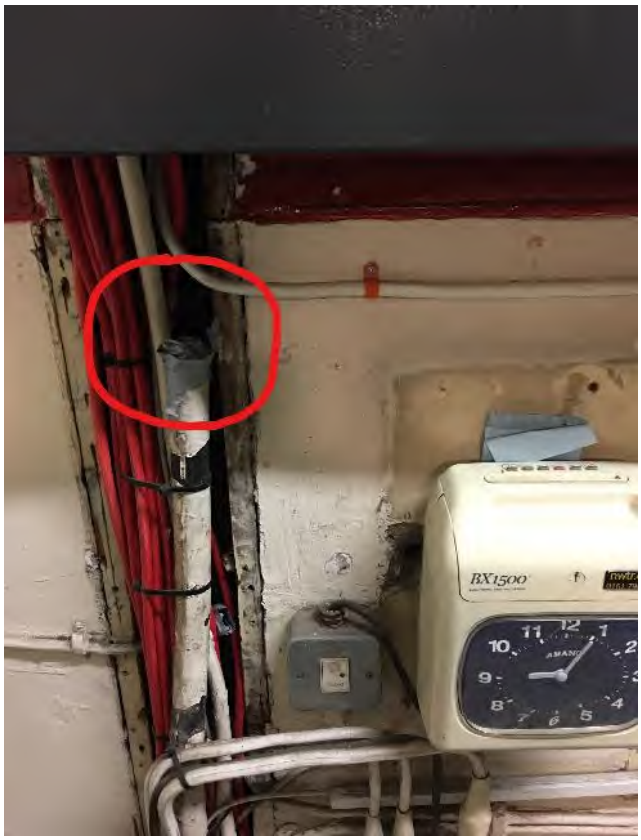
Redundant rotary light switch in corridor

Self contained emergency luminaire at position vii

Self contained emergency luminaire in corridor. Position iv

Smoke detector at position xxiii

SWA Run through length of basement ,cut off @ level 1, Lloyd Street entrance fire alarm equipment position



ENGINEERS REPOR

Protec House, Churchill Way, Nelson,
Lancs, BB9 6RT. England
Tel: (01282) 717171 Fax: (01282) 717273
For service (outside normal hours)
Tel: 0870 907 1710
www.protec.co.uk

Protec Fire Detection plc

Sage Job Ref No: A [illegible] /

Vixen Job Ref No: 032338/1.51 /

1.0 Site Address

Client: NMB INSTALLATIONS

Protected Premises: MANCHESTER TOWN HALL
ALBERT SQUARE
M60 2LA.

2.0 Site Details

Client Account No: NMB056

Client Order No: 22665

Agreement Type:

3.0 System Type

- [x] Fire Alarm System
- [ ] VEPA System
- [ ] Emergency Lighting
- [ ] Air Sampling System
- [ ] Gas Suppression
- [ ] Other (Please specify)

Manufacturer:

Model: 6400

4.0 Work Type

- [ ] Follow-up visit
- [ ] Commissioning
- [ ] Corrective action / Fault call
- [x] Other (detail in box below)

BOOKED WORKS.

5.0 Details of Reported Fault / Action required

INVESTIGATION WORKS.

6.0 Work Report

CONFIRMED THAT LINK BRIDGES & EXTENSION ARE COVERED
ANT SYSTEM. AN4000 x EMS RADIO PANEL DE-COMMISSION
x9 NODES ON SITE 4 DCN / 4 LPN & x1 LDN IN EXTENSION
SECURITY OFFICE
- EXTENSION EVAC M&P WORKS TO BE PROGRAMMED OUT.
- TRACED CABLES ALONG LINK CORRIDOR - 2 ARE NETWORK
LDN. 1 IS CUT OFF. SUSPECT 4TH IS ALSO REDUNDANT.
3 EXSISTING FAULTS ON SYSTEM INCLUDING A MISSING NODE
PLEASE SEE 11.0

7.0 Materials Used

Details & Stock codes of equipment used

Qty	Details	Stock Code

8.0 Materials Required

Details & Stock codes equipment required

Qty	Details	Stock

- [ ] Equipment requested from site - Follow up no:

9.0 Labour / Travel

Time of Arrival	7.30
Time Completed	13.00
Hours Worked	5.5
Travel Hours	1.5
Travel Mileage	40
Office Use	
Office Use	
Invoice No	

10.0 Paperwork

- [ ] Client paperwork completed
- [ ] Logbook completed
- [ ] Callout / service order completed (required for out of hours call outs)

11.0 Work Outstanding

PLEASE PROVIDE CLIENT
WITH ADVICE TEXT FROM
SITE FILE & ANY AS FI
AVAILABLE.

12.0 System Status

- [ ] From the testing / work carried out the system is fully operational (if NO details in Sections 6.0 or 11.0)
- [ ] All panel outputs are enabled
- [ ] System maintained by Protec Fire Detection plc
- [ ] Service quotation required (Detail on additional survey form)
- [ ] System quotation required (Detail on additional survey form)

Protec Engineer	We confirm that the work carried out above has been completed satisfactory in line with the relevant British Standards, except for any variations detailed	Client	All work has been authorised and carried out to my satisfaction
Print Name	[illegible]	Print Name	C ALLINSON
Signature		Signature	
Date	14/2/18 Engineer No 119	Date	14/2/18

Quality (Please cross)

N 92-361-75

MANCHESTER TOWN HALL

I.T. LINK CABLING REPORT

Contents

1. Summary

2. I.T. Link Cabling Report Room

1. Summary

The Town Hall is currently in the process of being refurbished and as part of the refurbishment all the existing data cabling will be replaced.

Before the old cabling can be removed the existing Fibre Backbone cables will need to be identified, and possibly relocated to allow for the removal of all the equipment in Comms Rooms 18b and 35b.

This report was compiled using the information gathered by the T.I.S engineer (based upon the information given by WMB) and details the fibre optic cables that provide a network link to the Town Hall Extension and the route they take between the 2 buildings.

1. **I.T. Link Cabling Report**

Room 35b

Room 35b is the Main Comms Room and the majority of the fibre optic cables within the Town Hall emanate from here along with data cabling within the Basement and Ground Floors on the East Side of the Town Hall

There are 3 main fibres within 35b that link to the Main Comms Room on the 4th Floor of the Town Hall Extension and provide a network link to Room 18b located on the other side of the Town Hall Basement, the details of these cables and their route are as follows: -

- 1 x 16 core OM3 fibre to 4th Floor Comms Room located within Town Hall Extension
- 1 x 8 core OM3 fibre to the MDDA panel located within the 4th Floor Comms Room within Town Hall Extension
- 1 x 8 core OM3 fibre to the Comms Cabinet located within Room 18b

The cables leave the comms room and follow the tray work through Dermots Corridor (passageway between Rooms 03b and 39b) until they reach Room 40b.

Once the cables reach Room 40b they span across the ramp that leads to Lloyd Street and then into the Basement Link Corridor

Once the cables reach the Basement Link Corridor the 2 cables that link to the Town Hall Extension follow the tray work on the left hand side of the corridor into the Town Hall Extension and then follows the cable routes up to the 4th Floor Comms Room.

The cable that connects to Room 18b goes across the Basement Link Corridor and into the Plant Room located behind Room 05b.

The cable will pass through the Plant Room and into the corridor where it follows the tray to the bottom of the corridor and into Room 18b

These fibres will need to be identified on the tray work so they are not removed during the rip out.

There are a few other fibre optic cables within this cabinet as detailed below: -

- 1 x 4 core OM3 from Room 35b to Room 609 (possibly redundant)
- 1 x 4 core OM3 from Room 35b to Room 708 (possibly redundant)
- 1 x 4 core OM3 from Room 35b to Boiler Room (possibly still in use)

The fibre to the Boiler Room also runs through Dermots Corridor until it reaches halfway then it spans across the Courtyard on existing tray work and then into the Boiler Room where it is terminated next to the management panel.

The fibre to Rooms 609 & 708 run on the tray work to the right of Room 35b and follow the tray to the riser which runs up the spiral staircase to the 7th Floor

Room 18b

Room 18b is the Secondary Comms Room located within the Basement and this contains the data cables from the Basement and Ground Floor of the West Side of the Town Hall along with a couple of fibre links as detailed below: -

- 1 x 8 core OM3 from Room 18b to Room 35b
- 1 x 4 core OM3 from Room 18b to the data cabinet in the Moat

Both OM3 fibres leave Room 18b and follows the tray work all the way down to the bottom of the corridor and enter the Plant Room to the rear of Room 05b and then enter the Basement Link Corridor.

Once the cables have reached the Basement Link Corridor the 8 core OM3 fibre follows the tray through Dermots Corridor to 35b (previously identified as part of Room 35b) and the 4 core OM3 fibre continues down the Basement Link Corridor for approximately 30m and then enters the Moat.

Once in the Moat it is fed through the tunnels until it reaches the data cabinet that is used for events in Albert Square.

Basement Link Corridor

As well as the fibres described previously there are a number of other link cables within this corridor that potentially provide a link between the Town Hall and Town Hall Extension as detailed below: -

- 1 x blue armoured fibre optic cable from the Moat to the Town Hall Extension
- 1 x 50 pair CW1308 voice cable from the Town Hall Extension to DP238 located in Room 46b
- 7 x Cat5e cables

The Blue armoured fibre runs from the Town Hall Extension via the Basement Link Corridor and then runs along the right side of the corridor with various redundant voice and data cables until it reaches the hole that leads into the Plant Room to the rear of Room 05b.

The cable then passes through the Plant Room and through Room 02b until it reaches Room 07b. This cable may be cut in the Moat

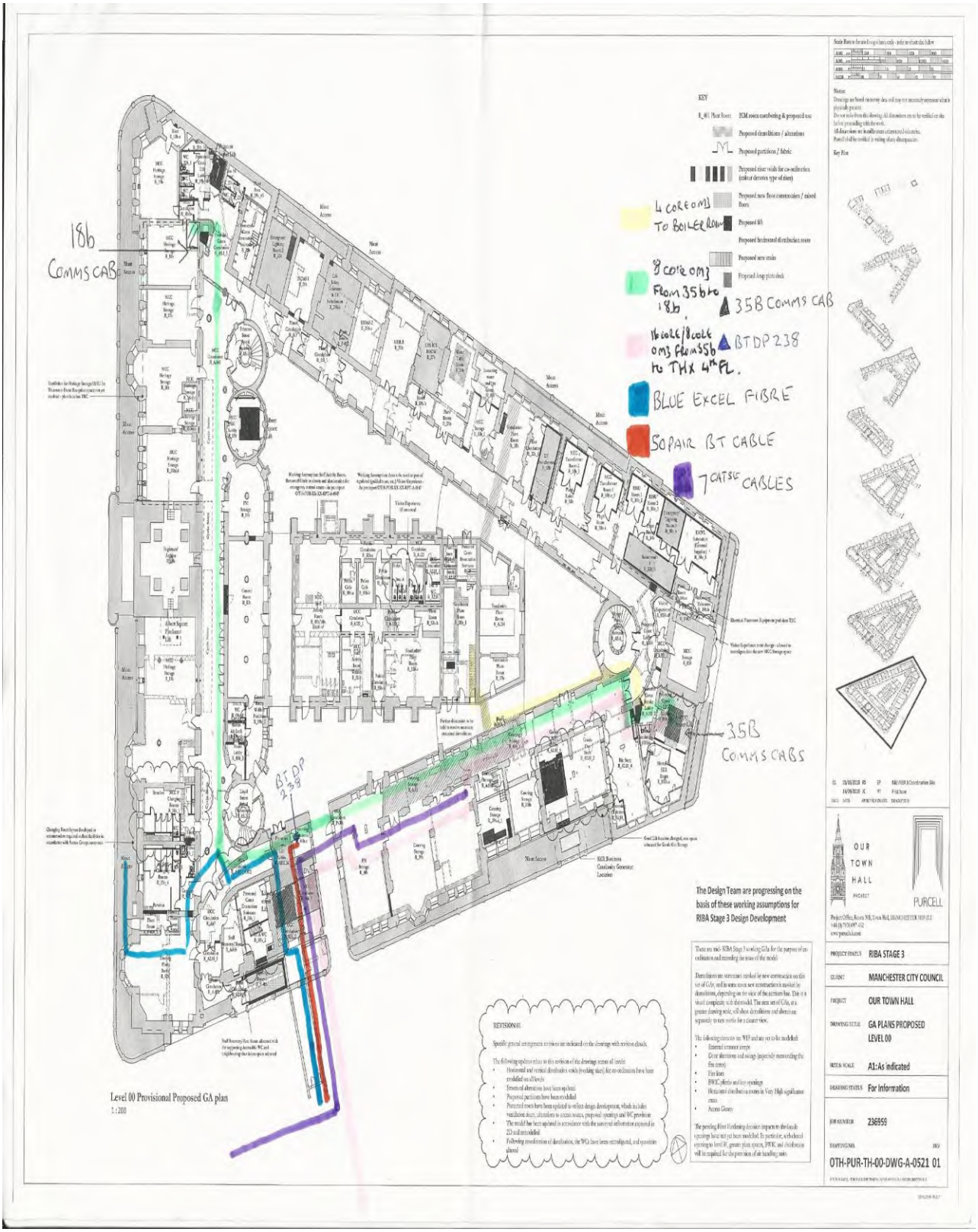
The 50 pair voice cable runs from the 4th Floor Comms Room located within Town Hall Extension to the Town Hall via the Basement Corridor.

The cable runs from the Town Hall Extension via the Basement Corridor until it reaches a doorway at the top of the corridor that leads into Room 46b.

The cable is terminated within a DP and there are a number of extensions working on this cable.

The telecoms Department will have to carry out a test of these lines to see if they still in use.

We also discovered 7 No. Cat5e cables that seem to link between the Town Hall Extension and the Town Hall but a further investigation may be required to identify where these cables go as once they leave the Basement Link Corridor they are installed upon the main data tray containing hundreds of redundant cables.


18b
COMMS CAB
4 CORE OM3
TO BOILER ROOM
8 CORE OM3
FROM 35b to
18b
35B COMMS CAB
16 CORE/8 CORE
OM3 FROM 35b
TO THX 4TH FL.
BT DP 238
BLUE EXCEL FIBRE
50PAIR BT CABLE
7 CAT5E CABLES
35B
COMMS CABS
BT DP
238
Level 00 Provisional Proposed GA plan
1:200
The Design Team are progressing on the basis of these working assumptions for RIBA Stage 3 Design Development
OUR TOWN HALL PROJECT
PURCELL
PROJECT STATUS RIBA STAGE 3
CLIENT MANCHESTER CITY COUNCIL
PROJECT OUR TOWN HALL
DRAWING TITLE GA PLANS PROPOSED LEVEL 00
PAPER SCALE A1: As indicated
DRAWING STATUS For Information
JOB NUMBER 236959
DRAWING NO. OTH-PUR-TH-00-DWG-A-0521 01

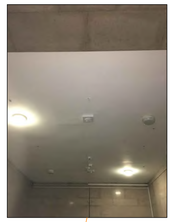
Level 3 Link Bridge

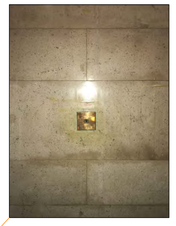
The bridge that links the Town Hall Extension with the Town Hall doesn't contain any network link cables but upon investigation we found there are a number of redundant cables within the void as detailed below: -

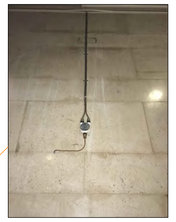
- 1 x 60 pair CW1308 voice cable cut within the void (see photo below)
- 1 x 20 pair CW1308 voice cable cut within the void (see photo below)
- 2 x coax cables cut within the void (see photo below)
- 1 x unidentified cable that we suspect may be an old CCTV cable that is no longer in use

1 x 20 pair CW1308 & 1 x 60 pair CW1308 cut within the void

2 x coax cables cut within the void







TOWN HALL EXTENSION

RISE TO ABOVE (LEVEL 2 TO LEVEL 3 CV)

DE DE DE DE DE

DE DE DE DE DE

RISE TO ABOVE (LEVEL 2 TO LEVEL 3 CV)

C R C

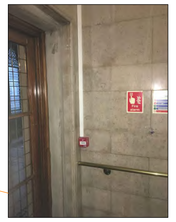
R E

C C

D

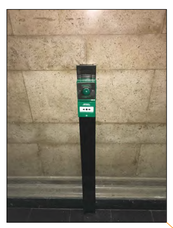
RISE TO ABOVE (FROM LEVEL TO LEVEL 3

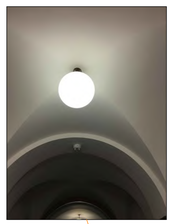
TOWN HALL



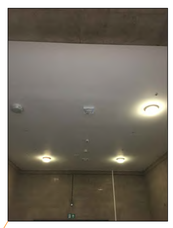
LEVEL 2 ALBERT SQUARE END

THX/E/15/06/05/2L2





THX/E/16/1/6/1L2



TOWN HALL EXTENSION

D

E

R

ACCESS HATCH C

ACCESS HATCH D

RISE TO ABOVE (LEVEL 2 TO LEVEL 3 CV)

DE DE DE DE DE DE

DE DE DE DE DE DE

CV

RISE TO ABOVE (LEVEL 2 TO LEVEL 3 CV)

ACCESS HATCH A

ACCESS HATCH B

C R C

R E

C C

RISE TO ABOVE (FROM LEVEL 3 FLOOR TO LEVEL 3 CV)

TOWN HALL

LEVEL 2 ST PETERS SQUARE END

The University of Manchester

LEGEND

- MANUAL CALL POINT
- D — DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- C — 230V 2D BULKHEAD SURFACE
- E — 230V GLOBE FITTING
- DE — SINGLE FLUORESCENT BEHIND HINGED GLASS c/w EM FACILITY
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV — DENOTES CEILING VOID
- R — DENOTES REDUNDANT

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Tel: 0161 793 6019

DRAWN BY	JA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name: -

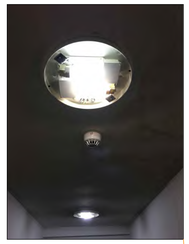
Drawing Title: ROOF LEVEL SMALL POWER AND LIGHTNING PROTECTION LAYOUT

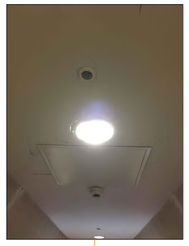
PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale	Date	Date	Date
1:100 @A0	OCT 2018	OCT 2018	OCT 2018

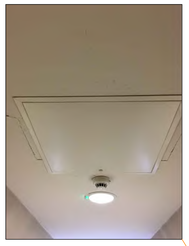
Drawing No.: WMB-MTH-E001

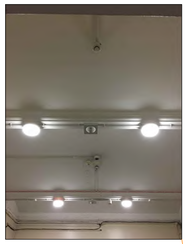
Revision: S1

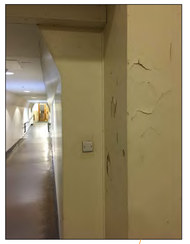
The University of Manchester











THX/E/16/8/03/11
THX/NE/06/03/03/3L2
MAINS BOARD LOCATED
IN TOWN HALL EXTENSION

HATCHES ABOVE CORRIDOR
HIGH LEVEL

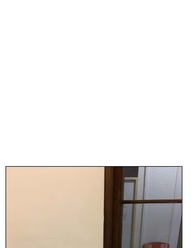
THX/E/15/6/5/2L2
MAINS BOARD LOCATED
IN TOWN HALL EXTENSION

DATA MINI TRUNKING

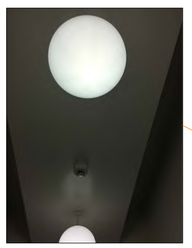
LS/DB/11/13
OLD CCTV POWER
SUPPLY. FCU LIVE
BUT NOT IN USE. FED
FROM TOWN HALL

TOWN HALL EXTENSION

TOWN HALL



THIRD FLOOR ALBERT SQUARE END



EM/3/2/1

THX/E/16/1/6/1L2

TOWN HALL EXTENSION

TOWN HALL

THIRD FLOOR ST PETERS SQUARE END

LEGEND

- MANUAL CALL POINT
- D DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- A 230V LUMINAIRE
- G 230V GLOBE LUMINAIRE
- BE 230V DOWNLIGHTER WITH EMERGENCY FACILITY
- C 230V 2D BULKHEAD SURFACE
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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DRAWN BY	EA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub Site Name

Site Name
-

Drawing Title
LINK BRIDGE LEVEL 3 - ALBERT SQUARE END
EXISTING ELECTRICAL SERVICES

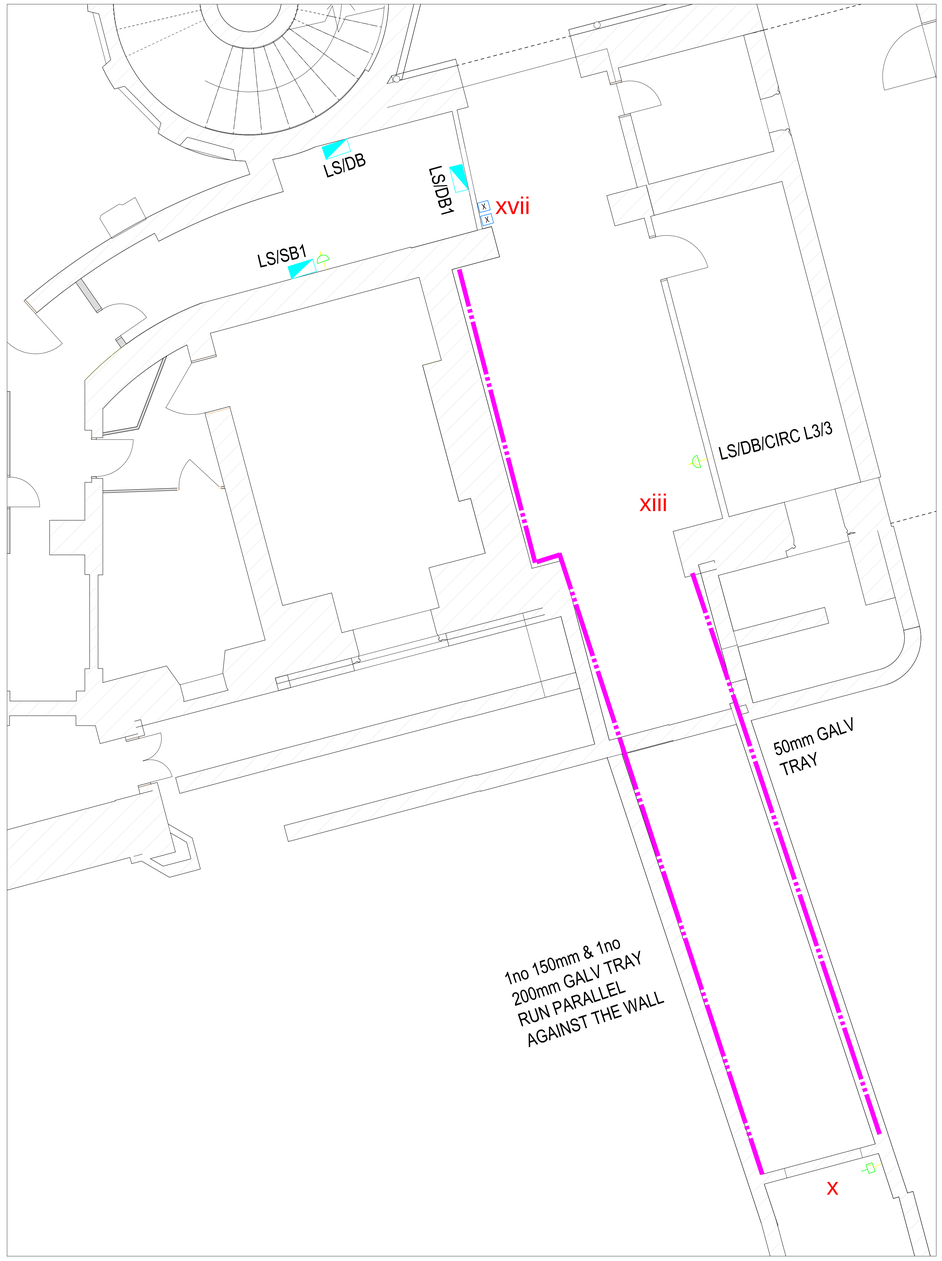
Scale
1:100 @A0

Drawing No.
WMB-MTH-E001

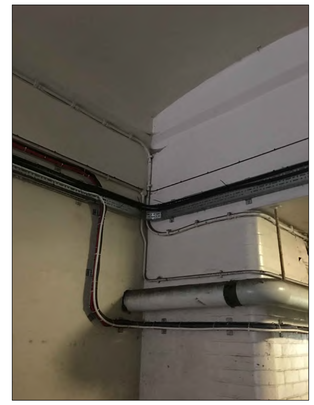
Revision
S1

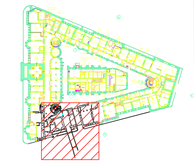
Comms boxes at position xvii

Fused connection unit and fire alarm relays at position x



Cables and tray at position xiii





LEGEND

- X — COMMS JUNCTION BOX
- DISTRIBUTION BOARD
- UNSWITCHED FUSED CONNECTION UNIT
- TWIN SOCKET
- SINGLE SOCKET
- CV — DENOTES CEILING VOID
- R — DENOTES REDUNDANT

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DRAWN BY	JA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub-Site Name:

Site Name: -

Drawing Title: LINK TUNNEL BETWEEN THE TOWN HALL AND TOWN HALL EXTENSION BENEATH LLOYD ST - SMALL POWER SERVICES

PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale: 1:40 @A0	Date: OCT 2018	Date: OCT 2018	Date: OCT 2018

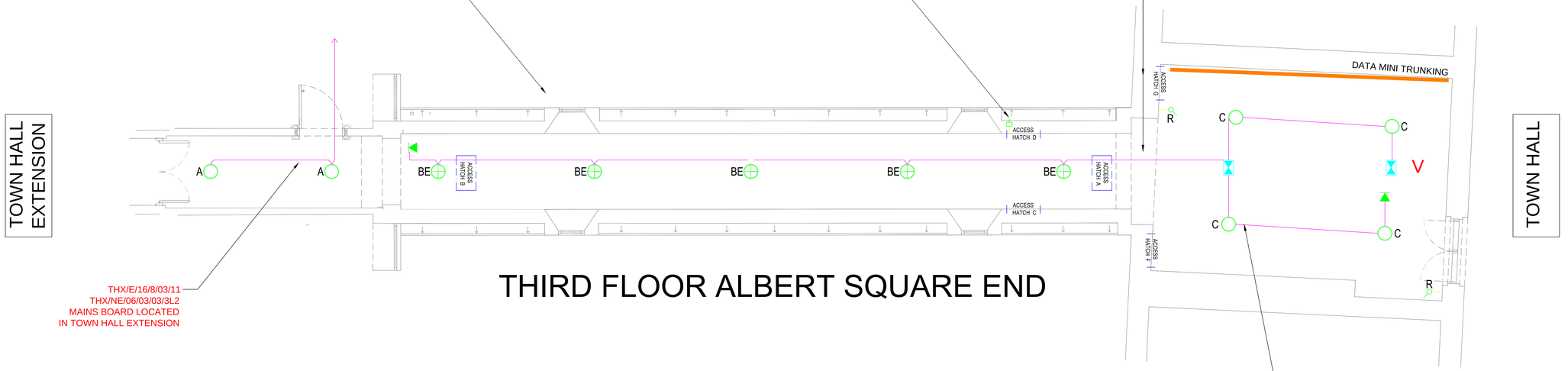
Drawing No.: WMB-MTH-E105

Revision: S1

Cables external to bridge for old camera. 230V was open ended and still live. (isolated)

LS/DB/11/13 Fused connection unit for old camera inside access hatch D. Fuse Connection Unit LIVE, but not in use. Fed from Town Hall

Ceiling layout from position v



THX/E/16/8/03/11
THX/NE/06/03/03/3L2
MAINS BOARD LOCATED
IN TOWN HALL EXTENSION

THX/E/15/6/5/2L2
MAINS BOARD LOCATED
IN TOWN HALL EXTENSION

THIRD FLOOR ALBERT SQUARE END

LEGEND

- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- A — 230V LUMINAIRE
- BE — 230V DOWNLIGHTER WITH EMERGENCY FACILITY
- C — 230V 2D BULKHEAD SURFACE
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV — DENOTES CEILING VOID
- R — DENOTES REDUNDANT

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DATE	OCT 2018	APPROVED	S.D

Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub-Site Name
-

Site Name
-

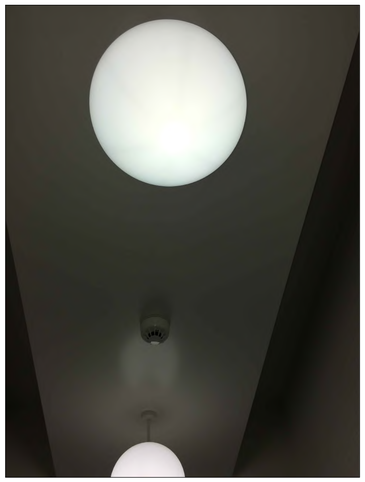
Drawing Title
LINK BRIDGE LEVEL 3 - ALBERT SQUARE END
EXISTING GENERAL & EMERGENCY LIGHTING

Scale
1:100 @A0

Drawing No.
WMB-MTH-E201

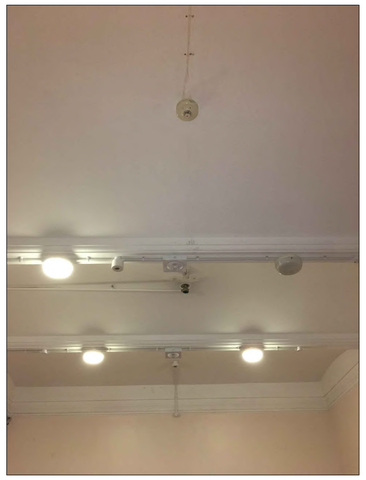
Revision
S1

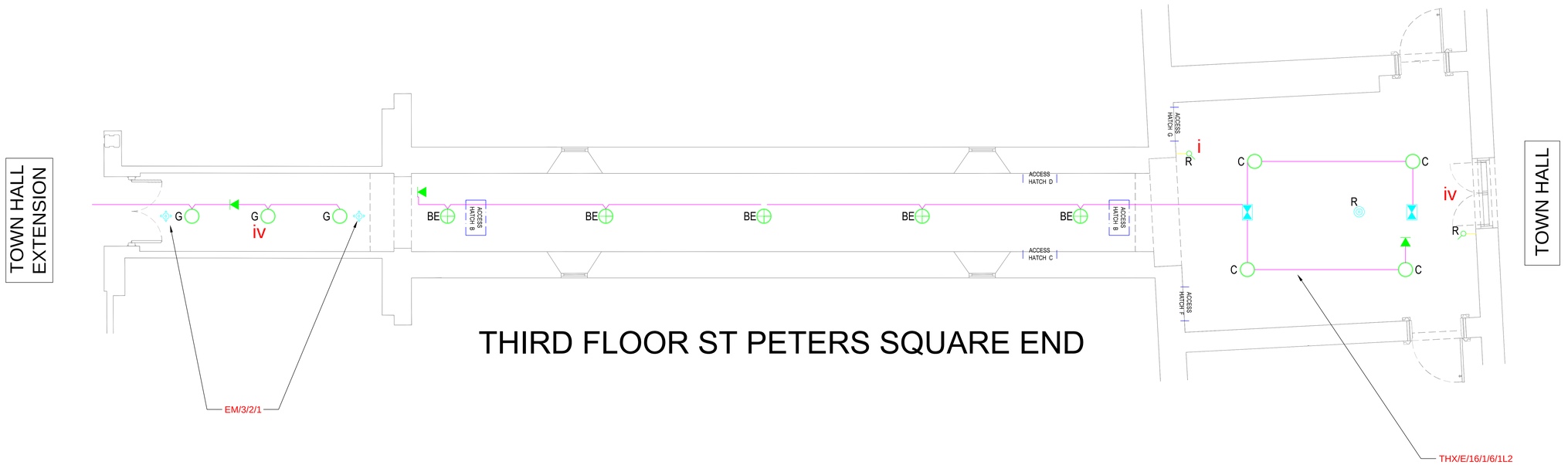
Globe Luminaires position vi



Redundant light switch at position i

Ceiling layout looking from position iv





THIRD FLOOR ST PETERS SQUARE END

LEGEND

- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- G 230V GLOBE LUMINAIRE
- BE 230V DOWNLIGHTER WITH EMERGENCY FACILITY
- C 230V 2D BULKHEAD SURFACE
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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Tel: 0161 703 6019

DRAWN BY	EA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub Site Name

Site Name
-

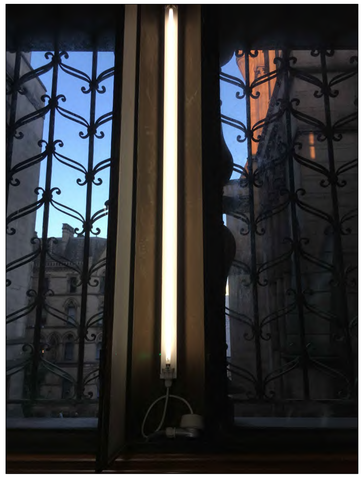
Drawing Title
LINK BRIDGE LEVEL 3 - ALBERT SQUARE END
EXISTING GENERAL & EMERGENCY LIGHTING

Scale
1:100 @A0

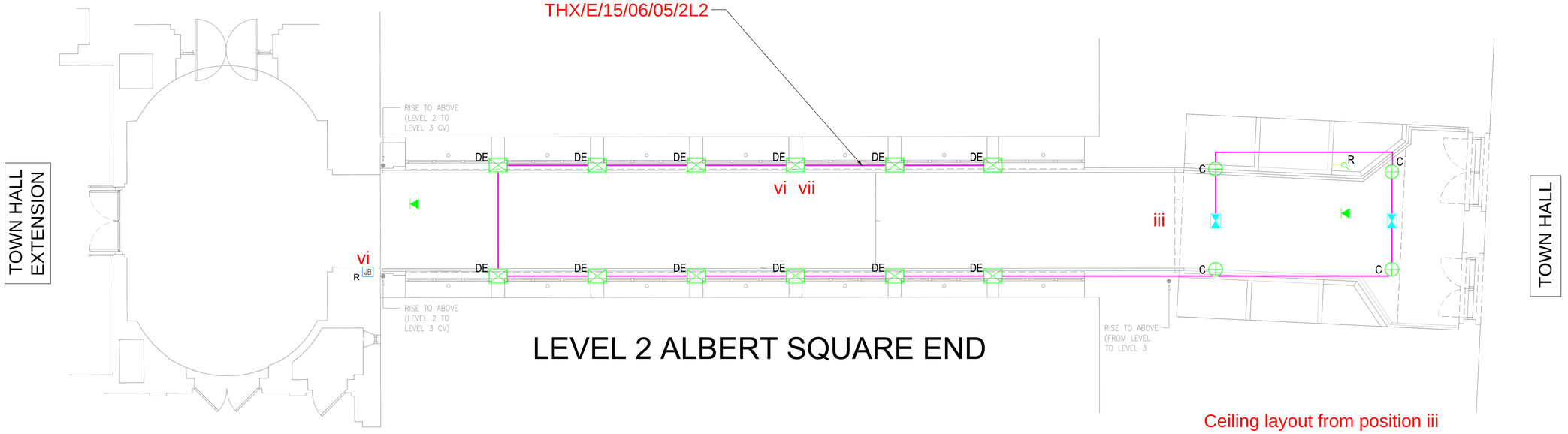
Drawing No.
WMB-MTH-E202

Revision
S1

Light fitting open at position vii



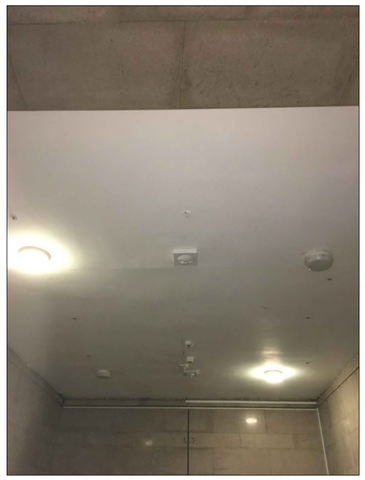
Light fitting closed at position vi



LEVEL 2 ALBERT SQUARE END

Joint box open at position x

Ceiling layout from position iii



LEGEND

- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- C — 230V 2D BULKHEAD SURFACE
- E — 230V GLOBE FITTING
- DE — SINGLE FLUORESCENT BEHIND HINGED GLASS c/w EM FACILITY
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV — DENOTES CEILING VOID
- R — DENOTES REDUNDANT

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Tel: 0161 793 6019

DRAWN BY	JA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name: -

Drawing Title: LINK BRIDGE LEVEL 2 - ALBERT SQUARE END EXISTING GENERAL & EMERGENCY LIGHTING

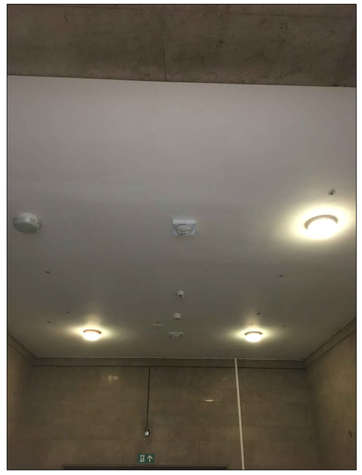
PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale	Date	Date	Date
1:100 @A0	OCT 2018	OCT 2018	OCT 2018

Drawing No.: WMB-MTH-E203

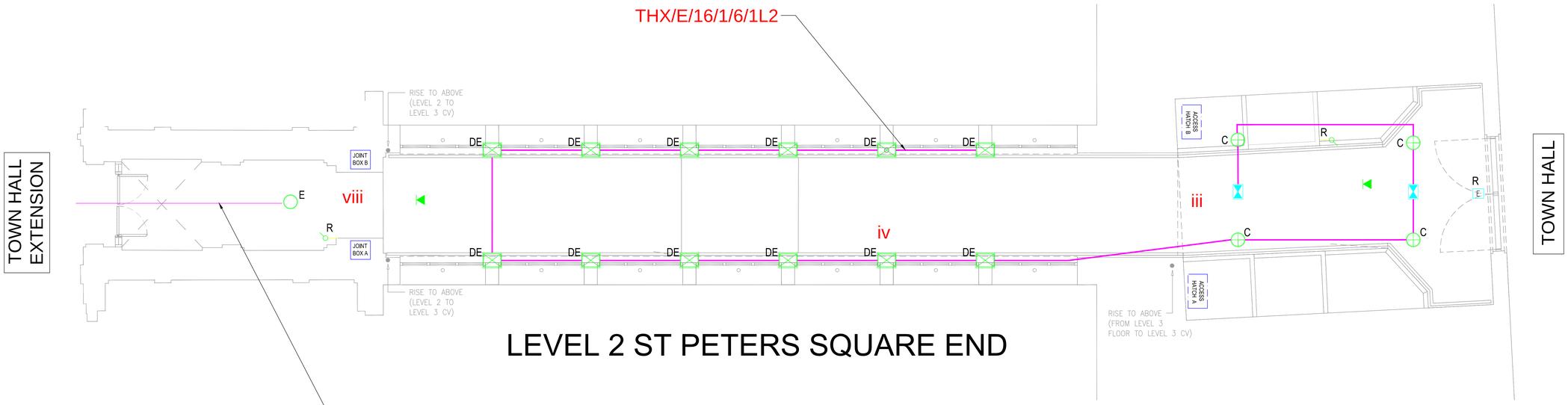
Revision: S1

Link bridge luminaire behind hinged door position iv

Ceiling layout from position iii



THX/E/16/1/6/1L2

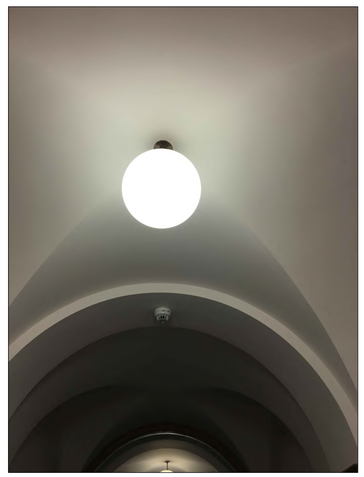


LEVEL 2 ST PETERS SQUARE END

Redundant joint box D

UNABLE TO FIND CIRCUIT REFERENCE WITHOUT SHUTTING DOWN CIRCUITS IN TOWN HALL EXTENSION

Ceiling view from position viii



LEGEND

- E — 110V EMERGENCY JOINT BOX
- 230V NON MAINTAINED EMERGENCY LUMINAIRE SELF CONTAINED
- C — 230V 2D BULKHEAD SURFACE
- E — 230V GLOBE FITTING
- DE — SINGLE FLUORESCENT BEHIND HINGED GLASS c/w EM FACILITY
- LED EMERGENCY LIGHT 230V
- MOVEMENT SENSOR
- UNSWITCHED FUSED CONNECTION UNIT
- SWITCH POINT
- CV — DENOTES CEILING VOID
- R — DENOTES REDUNDANT

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Tel: 0161 703 0209

DRAWN BY	JA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name:

Drawing Title: LINK BRIDGE LEVEL 2 - ST PETER'S SQUARE END EXISTING GENERAL & EMERGENCY LIGHTING

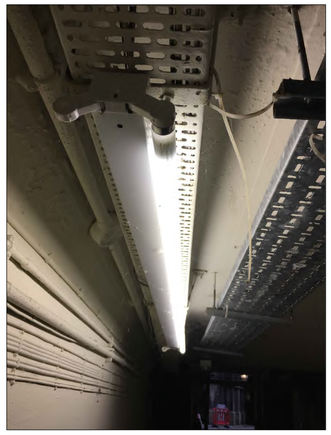
PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale	Date	Date	Date
1:75 @A0	OCT 2018	OCT 2018	OCT 2018

Drawing No.: WMB-MTH-E204

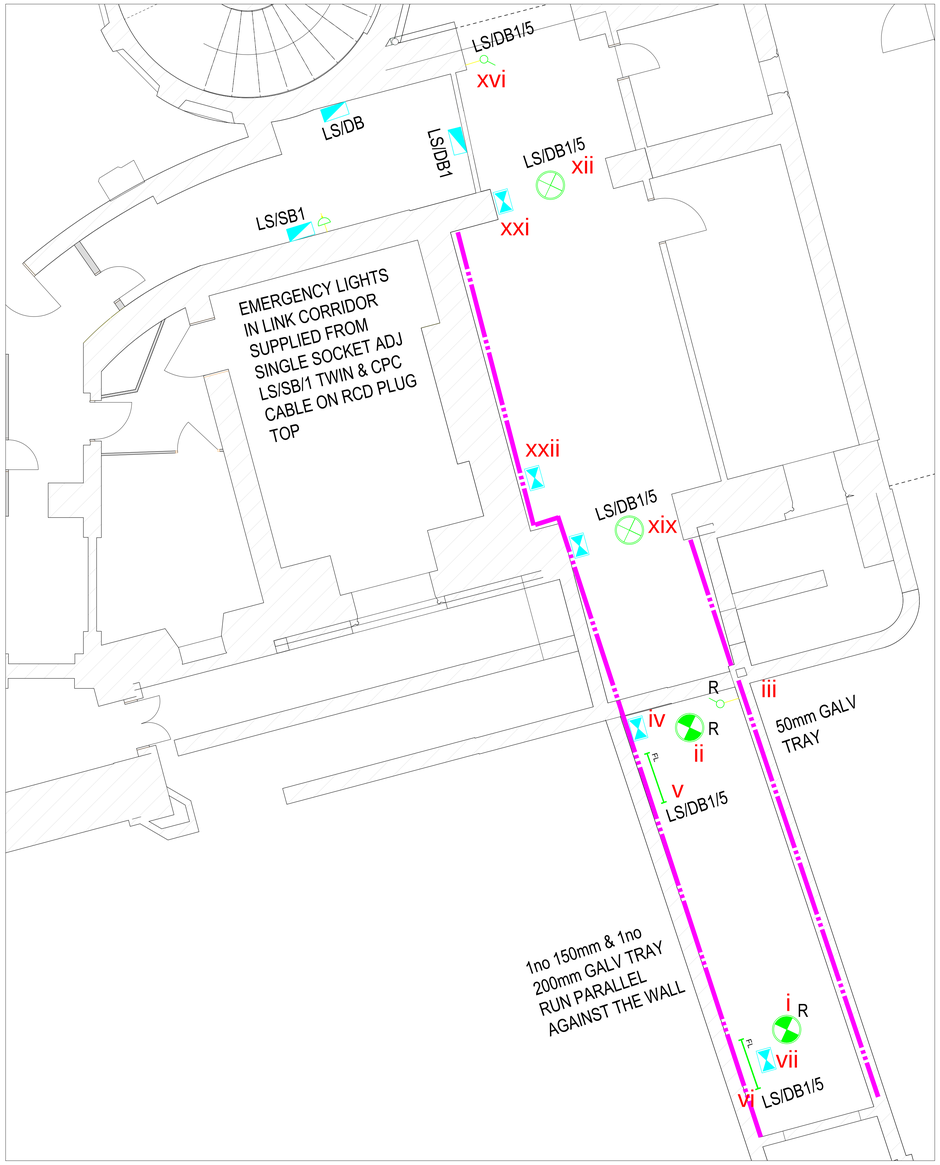
Revision: S1

Light switch, in use, controlling link corridor lights at position xvi

Fluorescent luminaire at position V, view towards Town Hall.

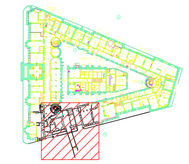


Redundant luminaire located at position i



Light fitting at position xii

Self contained emergency luminaire in corridor. Position iv



LEGEND

- 230V SELF CONTAINED MAINTAINED EMERGENCY LIGHT
- 2D ROUND BULKHEAD FITTING
- FLUORESCENT LIGHT FITTING
- LIGHT SWITCH
- CV CEILING VOID
- R REDUNDANT
- CONTAINMENT ROUTE

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DRAWN BY	JA	ISSUE	AS FITTED
DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name:

Drawing Title: LINK TUNNEL BETWEEN THE TOWN HALL AND TOWN HALL EXTENSION BENEATH LLOYD ST - GENERLAL & EMERGENCY LIGHTING

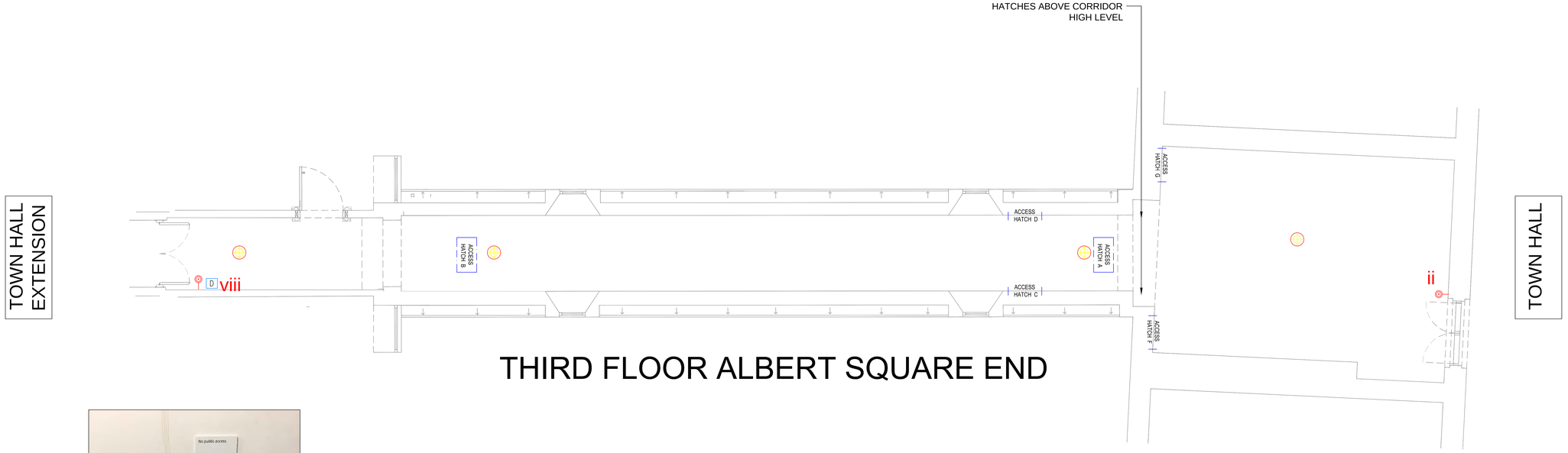
PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale	Date	Date	Date
1:40 @A0	OCT 2018	OCT 2018	OCT 2018

Drawing No.: WMB-MTH-E205

Revision: S1

Above access hatch B. Void detection high level

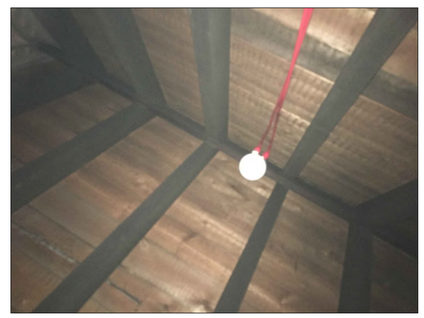
Manual call point at position ii



THIRD FLOOR ALBERT SQUARE END

MCP and door access at position viii

Above access hatch A. Void detection at high level.



LEGEND

- MANUAL CALL POINT
- D DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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DATE	OCT 2018	APPROVED	S.D

Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub Site Name
-

Site Name
-

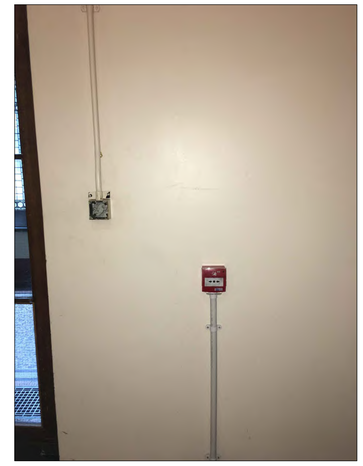
Drawing Title
LINK BRIDGE LEVEL 3 - ALBERT SQUARE END
EXISTING FIRE & SECURITY SERVICES

Scale
1:100 @A0

Drawing No.
WMB-MTH-E301

Revision
S1

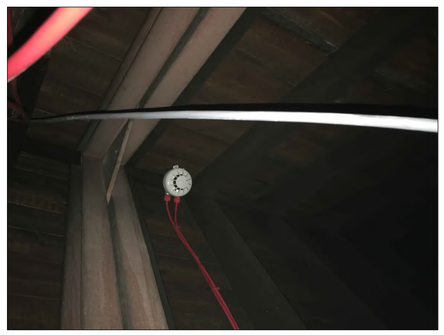
MCP and door access at position vii



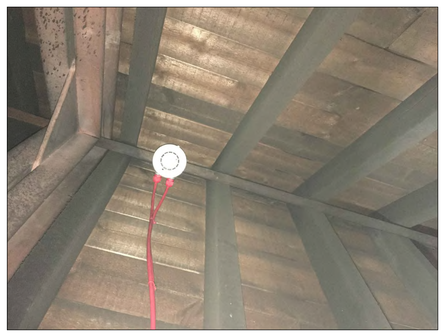
Manual call point at position iii

THIRD FLOOR ST PETERS SQUARE END

Above access hatch B. Void detection high level



Above access hatch A. Void detection high level



LEGEND

- MANUAL CALL POINT
- D DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- X COMMS JUNCTION BOX
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name:

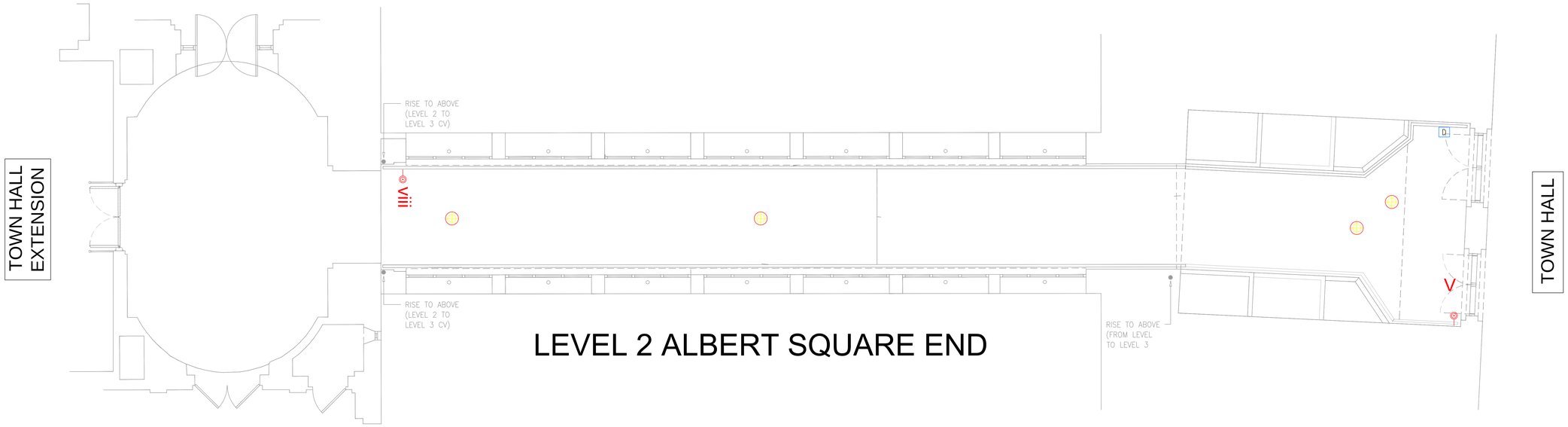
Drawing Title: LINK BRIDGE LEVEL 3 - ST PETERS SQUARE END EXISTING FIRE & SECURITY

Scale: 1:100 @A0

Drawing No.: WMB-MTH-E302

Revision: S1

Manual call point at position viii



LEVEL 2 ALBERT SQUARE END

Manual call point from position v

LEGEND

- MANUAL CALL POINT
- D DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub-Site Name:

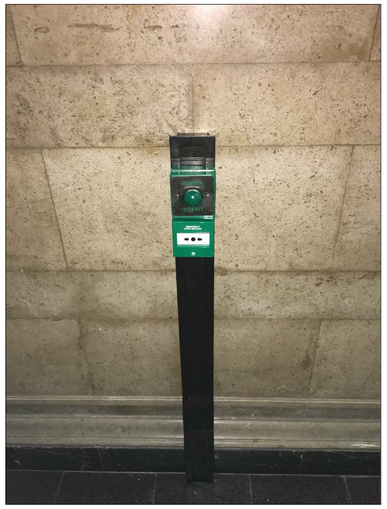
Site Name: -

Drawing Title: LINK BRIDGE LEVEL 2 - ALBERT SQUARE END EXISTING FIRE & SECURITY

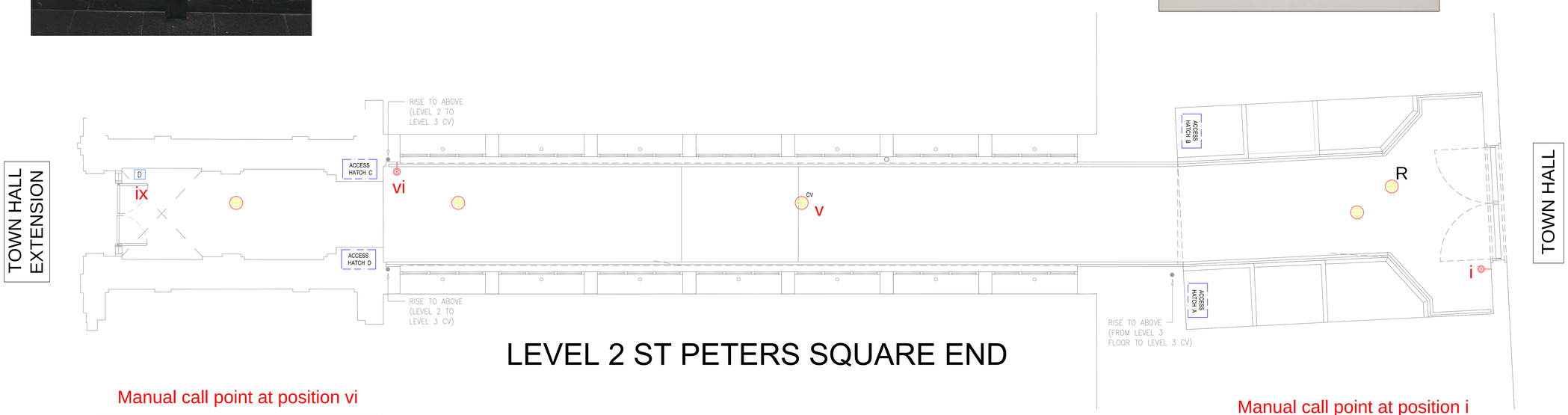
PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale	Date	Date	Date
1:100 @A0	OCT 2018	OCT 2018	OCT 2018

Drawing No.: WMB-MTH-E303 | Revision: S1

Door access equipment at position ix



Smoke detector at position v. View from below



LEVEL 2 ST PETERS SQUARE END

Manual call point at position vi

Manual call point at position i

LEGEND

- MANUAL CALL POINT
- D DOOR ACCESS SWIPE & BREAK GLASS
- SMOKE DETECTOR
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name:

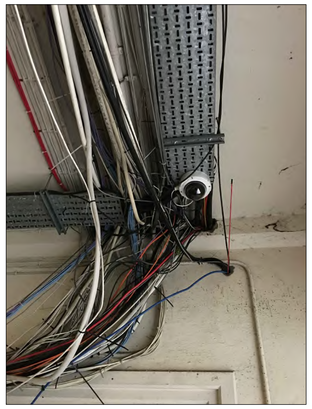
Drawing Title: LINK BRIDGE LEVEL 2 - ST PETER'S SQUARE END EXISTING FIRE & SECURITY

PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale: 1:100 @A0	Date: OCT 2018	Date: OCT 2018	Date: OCT 2018

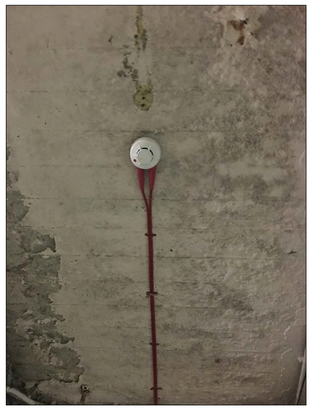
Drawing No.: WMB-MTH-E304

Revision: S1

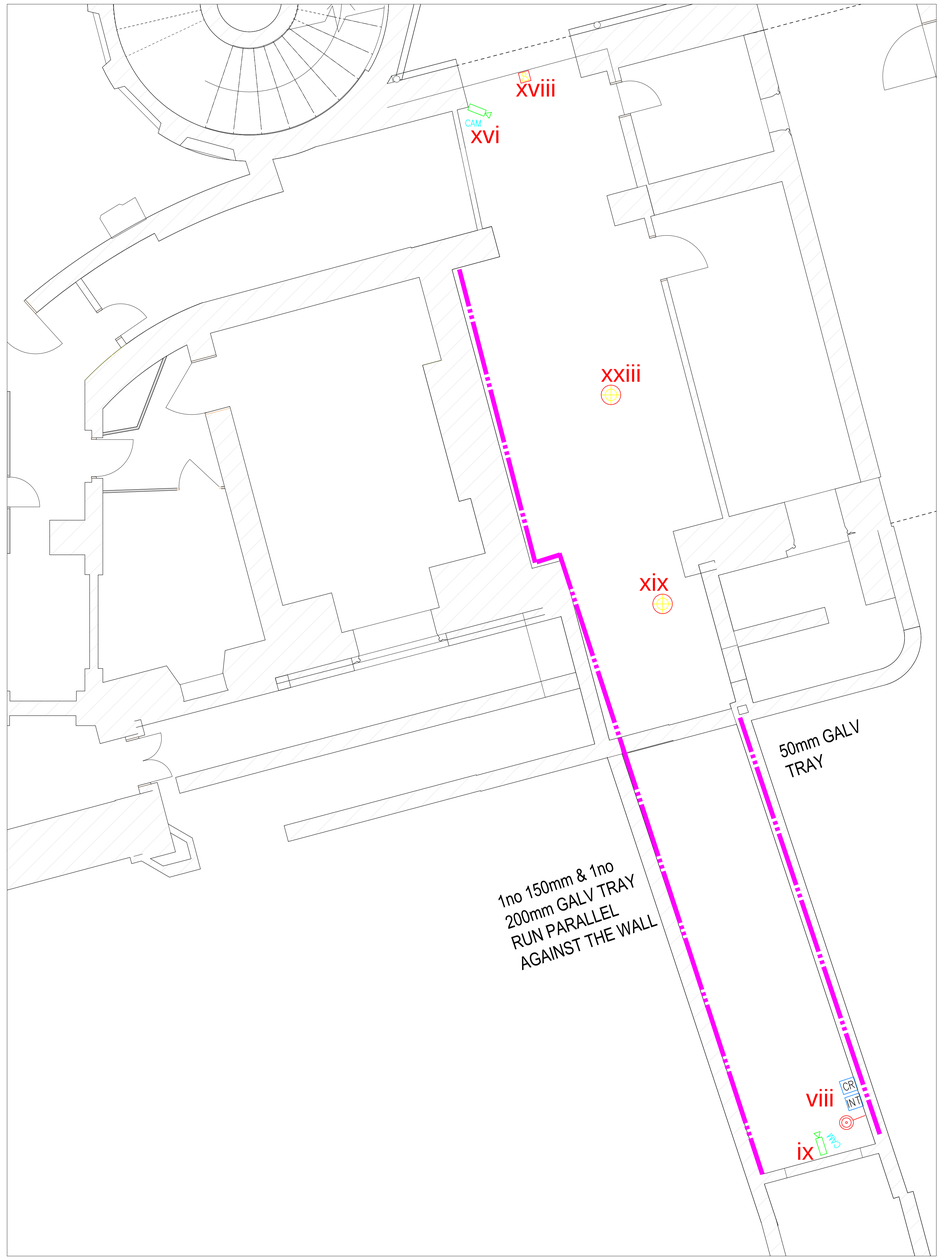
Camera and cable trays at position xvi



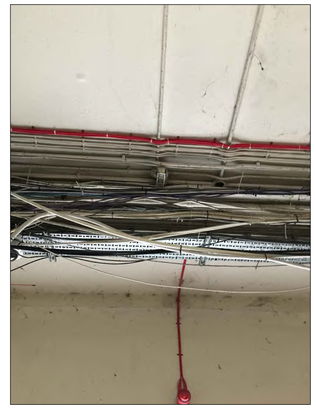
Smoke detector at position xxiii



Camera at position ix

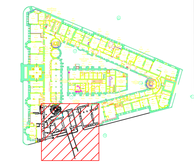


Cables on tray at position xviii



Unknown ADT equipment

Swipe access and intercom adj door position A (All still in use)



LEGEND

- CR CARD READER
- INT INTERCOM
- MANUAL CALL POINT
- WALL MOUNTED SOUNDER
- SMOKE DETECTOR
- CV DENOTES CEILING VOID
- R DENOTES REDUNDANT

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DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name: -

Site Name: -

Drawing Title: LINK TUNNEL BETWEEN THE TOWN HALL AND TOWN HALL EXTENSION BENEATH LLOYD ST - FIRE & SECURITY

PM	Drawn	Checked	Authorised
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Scale	Date	Date	Date
1:40 @A0	OCT 2018	OCT 2018	OCT 2018

Drawing No.: WMB-MTH-E305

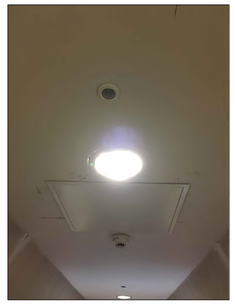
Revision: S1

High level access hatches at position iv, covers in place.

Inside access hatch D. View towards Town Hall

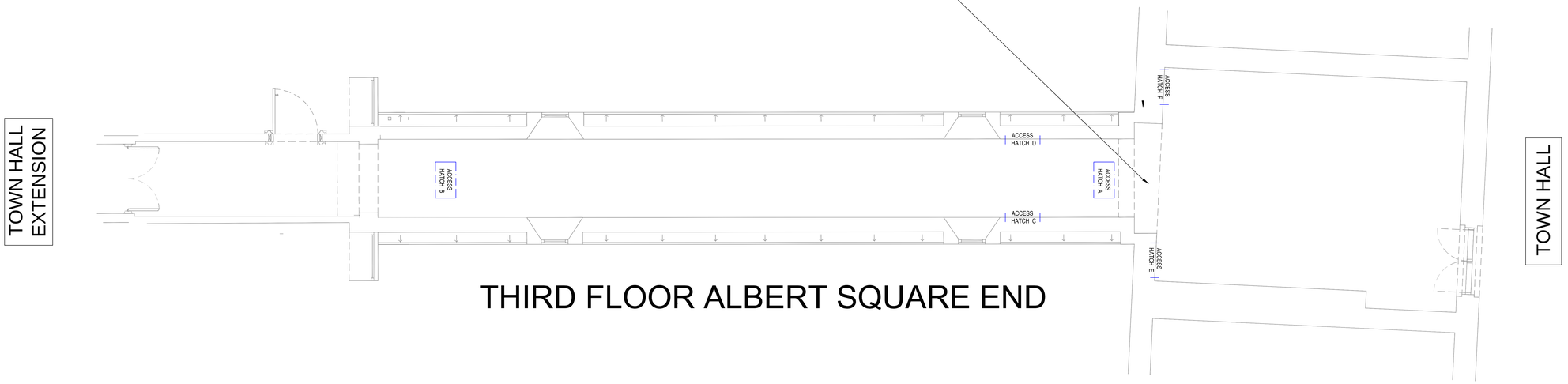
Inside access hatch D. View towards Town Hall Extension

Hatch B from Position vii



Hatch B view from below

Access hatch F with cover removed

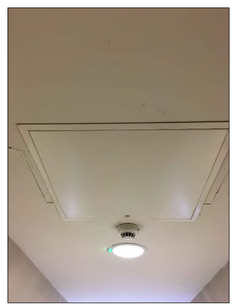


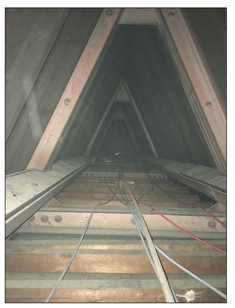
THIRD FLOOR ALBERT SQUARE END

Hatch C with cover removed

Inside access hatch C. View toward Town Hall Extension.

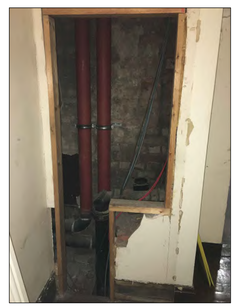
Hatch A from position vi





Above access hatch A. View towards Town Hall Extension

Hatch E with cover in place



Hatch E with cover removed

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Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub-Site Name

Site Name
-

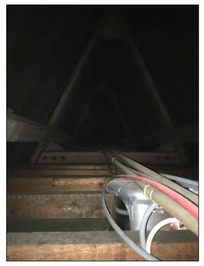
Drawing Title
LINK BRIDGE LEVEL 3 - ACCESS HATCH DETAILS

Scale
1:100 @A0

Drawing No.
WMB-MTH-E401

Revision
S1

Access hatch B.
View from below.

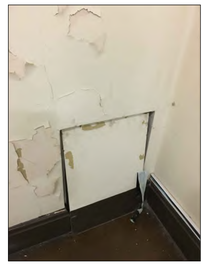


Above access hatch B. View towards Town Hall. Fire alarm. old conduits and lighting cables

Access hatch D, open.

Inside access hatch D, view towards Town Hall Extension.

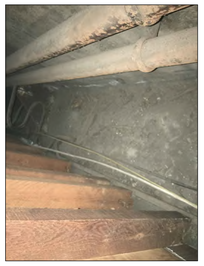
Access hatch G,
cover in place



Access hatch G witch cover removed

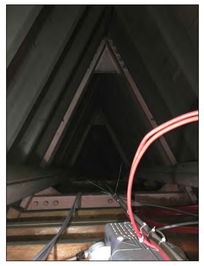
THIRD FLOOR ST PETERS SQUARE END

Access hatch E , open



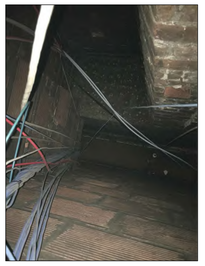
Inside access hatch E, view towards Town Hall

Access hatch A.
View from below.



Above access hatch A. View towards Town Hall Extension

Hatch 'F' and comms box adj



Inside access hatch F, view up 2 Data, comms & fire alarm.

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DATE	OCT 2018	APPROVED	S.D

Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub Site Name

Site Name

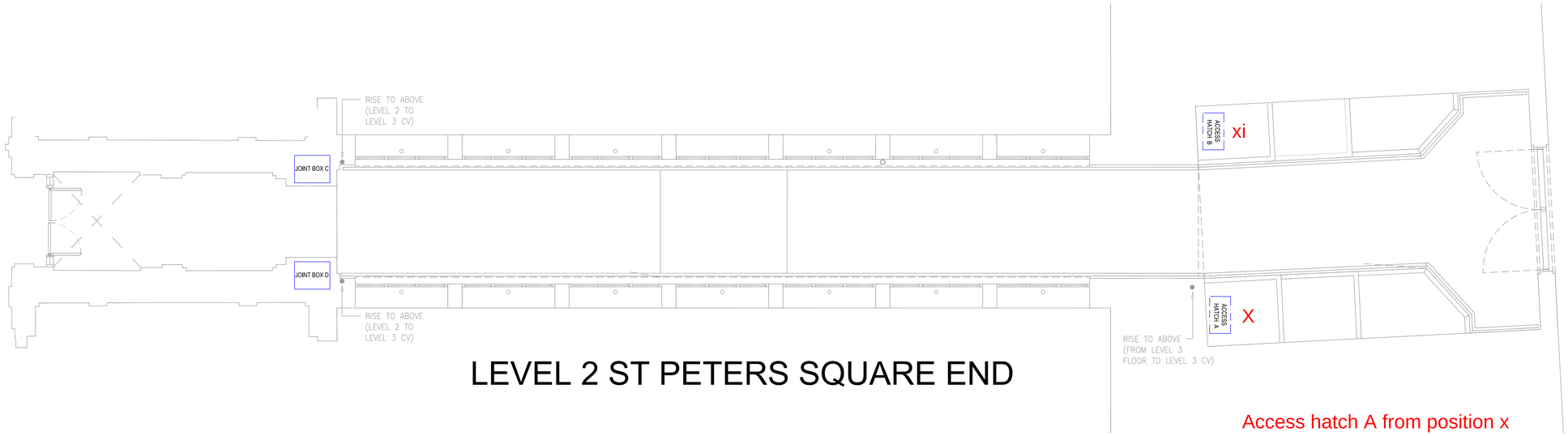
Drawing Title
LINK BRIDGE LEVEL 3 - ST PETER SQUARE END
ACCESS HATCH DETAILS

Scale
1:100 @A0

Drawing No.
WMB-MTH-E402

Revision
S1

Access hatch B from position xi
(Unable to open, obstruction)



LEVEL 2 ST PETERS SQUARE END

Access hatch A from position x
(Unable to open, obstruction))

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Drawing Status
SURVEY

Project
MANCHESTER TOWN HALL

Building Name
MANCHESTER TOWN HALL

Sub Site Name

Site Name

Drawing Title
LINK BRIDGE LEVEL 2 - ACCESS HATCH DETAILS

PM	Drawn	Checked	Authorised
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Scale	Date	Date	Date
1:100 @A0	OCT 2018	OCT 2018	OCT 2018

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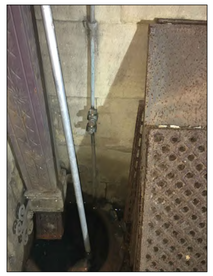
WMB-MTH-E404

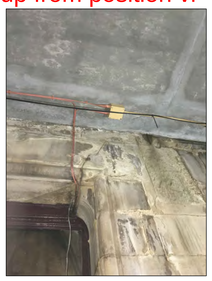
Revision
S1

Lightning down conductor, view from position xvi



Coiled MICC, view from position v

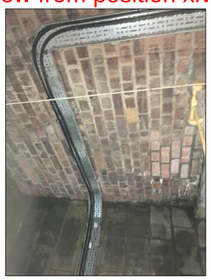
Joint box looking up from position vi



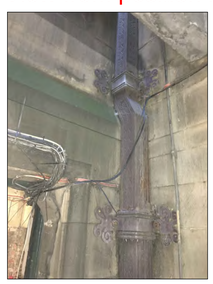
Conduit supplying Lloyd Street ramp low level lights (3), view from position xi

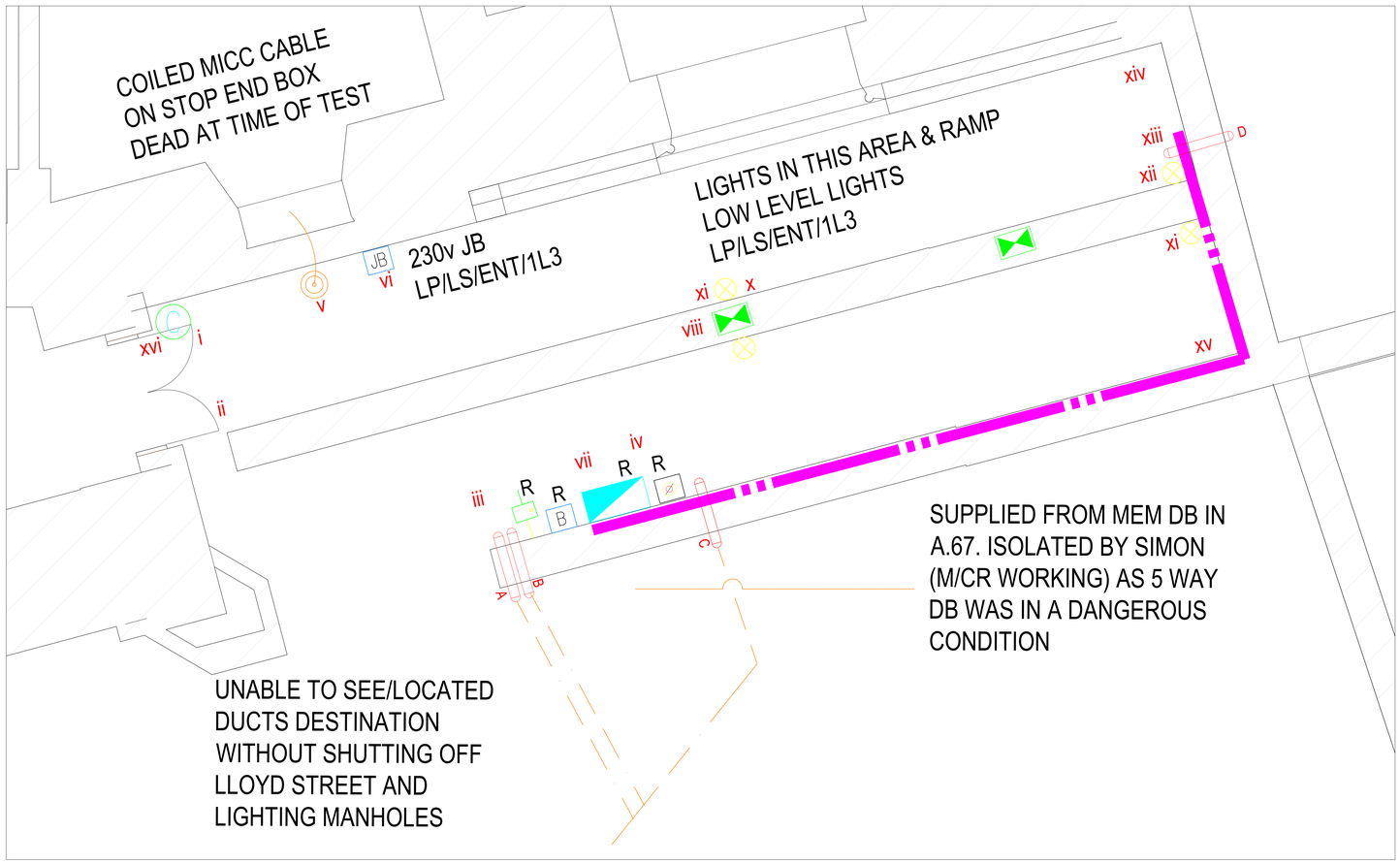
Redundant bulkhead at position viii

150mm tray and BT Cables view from position xiv



View from position i

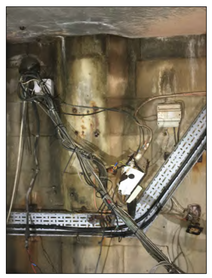




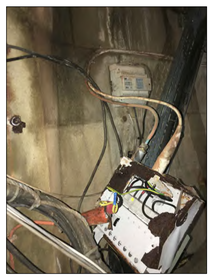
Lightning down conductor, view from position xvi

Holes core drilled under Lloyd Street, view from position iii

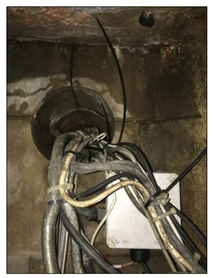
Holes core drilled under Lloyd Street, view from position iii



Corroded consumer unit, (isolated by Manchester Working Ltd)



Duct C under Lloyd Street



150mm tray and BT Cables, view from position xv

LEGEND

- B — BARRIER CONTROL BOX
- REDUNDANT BARRIER JOINT BOX
- LIGHTNING CONDUCTOR DOWN INTO GROUND
- BULKHEAD 230v LIGHT FITTING FIXED TO UNDERSIDE OF CONCRETE
- CORE DRILLED DUCT
- FUSE CONNECTION UNIT
- COILED MICC CABLE
- 5 WAY SPN BOARD
- JB — JUNCTION BOX
- CONDUIT RISER
- CV — CEILING VOID
- R — REDUNDANT

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DATE	OCT 2018	APPROVED	S.D

Drawing Status: SURVEY

Project: MANCHESTER TOWN HALL

Building Name: MANCHESTER TOWN HALL

Sub Site Name:

Site Name: -

Drawing Title: LINK TUNNEL BETWEEN THE TOWN HALL AND TOWN HALL EXTENSION BENEATH LLOYD ST EXISTING SERVICES

PM	Drawn	Checked	Authorised
MW	JA	SD	SD
Scale 1:20 @A0	Date OCT 2018	Date OCT 2018	Date OCT 2018

Drawing No. WMB-MTH-E801 | Revision S1

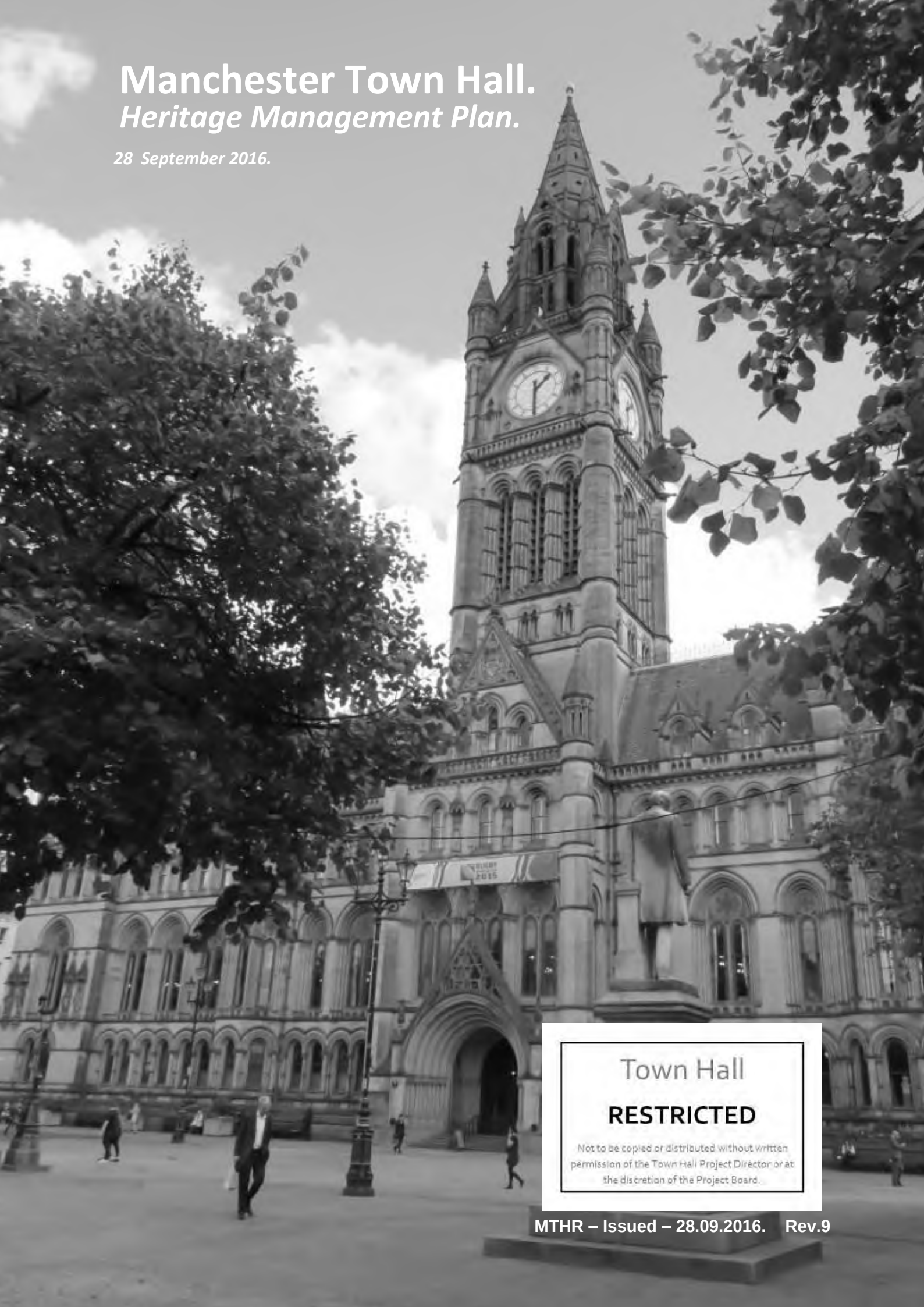
Appendix I

Heritage Management Plan

The Heritage Management Plan provides guidance on the management of Manchester Town Hall from a heritage perspective.

Manchester Town Hall.
Heritage Management Plan.

28 September 2016.



Town Hall

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MTHR – Issued – 28.09.2016. Rev.9

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PREFACE

The Historic Buildings and Monuments Commission (Historic England) have worked with Manchester City Council for a number of years, providing heritage-focused advice and guidance on the regeneration of the Town Hall Complex as a whole. This notably includes the successful implementation of the transformation project at the Central Library and Town Hall Extension.

The on-going support of the Government's heritage advisors is of course essential to ensure that the design development and management processes are in place to secure a viable future for the grade-I listed Town Hall and its environs.

With particular regard to the Town Hall restoration project Historic England has confirmed its support for the initiative and on-going engagement in the development process, stating as follows:

> ***"Our impression of the process so far in this quite complicated and challenging project, is very encouraging. Heritage seems to be playing a central part in planning the project from the start and resources has been put in place so that an understanding of the significance of the place can inform the process.***
>
> ***The content and principles of the draft Heritage Management Plan are in line with established conservation principles and policies and we recommend it is used as a live and active document during the different steps of the process, guiding future decisions".***
>
> **Anna Boxer.**
>
> **Principal Inspector of Historic Buildings & Areas North West.**
>
> **Historic England**
>
> *25 November 2015*

Executive summary.

EXECUTIVE SUMMARY

i) The Heritage Management Plan 2015 (HMP 2015) is intended to be a practical tool to **set the parameters within which maintenance and potential development decisions should be framed.** The HMP was issued in draft form to the survey project team to inform their recommendations for potential interventions in the Town Hall, categorised as interventions comprising: essential repairs, upgrade or enhancement of the fabric and spatial qualities. This was necessary in order to ensure emerging options are appropriate to the building's exceptional heritage status, and create a consistent basis for decision-making

ii) The *Heritage Management Plan (HMP) 2015* complements the adopted *2006 Conservation Plan*. The earlier document outlines the heritage values of the fabric and contents of the Town Hall complex as a whole, and thus defines its historic, architectural and artistic significance. The HMP 2015 thus completes the documentation, intended to secure the active use of the building, while guiding options for its continued development. **Collectively these baseline tools accord with the *Conservation Plan* guidance defined by the Heritage Lottery Fund in October 2012,** and therefore provide the basis for decision making on both maintenance and developments issues.

iii) Thus the detailed analysis of the particular and multi-layered heritage values of the complex has been translated into specific policies to shape future interventions while maintaining the exceptional architectural and historic interest of the Town Hall.

iv) The recent building condition surveys undertaken in 2015 complete the evidence base which has informed the management and maintenance guidance policies. The guidance sets out the legal parameters which govern the decision-making process and establishes the fundamental principles which will inform necessary interventions into the building's fabric and spatial qualities. **The aim is to achieve the long-term, sustainable use of the Town Hall as an important heritage asset.**

v) Consequently, the management and maintenance guidance is based on the delivery of the complementary conservation objectives of: regular maintenance, recording, repair, and site-management. One of the guiding principles is the necessity for awareness of the sensitivities of the building's fabric and setting, based on clear understanding of its history, development and condition, when making decision which impact on the building's future.

vi) The guiding principles which will inform the necessary decision on the implementation of essential repairs, or potential upgrade or enhancement of the fabric, services and use of the Town Hall are based on the fundamental objectives of:

- ***Minimum Intervention,*** to ensure that essential repairs, upgrades, or enhancement of the building's fabric are proportionate to the relative significance of the particular space or component.

- ***Maximum retention of fabric***, to ensure the respect for the significance of the building, involving the least possible loss of material of cultural heritage value'.

- ***Reversibility***, so that any interventions will facilitate the enhancement of both the heritage status and operational efficiency of the Town Hall, (for example when improving the accessibility of the building) while avoiding limitations on further functional improvements.

- ***Legibility***, accepting that interventions into the historic fabric may be necessary and desirable to enhance public access and use of the building, but ensuring that the modern replacements of missing parts remains distinguishable from the original Waterhouse fabric, so that restoration does not falsify the artistic or historic evidence.

vii) The Heritage Management Plan 2015 is, therefore, intended as practical guidance to inform decision makers and potential contractors of the aspirations and requirements to establish a sustainable future for the Town Hall, as both a heritage landmark and a practical work and leisure space. It is, therefore, intended to contribute to achieving the following.

- Securing the long term future of the Town Hall, by identifying a plan for the continued maintenance of the building.

- Informing the scoping of intervention works (whether they be essential repairs or upgrade or enhancement works) required to ensure that the Town Hall continues to be functioning, efficient civic and heritage asset for Manchester.

- Enhancing the use of the Town Hall as a destination, increasing public access, while enabling it to perform municipal functions more effectively.

- Transforming the environment of the building, providing a better user experience for those who work in or visit it, while maximising commercial opportunities.

- Increasing the efficiency and thermal performance of the building reducing carbon footprint, maximising opportunities for efficiency and value for money.

- Take advantage of the lessons learnt from the Town Hall Extension and Central Library projects, maximising opportunities for efficiency and value for money.

- Securing economic and educational opportunities for the Greater Manchester area, including up-skilling the local labour force to provide the specialist trades required to maintain a heritage building.

viii) The Heritage Management Plan 2015 is thus intended to inform the future development, management and long-term maintenance of the Town Hall and Albert Square. The management policies within the HMP 2015, accord with the HLF's guidance and should be regularly reviewed, to ensure effective management of the site and to document the achievement of conservation and development objectives.

Heritage Management Plan purpose.

1 PURPOSE OF THE HERITAGE MANAGEMENT PLAN 2015

1.1 Project expectations.

i) Manchester City Council (MCC) appointed a project team in the first quarter of 2015 to provide structural and heritage advice with regard to the potential refurbishment, restoration and adaptation of the existing Grade-I listed Town Hall. A key objective of the initiative was to inform the future implementation of a phased programme of maintenance and refurbishment proposals, outlining design and cost evaluation parameters.

ii) Manchester Town Hall and Albert Square have never been subject to comprehensive repair programmes, and maintenance and service upgrades to date have been limited. The adopted strategy has been to carry out repairs on a reactive rather than planned basis.

iii) However, following the completion of a feasibility study in 2013 and the 2015 condition surveys, it is recognised that extensive works are required to maintain the building in a good operational state. In particular, the Town Hall is in urgent need of Mechanical and Electrical System upgrades, in addition to essential remedial works to parts of the fabric of the building. The studies have also identified opportunities for spatial planning works that offer the potential to enhance the functionality of the building by better use of internal spaces.

iv) The 2015 investigative works established a deeper understanding of the condition and significance of the building and its components. The overall purpose of the HMP is, therefore to:

a) progress the planning, design and prioritisation of necessary remedial works,

b) set the parameters for more ambitious interventions in the fabric of the building which may enhance its use,

c) define priorities for a planned maintenance programme to secure the future of the building.

v) The draft HMP 2015 was used to guide the implementation of the specialist investigations and define parameters to inform the subsequently recommended repair and intervention options. The aim was to guide the potential intervention options and create a consistent basis for decision making, addressing the challenges faced by the use of the grade-I listed building.

vi) This document is consistent with the aims of the long-term strategy for the Town Hall summarised as follows:

- Securing the long term future of the Town Hall, identifying a plan for the continued maintenance of the building;
- Scoping the initial package of works required to ensure that the Town Hall is retained as a functioning, efficient civic and heritage asset for Manchester;
- Enhancing the use of the building as a destination, increasing public access, while enabling it to perform municipal functions more effectively;

- Transforming the environment of the building, providing a better user experience for those who work in or visit it, maximising commercial opportunities;
- Increasing the efficiency and thermal performance of the building reducing carbon footprint and improving running costs;
- Learning from the lessons from the Town Hall Extension and Central Library projects, maximising opportunities for efficiency and value for money.
- Securing economic and educational opportunities for the Greater Manchester area, including up-skilling the local labour force to provide the specialist trades required to maintain a heritage building.

vii) The purpose of the Heritage Management Plan 2015 is thus intended to be a practical tool which guides future maintenance and development decisions and thus secures the long-term future of the Manchester's iconic Town Hall.

1.2 Relationship to the Conservation Plan 2006.

i) The HMP 2015 should be read in conjunction with the Council's adopted **2006 Conservation Plan** which describes the significance of the fabric of the Town Hall Complex and its components.

ii) The 2006 Conservation Plan broadly states what makes Manchester Town Hall historically, architecturally and artistically significant. The Heritage Management Plan 2015 completes the 2006 Conservation Plan by defining policies and outline specifications which are intended to ensure that the recognised significance of the complex is appropriately maintained. Thus the understanding of the heritage value of the complex has been translated into specific maintenance policies which also focus options for the operational enhancement of the building.

iii) The Heritage Management Plan 2015 remains centred on the significance of the site but focuses on the practical challenges, including development options, which are necessary to secure its long-term conservation. The HMP focuses on providing the legal basis for informed decision making, as required by Planning legislation and policy. The intention of the HMP is to demonstrate best conservation practice.

iv) The legislative basis (S66 of the 1990 Act) requires that the Council must treat the preservation of any listed buildings (fabric and setting) as a consideration to which great weight must be attached, irrespective of other aspirations.

v) Thus any interventions, which would alter the fabric, setting or the character of the listed building (and with regard to Albert Square the Conservation Area) are required by legislation to be afforded considerable importance and 'great weight' in the determination of Listed Building Consent and Planning Permission.

vi) The applied weight made during the consideration of proposed intervention, must be proportionate to the significance of the heritage asset as a whole (in this case grade-I)

and the impacted component, measured against the degree of change to which it is subjected. This is necessary in order that the Council and/or Secretary of State is able to deliver a balanced decision *(between any potential harm to the heritage asset and the public benefits which will arise from the works)* with the statutory presumption of preservation as the starting point for its evaluation of the development.

viii) Therefore, the Heritage Management Plan 2015 and the 2006 Conservation Plan collectively should be referenced when making building management proposals, whether they be simple repairs or more ambitious interventions. This is important as the decision-making process for works affecting the grade-I listed building potentially requires the engagement of Historic England and other stakeholder partners, so the information base needs to be as comprehensive and cohesive as possible.

ix) Reference to the Heritage Management Plan 2015, should be one of the first steps in the building management or design-development process.

2. Informed Decision making.

2 INFORMED DECISION MAKING

2.1 Extent of survey works 2015.

i) The 2015 building surveys and service investigations covered the following areas, in order to comprehensively consider the baseline condition of the building's significant internal and external fabric. The investigative surveys also considered the current distribution, significance and condition of the 'heritage furniture' within the Town Hall to inform future restoration decisions.

Investigation / evidence acquired 2015
All **internal spaces** and rooms, including: all offices, corridors, Conference Hall, Great Hall, Ante Room, Lord Mayor's Parlour, Tower Room, Banqueting Room.
All **external elevations** and roofs, including: the Princes St., Lloyd Street., Cooper Street., and Albert Square elevations, and the inner-courtyard elevations.
Furniture inventory
Mechanical and Electrical Services – throughout the building.
ICT Equipment and services – throughout the building.

ii) The largely non-intrusive investigative surveys covered the building's superstructure, and accessible exterior fabric, as well as structural and decorative components integral to its significance.

iii) The surveying teams were given a detailed induction to the heritage significance of the building and its fabric, to frame their subsequent recommendations for remedial interventions.

2.2 The fabric investigations – overview.

i) The campaign of investigative works for Manchester Town Hall was devised to obtain field-based evidence and inform a comprehensive building condition survey of the grade-1 listed building. The parameters are based on the adopted *2006 Conservation Plan* and best conservation practice.

ii) The investigative works were based on the evaluation of the significance of spaces and the main structural fabric (prepared by Stephen Levrant Heritage Architecture Ltd) recorded below as Significance *Plans*.

iii) These drawings are included below Section 3.4 and should be used to inform potential decision makers of the relative heritage values of the building fabric components and their consequent sensitivity. They should also be used to inform decisions on the spatial arrangements and potential for interventions. This is essential to ensure that the physical impact of any future interventions is appropriately justified.

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iv) The investigative works have been used to inform options for potential internal and external interventions, described in the study as: *essential*, *upgrade*, or *enhancement* works. These were defined as:

Option 1: Essential Works – All health, safety and legal compliance issues and remedial works required to stop further degradation, including replacement of existing electrical, heating and fire alarm systems, provision of new lifts and replacement/additional welfare facilities - toilet and staff kitchens. This option also includes removal of the existing commercial kitchen extension on level 2 and reinstatement of the bridge link.

Option 2: Upgrade Works – As essential works and general refurbishment of all administrative/office/meeting spaces to a modern standard, plus development of levels 0, 1 & 2 for commercial and increased public use.

Option 3: Enhancement Works – As Essential and Upgrade works plus restoration of significant heritage features.

The implementation of any works falling into any of the above categories will be expected to accord with the Heritage Management Plan 2015, not least as the works will probably require planning approval. The following sections (4 – 7) outline general guidance relating to the works identified in the 2015 investigative works, but expressed in recognised planning control terms.

v) The results of the fabric investigations, therefore, will guide future development or interventions by:

a) demonstrating a thorough understanding of the existing condition of the built fabric and the spatial hierarchy and outline the type of *essential* remedial works required to reveal the potential of the building;

b) informing the drafting of detailed schedules of work and specification devised to address the identified *essential* fabric repair issues;

c) helping refine detailed design proposals to facilitate the implementation of an appropriate and deliverable building *upgrade* and/or *enhancement* programme;

d) ensuring that stakeholders support the extent of essential, upgrade or enhancement works;

e) setting the design-parameters for future *upgrade* or *enhancement* of the building's internal and external fabric, based on the objective of securing the conservation of the building's significance, minimising and/or mitigating necessary interventions in the historic fabric.

2.3 Necessary approvals.

i) The investigation works 2015 were devised to be as comprehensive as possible to inform the necessary essential works or future upgrade or enhancement interventions. The investigations were specified to avoid any harm to the building's significance, or cause any irreversible alteration of the historic fabric.

ii) All surveyors were advised that it is an offence under the Planning Acts if any person executes, *"any work for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest unless the works are authorised"*. Hence the focus on ensuring that the investigative works were appropriately monitored by heritage advisors and MCC's conservation team.

iii) The initial investigations were tightly-defined, to specify the extent of *essential* repair works, or define future *upgrade* or *enhancement* interventions. Thus the capacity of the building to accommodate potential alterations proposed for its refurbishment and enhanced use will be informed by the 2015 investigations, while the demands of the future maintenance will also be better understood.

iv) Future interventions will adopt the similar methodology to carefully specify and schedule out the essential, upgrade or enhancement works, not least as a record of future action and as the basis to secure the necessary consents from the Secretary of State.

v) Guidance for carrying out future alterations to the fabric of the building are described below (sections 5, 6, and 7). The initial procedural guide is as follows:

vi) The following steps should be taken to ensure that all necessary consents and approvals are in place prior to the commissioning or commencement of works.

1) **Prepare outline proposal**. This should detail the nature of the works to be undertaken, any alteration or modification to the fabric of the building and the new materials / components to be introduced.

2) **Undertake initial assessment**. MCC's Corporate Facilities Management Team should identify any requirements for Local Authority approval. Where this is considered necessary the Outline Proposal should be reviewed initially with the MCC Head of Corporate Property and agreements made for the proposals to be reviewed in full with the Planning Authority (Conservation and Design Officer)

3) **Review impact with the Planning Authority & engage Historic England.** If an Outline Proposal requires formal consent, the works should be informally reviewed with the Planning Authority and Historic England prior to finalising any detailed design or submitting a formal application. The purpose is to consider the potential impact of the proposed works and establish the documentary requirements to support Town Planning and Listed Building Applications.

4) **Undertake internal MCC review & draft business case.** The business case for the project works shall be approved to undertake a Detailed Proposal (including a programme for necessary Town Planning / Listed Building Consent applications).

5) **Secure procurement.** Following approval of the business case the procurement route the formal application process can commence.

6) **Submit Planning and Listed Building applications**. All formal planning and/or listed building consent applications shall be prepared in line with the Local Authority's identified requirements. The requirements and Validation Checklist for Listed Building Applications and Detailed / Outline Planning Permission are published on the Council's website.

3. Heritage Context

3 HERITAGE CONTEXT

3.1 Status of the building

i) Manchester Town Hall is designated as a grade-1 listed building. An appreciation and understanding of the importance and sensitivity of the building's significant fabric must, therefore, underlie the scheduling and specification of any works to the building. This should apply whether they are, essential, upgrade or enhancement works.

ii) Thus the challenge is to accommodate, enhanced C21st century services within the C19th building without compromising its significance.

iii) The inter-relationship of the Town Hall with the associated Town Hall Extension and the enclosing public spaces reinforces the international significance of the group and should also be a fundamental consideration in the assessment of significance and potential development design options. This applies in particular to potential access improvements.

iv) The building was listed on the 24 February 1952 and is simply described as follows:

> *"Town Hall. 1868-77, by Alfred Waterhouse. Sandstone ashlar facing to brick carcass, slate roofs. Triangular island site, with 3 main ranges enclosing a triangular courtyard mostly filled by a rectangular Great Hall. Gothic style. Three storeys and attics. Building of major importance. Contains mural paintings by Ford Madox Brown, and statuary by W.Theed".*

The factors which justified the listing include both the special *historic* and *architectural* interest of the Town Hall and its setting, which particular reference to Albert Square and its contents. The particular issues need to be understood, in order to bring forward appropriate proposals for the management and/or adaptation of the building and its setting (especially Albert Square). The 2006 Conservation Plan, therefore, details the individual heritage value of the Town Hall and Albert Square and should be referred to when considering development options.

v) The listing protection afforded by the statutory designation relates to the whole of the building's fabric components, both internally and externally.

vi) However, it will be evident that the fabric of the building expresses varying degrees of importance, related to the status of the spaces within the building, from the purely functional to the highly decorative. Therefore, any proposed intervention works must be specified in accordance with the particular significance of the space or building component.

vii) Understanding the hierarchy of the fabric's significance is of particular relevance to the management and maintenance regimes, as any proposed adaptations will require Listed Building Consent, which can only be granted by the Secretary of State, on the recommendation of Historic England. Therefore, it is essential that *any* proposals are clearly justified in terms of the impact on the building's heritage significance.

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3.2 Significance of the Plan form and interior spaces

i) Understanding the significance of the Town Hall's plan form and spatial arrangements is essential for the responsible curation of the heritage asset. Although currently not as intended, the function of the Town Hall's plan form continues to allow multiple uses, such as ceremonial activities, administrative use and even childcare, although not without conflict and compromise.

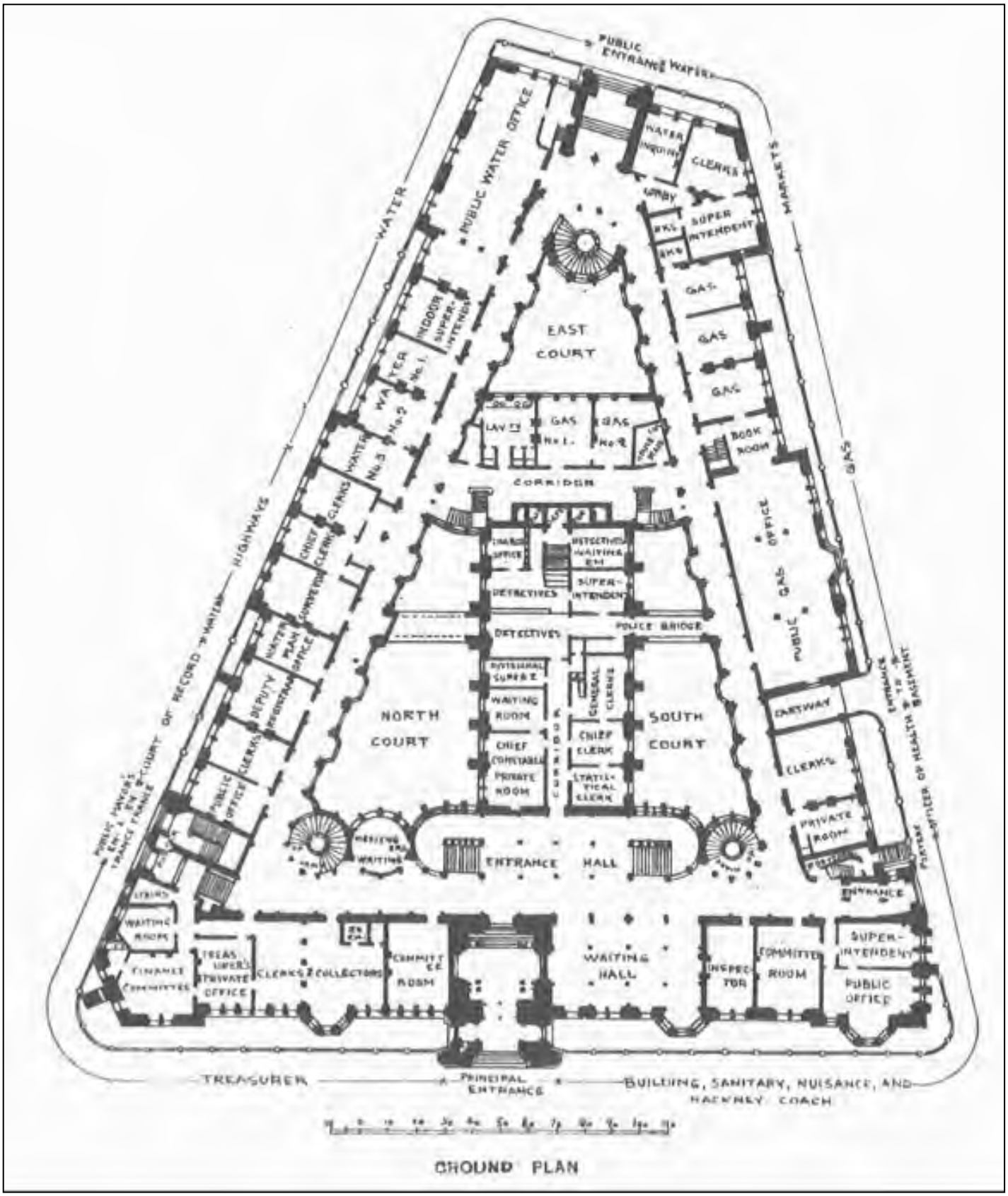
ii) Wider access and greater public use of the Town Hall could be facilitated by its plan form. The corridor plan is acknowledged as one of the key components of the building's significance. Therefore, any requirements for security or access controls should exploit its potential, if possible without compromising the apparent efficiency of the plan.

iii) The Town Hall was built on a roughly triangular site and closely follows the building line to present four public entrances on each face of the building. Its internal spaces are arranged around the periphery, with a central corridor running around the interior to enclose a central light-well, within which is placed the Great Hall, with former Police Station and cells below. This arrangement continues to facilitate natural light to the offices, corridors and the Great Hall.

iv) Waterhouse's simple and legible layout remains evident and provides a strategy for the separation and expression of the various building uses, essentially with the frontage onto Albert Square providing the main reception rooms. The administrative offices are located along the flanking arms, and are detached from the public spaces, by the provision of access points which avoid the ceremonial routes.

v) The internal plan-form of the Town Hall is also expressive of the nature and spatial use of the building; independently serving the ceremonial uses, administrative offices, individual access and the Police station. The contemporary objective is to re-establish the multi-use of the building, perhaps facilitated by adapting and reusing the historic access points and reconsideration of the historic circulation system.

vi) The interior fabric of the building is also expressive of the hierarchy of spaces, as will be noted from the below Significance plans. Thus the structure of the building continues to define the nature and heritage value of its spatial qualities, within the vertical divisions of the building and indicate the character of each floor. Future developments will, therefore, need to respect the significance of the building's plan layout and spatial hierarchy.



The GF plan as designed by Waterhouse to facilitate multi-functional uses.

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3.3 Significance of the exterior architecture.

i) The exterior of the Town Hall is now widely acknowledged as being of the highest architectural quality.

ii) The building was constructed largely in brick encased with stone. The brick-work core is set with mortar prepared with a slightly-hydraulic Warmsworth lime, and an admixture of ashes with sand.

iii) The exterior is faced with a monochromatic, light-brown, Spinkwell Stone, supplied by the (now closed) quarries of Messrs' Wood of Bradford. This is a particularly hard, sandstone from the Upper Carboniferous period, which contains small grains of quartz and silvery specs of mica to create a well compacted rock, chosen to resist Manchester's weather and (former) industrial atmosphere. As a result the deterioration in the stone elevations has been largely confined to relatively few areas at ground-level where prolonged dampness (for example pooling on window cills) has caused some surface damage.

iv) The interior elevations are faced using a White Rock stone from the same Spinkwell, Bradford quarry.

v) The hierarchical functions of the building are clearly expressed on the elevations, with the decorative detail, used to express the most important areas and functions. Thus the Lord Mayor's accommodation is expressed by the sculptural enrichment of the corner of Princess Street and Albert Square where canopied niches accommodate a series of notable historic figures.

vi) The value of the exterior (2015) is currently diminished by: the poor appearance of the fenestration (particularly at ground and basement level), the lack of use of the original public entrances, and the deterioration of stonework at the lower level. Implementation of a development and repair programme, will help to address the apparent erosion of the external architectural interest and secure the building's future as a heritage asset.

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3.4 Significance summary plans

i) The following sketch summary plans are presented as based on a simple survey and evaluation of the spaces within the building, in accordance with the 2006 Conservation Plan. The simple purpose of these plans is to visually disaggregate and identify the value of the spaces within the building, based on their design purpose and the extent of surviving original fabric, to inform options for future interventions.

ii) Any future development options will need to be based on the survey plus graphic representation of the spaces, using the digital model.

iii) The Significance Plans below are colour coded and contain a summary assessment of significance according to the following criteria: high, moderate, low, none/detrimental. This particular categorisation is ***applicable only to Manchester Town Hall.*** It does not attempt to compare the value of the Town Hall's spaces and components, or the fabric of its setting with other heritage assets.

iv) Fabric components and areas of lesser significance within the Town Hall will still be subject to detailed scrutiny in any future development, as a part of a heritage asset of exceptional importance. The significance summary plans define the categories of significance specific to the Town Hall as follows.

Significance category (refer to following plans)	**Comment / Guidance**
High significance relates to those fabric components and spaces which are deemed to be of particularly special interest and which survive in an authentic form. These components are *fundamental* to the building's architectural concept, and play a major role in reflecting the evidential, historic, aesthetic or communal values which combine to reveal the significance of the Town Hall.	The loss or damage of elements deemed to be of high significance (*through demolition, removals, or poorly conceived alterations)* would cause an adverse impact on the special interest of the building and must be avoided in future refurbishment or development interventions.
Considerable significance relates to those components of the Town Hall complex which are deemed to be of lesser importance, or have been previously altered, but remain of *special interest*. These components are important to the understanding of the architectural design concept, and play a considerable role in reflecting the evidential, historic, aesthetic or communal values of the building group.	The loss or damage to components deemed to be of considerable significance *(through demolition, removals, and/or alterations)* could potentially have an adverse impact on the Town Hall's special interest. Consequently, every effort should be made to avoid such compromise in the future refurbishment or development interventions. Where such works are justified as necessary to secure a future use, the impact will need to be minimised and mitigated.

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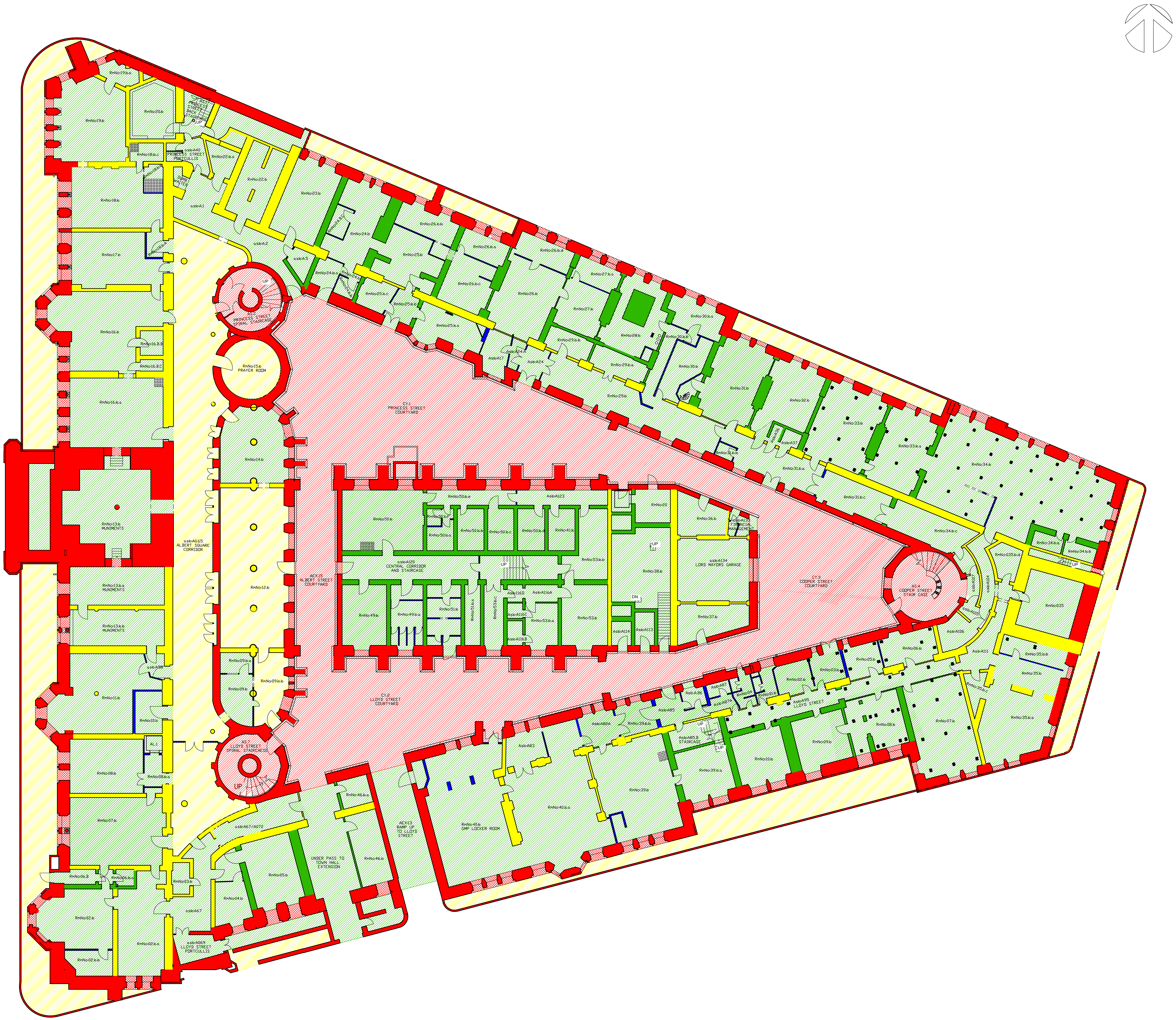
Low significance relates to those components within the Town Hall complex which are deemed to be of more *modest interest.* These components provide a minor contribution to the understanding of the architectural design concept and have a relatively peripheral role in revealing the evidential, historic, aesthetic or communal values of the building.	The loss or damage to elements of low significance *(through demolition, removal, or alteration)* could have either a minor or a neutral impact on the special interest of the building. However, these components may also be the focus of justified alterations, where it is necessary to facilitate a sustainable service, or perhaps a new use.
No significance will be those elements that *do not contain any special interest*, usually defined as later or crude additions, or alterations to the building. These components and structures may detract from the aesthetic value of the building, or simply make no substantial contribution to its interest.	The loss or damage to such elements could result in a minor or moderately beneficial impact on the special interest of the building. Consequently, components of no significance should be the focus for alterations, where necessary to secure the new services or use of the site.
Detrimental elements are those components which *actively detract* from the Town Hall's architectural expression and excellence. They maybe evidence of poor craftsmanship, ad-hoc refurbishments or poorly conceived additions	The loss of such elements would clearly have a beneficial impact on the special interest and significance of the building, although their removal may affect the operational capacity of the building. Where feasible, development proposals should seek the removal of such detrimental elements in any future enhancement proposals or re-development options.



General Notes
Please note that information used to produce these drawings is based on architectural drawings supplied by others. Heritage Architecture can not be held responsible for any inaccuracies that may exist. Do not scale the drawings. All dimensions should be verified on site prior commencement of works.

Heritage Significance Legend :

- High Significance
- Considerable Significance
- Low Significance
- No Significance
- Detrimental
- Areas
- Openings
- Walls

Project: Manchester Town Hall
Project Number: **N1972**

Clients: **Manchester City Council**

Drawing Title

SIGNIFICANCE PLAN - LEVEL 0 - LOWER GROUND FLOOR

Drawing Number: **MTH-SP-00**
Scale: **NTS**

Date: **August 2016**
Drawn By / Revised By: **AN, NG& AP**

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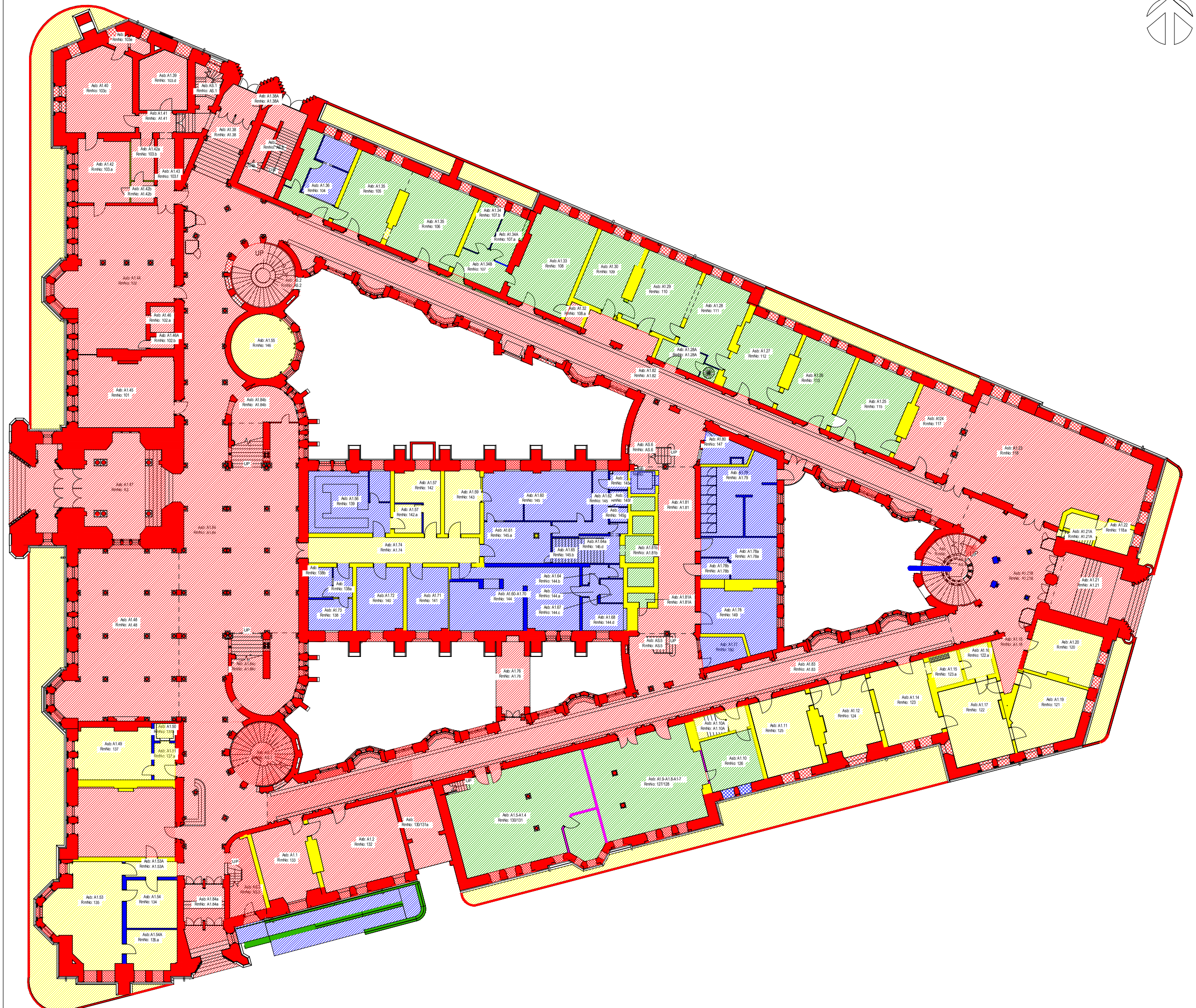

General Notes

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Heritage Significance Legend :

- High Significance
- Considerable Significance
- Low Significance
- No Significance
- Detrimental
  - Areas
  - Openings
  - Walls

Project	Project Number
Manchester Town Hall	**N1972**

Clients

Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - LEVEL 1

Drawing Number	Scale
MTH-SP-01	**NTS**
Date	Drawn By / Revised By
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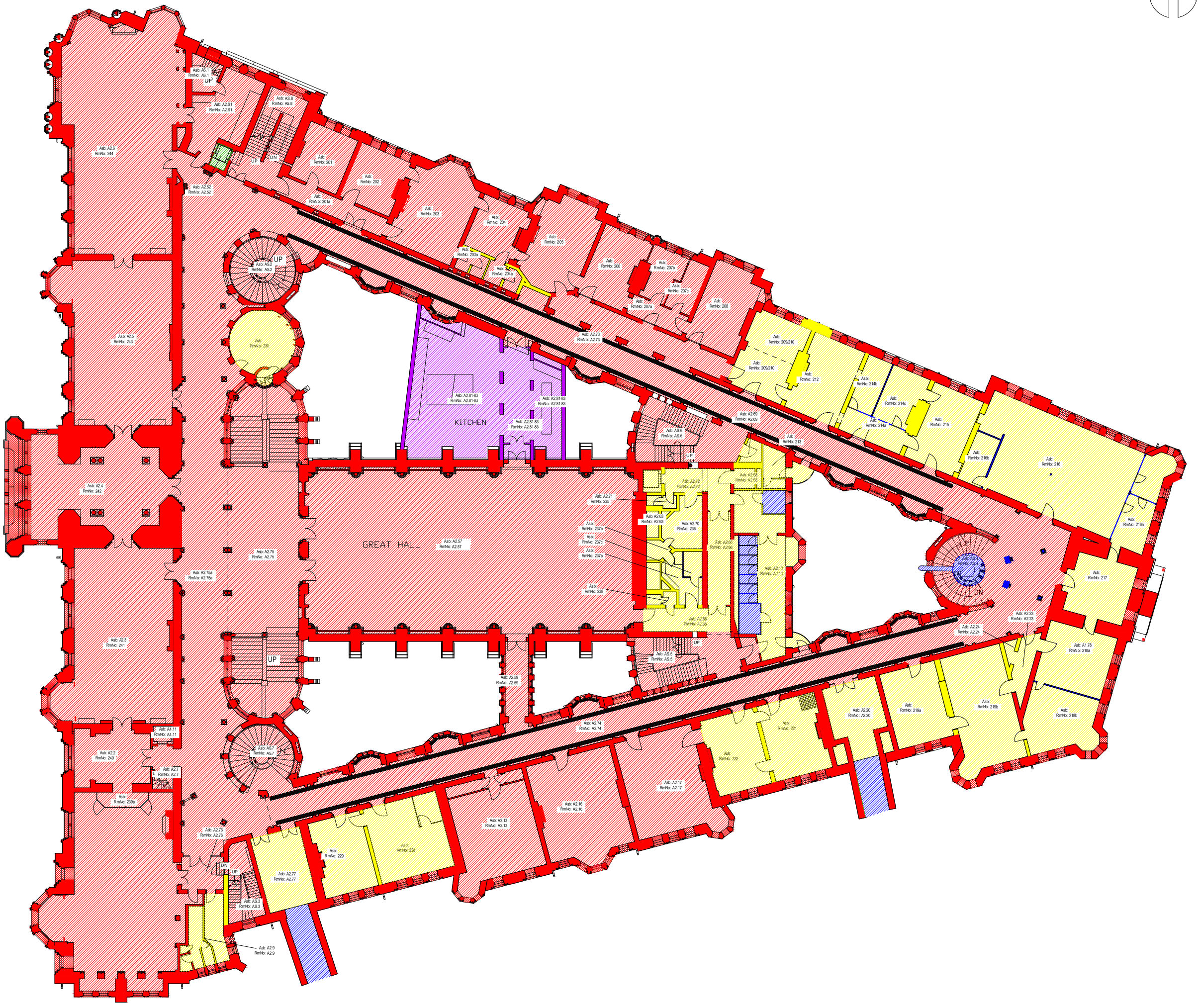

General Notes

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Heritage Significance Legend :

- High Significance
- Considerable Significance
- Low Significance
- No Significance
- Detrimental
  - Areas
  - Openings
  - Walls

Project
Manchester Town Hall

Project Number
N1972

Clients
Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - LEVEL 2

- FIRST FLOOR

Drawing Number
MTH-SP-02

Scale
NTS

Date
August 2016

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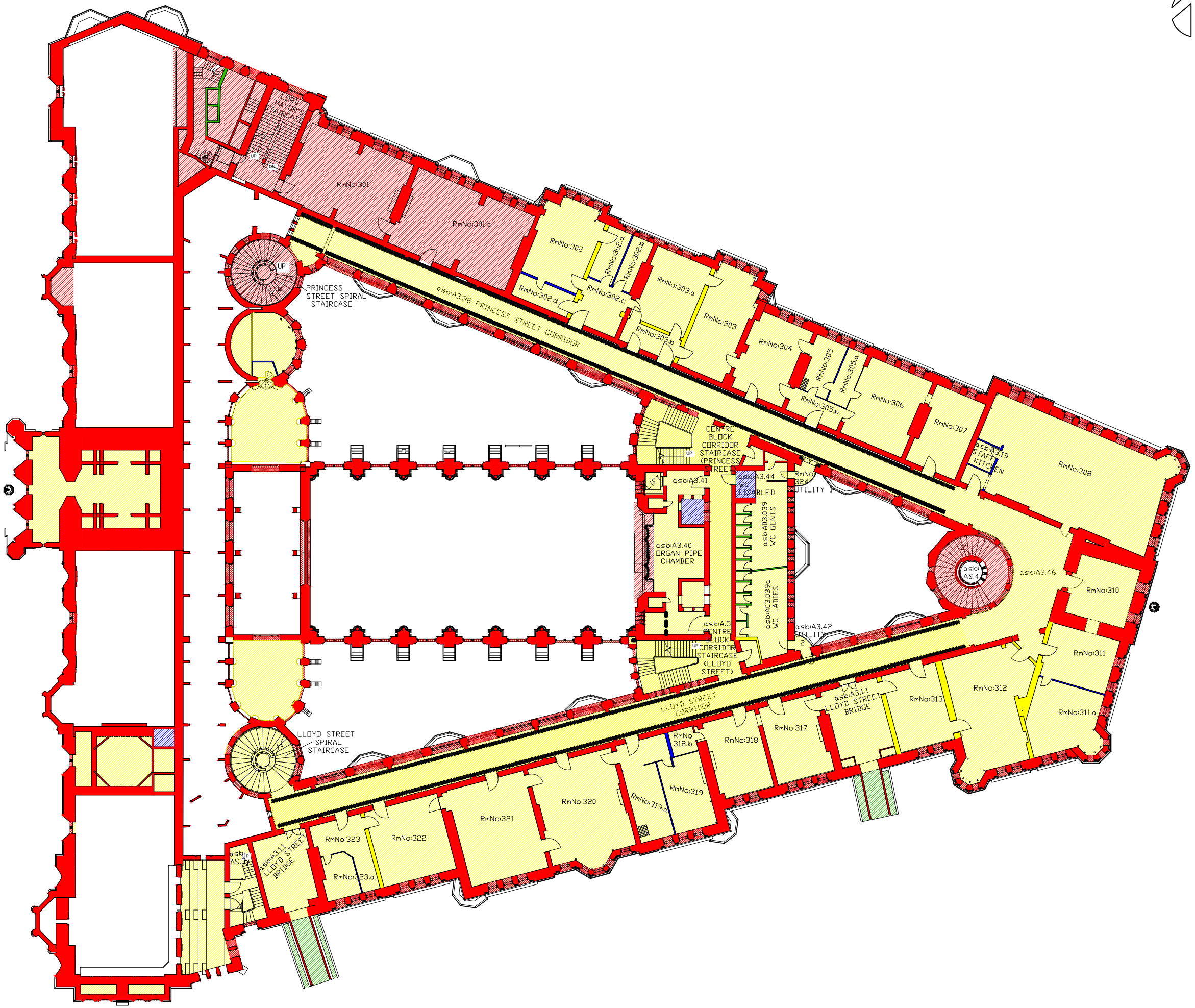

General Notes

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Heritage Significance Legend :

- High Significance
- Considerable Significance
- Low Significance
- No Significance
- Detrimental
  - Areas
  - Openings
  - Walls

Project	Project Number
Manchester Town Hall	**N1972**

Clients

Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - LEVEL 3

Drawing Number	Scale
MTH-SP-03	**NTS**
Date	**Drawn By / Revised By**
August 2016	**AN NG & AP**

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- Detrimental
  - Areas
  - Openings
  - Walls

Project: Manchester Town Hall — Project Number: **N1972**

Clients: **Manchester City Council**

Drawing Title: **SIGNIFICANCE PLAN - LEVEL 4**

Drawing Number: **MTH-SP-04** — Scale: **NTS**

Date: **October 2015** — Drawn By / Revised By: **AN & NG**

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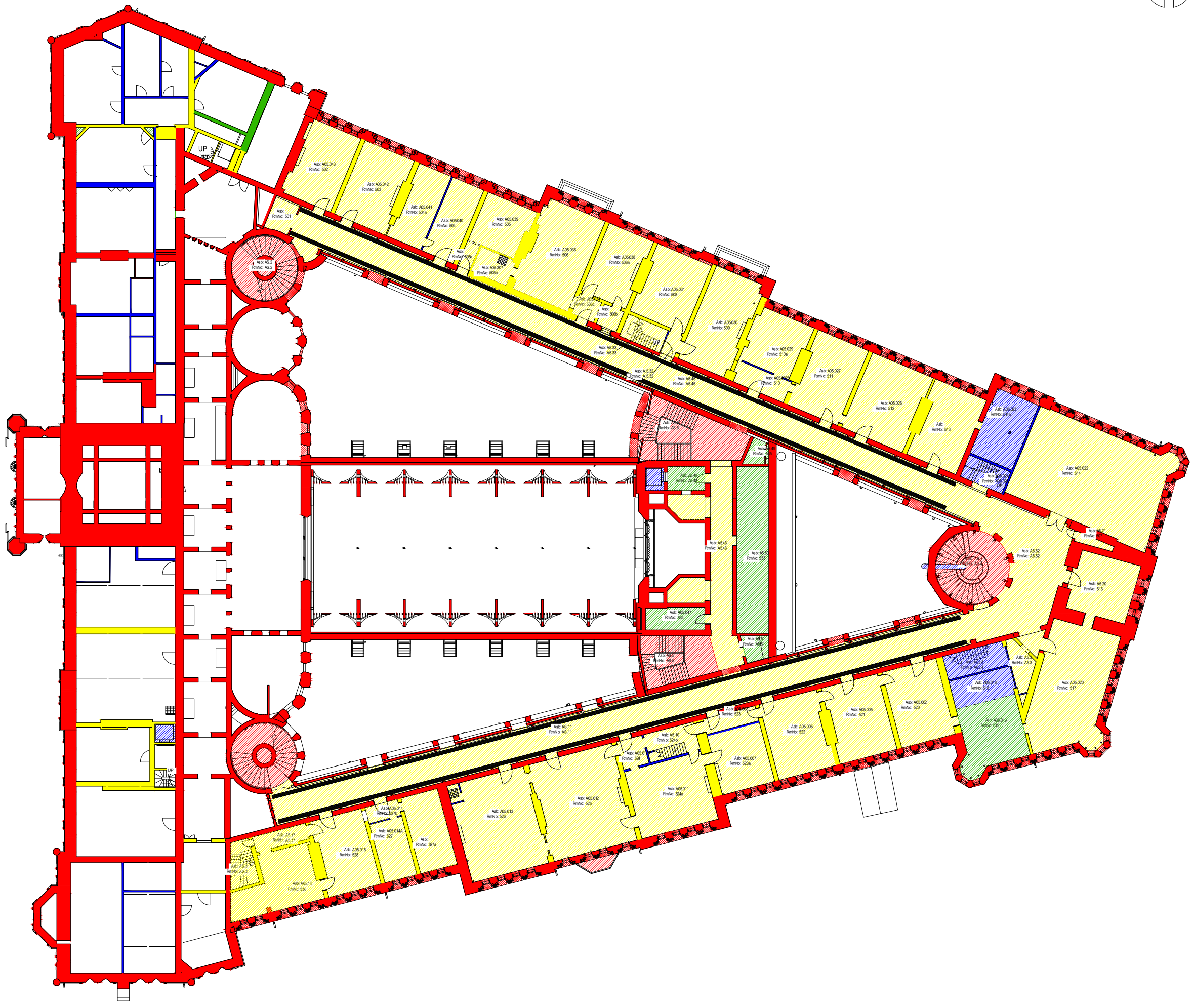

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- Detrimental
  - Areas
  - Openings
  - Walls

Project: Manchester Town Hall

Project Number: **N1972**

Clients: **Manchester City Council**

Drawing Title

SIGNIFICANCE PLAN - LEVEL 5

Drawing Number: **MTH-SP-05**

Scale: **NTS**

Date: **August 2016**

Drawn By / Revised By: **AN, NG & AP**

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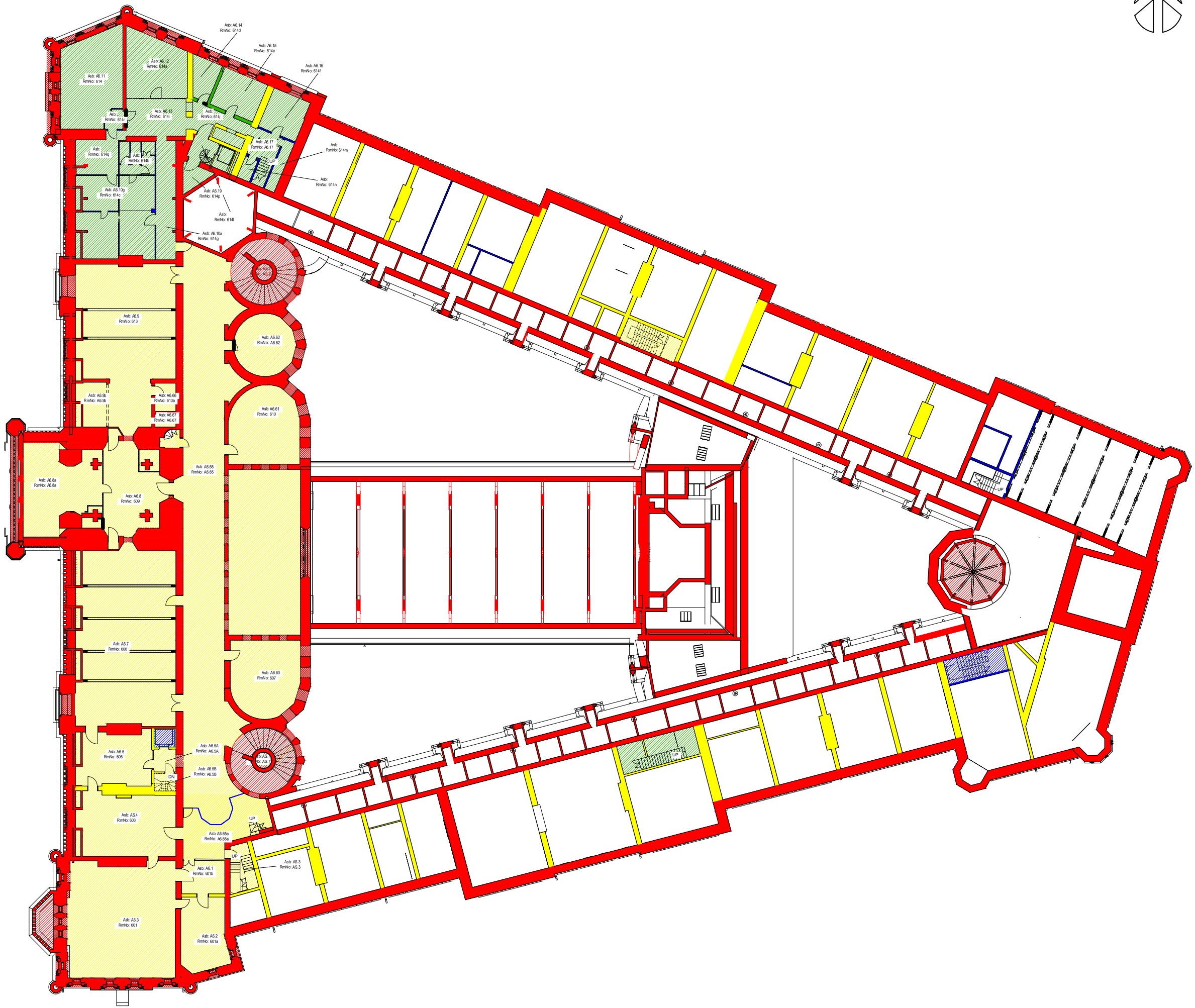

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  - Areas
  - Openings
  - Walls

Project	Project Number
Manchester Town Hall	**N1972**

Clients

Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - LEVEL 6

Drawing Number	Scale
MTH-SP-06	**NTS**
Date	Drawn By / Revised By
August 2016	**AN NG & AP**

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  - Openings
  - Walls

Project	Project Number
Manchester Town Hall	**N1972**

Clients

Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - LEVEL 7

Drawing Number	Scale
SM-05-B	**NTS**
Date	**Drawn By / Revised By**
August 2016	**AN, NG & AP**

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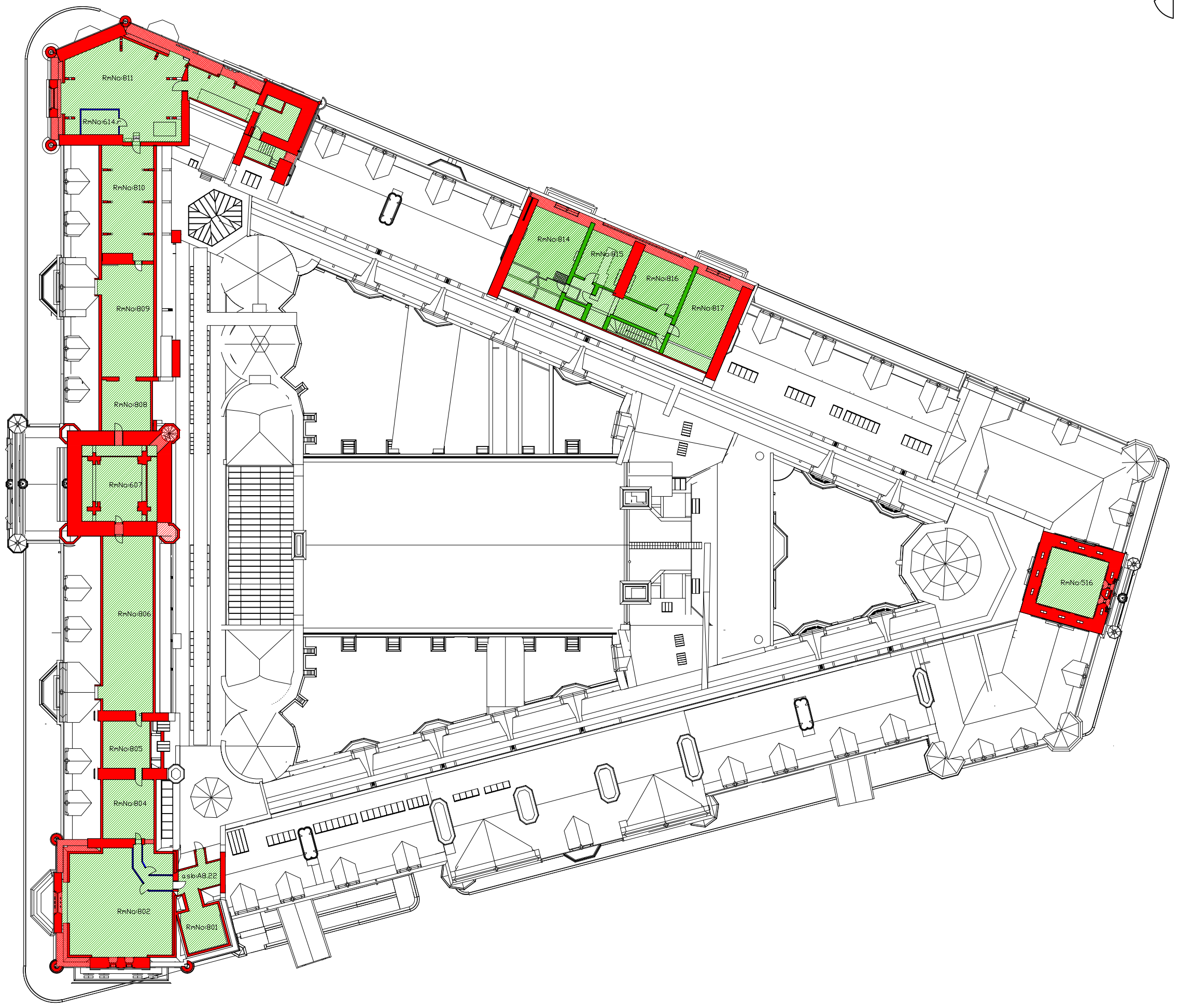

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  - Openings
  - Walls

Project
Manchester Town Hall

Project Number
N1972

Clients
Manchester City Council

Drawing Title
SIGNIFICANCE PLAN - LEVEL 8

Drawing Number
SM-05-B

Scale
NTS

Date
August 2016

Drawn By / Revised By
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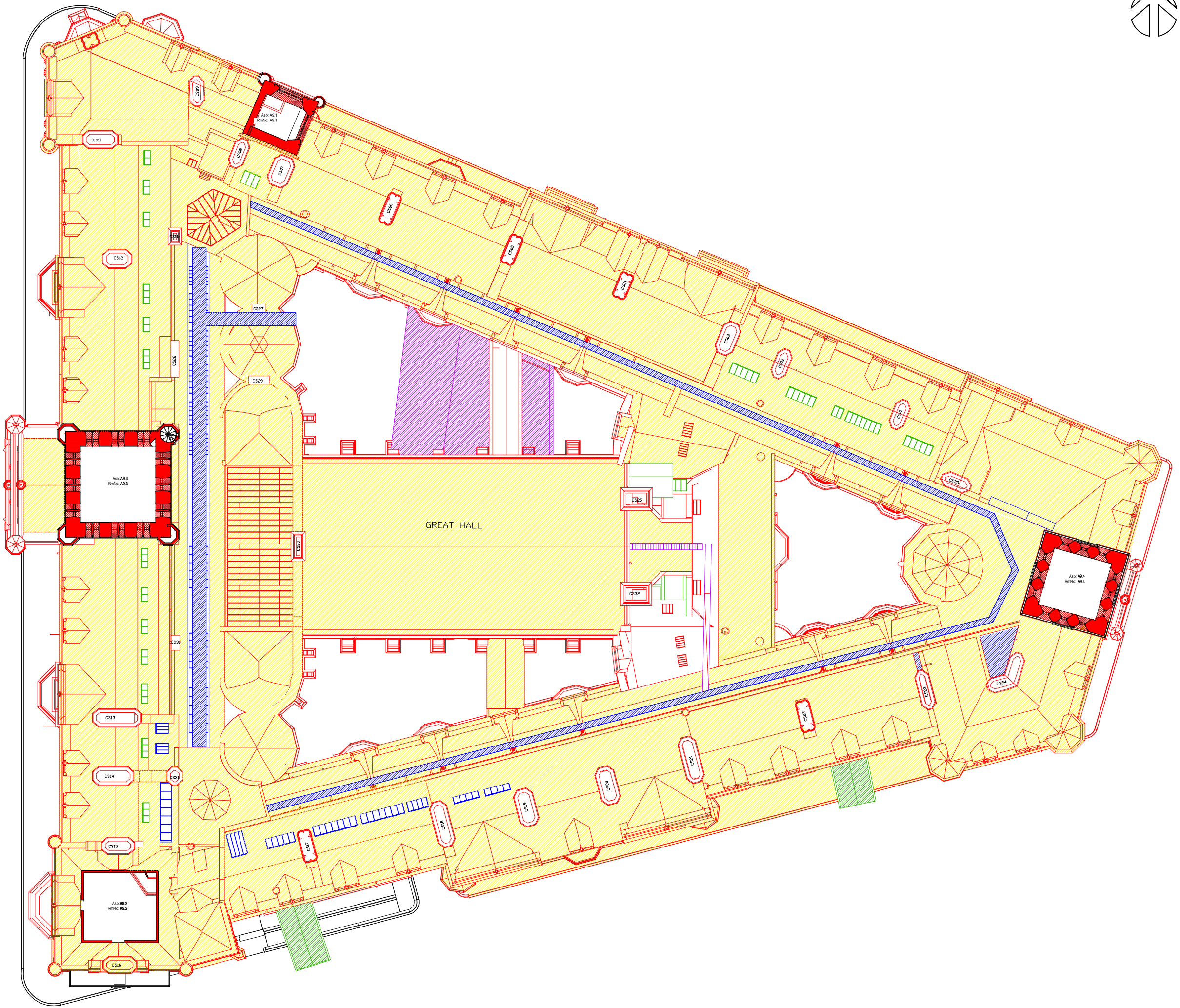

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Heritage Significance Legend :

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- Detrimental
  - Areas
  - Openings
  - Walls

Project	Project Number
Manchester Town Hall	**N1972**

Clients

Manchester City Council

Drawing Title

SIGNIFICANCE PLAN - ROOF

Drawing Number	Scale
SM-05-B	**NTS**
Date	Drawn By / Revised By
August 2016	**AN & NG**

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General Notes

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Heritage Significance Legend :

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- Detrimental
  - Areas
  - Openings
  - Walls

Project: Manchester Town Hall

Project Number: N1972

Clients: Manchester City Council

Drawing Title:

ALBERT SQUARE AND MONUMENTS

Drawing Number: SM-05-B

Scale: NTS

Date: August 2016

Drawn By / Revised By: AN & NG

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4. General guidance on interventions.

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4 GENERAL GUIDANCE ON POTENTIAL INTERVENTIONS

4.1 Legal parameters

i) This section outlines the parameters of the legislative controls which apply to both the implementation of the various surveys and the future options and recommendations for intervention in the historic fabric.

ii) The fundamental assumption for any intervention or planned works affecting Manchester Town Hall is that the works will be based on a demonstrable understanding of the particular significance of the affected components, and the consequent impact upon the building's significance.

iii) This is particularly relevant as Section 7 of the Planning (Listed Buildings & Conservation Areas) Act1990 requires consent to be granted for any works which, *"would affect its character as a building of special architectural or historic interest".* However, the corollary to Section 7 of the 1990 Act is that works which *do not* affect the town hall's character will be acceptable and require no further authorisation (subject to the procedural steps set out in Section 2.4 above).

iv) The important factor is thus to clearly define the nature of the proposed works and their impact on the building's fabric at the design stage, based on the fundamental objective of avoiding any loss of significance.

v) As noted above, Manchester Town Hall has its own unique characteristics that are closely related to its original, multi-functional municipal use. This factor particularly impacts on its layout, plan-form, disposition of openings, and the richness of its internal and external detailing.

vi) However, the challenges presented by the building's fabric will also have to be balanced against the legal access and safety requirements that facilitate the use of the Town Hall (such as Building Regulations and the Disability Discrimination Act). Thus it will be necessary to adopt imaginative ways of over-coming apparent conflicts between competing values and legal requirements. Solutions must address both issues in order to be deliverable in terms of the legislative requirements.

vii) Change (or development) options for Manchester Town Hall will fall into one of three categories (as defined by the 1990 Act): (essential) repair; (upgrade) restoration; or (enhancement) alteration. The latter two will require specific planning and/or Listed Building Consent from the Secretary of State. The parameters for such changes are discussed below to inform future specifications and schedules of work.

viii) The term **intervention** is used in the Heritage Management Plan as a nationally recognised Planning Policy term used to describe generic activities *(covering: repair, restoration, addition, alteration, and works for research)* and derived from the Historic England Advice Note 2 on *"Making Changes to Heritage Assets"* (2016). This advice informs national heritage planning policy. The use of the term in the Heritage Management Plan is to ensure clarity of terminology, as all these activities could require consent from the Secretary of State.

4.2 Prioritising intervention works.

i) Intervention works were prioritised during the 2015 investigative works relative to urgency.

This will led to an appropriate analysis and grading of the condition of the Town Hall's component, to prioritise the intervention action, based on the following categories.

Condition	Description	Explanation of condition.
Grade A	**Good** *(As new).*	Performing as intended and operating efficiently.
Grade B	***Satisfactory*** ***(Serviceable).***	Performing as intended but exhibiting minor deterioration.
Grade C	**Unsatisfactory** *(Major repairs required)*	Exhibiting minor defects which is impacting on performance and will accelerate deterioration.
Grade D	**Poor** *(Replacement of component advised)*	Exhibiting major defects and/or not operating as intended
Grade E	**Bad** (Upgrade required)	Life expired and/or serious risk of imminent failure.
Grade F	**Very Bad** *(Asset replacement required)*	Enhancement, upgrade or significant repair required.

ii) Therefore, future intervention works should be specified and either identified individually, or grouped into work packages to reflect the following four degrees of urgency or priority categories.

Priority for Action	Reason for grade	Description of works
Priority 1.	**Urgent work.**	This is work that will prevent immediate closure, or part closure of the premises and/or address an immediate high-risk health and safety issue and/or or remedy a serious breach of legislation. Remedial action should commence without delay for public health and safety reasons, to prevent imminent damage, arrest rapid deterioration and avoid potential prosecution. This could also include immediate further investigations to clarify the extent of the works.
Priority 2.	**Essential work.**	This is work which should be carried out within weeks or months, and ideally within 24 months (unless part of a wider programme of works) to prevent serious deterioration of the fabric or services and to address a medium risk to health and safety of the occupants and/or public, or remedy a less serious breach of legislation. Failure to carry out such essential work would be likely to result in significant further damage or deterioration, increased cost or prosecution.

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Priority 3.	**Desirable remedial work.**	This is action necessary to be undertaken before the next planned inspection (within 3 – 5 years) and which can be integrated with other planned work. This is work that is due in order to keep the heritage asset in a state of good repair and to maintain its value and usefulness. Most repair work falls within this category and these items will form the basis of the Asset Management Plan.
Priority 4.	**Routine / long-term work.**	Work that has procedural requirements, and needs to be undertaken on a regular basis. This will be action necessary to avoid future deterioration and should be regularly scheduled and included in the Asset Management Plan. This will be action which would improve the functioning or performance of the services of the Town Hall, and/or enhance its architectural or aesthetic qualities. Alternatively, it may be work that is not urgent but is likely to become so before the next inspection (within 3 – 5 years) and can sensibly be incorporated with other work. Much minor conservation work, such as the reinstatement of suitable windows would fall within this category.

4.3 General heritage management principles.

i) All significant interventions should be informed and preceded by thorough documentary research and detailed visual and if necessary, physical investigation.

ii) The Town Hall's heritage significance should be part of the basis of the planning of future maintenance. Its specific value and attributes (including its setting, and inter-relationships) should all form part of management planning.

iii) Works will be based on the objective of minimum intervention and disturbance to the significant fabric of the Town Hall.

iv) Proposed works (i.e essential repairs, or upgrade or enhancement alterations) will need to be evaluated and informed by their potential impact on the fabric of the building. Intervention works must be carefully considered and justified in terms of: its necessity as a repair, an adaptation which better reveals its significance, or an enhancement which extends its sustainable use.

v) Where management planning will involve some change to the Town Hall (or its setting), the potential impact of that change should be identified and quantified and ideally reversible.

vi) Interventions in the fabric that protect or better reveal the Town Hall's significance will be encouraged.

vii) Change that would cause unmitigated harm to the significance of the grade-I listed building should be avoided.

4.4 Definitions of terms defining potential intervention tasks.

i) ***Essential*** works means local, minimum remedial repairs to components, features and finishes as found in the existing building. Secure or re-fix as necessary and leave in a sound and neat condition. *It does not include the replacement of components, or parts of components or their redecoration.*

ii) ***Upgrade*** *works (or restoration)* means reinstatement of damaged or lost components, where the material form is authentic in design and / or necessary and appropriate in implementation to the operation or significance of the Town Hall. *Listed Building Consent will usually be required for these works.*

iii) ***Enhancement*** works means an alteration which is justified as being both necessary and desirable to enhance the operational performance, including the accessibility, of the Town Hall or its setting, or restore the building's authentic architectural or artistic detailing. *Listed Building Consent will always be required for these works.*

iv) ***Remove*** means disconnect, dismantle as necessary and remove the stated element, or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials.

v) ***Keep for reuse*** means that, during removal, prevent damage to the stated components or materials. Then stack neatly, adequately protect and store until otherwise advised by the appointed Heritage Advisor.

vi) ***Replace*** means carefully remove the stated existing components, features and finishes, and provide and fit in lieu new components, features or finishes which, unless specified otherwise by the Heritage Advisor, must match those which have been removed. Make good as necessary.

vii) ***Make good*** means carry out local remedial work to components, features and finishes as advised by the Heritage Advisor and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration.

viii) ***Ease*** means make minor adjustments to moving parts of the stated component (such as windows and doors) to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.

ix) ***To match existing*** means use products, materials and methods to match closely all visual characteristics and features of the existing work (with joints between existing and new work as inconspicuous as possible) all to approval of appearance by the Heritage Advisor. .

5.Repair guidance.

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5 REPAIR GUIDANCE

5.1 Repair – introduction.

i) Despite the grade-I listed status of Manchester Town Hall, *repairs* to the fabric will not normally require Listed Building Consent (LBC) or Planning Permission if the works are carried out using the same materials and techniques and do not affect the significance of the asset.

ii) Repair works necessary to sustain the heritage values of the Town Hall will be acceptable if :

a. there is sufficient information to understand the impact of the works on the significance of the place,

b. the long term consequences of the recommended repairs can be demonstrated to be benign and are designed to avoid prejudicing alternative solutions in the future,

c. the repair works are designed to avoid or minimise harm.

iii) It is important to look beyond the immediate need for action, to understand the reasons for the repair and plan for the long-term consequences of inevitable change and decay.

iv) While sufficient work should be undertaken to achieve a lasting repair, the extent of the recommended repair should normally be limited to that necessary to make failing elements sound and capable of continuing to fulfil their intended functions.

5.2 Repair principles.

i) The purpose of the following baseline principles is to provide initial guidance to inform commissioners of interventions as well as any Contractors engaged to implement works within Manchester Town Hall. The guidance is not intended to be comprehensive.

ii) The following outlines the minimum conservation expectations and standards required by Manchester City Council. to enable building interventions to be based on a standardised approach to basic fabric repairs.

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

iv) The over-arching conservation policy requirement guiding the repair of the significant historic fabric is defined as one of minimum intervention necessary to achieve the repair objective. This principle is intended to guide the repair and/or replacement of the significant components of the historic building, with the important caveat of achieving long-term, sustainable preservation of the individual components and the building as a whole.

v) When devising detailed specifications to address interventions it is important to:

- demonstrate clear understanding of the reasons for the repair.
- specify the works necessary to make failing elements sound and capable of continuing to fulfil their intended functions.
- ensure severely damaged or decayed components are subject to authentic and faithful replacement rather than consolidation and repair.

vi) The following key principles should inform the design options for any interventions defined as essential repairs.

Guiding principles for interventions – repairs.	
a)	***Essential repairs*** to the historic fabric must be minimised to those necessary to arrest the fabric deterioration and should be proportionate to the extent of works required.
b)	***Implementation*** of repair to the Town Hall will require careful specification to maintain the integrity of the historic fabric. Inappropriate repair techniques *(such as the use of cement-based mortars)* will affect the integrity of the building and cause permanent damage to the historic fabric, as well as being visually unsympathetic. Consequently, with regard to repairs (such as re-pointing) it is important to undertake analysis of the particular constituency of the original materials in order to affect subtle changes. A change in the character of the fabric by the use of alternative materials, or even painting exposed surfaces, can be visually and physically damaging and is thus to be avoided.
c)	***Focus on 'Like-for-like'*** works as usually the most efficient way of addressing the essential repairs to the historic fabric. Original materials should normally only be replaced when they have failed in their structural purpose. Repairing by re-using materials to match the original in: substance, texture, quality and colour, will ensure

	that authenticity is maintained and will ensure that the repair is technically and visually compatible, with the historic fabric.
d)	**Alternative repair methods** will only be appropriate if it can be demonstrated that the proposed new technique will not cause long-term damage to the asset and results in less overall loss of original fabric and significance. A relevant example, likely to be experienced in Manchester Town Hall would be the use of steel pin or plate reinforcements to stabilise structural timbers within the Cooper Street tower. This will secure the structure while maintaining the historic fabric in situ. However, such necessary repairs may still require consent, as an intervention using contrasting materials and techniques still needs to be carefully specified, justified and recorded as an alteration.
e)	Reversal of previous ***'inappropriate repair works'*** should be carefully understood before being attempted, as such well-intentioned removal works could cause more damage to the fabric and significance of the building than its retention.

vii) The following sections outline recommended best practice relevant to repair issues likely to be addressed in the Town Hall during refurbishment or development.

viii) The following is not intended to be read as a comprehensive specification for future Town Hall refurbishment or development, rather it is simply an indicative guide to the parameters for intervention recommendations.

5.2 Workmanship.

i) All site staff will be required to attend an induction to understand the sensitivity of the building and the Council's conservation repair expectations.

ii) The site staff responsible for supervision and control of the repair and replacement works must be experienced in the assessment of the risks involved and in the specific methods of repair and replacement to be used.

iii) All conservation repair works should be performed by a skilled contractor with proven expertise of the particular craft skills required, and evidence of experience of working on highly-graded listed buildings. This requirement applies to all works, including: the repair of historic joinery, lead-working, and working on historic slate and/or clay tile roofs.

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

v) Destructive works close to the historic fabric should be carried using hand tools taking care of not causing harm to the significant structures.

vi) Implementation of works must conform to a detailed ***Task Method Statement*** written by the contractor, and agreed with the Council's Project Manager/Heritage Advisor before any works commence on site.

5.3 Protection of significant fabric and features.

i) Before commencement of any repair works all fixed architectural features, identified as being of heritage significance, shall be protected by the contractor to the satisfaction of the Project Manager/Heritage Advisor. The significant component shall be protected prior to commencement of works and remain throughout the contract with effective casings/protection to be agreed with the Project Manager/Heritage Advisor before their erection.

ii) The contractor must also ensure the provision and maintenance of special protective measures throughout the implementation of the contract *(such as boarding, screens and barriers)* to keep the site location and building secure, and to prevent damage or theft of significant component items.

iii) The adopted means of protection shall be self-supporting and avoid fixtures directly into the building's fabric. In particular, the protection fixtures should avoid: mortar joints, facing stone or window frames, joinery, cornices, skirting, tiled or other defined architectural features.

iv) The contractor shall prevent damage to any fittings or equipment in the Town Hall.

v) The contractor shall provide and maintain during the execution of the investigations incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures.

vi) The contractor must ensure that any areas to be opened up to implement the required interventions repairs *(i.e window openings or roof voids)* are protected from wind and weatherproofed to prevent further degrading of existing fabric prior to remedial repairs.

vii) Any openings required in the elevations, or any part of the roof which may be exposed to the elements, should be provided with effective temporary weather-protection during the course of works to the satisfaction of the Project Manager/Heritage Advisor. This should include purpose-designed, temporary, protective roof-structures where required for the duration of the works.

viii) Temporary roof structures should include polythene / DPM type sheeting as a minimum. Any sheeting and temporary roof structures should be secured with care to avoid damage to other materials, windows, and the elevations of the building.

ix) All works to the roof should be undertaken with a purpose-designed, temporary, protective roof structure, covering all roof areas, for the duration of the repair works to the main roof. This is in addition to the protection of individual architectural features should be in addition to the requirement to provide protection for individual, architecturally significant features.

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5.4 Mortar repairs

i) Lime mortar was extensively used in the construction of the 19th century estates and should generally be used in repairs. The mortar used in the brickwork and on the exterior is a slightly hydraulic Warmsworth lime, with an admixture of ashes with sand. The mortar survey 2015 should be referenced for the particular location. The composition of the extant mortar in the particular location must be analysed to establish binder-type, ratios by volume of binder to aggregate, and the grading characteristics and aggregate type to ensure a good match to the original material.

ii) Cementitious Mortars. All mortars internal and external should be analysed to match the original fabric. Cementitious mortars were not originally used in the building (although there may be patch repairs where the material has been used) and should be avoided in the future.

iii) The original pattern of the pointing should be carefully determined and the new pointing carried out to match.

5.5 Stone repairs

i) The quality of the Spinkwell sandstone is such that necessary stone repairs may be mostly confined to cills, and areas of water collection. Natural stone develops subtleties of colour and wear which give life to the appearance of the building and are not normally a reason for remedial action. The external elevations of the Town Hall were cleaned in the late C20th, which removed much of the accumulated atmospheric pollution, and now must be allowed to show its age in the patina of the stonework.

ii) Where required, replacement or inserts using the matching stone should be used. The use of cast stone, pre-cast or in-situ concrete replacements will need careful consideration and approval by the Heritage Advisor.

iii) Severely damaged **and** cracked stone cills are only to be replaced in suitable and matching Sandstone, where necessary to address significant structural issues.

iv) Where it is necessary to replace stones, a detailed record must be made of the position of all stonework to be removed and reinstated, before cutting out the perimeter joints using a purpose-made fine saw blade. Re-fixed stones must be re-located in their exact positions and proper beds The repaired stone should dress back friable, loose or flaking stones to a firm edge, without leaving any pockets or ledges to catch rainwater.

v) Care must be taken to not to damage the arrisses of the surrounding stones when cutting out stones

vi) Rusted iron cramps and dowels encountered during the repair works should be carefully removed and replaced with non-ferrous fixings

vii) Angle grinders or power tools should not be used for cutting back lime mortar joints. However, where it is necessary to replace cement pointing, battery operated Fein Tools (as recommended by Historic England) may be used, subject to the agreement of the Project Manager/Heritage Advisor Joints should be raked out squarely and cleaned-out to a minimum of 2.5 times the depth of the joint or to a minimum of 25 mm whichever is the greater.

viii) Stone steps and stairs are not to be painted, and paint should be removed from those that have been. Agree the method of work, and test areas with the Council's Project Manager/ Heritage advisor before carrying out any paint removal.

ix) Stone cleaning will be limited to those areas where the stone is demonstrably deteriorating, and shall be implemented using the DOFF steam system. All works should comply with the provisions of BS 8221-1:2000 Code of Practice for cleaning and surface repair of natural stone, brick, terracotta and concrete. The steam pressure should be applied at the lowest pressure and temperature that will soften/loosen deposits without abrading or disrupting the surface(s). Test samples must be agreed with the Project Manager / Heritage advisor before full implementation.

5.6 Mosaic corridors and internal stone paving.

i) Repairs and/or restoration should be limited to that necessary to stabilise the surface and remove safety issues.

ii) Missing mosaic tiles should only be replaced where it is possible to source accurate and/or authentic materials.

5.7 Plasterwork repairs

i) Original plasterwork should be retained wherever possible. Original or historic cornices, mouldings, ceiling roses etc must be retained and carefully repaired where possible. Restoration work should be formed in solid run plaster or fibrous plaster to a matching pattern.

ii) Repairs to plaster mouldings should be carried out by a specialist sub-contractor and approved by the heritage advisor. Original plasterwork should be retained wherever possible, including historic cornices, mouldings, ceiling roses, carefully repaired where possible. All plaster which is loose, soft, friable, badly cracked or affected by efflorescence should be removed.

iii) Lime plaster on stainless-steel EML is to be used to carry out plaster renewals to existing studwork. In situations where a small area of chestnut laths are exposed, the plaster repair is to match using chestnut laths.

iv) New plaster should be normally be lime-hair plaster, or to match the original specification, is the preferred plaster finish internally to walls and ceilings, and is to be used for making good existing damaged or defective plaster. New plaster should use sharp well-graded sand for lime:sand repairs, with an allowance made to sample and test the existing consistencies of the area to be repaired. The testing of plaster should follow the standards in BS EN 13139. As a general guide, plaster mixes should match the existing and are typically as follows:

a) Render Coat: 1:3 lime: sand (with hair if appropriate), 8-10 mm thick

b) Floating Coat: 1:3 lime: sand (with less hair than render coat), 8-10 mm thick

c) Setting Coat : 3:2 lime: sand (with no hair), 3mm thick

v) *Limelite* renovating or finishing plaster manufactured by Tilcon Products Ltd, or equivalent, may be used where new plaster is required on the inside of external brick or block walls, for example where damp proof courses have been installed.

vi) Plasterboard is not recommended for use unless used to match existing repairs.

vii) Plastering onto timber laths with lime hair-plaster, to stud partitions or ceilings, demands different techniques from those used with modern gypsum based plasters. It is essential that experienced craftsmen are employed in order to produce a successful result.

viii) Where earlier plaster board exists and only requires localised repairs, plaster board may be used. Lime plaster on stainless steel eml may be used, subject to the approval

of the Heritage Advisor, where necessary to carry out plaster renewals to existing studwork. In situations where a small area of chestnut laths are exposed, the plaster repair is to match using chestnut laths.

ix) Some sections of the old plaster in the building may have been decorated with lead paints. The contractor must ensure that the works are carried out in accordance with the Approved Code of Practice to the Control of Lead and Works Regulations 1980.

x) Paint for lime-plaster should refer to the Paint Research and Analysis Report (2015). Modern use acrylic- based paints should not be used. Paints should be vapour-permeable, such as distempers and true lime paint products

5.7 Repairing metalwork

i) Non–original ironwork, for example to railings, balustrades, gates, balconies and staircases, should be refurbished or replaced to match the original pattern, subject to the approval of the Heritage Advisor.

ii) External ironwork is to be thoroughly cleaned and redecorated in accordance with an agreed paint specification. Where appropriate, and in accordance with the advice of the Heritage Advisor (particularly with regard to the condition and significance of the component) layers of paint should be stripped off, followed by repair and redecoration.

iii) Redecoration will be subject to the specialist advice, with reference to the 2015 Paint Analysis report. Care must be taken to provide protection to the general public as well as personnel on site, and to the building fabric. Where the ironwork component can be easily removed, the work should be done off site.

iv) External Railings. Front area railings and roof features are characteristically constructed of cast-iron standards with wrought iron top rails. These are to be retained, and not replaced in mild steel which has an increased risk of rusting which will damage the structure into which they are fixed.

v) Where necessary, railings should be re-fixed into the Spinkwell sandstone using molten-lead or an appropriately specified material, as advised by the Heritage Advisor. New holes should be kept to a small diameter not over-large for the convenience of erecting the railings.

5.8 Repairing timber

i) The extent of defective timber must be carefully determined before any repairs are specified, to avoid cutting away more historic timber than strictly necessary. Generally, the principles set out in the SPAB publication *"The Repair of Timber Frame and Roofs"* Technical Pamphlet 12 are to be followed.

ii) Ventilation will be required to voids under suspended timber floors, to ensure that air circulates around the timbers, preventing the development of rot.

iii) Any existing pugging (sound insulation) to floors, e.g. plaster on lathing, or sand, should be retained, with enhancement options discussed with the heritage advisor.

5.9 Doors

i) The hierarchy of the rooms is reflected in the style of the doors, panelled and moulded on the principal floors, plain panelled on floors above and in the basement. Repairs and/or replacement doors are to maintain this hierarchy.

ii) Doors, architraves, skirtings, dados, and other timber trims that have been removed or replaced with inappropriate mouldings should be replaced to match the original design.

iii) Fire Protection and separation requirements in the Building Regulations may require that some doors will need to be upgraded for fire-resistance. Existing doors may be suitable for up-grading and should accord with the guidance given in the 1997 Historic England publications, *"Timber panelled doors and fire,"* and *"The use of intumescent products in historic buildings"*.

iv) Proposals for the upgrading of doors, including any necessary separation through eaves are to be agreed with the conservation advisor. An assessment of fire separation requirements in accordance with Building Regulations requirements shall be agreed with the heritage advisor at the outset.

v) In the absence of original door furniture, proposals for the upgrade of suitable or matching door furniture shall be agreed with the conservation advisor.

vi) Similarly, with regard to external door ironmongery, where enhancement is required to restore original, door-furniture designs, the pattern should match the original where evidence survives.

vii) Complete paint removal may require Listed Building Consent and should only be commenced on the written instruction of the Project Manager / Heritage Advisor.

viii) Reference should be made to the Paint analysis report (detailing the results of paint scrapes and samples for analysis) to understand the original/previous painting regimes, and inform the necessary ***Task Method Statement*** for removal of any paint from any surface.

ix) Test areas shall be prepared for the approval by the Project Architect and Heritage Advisor before any system of paint removal is adopted.

x) All re-fixing of historic ironmongery should use slot-head screws.

xi) All plugging and piecing to be carried out with timber, matching the species, direction of grain and profile.

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5.10 Window repairs

i) The variety, form and architectural detailing of windows in the Town Hall is a major contributor to its significance, and should, therefore, be retained in situ. All existing windows (timber or metal framed) should be made fully operable, easing and repairing where required.

ii) It is important to address the cause of timber or metal decay, as well as the results of the fabric deterioration. However, where remedial works are shown to be necessary, the principle of minimum interference to achieve reasonable long-term stability must be applied, as the most sustainable approach.

iii) The underlying objective of the *essential* window repairs (applicable to all metal, timber, sash and casement windows) must be to make them fully operable and draught-proofed, using a suitable proprietary system which avoids any surface alteration.

iv) Improvements to thermal performance should also be achieved using draught-proofing and the essential repair of opening mechanisms, where appropriate.

v) Timber repairs should generally follow the principles of repair set out in the SPAB publication *"The Repair of Wood Windows,"* Technical Pamphlet 13 (available from The Society for the Protection of Ancient Buildings. 37 Spital Square, London E1 6DY. Tel. 020 7 377 1644).

vi) Essential repair tasks for windows should cover the following, as a minimum:

Essential window repair & restoration tasks.	
Essential refurbishment of operable timber-framed sash windows.	Overhaul window internally and externally, ease and adjust weights.
	Insert agreed draught-proofing system.
	Prepare timber for repainting and decorate.
Essential repair of non-operable timber-framed sash windows.	Remove ironmongery and carefully take off staff and parting beads, and remove sashes. Set aside weights for re-use. Include for replacing missing/ damaged ironmongery to include locking mechanisms, fasteners, finger pulls etc.
	Make good sashes and box frame; scrape out pockets of decay and treat with preservative; piece in new timbers where necessary.
	Re-hang sashes, ease and adjust; adjust weights, renew sash cords.
	Insert agreed draught-proofing system.
	Prepare timber for re-painting and redecorate.
Essential refurbishment of metal casement windows.	Strip and repaint in situ.
	Include for replacing missing and/or damaged ironmongery to include locking mechanisms and fasteners.
	Adjust opening mechanisms, make openable and redecorate.
Essential refurbishment of operable lead and stained glass windows.	Secure tie-rods and/or replace where required.
	Clean glass and ease opening mechanism where required.
Essential repair of non-operable lead and stained glass windows.	Seriously bowing leaded windows with non- operable casements (and broken or missing handles) shall be removed and repaired off-site by a decorative glass specialist.
	Iron-frame stripped, welded and handles replaced where required

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	to restore mechanism.
	Glazing carefully cleaned and fractured glass replaced where required.

vii) ***Secondary-glazing*** may be appropriate, (without draught-proofing to avoid potential condensation problems) where necessary for acoustic reasons and where the internal reveals allow. The addition of secondary glazing must be specified for the individual window/room and will be considered an alteration, for which Listed Building Consent will be required.

In accordance with Historic England's 2015 *"Traditional Windows"* guidance, discreet internal secondary glazing may be appropriate where it:

a) is necessary for acoustic reasons,
b) is not visually intrusive,
c) is capable of installation without damaging the building fabric.

viii) ***Double-glazing*** is not acceptable in the building, due to the change in appearance and loss of historic fabric.

ix) The application of ***Solar reflective film*** to glazing is not acceptable. Sun control should be carried out using internal blinds or shutters.

x) The use of ***Laminated glass*** should be avoided. However, where the Health and Safety Regulations require protection to glazing, proposals must be agreed with Council's conservation advisor.

xi) **Shutter boxes** where surviving should be overhauled and the shutters repaired, including the ironmongery. Missing shutter boxes may be replaced where they will contribute to the building's performance.

xii) **Trickle vents**, hit and miss ventilators, or mechanical extract fans shall be avoided.

xiii) Proposals for upgraded ventilation to kitchens and bathrooms, where necessary to comply with the current Building Regulations, must be discussed with the Heritage Advisor.

5.11 Fungus and beetle eradication.

i) Inspections for timber treatment and rot were undertaken as part of the 2015 investigations and will inform the refurbishment and development proposals. All future surveys must also be undertaken by a specialist consultant or contractors experienced in the constraints imposed by historic buildings. The growth of timber rot largely depends upon damp conditions.

ii) Therefore, ensuring that the Town Hall's structural timbers are kept dry and well ventilated is fundamental to helping avoid such dry and wet, as well as beetle attacks.

iii) A timber inspection report prepared by an appropriate specialist, in consultation with the Heritage Advisor, should inform any proposed works that involve the treatment of timber decay, infestation or rot or the removal of decayed timber.

iv) The loss of original fabric should be minimised during any timber treatment work and the use of chemical preservatives avoided.

v) Chemicals and pesticides used in the treatment of timbers must be carefully chosen to cause least damage to the environment. Procedures for their use shall be included in the Asset Management Plan.

5.12 Fireplaces.

i) Chimney pieces, fireplaces and their cast-iron furniture are very important features of the Town Hall. Missing components of any fireplaces should ideally be replaced when enhancement of rooms are proposed, based on evidence of the original design and material.

ii) The cleaning of marble fireplaces (and marble stone in general) requires a specialist and should only be contemplated following the advice of the Council's conservation advisor

iii) Unused flues should ideally be utilised as vertical risers, having been swept and ventilated. They should but remain a feature of the building even when they are not intended to be used.

5.13 Slate roofs

i) The current slate-roof covering exhibits signs of reaching its design-life in localised areas, and is heavily patched in places. The slate covering is probably not the original material, but is a blue-grey Welsh Slate.

ii) Essential repairs to the roof shall be carried out in blue-grey Welsh slates, to match the existing as closely as possible in source, colour, size and thickness.

iii) Artificial slates are not to be used, as their uniform flatness is not historically accurate and would diminish the character of the roof.

iv) 'Turnerising' and similar coating methods, (including foam adhesive systems) applied to the underside of slate roofs are not to be used. They are of limited efficiency and the slates cannot be salvaged and re-used after such treatment.

v) Generally, the principles set out in the SPAB publication *"The Repair of Timber Frame and Roofs. Technical Pamphlet 12"*, are to be followed.

vi) All flashings should be fixed immediately after the re-slating, and neatly dressed down.

vii) Concealed timbers, including lintels, wall plates, bressummers and bonding timbers shall be checked and recorded for rot before commencement of re-slating, with a report provided for the use of the Council's Heritage Advisor.

viii) The repair methods for principal structural timbers must be designed and agreed with the Heritage Advisor before commencing any cutting away of timber.

ix) Epoxy resin should not to be used in timber repairs except with the written agreement of the Project Architect and/or Heritage Advisor.

5.14 Leadwork repairs.

i) Lead-works repairs should be implemented by a specialist contractor who is a member of the Lead Contractors Association (Centurion House, 36 London Road, East Grinstead, West Sussex. RH19 1AB. E-mail: info@lca.gb.com.

ii) Finished work must be fully supported, and adequately fixed to resist wind-uplift and accommodate thermal movement without distortion or stress. Samples of areas of finished work shall be provided, in order to obtain approval from the Project Architect and Heritage Advisor before proceeding to complete the leadwork repairs.

iii) Replacement of existing lead must be carried out using lead appropriate to the particular area, and weighted to the size of the area (as per the Lead Sheet Manual).

iv) Replacement should be undertaken in small sections at a time, to reduce the risk of weather damage to a minimum. The contractor must provide and maintain temporary waterproof coverings to ensure that there is no damage to the existing base and or building.

v) Generally leadwork should not be painted as it seals up the joints and prevents the metal moving with the changes in temperature. The visible edges of the cappings to painted cornices and copings are to be painted, taking care not to seal the joints.

vi) Leadwork must be repaired, in accordance with the guidance of the Lead sheet Association (and to British Standard: BS 6915) with particular regard to the latest editions of *'The Lead sheet Manual'* Updated and published by the Lead Sheet Association.

vii) Essential repairs should observe the recommendations included in *'The Lead Sheet Manual'* for maximum lead sheet sizes, joint spacing, clip spacing laps, upstands and cover. Lead valleys should continue to be laid in Code-7 lead sheets, laid to appropriate lengths.

viii) The use of bitumen, mastic and/or felt as temporary, essential repairs for the leadwork shall not be used. These materials are not effective for any length of time and prevent the lead being re-cast and recycled.

ix) "Flashband" may be used for *emergency temporary* repairs only, in advanced of an authentic repair designed to address the leak and stop future water penetration occurring.

5.15 Insulation – roof and wall.

i) Thermal performance may be improved with additional thermal insulation. This can be relatively easily provided in the pitched roof spaces, although the timber rafters must retain good air circulation to prevent rot developing.

ii) The use of proprietary vents in the roof-slope will not be acceptable. The original roof vents should be made useable where feasible and required.

iii) Cold-bridging must be avoided and the requirements for the avoidance of condensation implemented.

iv) Wall insulation will usually mean changing the relationship of the main face of the interior wall to the cornice, skirtings and door and window architraves and should be avoided. Insulation of the internal walls is thus not desirable where such features are likely to be detrimentally affected.

v) Draught stripping of the windows, re-use of the timber shutters and installation of heavy curtains are all cost effective in retaining heat and improving building performance, and their use should be explored.

vi) Shutters are also useful in summer, to protect fine furniture and fabrics from damage by sunlight, and to assist in natural methods of cooling the building.

5.16 Damp Proofing.

i) This may be required in the basement rooms to achieve the necessary upgrade or enhancement of the use of the space. However, for a damp proof course to function properly, it must not be bridged, and attention must be paid to rainwater disposal at the feet of the walls.

ii) Waterproof renders are unlikely to be acceptable even in very damp basement areas. In these circumstances, the cause of the damp penetration should be identified and a suitable, non-intrusive remedial measure specified, before hacking off plaster, while time should be given to allow the walls to dry out naturally.

iii) The salts brought up the wall by rising damp will crystallise and disrupt the plaster as the walls dry out. A suitable DPC specialist installer should advise on the extent of any intervention works, including the amount of plaster required to be removed. The specification of the plaster to be reinstated, shall be agreed in consultation with the Council's conservation advisor.

iv) Chemical Damp Proofing, should usually be avoided, as this can often leave residual damage from insertion points in the buildings. Proposals should be discussed initially with the Council's heritage advisor prior to commissioning any such works.

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5.17 Rainwater goods and pipework.

i) External rainwater pipes should regularly be tested and overhauled if required, with sections renewed, or replaced entirely with new cast-iron sections using the existing casting molds.

ii) Unless advised by the Heritage Advisor, plastic pipework should not normally be used, except where utility suppliers' mains are run in plastic (gas, mains water) underground.

iii) Upgraded external pipework is to be cast-iron following the existing square section; rainwater pipes are to have open joints. Below ground pipework should be in a material appropriate for its use, as advised by the Heritage Advisor. .

iv) Only rainwater pipes in the original positions will be allowed on the exterior of the properties, all other pipes must be run internally as existing

v) The capacity of the rainwater system to cope with the anticipated flows must be regularly checked and additional drainage installed as required, in accordance with BS 6367 and following specialist advice.

vi) An increased level of security against flooding is required, in particular to upgrade the capacity of the system and protect the original irreplaceable fabric of the Great Hall and finishes of the building

vii) Upgraded services pipework shall be rationalised into one service duct where possible, with pipework concealed, as existing, in the walls, or under the floor-boards. New pipework should ensure that the minimum of historic fabric is cut away. Where this is not possible, options for pipe concealment should be tested and agreed with the Council's conservation advisor.

viii) As little historic fabric as possible should be cut away to insert services. Historic walls should not be chased any deeper or wider than existing and strictly necessary to accommodate the specific services.

ix) Where alternative routes for ducts are available (such as floor-boxes) new insertions into historic walls and partitions should be avoided. Horizontal chasing of historic walls should also be avoided.

x) No chasing should be carried out which affects any structural support and all interventions should be agreed with the Council's conservation advisor.

5.18 Decorations.

i) Redecorations are to be carried out with minimum intervention, and on the basis of a demonstrable understanding of the original decorative scheme, following a specialist report. Reference should be made to the 2015 Paint Analysis which will inform the generic colour palettes used in the Town Hall.

ii) Internal and external decorations should be subject to detailed paint analysis to establish appropriate, breathable materials and aesthetic detailing. Careful examination and analysis of the old internal and external painting schemes can also identify layers of weakness which may cause the new coats of paint to fail as they dry, setting up tensile stresses.

iii) Listed Building consent is required where complete stripping of the existing paintwork is envisaged, as this may involve removal of original paintwork. Paint analysis of the particular intervention area (referencing the 2015 Paint Analysis) will be required to determine the original colour schemes and appropriate upgraded paint specifications, before removal if stripping is allowed. The Council's Heritage Advisor must be consulted on the decorative scheme prior to commitment to a decorative scheme.

iv) The existing paint on internal cornices should be identified and stripped off, if it is not water soluble. Repainting should be undertaken in a water soluble paint, which can be washed off at every redecoration cycle, in order to preserve the detail of the plasterwork.

v) The cycle of internal and external redecoration shall be included in the Asset Management Plan.

vi) Evidence of original or hidden, fine internal decorations schemes should be recorded and brought to the attention of the Council's Heritage Advisor, and discussed with the specialist paint advisor.

5.19 Electrical services.

i) The electrical installation is to be tested and brought up to meet the requirements of the latest edition of the IEE Regulations, avoiding any negative impact on the building's historic fabric.

ii) All **upgraded cables** are to be concealed where possible (ideally in floor boxes for offices) and are to be run in conduit. Socket outlets, switch plates etc. in upgrade principal rooms are to be of a design in keeping with the style of the building and the particular spatial hierarchy of the room.

iii) Air conditioning installations are not appropriate on any elevation due to the visual and physical impact.

iv) The external **floodlighting** of the building should be reviewed and reduced to a minimum, removing redundant cables. Security lighting installations must be agreed with the Council's conservation advisor.

v) Where existing **lifts or hoists** are to be retained they must be tested and repaired by an accredited specialist lift contractor and left in sound working order. There may be some of the early lift machinery surviving in the building (e.g the Butler's Pantry) which may be of historic value. An historic assessment of the hoist installation must be made and the proposals agreed with Council's conservation advisor.

vi) The continual and rapid upgrading of technology for **security and IT** means that any necessary ducts should be minimised and created through less significant fabric, with the long-term objective being the use of wireless technology.

vii) The **lightning conductors** must be regularly reviewed for effectiveness and current lightning protection requirements (by a specialist) in accordance with BS 6651 1999 and the latest guidance of DDENV 6102: 1995 *"Protection of Structures against Lightning"*. Any recommendations for new, upgraded installations, or essential repairs, adaptation or improvements of the existing installation are to be carried out following liaison with the Council's conservation advisor.

viii) The Town Hall's ceilings are a key part of its historic fabric and the **internal lighting** requirements must, therefore, be informed by the status and spatial hierarchy of the particular room. Recessed down-lighters must not be fixed into lath and plaster ceilings, or generally used in principal rooms (such as the State rooms or committee rooms. The original lighting levels would have been lower than is common today and, therefore, alternative options must be considered to meet modern lux standards when considering either upgrade or enhancement options.

ix) Externally electrical cables should be concealed where upgrades or enhancement works are being considered, and should not run across, or up the Town Hall's external facades in prominent locations. Redundant cables should be identified and removed during upgrade and enhancement works.

6. Restoration (or upgrade) works.

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6 RESTORATION OF FABRIC AND USE.

6.1 Restoration works – principles.

i) Restoration of damaged or lost components of the Town Hall will require its alteration and thus will need Listed Building Consent *(and may require planning permission)*. The purpose of the consent will primarily be to ensure that the material form of the restoration (either upgrade or enhancement) is authentic in design and appropriate in implementation to the surviving affected component.

ii) Restoration works are defined as those that are intended to recover something of significance that has been eroded, obscured or previously removed. However, some additions and changes in the Town Hall have resulted from the evolution of municipal services and thus could be a key part of the Town Hall's significance. Hence, it is important to understand, specify and justify the purpose of the restoration works (whether they are upgrade works or enhancements).

iii) Potential restoration works across Manchester Town Hall could range from: the minor reinstatement of damaged decorative plaster-work, the restoration of stained-glass in the corridors, or more ambitious schemes to restore the former plan-form and proportions of sub-divided, significant rooms.

6.2 Restoration works (upgrade or enhancement) – general.

i) Restoration (or upgrade) proposals are likely to be acceptable if the following principles are followed.

a) The work proposed will facilitate the sustainable use of the building and square, avoiding operational redundancy.

b) The significance of the elements that would be restored decisively out-weigh the value of any components that would be negatively impacted.

c) The work proposed is justified by compelling details of the evolution of the Town Hall's fabric, and is specified and executed in accordance with that evidence.

d) The form in which the historic fabric currently exists is not the result of a historically-significant event which merits preservation.

e) The work proposed respects the original Waterhouse design and detailing of the heritage asset.

f) The restoration work is recorded and will not be confused with the original fabric.

g) The maintenance implications of the restored fabric are sustainable.

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ii) In determining whether restoration is appropriate or necessary, the practicability of the works should be established by a reference to the assessment significance, defined in the 2006 Conservation Management Plan.

iii) Where the significance of the component relates to its design concept or a particular event, rather than held directly in the original fabric of the asset, restoration or replication is more likely to be acceptable.

iv) Restoration works (whether an upgrade or enhancement) involving the stripping-off of later layers of work, or abrasive cleaning is only likely to be acceptable where it can be shown that the:

a) later layers are not of significance in themselves,

b) outer, non-original layers (e.g of paint or plaster) are damaging the original and more significant fabric.

c) fabric removal would be an enhancement to the significance of the building, restoring its original character and, therefore, outweighs the loss of the later addition.

v) Where it is proposed to remove more modern coverings that are harmful to the significance or the integrity of the building, appropriate materials will need to be introduced to ensure an authentic and/or suitably detailed finish is achieved.

vi) Where there is any doubt regarding the original finish, a simple, functional finish should be adopted, rather than attempt a speculative detail.

vii) Whenever possible, restoration works should be undertaken using re-used original materials, to meet both conservation and other sustainability objectives.

viii) Replacement of one material by another *(for example new roof slates),* may result in a change of appearance and a loss of significance. Therefore, the existing materials must be defined and retained for re-use where possible, and any replacement of original material must be justified by necessity of purpose and performance.

ix) Missing architectural details should only be replaced if there is convincing evidence available of the original design. Where appropriate, opportunities should be realised to reinstate missing architectural details, such as plasterwork or missing elements of a decorative scheme, using the originally specified methods and materials.

7. Alteration (or enhancement) works.

7 ALTERATION (OR ENHANCEMENT) WORKS

7.1 Enhancement and alteration works.

i) It is likely that some enhancement works will be required to secure the optimum viable use of the Town Hall, to recover the efficient and economic use of its interior spaces, and/or adapt services to meet modern requirements. Such works will be controlled by the need to secure Listed Building Consent *(and possibly Planning Permission)* and, therefore, will need to be carefully specified and justified.

ii) The proposals for enhancement and adaptation of the Town Hall will need to demonstrate that the preferred option is justified as being appropriate to the significance of the building, in terms of its extent, use of materials, and impact on its historic fabric and spatial arrangements.

iii) New work should be carefully integrated and complement the design of the original fabric, while remaining readable as a contemporary alteration. It will be necessary to assess the particular impact on the Town Hall's significance. The following principles should inform recommendations for enhancement options, or any alterations.

7.2 Enhancement and/or alteration works – principles.

i) Retain as much historic fabric as possible and use appropriate materials and methods of repair. It is not generally appropriate to sacrifice original fabric simply to accommodate the new component, so all proposals will need to be carefully justified.

ii) The junction between new work and the original significant fabric will need particular attention for its impact on the significance of the existing component.

iii) Where feasible, new intervention work should be reversible, without requiring changes causing further harm to any significant historic fabric.

iv) The insertion or replacement of new services should utilise and adapt to the available risers or service trenches, to minimise new openings. The impact will need to be considered in the context of the particular significance of the component or space.

v) The expectation will be that any new services will reduce or minimise their impact on the historic fabric, particularly in terms of ducting and pipe-runs for lighting, heating and IT. Innovative techniques will, therefore, be encouraged to discreetly accommodate the new services with minimal impact on the building's character.

vi) Where adaptations to accommodate new uses make fabric components redundant (such as doors or decorative features) requiring their removal the original items should normally be retained in situ until advised by the Heritage Advisor.

vii) The use of spaces should adapt to the constraints imposed by the building's external and internal features to avoid compromising the significance of the spatial plan or original rooms.

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viii) The plan form (including its variety of entrances) is one of the Town Hall's most important characteristics, designed to accommodate multi-functional uses. Proposals to maximise the use of the building will need to adapt to the existing spatial plan-form. New openings, services or adaptations should be designed to enhance the plan-form and utilising the access points on all four streets.

ix) Any proposed new features added to the building will be expected to be influenced by the architectural character of the building, while remaining essentially subservient to the Waterhouse designed fabric.

x) Small-scale features such as: historic painting schemes, ornamental plasterwork, carpenters' and masons' marks, chimney breasts and stacks, inscriptions and signs, should be retained to avoid affecting the asset's historic and social significance.

xi) The enhancement (or upgrading) of kitchens and toilets, may not need consent, where the furniture and facilities are simply being exchanged. However, new services and fittings both internal and external can have a considerable, cumulative impact on the appearance of a building and therefore should be carefully considered.

xii) The impact of service upgrades should avoid damage to decorative features and fabric of high significance. The design objective should be to secure a net reduction in the visible service infrastructure.

xiii) The design and adopted materials for new services should be selected to be appropriate to the sensitivity of the particular space within the building and accommodated with the least visual impact as is possible.

7.3 Enhancement (alteration) works – design objectives.

i) Fundamentally, the adaptation of the Town Hall building must minimise where possible compromise to the significant historic fabric and character of the building.

ii) Intervention options where possible should be tailored to the spatial hierarchy of the individual floors, relevant to the survival of significant features and their sensitivity to change. Alternative viable options should be presented to consider the impact of a range of interventions and reveal the best balance between intervention and preservation.

iii) Having established a detailed understanding of the significance and the physical and architectural challenges of the impacted space and/or building component, the following should where possible inform the design solutions for interventions.

a) **Retain character defining elements** *(i.e components of "high" or "considerable" significance")*. These will be original elements which are essential to the full appreciation of the building's significance and will clearly include the: expression of the building plan, the Gothic detailing and key spaces such as the Great Hall, and spinal corridors. The plan-form throughout the building is an integral part of Waterhouse's design, expressing the form and structure of the building and should where possible remain as un-enclosed, public and semi-private spaces.

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b) **Retain integral design elements** *(defined as "considerable" or "some" significance)*. The option for the removal of partitions and corridors shall only be considered where appropriately balanced by a robust mitigation and salvage strategy.

c) **Focus intervention in areas or fabric of lower significance.** Although all proposed works will be scrutinised in detail, there will clearly be a wider latitude for intervention in areas defined as of *"some significance"* or *"no significance" (as these will have had original features largely altered or completely removed)*. Modern finishes detracting from the historic character and architectural merit of the building should also be targets for removal.

d) **Avoid standardisation of fabric and spaces.** The building design was carefully graduated according to a clear architectural hierarchy by Waterhouse, within a distinctly Gothic design language, to create a holistic, multi-functional complex. The architectural expression of the spaces ranges from the impressively decorated and monumental Great Hall, to the simply functional top-floor offices and storage areas. Future enhancements and alterations should reflect this spatial characterisation, while minimising the loss of historic fabric.

e) **Refurbish original, highly-decorated spaces, features and furniture** *(defined as "high significance")*. If it is an enhancement objective to recover the elegance and quality of the building's key spaces, ensure that potential service improvements or alterations are balanced by the restoration of the form and setting of its set-piece components.

f) **Remove modern detrimental finishes and furnishings** in areas of *"high significance"* where feasible or operationally justified, in order to better define the holistic nature of the building's significance. Such works should be informed by an assessment of the operational needs, as well as the significance of the space, and ideally result in the replacement with furnishings and finishes which are designed to complement the building's fabric.

g) **Optimise the spatial use of the existing building**. Upgrade and enhancement development proposals should be based on a clear understanding of the building's long-term service requirements. This should enable the identification of accommodation requirements within existing, largely intact areas, facilitating the preservation of original fabric while preventing unnecessary removals.

h) **Restore operational access.** To secure the multi-functional use of the building the historic entrances (Cooper St, Princess St, Albert Sq, and Lloyd St should be made operational, where feasible. Adaptions will need to be justified in terms of the impact on the plan layout and fabric, with any new structures (such as new lifts) designed into spaces which have a minimal impact on the original plan form.

i) **Retain external shell and structural features.** All upgrade and enhancement options should retain original windows, decorative stone, , as well as the stone walls. This should include the exterior shell, structural lay-out, roof-form, original lobbies and stairs.

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j) **Architectural lighting strategy.** Original light fixtures should be retained and adapted where possible to improved lighting levels. A coherent lighting strategy for the Town Hall should be devised, identifying, refurbishing and salvaging original light fittings, with enhanced lighting designed to provide the right environment for a modern Town Hall and where possible express the fabric and structure of the building. The lighting strategy should result in the saving of operational and maintenance costs.

k) **Joinery/plasterwork strategy.** Original fine joinery and plasterwork should be retained in situ. A coherent strategy for the refurbishment, salvage and re-use of doors and their fittings, skirting and decorative cornices shall be devised when considering enhancement options. Any surviving original joinery should be retained in situ, salvaging original doors and their surrounds (including fittings in good condition) for reuse within the Town Hall.

l) **Retain key wet areas.** Upgrade and enhancement design schemes should select the best surviving examples of wet areas *(defined as "high" or "considerable" significance)* still featuring original fittings, to be retained as examples of the original design. Refurbished bathrooms should retain serviceable components of the original design where possible.

m) **Restore original room proportions**. Original floor levels should remain unaltered, to avoid the need to alter skirting and door openings. Where floor levels need to be adjusted to accommodate electrical services, where possible original features should remain undisturbed. Any enhancement or upgrade refurbishment programme should secure the removal of inserted, suspended ceilings and avoid the insertion of new, dropped acoustic ceilings, restoring the original room proportions and fenestration pattern.

n) **Review and reuse, where practical, bespoke original furniture,** in accordance with the objectives of the Town Hall Collections policy and procedures (see HMP policy 13 below). Waterhouse designed or original room furniture should ideally be retained in situ, with salvageable elements refurbished to enhance the character and functional use of the space.

iv) The enhancement option for the interior fabric is premised on the need to improve operational flexibility and change for potential future users of the building, as well as achieving increased carbon reduction and energy efficiency. Legislative compliance will be addressed in order to ensure MCC's full adherence to the relavant property related regulations within the confines of listed building regulations.

v) The following policies are intended to guide the achievement of the above objectives for repair, restoration or enhancement works, as well as future management and maintenance.

8. Heritage Management Policies

8 HERITAGE MANAGEMENT POLICIES

8.1 Fundamental conservation approach.

i) According to the International Charters and National Standards and Historic England guidance, the best philosophical approach to conservation work is essentially one of minimum intervention and maximum retention of significant historic fabric.This philosophy informs the adopted approach to the Town Hall repair and restoration works, essentially following an ethos of minimum intervention, prioritising conservation over replacement.

ii) Selective replacement of severely deteriorated or eroded elements will be prescribed only if/when it is deemed important either to reinstate the original architectural function (e.g. replacement/indent of missing elements of cornices/stringcourses), or the aesthetic merit and appreciation of the Town Hall is impaired by the condition of the particular component.

iii) The philosophical conservation principles used to guide the following policies, and any recommended works, are encapsulated in BS7913, *"Guide to the conservation of heritage assets"*, and relate to the following principles:

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

iv) The Heritage Management Plan policies outlined below, follow the broad outline defined by the Heritage Lottery Fund for Conservation Plans (2012). They are intended to complement the 2006 Conservation Plan for the Town Hall Complex, and meet the format set out in main International Charters and National Guidance and British Standards.

v) The ICOMOS Charter – *Principles for the Analysis, Conservation and Structural Restoration of Architectural Heritage* (2003), Para 3.6 states that,

"The design of any intervention should be based on a clear understanding of the kinds of actions that were the cause of the damage and decay as well as those that are taken into account for the analysis of the structure after intervention; because the design will be dependent upon them."

The above principle is embedded within the Town Hall's 2006 Conservation Plan and the 2015 Heritage Management Plan.

8.2 Policy Context.

i) The heritage significance of the Town Hall is internationally recognised. It is, therefore, necessary to establish management protocols and policies which will inform the protection of the Town Hall's heritage values, not least to inform the Asset Management Plan. The following policies aim to set guidelines for the future management of the site and are also intended to be applicable to a range of maintenance and potential development scenarios which will involve alteration to the fabric of the building.

ii) The following policies develop the themes established in Part 4 of the 2006 Conservation Plan, and are intended to focus the Asset Management Plan objectives and facilitate active conservation, through regular maintenance and long-term management.

iii) As noted above the management and potential development of the Town Hall is set within the legislative context of the Planning (Listed Buildings and Conservation Areas) Act 1990, which sets out the legislation controlling listed buildings and conservation areas. Consequently, listed building consent will be necessary for any works which would affect the *"special architectural or historic interest"* of the building, and in some instances (such as replacing the roof or access improvements) planning permission may also be required.

iv) Manchester City Council are required by the 1990 Act to consider the impact of any works on the fabric of the Town Hall, however modest and, *"have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest that it possesses."*

v) The purpose of planning control is to ensure that proposed or cumulative change, does not compromise the significance of the designated heritage asset. Thus the National Planning Policy Framework states that Local Planning Authorities should consider the impact of any proposed interventions, whether they are essential repairs, upgrade or enhancement of the historic fabric. At the same time the NPPF requires that the Council must consider, "*the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation."* (NPPF, 2012, Policy 126).

vi) It should be assumed that any proposed management works will aim to avoid any unmitigated *'harm'* to the significance of the Town Hall. Thus, any alterations to the

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building must be appropriate to the particular significance of the component of the heritage asset. There should be no works proposed which cause any *"substantial harm"* (as defined by the NPPF's Planning Practice Guide 2014. Furthermore, in line with NPPF (para.134) any proposals that potentially involve, "*less than substantial harm"* to the significance of the Town Hall should be carefully justified and balanced by "*substantial public benefits".*

vii) Manchester City Council is unable to grant itself Listed Building Consent for works of alteration, without referral to the Secretary of State and Historic England. Therefore, caution should be applied when designing interventions, to ensure that any statutory duties are fulfilled. Historic England will be engaged in any discussion on proposed alteration works at the preliminary stage. In case of doubt the advice of the Heritage Advisor should be sought.

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HMP Policy 1: Informed conservation decisions.

The conservation process relating to the Town Hall *(including regular maintenance, recording, repair, site-management and promotion of the building complex as a heritage asset)* must be demonstrably informed by the sensitivities of the building's fabric and setting, and based on clear understanding of its history, development and condition.

i) The archive records and drawings relating to the Town Hall are currently dispersed and incomplete and consequently difficult to research. The future site management will be enhanced if the historic building records could be brought together into a single, digital and accessible archive, ideally linked to the BIM model, to be made available to inform future management decisions.

ii) It will be necessary to commence with the cataloguing and compilation of relevant: archive materials, papers, maps, plans and historic photographs, to create a comprehensive record of the site's development and management decisions over its life time. The Town Hall has been subject to a number of refurbishments and significant fabric changes (such as the insertion of the kitchen to the Great Hall) for which the records are limited. Details of the previous decision making processes and the schedules and specifications used should be actively sought to complete the records relating to the site.

iii) The Significance Plans included above expand on the 2006 Conservation Plan to map in general terms the relative significance of the Town Hall's fabric and spaces, as a visual guide to inform and prioritise future development initiatives. The results of the 2015 fabric and survey investigations inform these plans and will also help understand the impact of any future intervention works.

iv) The archive documents relating to the development of the Town Hall should be located in an accessible location, and ideally digitally linked to the Asset Management Plan, in order to contribute to the story of the building and inform its long-term management.

HMP Policy 2: Maintenance Planning

A detailed routine maintenance plan should be published as a key component of the Asset Management Plan, and kept on site for reference by the site operators and Manchester City Council.

The published maintenance plan should include provision for maintaining both the fabric of the building and all other items associated with the use and significance of the Town Hall which require regular attention. The maintenance plan should be annually updated and reviewed as part of a three to five yearly inspection regime.

i) The following should be included in the Asset Management Plan, as a minimum, to guide the future management of the significant fabric of the Town Hall.

ii)

1. Occasional and Regular Maintenance Tasks				
Ref	**Building Element**	**Maintenance task**	**Responsibility**	**Frequency**
1.1 Roofs				
1.1.1	**Roof areas generally**	Inspect roof areas from ground, and safely accessible high points, and report any loss or damage to the roof coverings	Unskilled	i. After stormy weather ii. Annually
1.1.2	**Slate/tiled roofs**	Inspect for cracked, displaced and broken slates. Replace to match.	Contractor	Twice per year
1.1.3	**Lead valleys and roofs**	Inspect condition of panels, joints and clips. Make temporary repairs to cracks and splits. Ensure that lead gutters are free of debris.	Contractor	Twice per year
1.1.4	**Ridge Tiles**	Inspect bedding and jointing between ridge tiles. Re-bed and repoint as necessary.	Contractor	Annually
1.1.5	**Lead weatherings and flashings**	Inspect condition of lead flashings and weatherings. Implement any minor repairs (e.g dress back clips, make good mortar fillets).	Contractor	Annually
1.1.6	**Flat / lead Roofs**	Inspect condition, general appearance, debris, drainage, bare spots, cracking, blistering, ridging, fish-mouthing, loose felts, loose fasteners, punctures, condition around all roof protrusions, flashing and counter flashing conditions, rusting, caulking, pitch pans, and irregularity. Check drains are	Contractor	every 2 months

		operating and unblocked.		
1.1.7	**High level sculptures**	Inspect stability and dress any weathered stone.	Contractor	Annually
1.2 Rainwater Disposal				
1.2.1	**Rainwater goods generally**	Inspect rainwater goods from the ground and accessible high points and report any loss or damage.	Unskilled	i. During / after stormy weather ii Annually
1.2.2	**Rainwater goods**	Clear rainwater goods of debris and ensure that overflows are clear. Rod if necessary. Check that stainless steel guards are secure.	Contractor	Twice per year
1.2.3	**Rainwater goods**	Inspect rainwater goods for cracks and leaks. Check all hoppers. Repair or replace any cracked sections.	Contractor	Twice per year
1.2.4	**Perimeter drainage channels to moat areas and ensure no penetration of wall ventilation.**	Inspect for blockages, ensure that drainage is fully working and there is no blockage of external ventilation.	Unskilled	Monthly, spring and summer & part autumn
1.2.5	**Perimeter drainage channels and gulleys.**	Clear and rod outlets.	Contractor	Twice per year
1.2.6	**Below ground drainage**	Open up inspection chambers. Remove all gratings/covers from gullies and clear out any leaf debris or silt. Ensure that water discharges freely to soakaways.	Contractor	Twice per year
1.3 External Walls				
1.3.1	**External walls generally**	Inspect external walls from ground level and safely accessible high points and report any damage and signs of movement.	Unskilled	i. After stormy weather ii. Annually
1.3.2	**Boundary walls – around the moats and elevations.**	Inspect and report on any cracks, damage and remove vegetation, repoint any open joints.	Unskilled /contractor	annually
1.3.3	**External walls, copings and parapets**	Remove any vegetation, ivy etc. Repoint open joints to wall walks.	Contractor	Annually

1.3.4	**Ventilation**	Ensure that ventilation grilles, air bricks louvres etc are free from obstruction.	Contractor	Twice per year
1.3.5	**Bird screens/bird deterrent measures**	Ensure ventilation is not blocked by the bird deterrents. Check that mesh is bird proof before nesting season starts. Do not disturb bats.	Unskilled	Annually
1.3.6	**Windows**	Inspect all windows and make essential minor repairs to glazing.	Contractor	Twice per year
	Leaded light windows	Inspect glass panels for any breakage, lead cames, putty, glass and wire ties and report any problems.	Unskilled	Annually
1.3.7	**Doors and windows**	Check operation of hinges, bolts and locks and lubricate as necessary. Check security of locks.	Unskilled	Twice per year
1.3.8	**Foliage and large trees close to walls (Cooper and Princess Street).**	Check trees generally especially those at the entrance or on boundaries. Report any dead branches or signs of ill health.	Contractor	Annually
1.4 Internal Structure				
1.4.1	**Internal spaces generally**	Inspect roof voids and internal spaces particularly below gutters. Report on any evidence of roof or gutter leaks.	Unskilled	i. During / after stormy weather ii. Twice per year
1.4.2	**Internal structure and fabric**	Inspect internal structure and fabric, including roof timbers, vaults etc. and report on any signs of structural movement or of damp, fungal growth or dry rot.	Unskilled	Twice per year
1.4.3	**Exposed woodwork**	Inspect exposed woodwork and surfaces below for signs of wet rot or active beetle infestation. Report any beetles or fresh wood dust.	Unskilled	Annually
1.4.4	**Roof and floor voids**	Check roof and floor voids and for signs of vermin and remove. Avoid using poison when bats are roosting.	Unskilled	Annually
1.5 Building Services				
1.5.1	**Lightning protection installation**	Visually inspect the lightning conductor system including spikes, tapes, earth rods and all	Lightning conductor Engineer	Annually

		connections and fastening.		
1.5.2	**Water services**	Ensure that water pipes are protected from frost.	Unskilled	Annually
1.5.3	**Firefighting equipment**	Service fire extinguishers.	Specialist	Annually
1.5.4	**Steps, paving and walkways**	Improve all surfaces, carry out minimum repairs and rectify.	Contractor	Annually
1.5.5	**Alarm systems**	Test system and visually inspect wiring. Test and service alarm	Specialist contractor	Annually
2. Cyclical Tasks				
Ref	**Building Element**	**Maintenance task**	**Responsibility**	**Frequency**
2.1 Rainwater Disposal				
2.1.1	**Rainwater gutters**	Repaint	Contractor	7 Years
2.1.2	**Timber fascias and high-level columns and mullions**	Repaint	Contractor	7 years
2.2 External walls				
1.1.4	**Towers and high level walls**	Inspect at high level, carry out minor repairs and repointing	Specialist	3 Years
1.1.5	**Doors and window frames**	Repaint	Contractor	7 Years
2.3 Building Services				
2.3.1	**Wiring & electrical installations**	Inspect all wiring & electrical installations.	Contractor	4 years
2.3.2	**Mechanical ventilation system**	Inspect condition, clear any filters and report any faults	Contractor	Annually – in line with warranty requirements.

iii) A fault logging system will need be put in place to be able to review and record items which require reactive maintenance. This should be made digitally accessible to all site management staff so that individuals can access the system and log new faults. This database will develop over time into a useful reference tool for the Asset Management system. It should simply provide an ongoing review of reported defects and faults, allowing periodical assessment to inform the maintenance plan.

iv) All maintenance works should be implemented using matching, original materials. It is particularly important, for example, to avoid the use of cementious pointing mortars, which may lead to secondary problems such as spalling of the stonework and retention of damp.

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v) The maintenance regime should be devised to accommodate planned maintenance *(as indicated above)* and also preventative maintenance where necessary.

vi) Where significant maintenance works require the replacement of a building component, this should be on the basis of a 'like–for-like' repair and then implemented on the basis of the *'minimum required'* to sustain the fabric, in order to reduce the impact of the works on the building's significance.

vii) The key policy objective is to maintain the historic fabric of the Town Hall, avoiding the compromise of its significance. Review of the annual maintenance regime will allow an overview of the extent of the tasks associated with the Town Hall, facilitating effective planning.

HMP Policy 3: Quinquennial condition surveys.

Manchester City Council should arrange for the implementation of at least quinquennial condition surveys of the Town Hall by a specialist, Conservation Architect or Surveyor with a demonstrable knowledge of historic buildings. Ideally the review should be undertaken on a 3-5-year cycle by an appointed specialist.

Recommendations for repair work required set out in the condition survey should be prioritised and implemented according to the report's recommendations, initially concentrating on areas identified as requiring urgent or immediate attention.

i) The emerging condition survey should be used as the basis for a regular review of the fabric of a building presented in a 3-5 year report which covers in detail priorities for repair, renewal or maintenance. It allows the condition of the fabric of a historic property to be monitored over a defined period of time, focused on a prioritised list of works and repairs, indicating projected costs for such works.

ii) The effective use of a series of programmed condition surveys will facilitate the prioritisation of resources to carry out any necessary repair works identified in the survey.

iii) The current external building condition survey (SLHA 2015) identifies a number of elements requiring increasingly urgent repair. The location of the building and the form of the roof structure makes access particularly difficult for the regular assessment of high-level sculptures and features and, therefore, provision will need to be made for access to the roof from a 'cherry-picker' or by a suitably briefed steeplejack.

iv) List of basic building external elements for quinquennial surveys.

Roof structure (internal and external elements) comprising: roof covering, Flashings and Weathering, Associated Joinery, Roofscape Features, Rainwater disposal
External Walls, comprising, Wall Construction, Wall Materials, Structural Frame, Wall Coverings and Finishes.
External Doors. Windows, Stairs and Ramps.
Applied and Surface Decoration
Services, Water Supply Drainage and Waste disposal, Heating and Ventilation, Lighting, Electrical Supply and Fittings, Communications, Security
High level sculptures

HMP Policy 4: Informed fabric repair.

Appropriate conservation of the Town Hall will be informed by detailed understanding of the building's construction and development. It must, therefore, be implemented by expert contractors, to exemplary standards, using appropriate materials and skills, and in accordance with legal requirements and the high expectations of the management of a public building.

i) It is essential that decisions on future repairs and/or alterations are only executed after having demonstrated a full understanding of the impact and within the context of the use of appropriate building materials and a relevant skills and expertise. This is particularly important where there may be an aspiration to recapture some of the interior fabric qualities. Ill-informed works could have the propensity to damage the building fabric and compromise the building's heritage values and interest.

ii) Contractors employed to work on the building should have demonstrable expertise and experience of working with historic buildings, particularly for the specific task for which they are employed. This requirement should relate to skilled craftsmen and professional advisers. It will be necessary to ensure that all necessary works are planned within the context of an appropriate conservation philosophy and approach to repair, as encouraged by Historic England.

iii) The key principles necessary to frame conservation works will, therefore, include the following:

a. Document repair works in progress through sketches, notes and photographs and add to the digital building record.

b. Ensure the retention of the maximum amount of significant historic fabric.

c. Retain historic surfaces and finishes.

d. Use *'like-for-like'* repair techniques and renewals where necessary.

e. Always adapt necessary new repairs to fit the historic fabric.

f. Focus on the authenticity of repairs, using appropriate materials of proven longevity, rather than short term 'products' whose life and sometimes consequential effects are not understood

g. Implement significant interventions using a contemporary style, with the potential to be reversible.

HMP Policy 5: New works and alterations.

Proposals for new works and alterations to the Town Hall building must be demonstrably well-informed and accord with the guiding principles for new works set out in the Heritage Management Plan 2015.

Particular regard should be given to the preparation of a specific *Statement of Significance* relevant to the impacted fabric or space, to help inform and refine proposals for change, and avoid irreversible harm to significant features.

Alterations to the building should always be carried out in a way that avoids or minimises harm to its significance.

i) As the process of 'conservation' is the effective management of change to the significance of a heritage asset, preservation of identified heritage values must remain the core objective of any proposed works or alterations.

ii) The guiding conservation objectives informing any proposed work at the Town Hall should accord with the framework of conservation principles set out above and sensitively planned in order to avoid adverse harm to its significance.

iii) All decisions should be guided by a thorough understanding of the building and informed by professional advice on the suitability of proposed changes should be sought from Manchester City Council's Conservation & Design Manager and Historic England's Historic Buildings Advisor.

iv) New or alteration works will normally be acceptable if the works:

- are sufficiently informed to demonstrate a full recognition of the impact on the building's significance.
- would not materially harm the defined heritage values of the place.
- reinforce, or better reveal, the significance and utility of the Town Hall or square.
- demonstrate a quality of design and execution which will be valued now and in the future.
- will present benign solutions to defined requirements and avoid negating alternative, less intrusive solutions in the future.

v) With regard to the replacement of **services and fixtures,** adapting to new demands and technology, should be fitted in such a way as to minimise their physical and visual impact. Care should be taken in designing any new services to minimise and avoid any unnecessary impact on the historic fabric of the building. The design objective for new or upgraded services should focus on re-use of existing service runs and voids (potentially including historic ducts, flues and pipeworks) where possible, in order to avoid the need to create further openings.

vi) Fundamental to the current development proposal is the need to improve physical access, which is currently restricted by a lack of lift access to the upper floors, compromised and steep stairs. Development proposals should provide lift access to all floors, minimising the loss of historic fabric and containing the visual impact.

vii) Any proposals which include a loss of significance will need to be tested against their delivery of wider public benefits and be demonstrated to be the least damaging option.

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viii) The potential redevelopment of the Town Hall should focus on need to accommodate alterations without compromising its architectural and historic interest. The following are fundamental design objectives which should be a central focus of the redevelopment.

HMP - 5 Development objectives to implement new works and alterations.

1. ***Maintain*** the pre-eminence of the exterior architectural character of the building, including expression of the function of the interior spaces and the restoration of decorative detailing.
2. ***Tailor*** design options to minimise any further compromise of the historic character and fabric.
3. ***Focus*** on the expression of the individual spatial characteristics of the interior, particularly the historic multi-functional use of the building and the architectural hierarchy of the uses (*e.g the distinction between the State Rooms and the functional character of the former basement offices).*
4. ***Avoid*** loss or significant compromise to character defining fabric and spatial elements *(i.e those defined as being of "high" or "considerable" significance"),* reference should be made to the 2015 Significance Plans (included in this document) and the 2006 Conservation Plan.
5. ***Focus*** alterations on areas or fabric of lesser importance where possible in order to utilise their greater capacity to absorb change *(i.e areas of "some significance" or "no significance").*
6. ***Remove*** modern alterations and detrimental furnishings which detract from the spatial character and architectural merit of the building.
7. ***Redefine*** the subtle characterisation of spaces, where possible and relevant to the hierarchy of the space, with a robust salvage strategy.
8. ***Ensure*** contemporary design options complement the historic multi-functional character of the building.
9. ***Recover*** the robust elegance and quality of the building's key public spaces, and where possible ensure that any potential alterations are balanced by the restoration of the form and setting of its set-piece components.
10. ***Ensure*** that service infrastructure remains subservient to the architectural character of the spaces, where possible using available ducting or floor-voids, without damage to significant fabric.
11. ***Maintain*** the 'ceremonial' expression of the central corridors while enhancing security and access controls, by focusing visitors into rational, accessible areas, based on a defined operational plan.

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HMP Policy 6: Assessment of heritage impact.

All proposals for change of use, or alteration affecting the fabric or setting of the Town Hall should be the subject of an objective *Heritage Impact Assessment* which should accompany any application for listed building consent or planning permission.

i) To ensure that any risks to the significance of the Town Hall are properly managed and understood by all interested parties, development options should be tested against a *heritage impact assessment*. This is a tool which looks in detail at the potential effects imposed on the listed building by proposed changes. The aim is simply to test and define the impact on the significance of the place.

ii) There is no defined methodology for a *heritage impact assessments,* as the test need to be related to the specific site and project. However, the measures are necessary not just for proposals which might involve a physical intervention into a place, but also for less tangible changes, such as proposals which alter the use of the building and thereby affect the building's contribution to the city's cultural and historic core, or its status as an internationally acclaimed municipal centre.

iii) A heritage impact assessment is thus a risk assessment tool which allows the impact of change to be objectively documented and enables relevant parties involved in proposals for change to be clear why they are proposed and the consequences of implementation.

iv) The impact analysis and information required for all changes should include (but is not restricted) to the following;

a. Definition of the nature of proposed changes or alterations, including the purpose of the initiative, its particular details and the reasons why it is deemed necessary. Importantly the assessment should outline any benefits which would accrue to the wider community as a result of the changes.

b. A statement of how the significance of the Town Hall would be affected by the development (either directly or indirectly), including the timing of the impact.

c. An assessment of the individual and cumulative impact of the proposals in terms of its significance, noting whether the results will be positive, negative, or have no perceptible impact on the buildings historic fabric, character and appearance.

d. The potential to temper any negative effects, or enhance the neutral impact, by suitable mitigation measures.

e. Reference to how the defined impacts accord with the requirements of national and local planning policies as well as Historic England's best practice guidance.

HMP Policy 7: Positive impact on setting.

Development proposals which affect the listed building group, particularly in Albert Square, must be based on detailed understanding of the significance of the setting of the Town Hall and the evolution of the municipal group.

Proposals will be expected to reinforce or positively enhance the known significance, (including the tangible and intangible characteristics) of the group of heritage assets and the wider town centre as a whole.

i) Setting is defined by Historic England, as, "*the surroundings in which a place is experienced. Its extent is not fixed and may change as the assets and its surroundings evolve"* (The Setting of Heritage Assets, 2015).

ii) Thus the setting of the Town Hall will include a combination of adjacent buildings, spaces, views and vistas of the building group as key components of the town centre. Changes to the setting of the Town Hall, including those in Albert Square and St. Peter's Square could, therefore, affect the significance of the designated heritage asset.

iii) It is clearly desirable to ensure that any change to the setting of the Town Hall, and the wider heritage group of which it forms a part, avoids any negative impact on the significance of its setting. The projected development options include an opportunity to enhance the use and significance of Albert Square and, thereby, the Town Hall's setting, including the surfaces and monuments.

iv) The enhancement of the accessibility and quality of the public space around the Town Hall should thus be considered, both to celebrate the group of cultural heritage buildings and to maintain the predominance of the building group.

v) The setting of the Town Hall has changed considerably since its construction not least by the erection of the Library and Town Hall Extension. While the development of the sites enclosing Town Hall have dramatically changed in the C21st, the historic relationship with the two key public spaces has remained reasonably constant and has been strengthened by the relocation of the cenotaph.

vi) Development proposals which impact on the setting of the Town Hall and its relationship to its context should thus be carried out on the basis of full understanding of the characteristics of its setting, demonstrating how any proposed changes would affect its significance. The expectation should be that substantial new development will enhance the dignity and architectural character of the setting of the Town Hall.

vii) All development proposals for works within the setting of the Town Hall should take into account the significance of its setting and particularly consider the following:

a. *the impact on views of the Town Hall across the city centre.*

b. *the impact on the spaces between the buildings within the municipal group and the definition of the historic streetscape.*

c. *the value of hard and the public spaces as contributors to the historic group.*

d. *the relationship*s to the boundaries of the and way finding around the group.

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e. the heritage value and use of any street furniture within the group's setting.

f. the hierarchy of historic relationships within the streetscape.

g. the heritage value of the existing historic features within the setting of the Town Hall.

viii) The opportunity to enhance the accessibility of the public spaces, as both the physical and visual approach to the reinstated entrances of the Town Hall should be exploited, avoiding overly complex designs and focusing on high quality materials. This will enhance the sense of arrival at the Town Hall, as well as better integrating the use of the building with the enclosing public spaces.

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HMP Policy 8: Master-planning of the wider context.

The management and maintenance of the Town Hall should be set within the context of an adopted master-plan which takes into account of all the buildings and public spaces within the Albert Square group, including the Library and the Town Hall Extension.

i) The Town Hall complex includes the recently refurbished grade-II* listed library, the similarly designated Town Hall Extension and the collection of monuments within Albert Square. Each of these components are important to the appreciation of the group and their management and maintenance will potentially impact on the complex as a whole and impact on the character of the setting of the municipal group as a whole. They should, therefore, be managed and maintained as a holistic group.

ii) Carefully considered change to the setting of the group of the heritage assets could enhance the appreciation and use of the space. However, any proposals for change within Lloyd Street, Albert Square, Cooper Street and Princess Street must be based on an understanding of the heritage value of the Town Hall as the focus of the group and streetscape.

iii) In particular, proposals for change to the municipal spaces should reinforce the accessibility of the Town Hall. The significance of the municipal group should be reinforced through a proper understanding of the significance of the streetscape and the enclosure of the Town Hall.

iv) The operational relationship with the related municipal complex should in particular be clearly defined and the information widely disseminated. The long-term strategic vision for the use of each of the buildings within the Town Hall complex, therefore, needs to be defined and carefully considered in order to better manage the resources.

HMP Policy 9: Enhanced accessibility.

Enhancement of access, as a means to secure the multi-purpose use of the Town Hall and Albert Square, is essential.

Consequently, all options to provide enhanced physical and intellectual access for users should be explored. Installation of public lifts in particular will result in a degree of compromise of historic fabric and value but are essential to secure the long-term use of the building.

The specific fabric impact must be considered against the benefits of the access improvements and the relative importance of the fabric component, as laid down in the statement of significance and the conservation management plan.

i) One of the Council's objective is to significantly enhance access to the heritage collections and overcome any physical and intellectual barriers to all staff and visitors. To achieve, this objective the baseline accessibility needs to be established, in order to make detailed design appraisals and inform potential development options.

ii) It is clear that the building's existing accessibility is constrained, and there is a particular lack of suitable vertical access to the State Rooms, so that a large section of the building's potential users are unable to enjoy, appreciate and use the building.

iii) The 2013 Feasibility Study revealed that there is considerable potential to enhance accessibility, although the impact on historic fabric and spaces could be significant. Therefore, the impact of the access improvement options must be evaluated and balanced against any compromise to the significance of the Town Hall and the benefits that would be realised by enhancing its public use. The physical and visual impact should ideally be reversible without the need for further compromise, should less damaging options be identified in the future.

iv) New lifts are required and need to facilitate access to the main State Rooms as well as other potential visitor facilities, minimising any fabric loss.

v) Level changes internally, as well as other access issues such as heavy double doors will probably mean that some rooms will continue to present access difficulties, despite best intensions. However, it is considered that the Town Hall can be substantially more accessible, without having a significant adverse impact on its special architectural and historic interest.

vi) Access solutions which include stair-lifts may not be acceptable due to the likely impact they would have on the Town Hall's main staircases which are a major feature of the building's significance. They would also not provide a long-term sustainable solution to access issues, hence the need to focus on providing appropriate lift access.

HMP Policy 10: Enhanced sustainability and effect on the environment.

The management and future use of the Town Hall must pay special regard to solutions which will enhance the energy efficiency of the building and thereby carbon emissions.

Development and enhancement proposals should, therefore, maximise the spatial efficiency of the building and minimise energy usage and water waste, salvaging materials where possible for use in refurbishment works and ensuring that adaptions utilise natural materials, appropriate to the building.

i) The Council fully supports the national objectives to substantially reduce carbon dioxide emissions by 2020. One of the ways this target can be met is through improved energy conservation in historic buildings. Historic buildings are often considered to be highly inefficient in energy management terms. However, the long-term redevelopment and refurbishment of the Town Hall offers the prospect of implementing a strategy which will improve the energy consumption and cost of managing the Town Hall while helping the environment.

ii) It is also a fundamental requirement of the National Planning Policy Framework (NPPF) that all development should secure environmental benefits, such as energy saving measures which minimise waste and pollution, and move towards a low carbon economy. (NPPF. 2012, p.3). This aspirations should apply to the refurbishment works within the Town Hall.

iii) However, all proposals which include a benefit to the environment must be balanced against the impact they have on the significance of the listed building. Whilst almost every older building can accommodate some energy improvements without harming either its special interest or environmental performance, care is needed to avoid measures that might increase the risk of deterioration of the building fabric or harm the character of the building.

iv) Appropriate and simple measures will be favoured, such as controllable heating, roof-insulation and the draught-proofing of windows. These will bring about measurable improvements to the building's performance, while the planned maintenance and refurbishment offers the potential to install efficient new appliances and fittings (i.e heating systems and controls, hot water heating and lighting). It is nevertheless important to ensure that new, more efficient services avoid cluttering or altering any historic fabric with cabling and pipe runs. The objective should be a net reduction in service infrastructure.

v) Effective building maintenance is an important factor in achieving sustainability, as an older building that is kept in good repair will generally perform much better than one that is neglected. For example, poorly maintained doors and windows will be draughty, and it has been demonstrated that extensive heat is lost through a wall that is damp due to leaking gutters. Therefore, the refurbishment and development proposals, including enhanced spatial use of the building, should fully address the fabric repair and maintenance issues as a key to enhanced sustainability.

vi) Decision on improving energy efficiency should be made in the context of English Heritage's guidance entitled, *"Energy Efficiency and Historic Buildings. Application*

of Part L of the Building Regulations to historic and traditionally constructed buildings (2011).

vii) The above advice indicates that there may be the potential to utilise the following energy reduction measures in the context of enhanced use of the Town Hall, without causing substantial harm to the listed building.

a. The sustainable use of water, e.g installing grey water recycling systems.

b. The use of renewable energy systems, where feasible.

c. Installation of more energy-efficient boiler system.

d. Use of low-energy lamps, and the maximised use of natural light.

e. Controlled heat distribution and management,

f. Thermal improvements to the fabric of the building, including draught proofing.

g. Using low water-consumption fittings, such as installing flow-reducing valves for taps which have a low volume use, and installation of aerated taps for hand-washing, waterless urinals and the use of low-flush volume WC's.

viii) Proposals to improve energy and waste efficiency should be weighed against the negative impact they could have on the character of the heritage asset. But the expectation should be that design solutions for service enhancements (particularly heating, power and IT) should not compromise the fabric or appearance of the building.

ix) Future development proposals should also pay regard to the choice of materials used, using natural, breathable and traditional materials where relevant and possible. Any modern materials used should be low in embodied energy from local sources.

x) Redecoration of any rooms should be undertaken using natural-oil or water-based paints, varnishes and other breathable finishes. Careful attention will need to be given to the compatibility with the substrate.

xi) Any new timber used in the refurbishment of the building should be sourced from a sustainably managed and verifiable supplier.

xii) Manchester Town Hall, and the municipal complex generally, is well-located to enable visitors to use public transport, via Metrolink or other environmentally friendly ways of travel. Where possible future visitors, especially those using the place as a meeting venue should be encouraged to car-share if they are not using public transport and/or utilise the facilities for bicycles.

xiii) Targets should be set to improve the percentage of visitors using public transport. Awareness of the impact of excessive use of cars and the importance of using public transport or other sustainable means of transport should be highlighted as part of the future marketing strategy for the development of the Town Hall.

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HMP Policy 11: Enhanced engagement in the historic environment.

The refurbishment and potential development of Manchester Town Hall should realise the extensive opportunities for wider public participation and engagement with the city's historic environment, and in particular the architecture and social history of the building. The special architectural and historic interest of the building should be exploited as an attraction in its own right.

i) The refurbishment of the Town Hall and its setting provides a great opportunity for the community to better engage with the historic environment. This meets the Council's objectives and those embedded within Historic England's (English Heritage's) Conservation Principles, which states that, *"everyone should be able to participate in sustaining the historic environment."*

ii) The objective to remove modern interventions and better reveal the fabric of the Town Hall presents an opportunity for hitherto obscured parts of the building to again be physically experienced and appreciated *(e.g the former Police Station component and courtyard)*.

iii) The potential refurbishment of the Town Hall also offers the potential to enhance intellectual access to the city's historic environment.

iv) The compilation of an improved, accessible building archive, as a necessary site management tool *(see HMP Policy1, above)* also offers the opportunity disseminate information about the contribution of the Town Hall to the social development of the city. Consequently, enhanced intellectual access to the building as a 'heritage resource' in its own right should be developed, to encourage positive engagement by visitors with the building and the wider historic environment.

v) Public engagement could also be encouraged by establishing targeted activity programmes, demonstrating how the architecture of the building expresses the C19th industrial development of Manchester, its social development and the value of its diverse heritage.

vi) Consequently, consideration should be given to the development of a long-term, *'heritage engagement plan'* which centres around the future use and appreciation of the architectural fabric and potential of the Town Hall and municipal complex as a resource centre. A creative programme of activities will be required to support such an objective.

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HMP Policy 12: Town Hall Portable Heritage Assets – operating procedures.

The fabric of the building and its historic artworks and furniture are defined as part of the City's historic building collections, and are legally required by the Greater Manchester Act 1981 to be appropriately and carefully handled and maintained according to the operating procedures (as adopted by the Council on 27 July 2016).

i) As a grade-I listed building some of the building's fabric and contents are or national significance. As custodians of the Town Hall the Council is legally obliged to protect both the building and its collections and to ensure that they are properly handled and managed, to ensure their continued survival.

ii) The Town Hall's furniture was subject to an up to date survey which identified its relative significance and condition in 2015. This should help inform decisions relevant to the historic furniture, in accordance with adopted procedures.

iii) The maintenance, management and movement of the historic collections must, therefore, be undertaken in strict accordance with the adopted *Town Hall Collections – Operating Procedures. February 2002*, and the Manchester Town Hall Portable Heritage Assets Retention and Disposals Policy and Procedures July 2016. The Council's adopted protocol provides details of the following:

- Definition of Portable heritage assets
- Criteria for retention and disposal
- Handling of collections
- Packing and transportation of objects
- Security and storage
- Conservation methods and recording.

Town Hall staff should familiarise themselves with this protocol before attempting any interventions.

HMP Policy 13: Portable Heritage Assets Disposals Policy and Procedures.

The disposal of components of the redundant historic furniture collections will strictly in accordance with the adopted Manchester City *Retention and Disposals Policy and Procedures, July 2016.*

i) The Town Hall retains extensive historic furniture items, some of which are of Museum quality and of considerable intrinsic value as original components of the architect's vision for the complex. However, amongst the furniture in the Town Hall are items of poor quality and of no relevance to Manchester.

ii) The City Council has adopted a protocol policy, based on the Legal requirements of the Greater Manchester Act 1981, to evaluate and manage the collections within its ownership. The policy extends to relevant elements of the Town Hall's historic furniture.

iii) The Town Hall Portable Heritage Assets inventory informs the, maintenance, storage and migration procedures of historic pieces of furniture, in accordance with adopted protocols established in:

a. Manchester City Council. Town Hall Collections – operating procedures. Issue 2. February 2006.

b. Manchester City Council. Art Galleries Committee. Galleries Disposals Policy and Procedures – 15 December 2012.

c. Manchester City Council. Manchester Town Hall Portable Heritage Assets. Retention and Disposals Policy and Procedures. 27 July 2016.

iv) Together these adopted Council policies establish procedures to evaluate and manage the Town Hall's furniture collections. The 2015 Historic Furniture Inventory provides the evidence base to inform the management of the furniture which could potentially enhance or help restore the character of key spaces within the Town Hall. The inventory excludes fixed items, such as: light fittings, fireplaces etc. which are covered by the interior Building Condition survey.

v) The 2015 Historic Furniture Inventory should be referenced as a record of archetypes and best examples of either furniture related to Waterhouse's original design and development of the Town Hall, or other objects deemed worthy of note. The inventory forms the reference baseline of original Waterhouse furniture necessary to inform potential options for the *upgrading* or *enhancement* of key spaces, as well as being a digital record.

vi) The 2015 Historic Furniture Inventory also references Volume 2 of the 2006 Conservation Plan, which outlines the key pieces of furniture (as well as fixtures and fittings), and includes some biographical details of artists and pieces. The digital record has been associated with the BIM model, to provide a more detailed room database.

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vii) The management, maintenance and disposal of the significant furniture items identified in the 2015 Town Hall Furniture Inventory will, therefore, be subject to the requirements of the adopted Disposals Policy and Procedures, 15 February 2012, by the Art Galleries Committee. This protocol evaluates the significance of the various pieces in terms of their:

- inherent significance,
- context and provenance,
- uniqueness,
- relevance to the collection,
- potential use and relevance to Manchester City Galleries priorities and key services,
- relevance to other museum/galleries collections.

viii) It will be assumed that the items identified in the 2015 Furniture Inventory are of some significance and should be managed as contributors to the Town Hall's heritage values.

ix) Items which are not included on the 2015 Furniture inventory will be subject to the evaluation standards set out in the 2016 Retention and Disposals Policy and Procedures, particularly when considering the upgrading or enhancement of space within the building.

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HMP Policy 14: Engagement of staff and site contractors.

All staff working on the management, refurbishment and development of the Town Hall and municipal complex should be given training which explains the significance of the building and the purpose of the Heritage Management Plan.

The HMP's fundamental objectives of effective site management with a focus on heritage protection and enhancement, should be outlined as part of all site induction procedures, and the relationship to the delivery of staff and contractor's roles defined.

i) Training should be given to all staff and site contractors employed within the Town Hall complex on the purpose and value of the Heritage Management Plan. This is necessary to ensure that their contribution to the delivery of a sustainable new uses for the Town Hall is understood, as well as the sensitivities of the individual fabric components.

ii) All individual contractors, implementing any essential repairs, upgrades or enhancements must be acquainted with the building's status and condition before commencement of works, and take reasonable steps to ensure a safe working environment.

iii) It is important to ensure that appointed contractors are aware of the exceptional historic value of the building and its fabric. Their team members should have access to a 'guided tour' of the building, so that the contractors have a good understanding of the special interest, sensitivity and potential physical fragility of the building, prior to commencement of works.

iv) Before starting any works, appointed contractors will be subject to a formal induction, including an outline of the Town Hall's heritage values and sensitivity. Appointed contractors will be required to confirm that they have examined all relevant and available information on the building, and have carried out their own survey of the particular site and surrounding area. This is necessary in order to prepare a ***task method statement*** for approval by the Council's appointed Project Manager and Heritage Advisor. This should cover the implementation of the particular task, as well as the details of compliance with Health and Safety Executive Guidance.

v) Staff and site contractors should be encouraged to provide feedback on how the policies in the management plan can best be implemented and to provide any suggestions which might improve the future management of the complex.

vi) Management and maintenance staff should be consulted and engaged in the annual review of the Heritage Management Plan to ensure its effectiveness as the operational requirements evolve along with the development of the building. This will provide potential insight into effective management of the site and ensure that staff members develop a sense of ownership and pride in running the complex.

HMP Policy 15: Review of the Heritage Management Plan (HMP).

The Heritage Management Plan (HMP) will inform the future development, management and maintenance of Manchester Town Hall and Albert Square, as well as the setting of the building and square.

The policies within the HMP shall be reviewed on an annual basis and adapted where necessary to document the achievement of conservation and development objectives.

This is necessary to ensure the effectiveness of the plan and the effective management of the site.

i) It is important to demonstrate a focus on the underlying heritage conservation objectives that the Heritage Management Plan is afforded sufficient weight as a component of the Town Hall's development objectives. The Council will use the Heritage Management Plan as a tool to guide all future proposals for change within the cultural heritage complex and its wider setting.

ii) The Heritage management plan polices will need to be reviewed on a regular basis as key development objectives are met and the management of the site develops its operational plans. The Heritage Management Plan has been drafted to minimise necessary changes, but will need to evolve to document achievement of goals and the respond to management challenges.

9. Bibliography

9 BIBLIOGRAPHY

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Appendix 1 – Historic Plans

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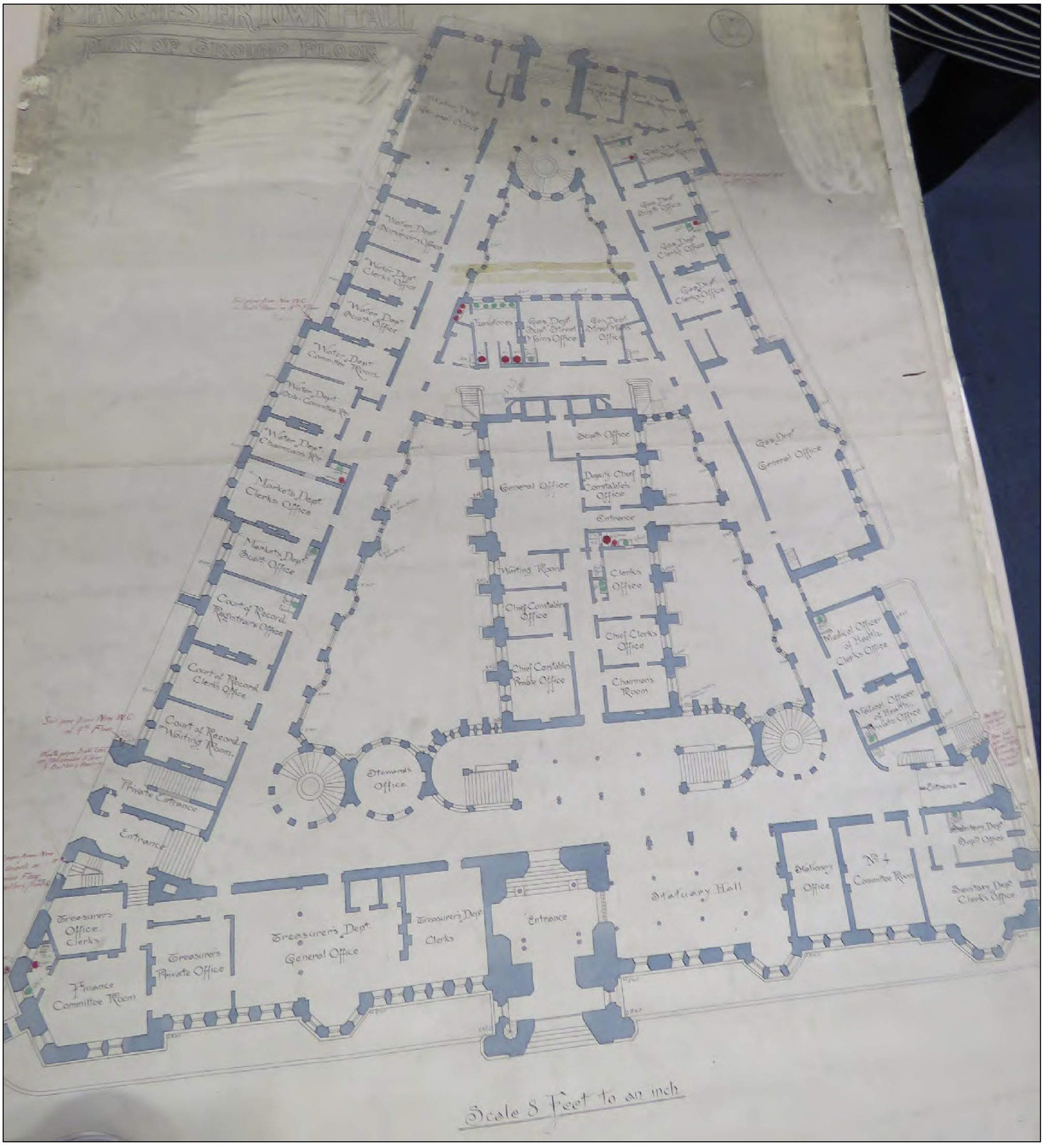
APPENDIX 1 - HISTORIC PLANS FOR REFERENCE

The following plans are extracts of the floor plans devised by Alfred Waterhouse in 1868 when the Town Hall was being planned. The plans are included for reference as they indicate the original uses of the spaces.

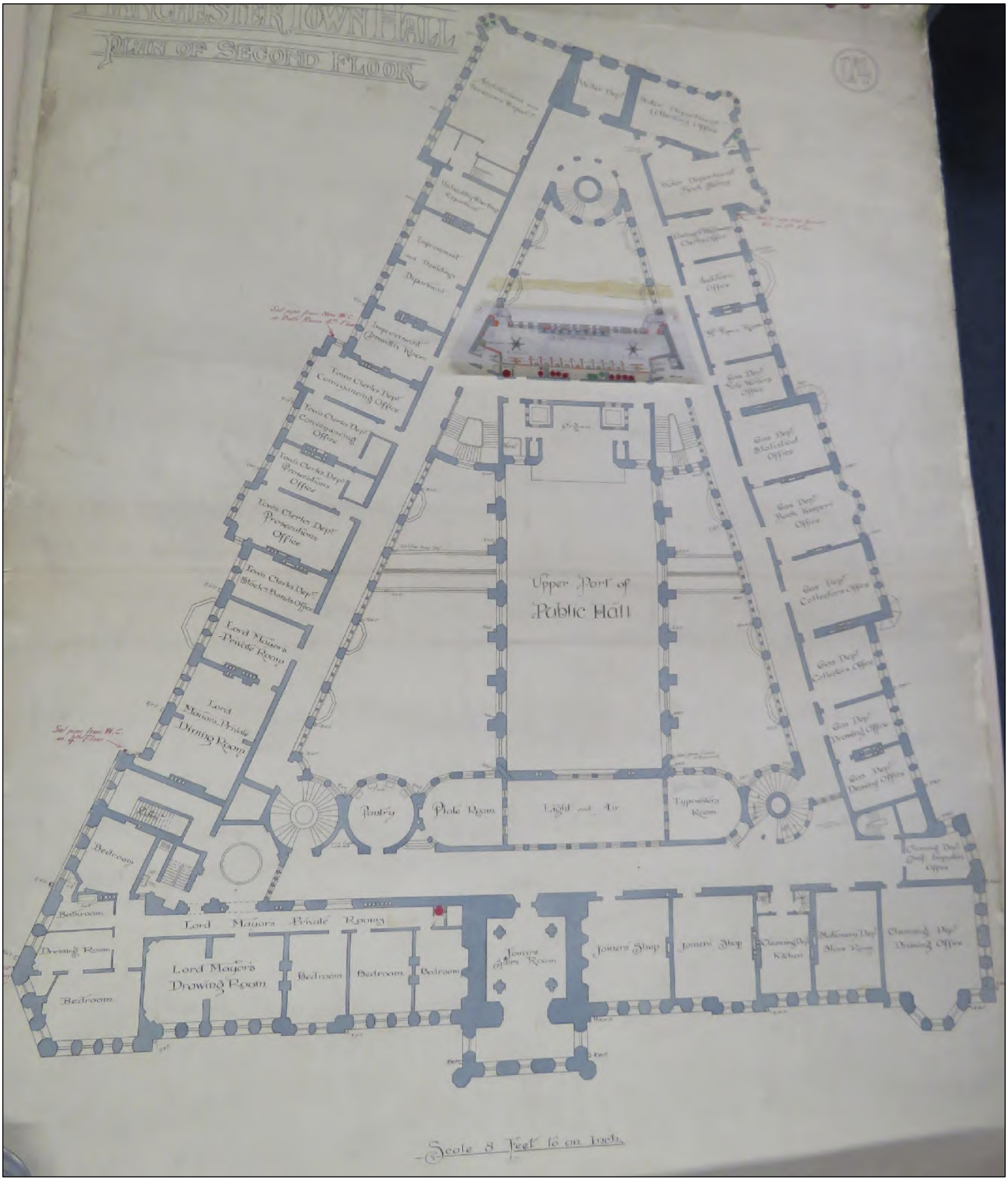
Waterhouse Plan – Basement – Level 0 - 1868

Waterhouse Plan – Ground Floor- Level 1 - 1868

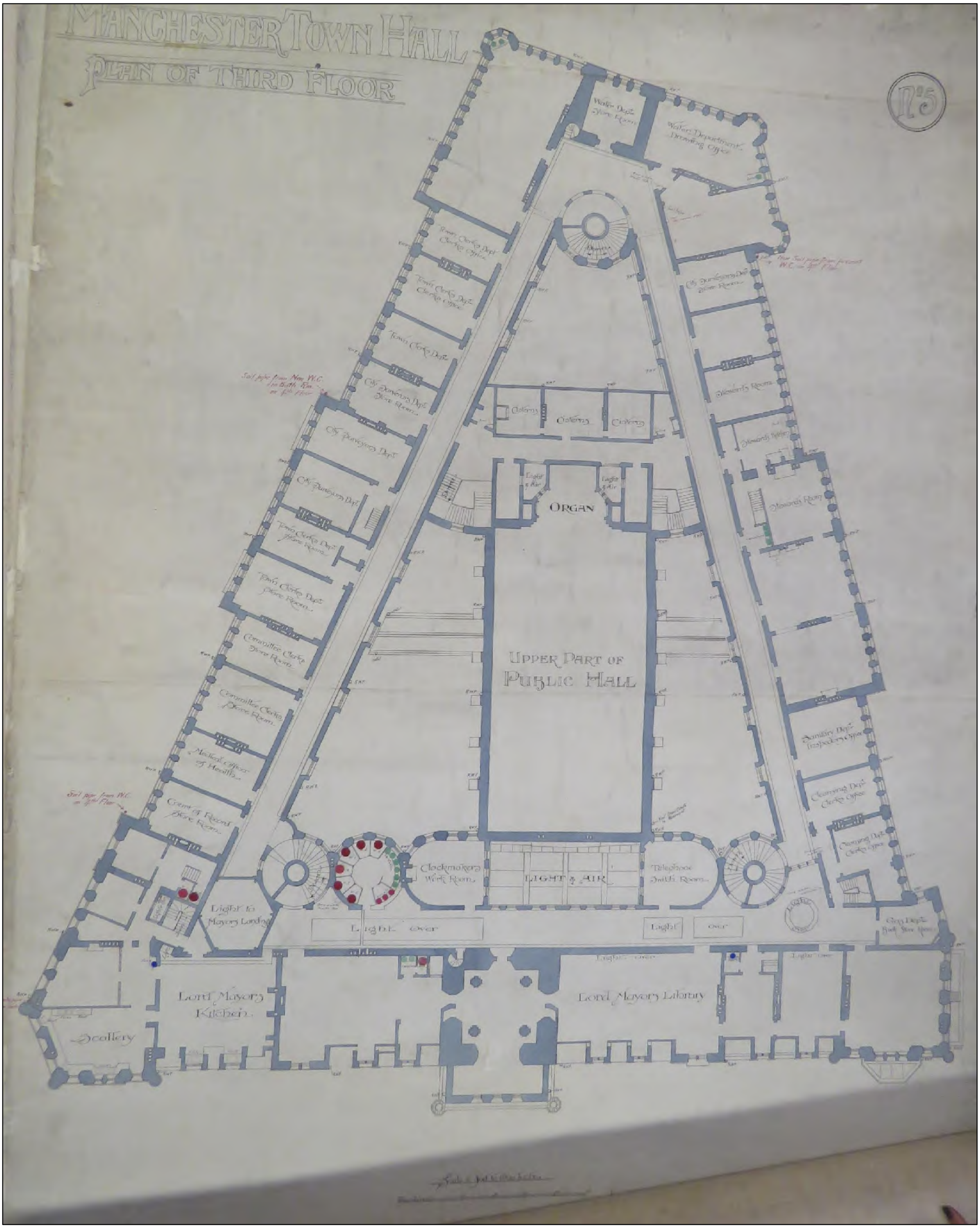


Waterhouse Plan – First Floor - Level 2- 1868

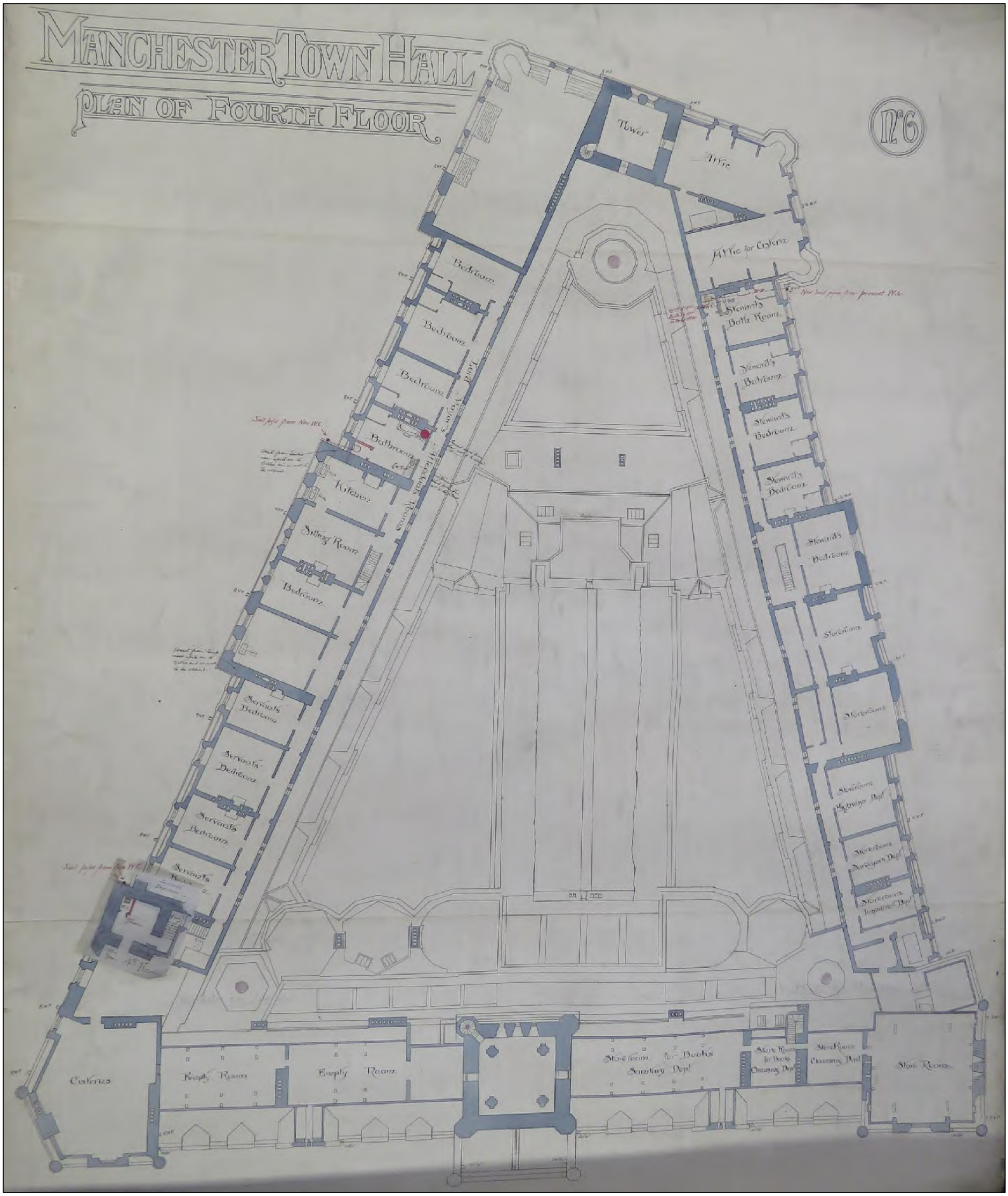
Waterhouse Plan – Second Floor - Levels 3 & 4 - 1868



Waterhouse Plan – Third Floor – Levels 5 & 6 - 1868



Waterhouse Plan – Fourth Floor – Levels 7, 8, - 1868



Appendix 2 – Building User Guides

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APPENDIX 2 - BUILDING USER GUIDES

The following Building User Guides are intended to be detachable information general guides, aimed at specific user groups. The guidance is limited and should be read in the context of the above Heritage Management Plan policies.

The attached guides are aimed at the following:

- ***Staff.*** This guide is aimed at new and existing MCC employees relocated into the Town Hall, as well as MCC events staff, sub-contractors and consultants.
- ***Visitors.*** This guide is aimed at those people attending scheduled meeting rooms and public areas, exhibitors within the Town Hall, and attendees at key events such as Public Inquiries, Weddings or other social events.
- ***Contractors***. This guide includes information for those people commissioned to undertake planned and emergency response works.

The Heritage Management Plan guidance provides information for Operational Facilities Management staff service in the Repair (Section 5) and Heritage Management Policies (Section 8) to guide the planned maintenance of the building.

The above guide (Section 7) is provided to cover modification and change to the internal and external building fabric of the building.

INFORMATION FOR MANCHESTER TOWN HALL : STAFF GUIDE

1. Staff Induction.

i) Manchester City Council (MCC) staff members will be provided with a site induction upon commencement of their employment, or office relocation within the Town Hall building. This is to ensure that the heritage significance of their new workplace is understood, and that they are able to contribute to its future management and maintenance.

ii) This document provides essential information outlining the outstanding heritage significance of the Town Hall, as the key component of the municipal complex, and how this nationally important heritage asset should be protected by all working staff.

iii) All Town Hall staff accommodated within the Town Hall will be expected to be respectful of the Town Hall's fabric and its contents during the execution of their working day.

iv) In particular, due diligence is required to avoid damage to highly significant components.

2 Statutory designation and spatial and fabric significance.

i) The Town Hall is statutorily designated as a grade-I listed building, and is of international importance, as well as being Manchester's most significant heritage asset.

ii) Consequently, it is essential, that staff who are commissioning works which may alter the fabric or spatial qualities of the building (including portable heritage assets) fully understand the potential impact that the works may have on the special interest of the Town Hall.

iii) It is essential that any works which could result in an alteration to the building are appropriately authorised. Therefore, prior to commissioning any works, reference should be made to the following documents which provide a detailed analysis of the relative significance of the building's fixed and portable fabric and its spatial qualities.

a) **Manchester Town Hall Heritage Management Plan** (September 2016). This includes guidance on Repairs, Restoration and Alteration, as well as Heritage Management Policies.

b) **Town Hall Significance Plans** (August 2016). These summarise the relative significance and consequent sensitivity of the spaces and fabric of the building. The plans are included in the Heritage Management Plan (Section 3.4).

c) **Manchester Town Hall Building Information Management** (BIM) model. This provides detailed, room by room information on the relative significance, sensitivity and condition of fixed fabric components.

d) **Manchester Portable Heritage Assets** (Sept 2016). This describes the significance, location and condition of the Town Hall's non-fixed historic furniture.

3. Use of office spaces.

i) The office areas of the building aim to provide a comfortable working environment and avoid damaging the significant heritage fabric. Therefore, workspaces should be kept free from clutter, using the appropriate filing and storage facilities.

ii) Where possible desks should be left clear and files and documents stored within the designated archive areas and not under or on desks.

iii) Breakout areas and catering facilities are provided within the Town Hall to allow staff to prepare and consume hot and cold refreshments. Staff should take care to prevent spills whilst carrying drinks especially in heritage significant areas. Any spillages should be cleaned up as soon as practicable.

iv) The transportation of heavy machinery such as photocopiers within the building should be carefully co-ordinated to ensure that there is no risk of damage to the heritage fabric of the building. The following steps should be considered for each proposed large object move:

- The proposed route through or out of the building should be reviewed in advance of the actual move to ensure viability and that no changes have occurred to the building layout. The review should include for checking the clear width of doors and the maximum weights that can be accommodated by the operating goods elevators.
- High significance areas should be avoided if possible and alternative routes taken that do not place any of the heritage areas at risk whilst transporting large objects.
- The fabric of areas of high significance will require route protection, such as the use of mats on the mosaic corridor or tiled floors and edge protection for doors and door frames where they will be in close proximity with equipment.

v) The timber-framed sash windows within the Town Hall are original and contribute to the architectural interest of the building. Care should be taken by all staff when operating the sash windows and ensure that the delicate internal mechanisms are not damaged. If a particular window does not open easily then do not attempt to force the mechanism, and simply contact the Corporate Facilities Management Team for action.

4 Use of Meeting Rooms.

i) All of the Town Hall committee rooms and most of the other meeting rooms within the buildings include fabric of high heritage significance and great sensitivity. These include original items of C19th fixtures, fittings and furniture and some include highly decorative panelled walls.

ii) Staff members who are hosting a meeting in one of these heritage sensitive rooms must take responsibility to ensure that appropriate use is made of the space by staff and their visitors at all times, to ensure no loss or degradation of these important features.

iii) The following, common-sense practice should be adopted whilst using the heritage meeting rooms:

a. ***Food and drinks*** are permitted within the heritage meeting rooms. However, care is required to ensure that damage to the historic furniture and heritage finishes is avoided. Therefore, food containers should not be in direct contact with the heritage

furniture and coasters or mats must be provided and used for glasses and drinks when placed on the tables. All spillages must be cleared up immediately.

b. ***Furniture*** should be retained within its allocated rooms and not moved from one location to another.

c. ***Meeting tables*** require care to avoid damage or scratching the significant and restored heritage surfaces. In particular note the following:

- Laptop computers and projectors should not be placed directly on historic tables. Protection mats should be used in all instances.
- Staff and visitors should not write directly on single pieces of paper as this will indent to soft surfaces of the historic tables. Books / multiple sheets should be used at all times and meeting co-ordinators should ensure adherence by all meeting participants.
- Wet clothing should not be laid on heritage tables and chairs, as this will degrade the surface finishes. Coat racks where provided should be used.

d. ***Chairs*** should be used appropriately by users, rocking back on the rear legs should be discouraged. Care should be taken to avoid scratching the surface of seats.

e. ***Carpets*** may be of heritage significance, therefore, foot-wear should be appropriate to the space and spillages should be cleaned immediately to prevent staining.

f. The ***windows*** are largely operational and can provide additional ventilation during use of the meeting rooms. Care should be taken to ensure that window latches / handles are operated smoothly to avoid unduly stressing the mechanisms.

g. Any damages should be reported directly to the MCC helpdesk on 0161 234 44 33.

5. Signage

i) Signage attached to the significant fabric of the building will require formal Planning approval and, therefore, the agreement of the Council's Conservation Officer as well as Historic England. Therefore, staff should not erect permanent or temporary signage to the building fabric without seeking appropriate authorisation.

ii) Where temporary signage is required for particular events, or for changes in accessing the building, signs should be free standing and comply with MCC's standard signage policy regarding the use of legible font and layout.

iii) Signage should be designed to be appropriate for its location where this is adjacent to heritage fabric and to enhance and not detract for the overall visual appearance of areas.

6. Bicycle Storage

i) Bicycles should not be left or locked to the heritage fabric of the buildings.

ii) All bicycles, including folding bicycles should be stored within the designated storage area within the basement. Care should be taken whilst entering and transporting bicycles around the Town Hall to ensure that more features such as doors and stonework reveals do not become damaged.

INFORMATION FOR MANCHESTER TOWN HALL: VISITOR GUIDE .

1 Introduction: statutory designation and spatial and fabric significance.

i) The Town Hall is statutorily designated as a Grade-I listed building, and is of international importance, as well as being Manchester's most significant heritage asset. The Council wishes to enable opportunities for wider public engagement with the architecture and social history of the building as a means encouraging participation in sustaining the City's historic environment.

ii) When visiting the Town Hall, it is essential that any activities which could risk any damage to the building's historic fabric are avoided. The majority of the public spaces and meeting rooms within the Town Hall are of great heritage significance, with features such as timber panelled walls, ornate fireplaces and original period furniture. Although these assets are not constituted as a museum collection, they are of evidently high heritage value.

iii) Consequently, it is essential, that visitors fully appreciate the sensitivity and special architectural and historic interest of the Town Hall and act accordingly. The aim is to maintain a balance between preservation and public access.

2 Contact for events.

i) The event spaces at the Town Hall Manchester are managed by Manchester Town Hall Complex Events (MTHCE). Information on the availability of State Rooms and Meeting spaces is provided by:

The Town Hall Manchester, Albert Square, Manchester.

E.: conferenceandevents@mthce.co.uk

T. +44 (0)161 827 7661

3 Protection of the heritage fabric

i) All of the Town Hall's public spaces and committee rooms, and most of the other meeting rooms within the building, include fabric of high heritage significance and great sensitivity. Visitors who are attending or hosting a meeting in one of these heritage sensitive rooms must take responsibility to ensure that appropriate use is made of the space at all times, to avoid any loss or degradation of these important features.

ii) Whilst normal use of the meeting rooms is actively encouraged, there may be occasions when addition protection or consideration for the heritage fabric is required for use of these rooms. The following guidance should be considered at all times:

iii) Whilst each event needs to be carefully reviewed to ensure that the risk of damage to the heritage fabric is minimised, the following should be considered in the evaluation and planning of any event:

a. Power and AV cable routes should be carefully considered. The use of packing tape / duct tape for cable routes is not allowed on any of the heritage fabric. Options for

low-tack tape should only be considered when alternative arrangements cannot be made for the routing of cables.

b. In the corridors, State Rooms and Committee Rooms the flooring should be protected against damage if large or heavy objects are being displayed or transported in these spaces. Corporate flight cases should be carefully moved in these areas and under no circumstances should they be pulled down the heritage staircases.

c. Food and drink locations should be carefully considered and where possible avoid areas of decorative flooring, including carpet and mosaic-stone flooring. Where drinks are to be served on heritage flooring then an appropriate response plan should be established for clearing spillages.

b) Any temporary modifications such as signage, temporary support structures and display cases should be reviewed in full with the MCC Corporate Facilities Management Team prior to implementation. Adequate protection or alternative *"free standing"* signage may be required to be implemented to ensure that there is not risk of damage to the heritage fabric.

3 Food and drinks

i) The state rooms and heritage meeting rooms contain original features and furniture. Care should be taken to ensure that heritage features are not damaged by the serving of food (hot and cold) in these locations. The following, common-sense practice should be adopted whilst using the heritage meeting rooms:

a. ***Food and drinks*** are permitted within the heritage meeting rooms. However, care is required to ensure that damage to the historic furniture and heritage finishes is avoided. Therefore, food containers should not be in direct contact with the heritage furniture and coasters or mats must be provided and used for glasses and drinks when placed on the tables. All spillages must be cleared up immediately.

b. ***Furniture – general.*** The State Rooms and Meeting rooms within the Town Hall are fitted with heritage furniture, including: tables, chairs, coatracks and items specific to the original fit-out of the building. These form part of the grade- I listed fabric and should be protected from damage and inappropriate use. All furniture must be retained within its allocated rooms and not moved from one location to another.

c. ***Tables*** require care to avoid damage or scratching the significant and restored heritage surfaces. In particular note the following:

- The tables in both the State Rooms and meeting rooms are finished with a French Polish. This is a delicate finish which is susceptible to damage from scratching, heat and moisture.
- Isolating mats and covers should be provided at all locations where food dishes, plates and cutlery will come into contact with the heritage tables. These mats should be large enough to protect the tables directly from contact

with the crockery / cutlery together with any accidental spills that could be reasonably expected during service. Mats should be maintained in good condition, any moist or stained covers / mats should not be re-used and should be removed from the tables as soon as practicable after service is complete.

- Upon removal, the tables should be inspected and any spills removed with a moist (not wet) cloth and immediately buffed with a dry, lint-free cloth. Any damage should be reported to MCC Corporate Facilities Management Team immediately following inspection.
- Laptop computers and projectors should not be placed directly on historic tables. Protection mats should be used in all instances.
- Visitors and visitors should not write directly on single pieces of paper as this will indent to soft surfaces of the historic tables. Books / multiple sheets should be used at all times and meeting co-ordinators should ensure adherence by all meeting participants.
- Wet clothing should not be laid on heritage tables and chairs, as this will degrade the surface finishes. Coat racks where provided should be used.

d. ***Chairs*** should be used appropriately by users, rocking back on the rear legs should be discouraged. Care should be taken to avoid scratching the surface of seats.

e. ***Carpets*** may be of heritage significance, therefore, foot-wear should be appropriate to the space, and spillages should be cleaned immediately to prevent staining.

f. The ***windows*** are largely operational and can provide additional ventilation during use of the meeting rooms. Care should be taken to ensure that window latches / handles are operated smoothly to avoid unduly stressing the mechanisms.

g. Any damages should be reported directly to the MCC helpdesk on 0161 234 44 33. It is the meeting co-ordinators responsibility to ensure that these are reported following use of the meeting rooms.

MANCHESTER TOWN HALL: CONTRACTOR'S GUIDE.

1 Introduction: statutory designation and fabric significance.

i) The Town Hall is statutorily designated as a Grade-I listed building, and is of international importance, as well as being Manchester's most significant heritage asset. Consequently, it is essential, that ALL contracting staff fully appreciate the sensitivity and special architectural and historic interest of the Town Hall and act accordingly.

ii) The over-arching conservation policy requirement guiding the repair or implementation of maintenance tasks which impact on the significant historic fabric is defined as one of minimum intervention necessary to achieve the repair/task objective. This principle is intended to guide all works in the Town Hall including the repair and/or replacement of the significant components of the historic building, with the important caveat of achieving long-term, sustainable preservation of the individual components (and the building as a whole). All contractors will be expected to be familiar with this guiding principle.

2. Site induction.

i) It is a criminal offence under the Planning Acts 1990, to execute any work for the alteration or adaptation of the building in any manner which would, *"affect its character as a building of special architectural or historic interest unless the works are authorised"*. Ignorance of the Planning Act no defence to the implementation of unauthorised and harmful works.

ii) Consequently, it is essential that contractors who are undertaking work within the building fully understand any potential impact that their actions may have on the Town Hall's significant heritage fabric, and that appropriate consents are in place to allow these works to proceed.

iii) All contracting site staff will be required to attend an induction to understand the sensitivity of the building and the Council's conservation expectations.

iv) The contracting staff responsible for supervision and control of the repair or replacement works, must be experienced in the assessment of the risks involved, and in the specific methods of repair and replacement to be used.

3. Task management and implementation *(Task Method Statements).*

i) Implementation of works must conform to a detailed **Task Method Statement** written by the contractor and agreed with the Council's Project Manager/Heritage Advisor before any works commence on site. The Task Method Statement should be sufficiently detailed and in a form which will enable the document to be circulated to appropriate, interested parties (such as Historic England) if deemed necessary by the Council's. Project Manager/Heritage Advisor.

ii) All interventions and/or conservation repair works should be performed by a skilled contractor with proven expertise of the particular craft skills required, as well as experience of working on highly-graded listed buildings.

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

iv) When devising task implementation specifications (to be defined in a **Task Method Statement**) the contractor must demonstrate the following:

- a clear understanding of the reasons for the repair or task implementation.
- an implementation plan which details only those works which are necessary to make failing elements sound and capable of continuing to fulfil their intended functions.
- recognition that severely damaged or decayed components will be subject to authentic and faithful replacement, rather than consolidation and repair.
- direct reference to and understanding of the guidance in the Heritage Management Plan (Sept.2016) to ensure that all works follow the relevant requirements established within the plan.

v) Work should not commence before a tailored **Task Method Statement** has been approved by the Council's Project Manager and/or heritage Advisor and a *Permit to Work* issued.

vi) All activities must be fully assessed to ensure that the works themselves do not degrade the existing heritage fabric. In particular, it should be noted that:

a) maintenance works should not materially change the heritage significant elements of the building.

b) works which result in alterations *(such as new partitions, doors, external telecommunication equipment etc)* are material alterations and cannot be considered as maintenance activities. Planning Consent will normally be required in these circumstances.

c) all maintenance works should be fully reviewed in advance by the MCC Corporate Facilities Management Team, to ensure that there is no loss or damage to the heritage significant areas of the buildings.

d) maintenance works carried out on the heritage fabric should compromise any future examination, treatment or further analysis of the heritage fabric.

e) all materials used to carry out repairs to the heritage fabric should be compatible with the original material of the heritage fabric, and be demonstrably reversible.

f) external works, such as cleaning of the historic façade of the buildings should not result in an alteration to the original appearance of the building or damage the stone. Formal consents with the Planning Authority will be required for any material change to the building appearance.

g) any risk of damage to the heritage fabric (or sensitive equipment) should be detailed in the Task Method Statement so that appropriate mitigation devised and controlled during the works. All Methodologies will be reviewed by the MCC Corporate Facilities Management Team.

h) appropriate protection should be supplied and fitted to the heritage fabric during the course of the works. This protection must be erected by the Contractor and be demonstrably appropriate to the task being undertaken. Protection should include mitigation for working areas and along transit routes (see also below).

3. Emergency Response

i) Emergency response repairs may need to be carried out to the building as a result of environmental damage, physical damage or mechanical breakdown. Under these circumstances (especially where there is further risk to the heritage fabric) it will be necessary to implement emergency repairs quickly, without unnecessary damage to the significant heritage fabric.

ii) Where there is damage to the external heritage fabric (such as the roofing or the stonework facades) holding repairs should be carried out to safeguard the fabric and allow time for the full extent of damage to be assessed and a Task Method Statement drafted to secure a more permanent repair. Holding repairs should in themselves not further damage heritage fabric and, where possible should be reversible in full.

iii) All emergency works carried out to the heritage fabric must be carefully considered and only undertaken where there is agreement and authorisation to do so by means of a Permit to Work (see also below).

4. Permits and access.

i) All works that are undertaken within the Town Hall must be authorised in advance by the MCC Corporate Facilities Management Team. All necessary consents and approvals (where required) must be in place prior to the commencement of works.

ii) Where works are to be undertaken in sensitive areas, access will only be permitted under a strictly controlled ***Permit to Work*** system, which will refer directly to the Task Method Statement prepared by the Contractor.

iii) The permit to work system will be administered by the MCC Corporate Facilities Management Team and full details are available separately.

iv) Whilst working in these areas, contractors should follow the guidelines below (these are not definitive and all contractors should exercise their experience and knowledge to ensure that all works are undertaken safely and without risk to heritage fabric and sensitive equipment).

v) Works should only be carried out if the necessary permits, consents and approvals are in place. All works should be given the approval to proceed by the MCC Corporate Facilities Management Team and contractors should not rely on instruction received by any other means.

vi) Access to the working areas should be at times agreed with MCC. Contractors should be present with all plant and equipment necessary to undertake the works.

vii) Works to the heritage fabric (where agreed) should be fully recorded using both photographs and written description before commencement and following completion of the works. The record shall be in a report form, and capable of adding to the Town Hall Building Information Management Model (BIM) as a record.

viii) No hot works will be undertaken without prior agreement with MCC and the required Hot Works Permits being in place. Where isolation of fire alarm systems is required then this should be clearly noted in the request for a Hot Works Permit.

ix) Localised or specialist lighting should be provided by the contractor. Where general lighting is switched on to undertake works or transit areas then this should be switched off upon completion or daily when not in use.

5. Protection of heritage fabric.

i) The Task Method Statement must detail and define all necessary fabric protection works. The protective works must be in place before commencement of any repair works all fixed architectural features identified as being of heritage significance shall be protected by the Contractor to the satisfaction of the Project Manager/Heritage Advisor.

ii) The fabric protection must remain throughout the contract with effective casings/protection to be agreed with the Project Manager/Heritage Advisor before their erection.

iii) The contractor must also ensure the provision and maintenance of special protective measures throughout the implementation of the contract (such as boarding, screens and barriers) to keep the site location and building secure, and to prevent damage to, or theft of, significant component items.

iv) The adopted means of protection shall be self-supporting and avoid fixtures directly into the building's fabric. In particular, the protection fixtures should avoid: mortar joints, facing stone or window frames, joinery, cornices, skirting, tiled or other defined architectural features.

v) The contractor shall provide and maintain during the execution of the works any incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures.

6. Existing Building Risks

i) Any works that are to be undertaken within the buildings should be done so with full understanding of any residual risks which remain within the historic building.

ii) The Town Hall has an Asbestos Management Plan which should be reviewed in advance of works to ensure that no works are undertaken in any area where an asbestos containing material (ACM) exists.

MANCHESTER CITY COUNCIL.
28 September 2016

Appendix J

Purcell Soft-strip Schedule

This schedule outlines the proposed split between the Building Services Strip-out (indicated as ‘MEP strip’) and other contracts. Some of which include ‘MEP attendance’ which would entail the Building Services Strip-out Contractor removing the services associated with items such as fixed furniture. Refer to OTH-PUR-TH-ZZ-SCH-A-2400 on Aconex for latest version.

Appendix K

Asbestos Register for ENWL Network Substation

This schedule has been provided by ENWL for their existing network substation – but has not been validated.

OHEC (uk) Ltd.

- OCCUPATIONAL HYGIENE CONSULTANTS
- ASBESTOS TESTING / SURVEYS
- EXPOSURE MONITORING etc.
- NOISE SURVEYS
- LEV TESTING

OAKHILL COURT, 171, BURY NEW ROAD, PRESTWICH, MANCHESTER M25 9ND : Tel 0161 773 3701 : Fax 0161 773 9914
E-mail : enquiries@ohec.co.uk : Web site : www.ohec.co.uk

CLIENT :	ELECTRICITY NORTH WEST LTD, HARRINGTON ROAD PRESTON PR1 8LE

ASBESTOS-IN-AIR SAMPLING TEST CERTIFICATE

Date(s) of Air Sampling :	14/11/11.
Site(s) of Air Sampling :	MANCHESTER TOWN HALL DISTRIBUTION SUBSTATION MANCHESTER TOWN HALL ALBERT SQUARE MANCHESTER. ID 166049.

Reasons for carrying out asbestos-in-air sampling and/or activities being undertaken during the air sampling period.
ASBESTOS IN AIR SAMPLING CONDUCTED AFTER ASBESTOS CABLE TAPES IN CABLE BRACKETS ENCAPSULATED. (RED CABLE).

Number of appendix pages attached to this report. (e.g. air sampling results and sketch diagram(s) pages)	2
OHEC (uk) Ltd. Standard Risk Assessment was used during this air sampling	YES AND ~~or~~ see comments below
Comments : LIVE SUBSTATION ACCESS (TM) ~~POSIT~~ RESTRICTIONS IN FORCE. REFER TO OHEC SITE SPECIFIC RISK ASSESSMENT.	

ASBESTOS-IN-AIR SAMPLING TEST CERTIFICATE

This sampling was carried out in accordance with the procedures set out in OHEC (uk) Ltd's internal control document 085 '4-Stage Clearance, Air Sampling and Fibre Counting Procedures' which is based on the recommendations given in 'HSG248' and the procedures set out by the World Health Organisation (WHO) Method. Cowled sampling heads containing 25 mm diameter, 0.8 to 1.2 micron pore-size, gridded, membrane filters were used for the sampling. The effective radius of the sample filters used by OHEC (uk) Ltd. = 11.1 mm.

FIBRE COUNTING

This was carried out by Phase Contrast, Optical Microscopy using at least x500 Magnification and a Walton and Beckett, Eyepiece Graticule. A HSE/NPL Mk 2, Phase Contrast, Test Slide was used to check that the microscope was suitable for phase contrast work. All the "fibres", as defined in 'HSG248' were counted. The results obtained from this sampling, and other relevant information, are given on the following pages of this report. These results should be considered in conjunction with information given in the relevant Guidance notes, Approved Codes of Practice, etc., which are published by the Health and Safety Executive and the Health and Safety Commission.

OHEC (uk) Ltd's current RICE classification is 'Satisfactory'. (Category 1)

The minimum limit of detection of the sampling method is 0.01 fibre/ml. The results of the samples with volumes of 480 litres or greater can be reported down to this level when 200 field are counted. If the sample volume is greater than 480 litre, then less fields may be counted to obtain the same detection limit. The minimum number of fields that must be counted in such cases is given by :

$$\text{Number of fields} = \frac{200 \times 480}{\text{Sample volume in litres}} \text{ to the nearest field.}$$

When 200 field counts are carried out on samples that have sample volumes of less that 480 litres, then higher detection limits must be used and reported. The basic formula for calculating the reportable limit is :

$$\text{Detection Limit} = \frac{0.01 \times 480}{\text{Sample Volume in litres}}$$

The following limits are examples of those which must be used :

Sample Volume in litres	Reported Result
240 to 479	0.02
160 to 239	0.03
120 to 159	0.04
96 to 119	0.05
80 to 95	0.06

All the results are reported down to 2 decimal places only.

NB. **When sample volumes are below 480 litres, for air samples other than those collected for Clearance purposes, then more than 200 fields can be counted in order to compensate for the low sample volumes. In order to report down to < 0.01 fibres/ml, the sample volume (in litres) x the number of fields counted must equal a minimum of 96,000 litre fields.**

The air sampling and fibre counting were carried out by the person who authorised the report unless stated differently below.	
OR	
Air sampling carried out by :-	—
Fibre counting carried out by :-	—

Report Authorised by :-	J. MYERS
SIGNATURE :	

UKAS TESTING
0669

Report Number : 11A0009.

ASBESTOS-IN-AIR SAMPLING TEST CERTIFICATE

Air Sampling Results [See additional pages if more than 8 air sampling positions required]

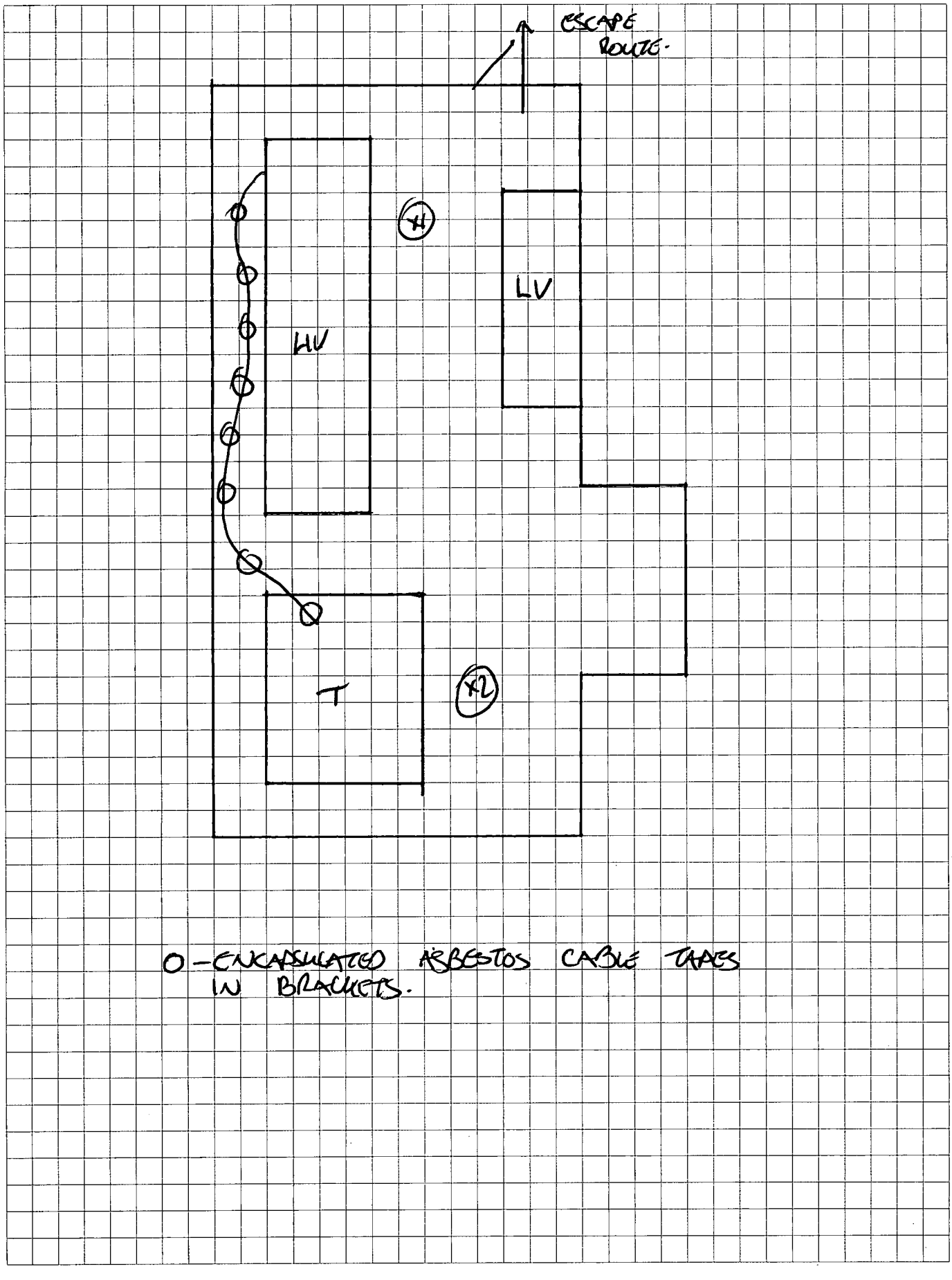
Counts Kit	Flowmeter	Microscope	Bands visible on Test Slide	Graticule diameter	Temperature in °K		Pressure in hPa	
					Start	Finish	Start	Finish
1	CEU1	1	5	100 µ	288	288	998	998

Sample Number	Position of the Air Sampler	Pump Number	Head Number	Sampling Times Start / Finish	Flow Rates in lpm					Sample Volume in litres	Fibres Counted	Fields Counted	**RESULT in Fibres / ml**
					Start	Check	Finish	Qa	Qc				
11A0009-F1	POSITION 1	HF19	19	12:55:00 / 13:35:00	14.0	–	14.0	14.0	14.0	560	2½	200	<0.01
11A0009-F2	POSITION 2	HF21	21	12:55:30 / 13:35:30	14.0	✓	14.0	14.0	14.0	560	5	200	<0.01.
11A0009-F3	BLANK	–	HIT1	–	–	–	–	–	–	–	–	–	–
END													

Temperature and Pressure at the sampling location were within normal ranges and no flow rate amendments were required.

ASBESTOS-IN-AIR SAMPLING TEST CERTIFICATE

Positions of the Air Samplers - sketch plan showing sampler positions, 1, 2, 3, etc.



DISTRIBUTION SUBSTATION INSPECTION REPORT
ASSESSMENT OF ASBESTOS-CONTAINING MATERIALS (ACMs)

SUBSTATION NAME	ID NUMBER	SITE CATEGORY
MANCHESTER TOWN HALL	**166049**	**3**

DATE SURVEYED	14.01.2011			MATERIAL CONDITION AND SCORES				
COMMON ACM TYPES	PRESENT Y / N?	LOCATION		CONDITION			RR	HSG264 ASSESSMENT SCORE
				G	F	P	Y/N	
CABLE-TAPE	Y	CABLE BRACKETS (RED CABLE)	I	✓			N	5
'BAKELITE' OR SIMILAR MATERIAL	Y	LV	I	✓			N	2
CABLE CONDUITS	N							
CEILING PANELS	N							
OTHER PANELS	N							
'DURA-STEEL' PANELS	N							
SOFT PACKING MATERIAL	N							
ROOF SHEETS	N							
SOFFITS	N							
GUTTERS	N							
DOWNSPOUTS	N							
ROOFING FELT	N							
		NO ACCESS TO INSPECT BEHIND DOUBLE SIDE DOORS						
LOOSE DEBRIS / CONTAMINATION	N			REMOVAL OR DECONTAMINATION RECOMMENDED?				N

LV SWITCHGEAR / ACB CONTAINS ACM?	YES		NO		UNKNOWN (ASSUME ASBESTOS IS PRESENT)	✓
HV SWITCHGEAR CONTAINS ACM?	YES		NO		UNKNOWN (ASSUME ASBESTOS IS PRESENT)	✓
TRANSFORMER CONTAINS ACM?	YES		NO		UNKNOWN (ASSUME ASBESTOS IS PRESENT)	✓
LV BOARD CONTAINS ACM?	YES	✓	NO		UNKNOWN (ASSUME ASBESTOS IS PRESENT)	

HV = High Voltage Switchgear	LV = Low Voltage Board	MB = Meter Board	IB = Isolation Board	T = Transformer

I = Found Internally	E = Found Externally	RR = Remediation recommended	G = Good	F = Fair	P = Poor

OHEC (uk) Ltd.
Oakhill Court : 171 Bury New Road : Prestwich : Manchester : M25 9ND
Tel: 0161 773 3701 : E-mail: enquiries@ohec.co.uk : Fax: 0161 773 9914

IN CASE OF A PROBLEM BEING DISCOVERED WITH THIS SUBSTATION PLEASE CONTACT DSMC ON 0161 247 0944 OR ENGINEERING CONTROL ON 0161 228 2628

Asbestos Survey Information

SITE CATEGORIES

CATEGORY 1

Internal asbestos debris is present within readily accessible areas of the substation and / or immediate remedial work is needed before any operational staff are allowed to enter this substation. The ACM is in a poor condition and removal and/or significant cleaning work is required, as entry into the building could result in meaningful concentrations of airborne asbestos fibres being produced.

CATEGORY 2

Unsealed asbestos materials are present within readily accessible areas of the substation and / or sealing-up of ACMs is required to minimise the risk of airborne fibres being generated should the asbestos materials be disturbed by routine operational activities. Some minor cleaning work may also be required to remove small amounts of dust/debris. This work should be put on line to be completed as soon as is practicable.

CATEGORY 3

The ACM's that are present are in good condition and should not pose any meaningful risk to health during normal operational activities. No remedial actions are required as long as the ACM's remain in their present condition. All readily accessible ACMs are intrinsically sealed or have been encapsulated (where this is deemed safe to do so).

CATEGORY 4

No suspect ACMs were seen at this substation.

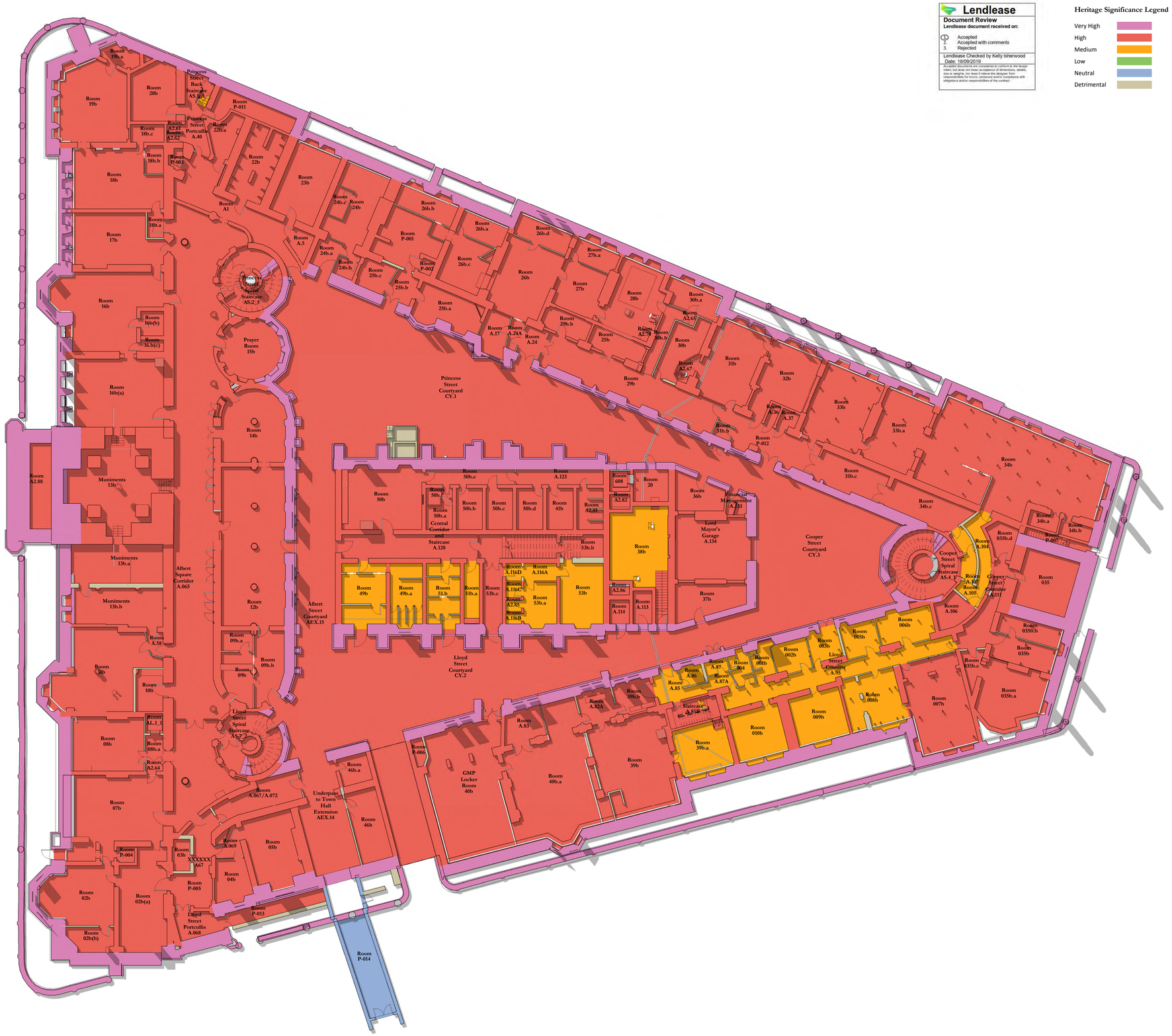
Appendix L

Temporary Water Services

Appendix omitted.

Appendix M

Purcell Heritage Significance Plans



Heritage Significance Level LG

1 : 200

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood
Date: 18/09/2019

Accepted documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, quantities, or that they are free of errors, nor relieves responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

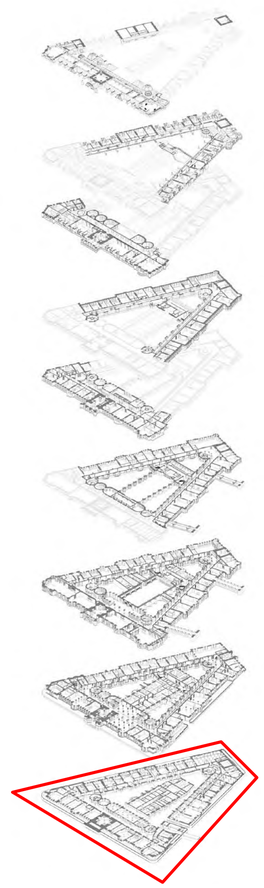
Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:

Drawings are based on survey data and may not accurately represent what is physically present.
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0140 as the floor levels have changed.

OUR TOWN HALL PROJECT

PURCELL

Project Office, Room 308, Town Hall, MANCHESTER M60 2L1
+44 (0) 7970 097 432
www.purcelluk.com

PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL LG
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-LG-DWG-A-0190
REV	-

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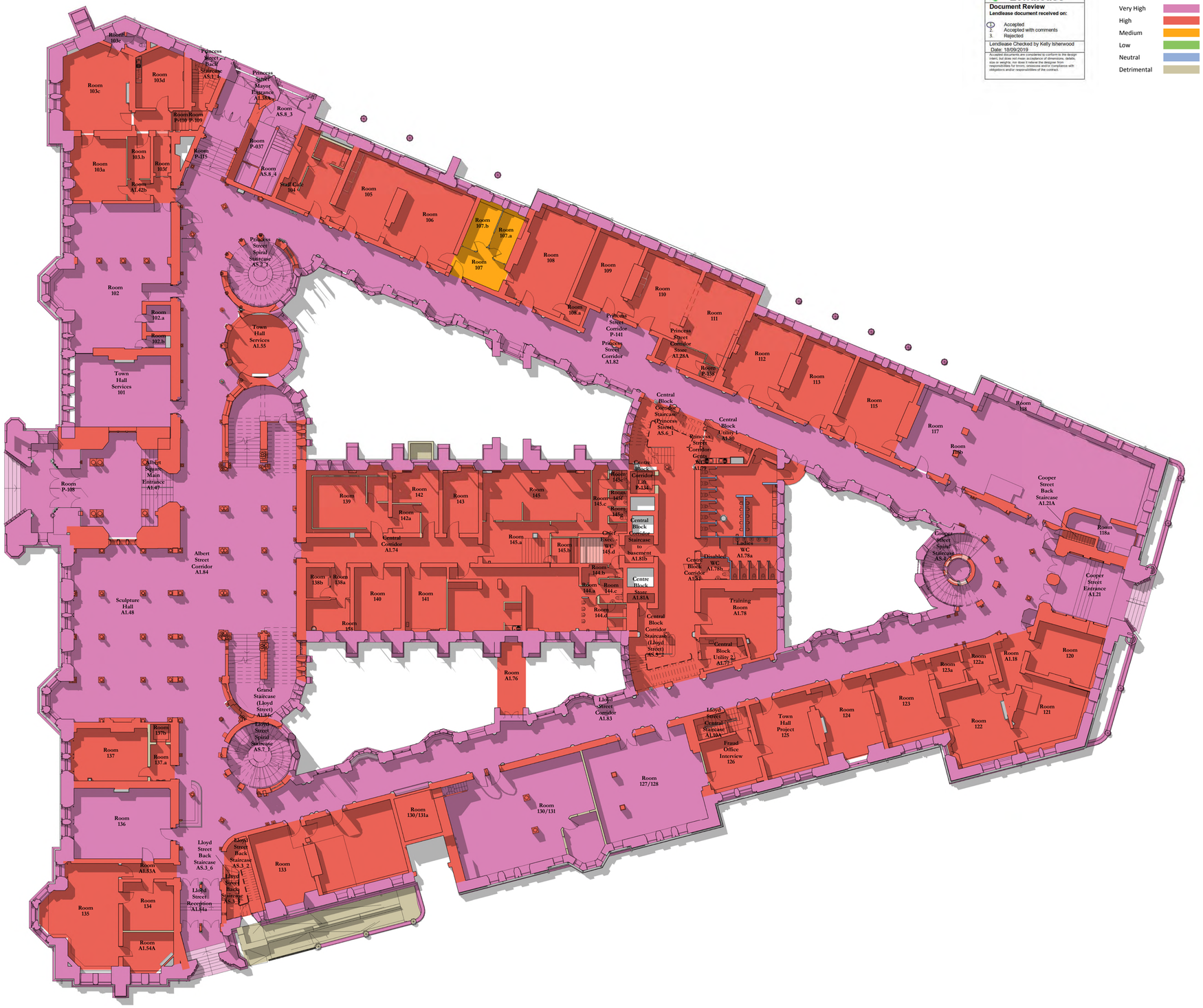

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood
Date: 18/09/2019

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Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Heritage Significance Level GF

1 : 200

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

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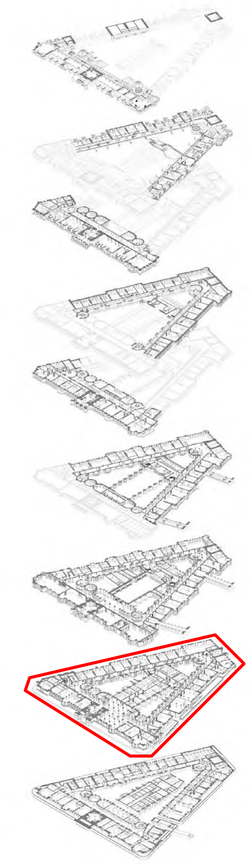
Key Plan



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-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0141 as the floor levels have changed.

OUR TOWN HALL PROJECT

PURCELL

Project Office, Room 308, Town Hall, MANCHESTER M60 2L1
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www.purcelluk.com

PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL GF
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-GF-DWG-A-0191
REV	-

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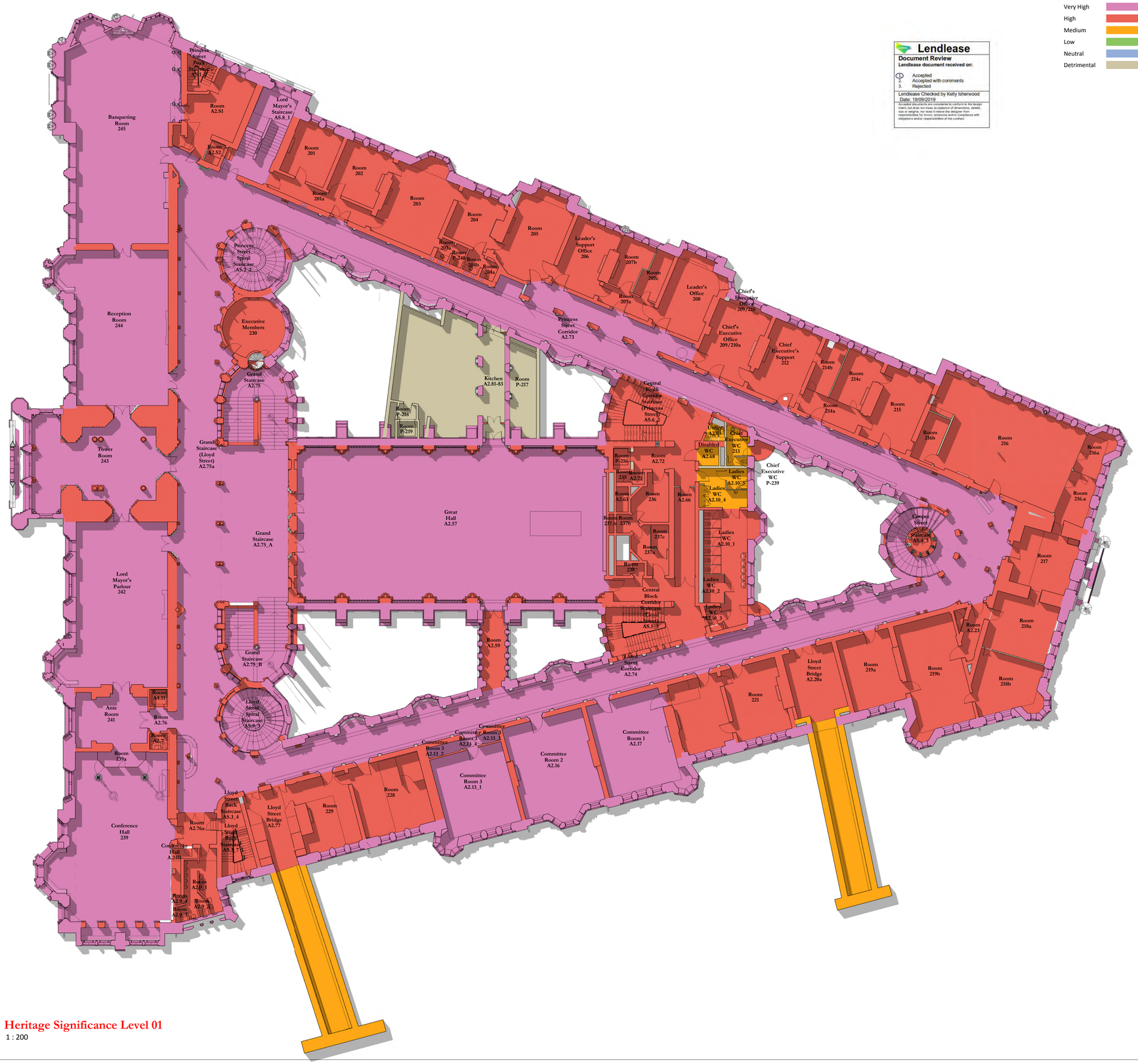

Heritage Significance Level 01
1 : 200

Lendlease
Document Review
Lendlease document received on:
1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood
Date: 18/09/2019

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Heritage Significance Legend

Very High	
High	
Medium	
Low	
Neutral	
Detrimental	

Scale Bars to be used as guidance only - refer to sheet size below

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1:200	mm		5000		8000		12000	16000
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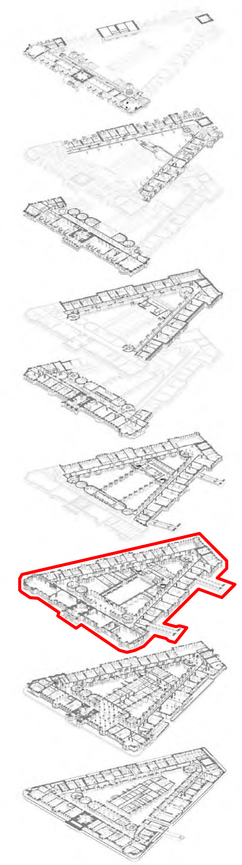
Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0142 as the floor levels have changed.

OUR TOWN HALL PROJECT
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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 01
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-01-DWG-A-0192
REV	-

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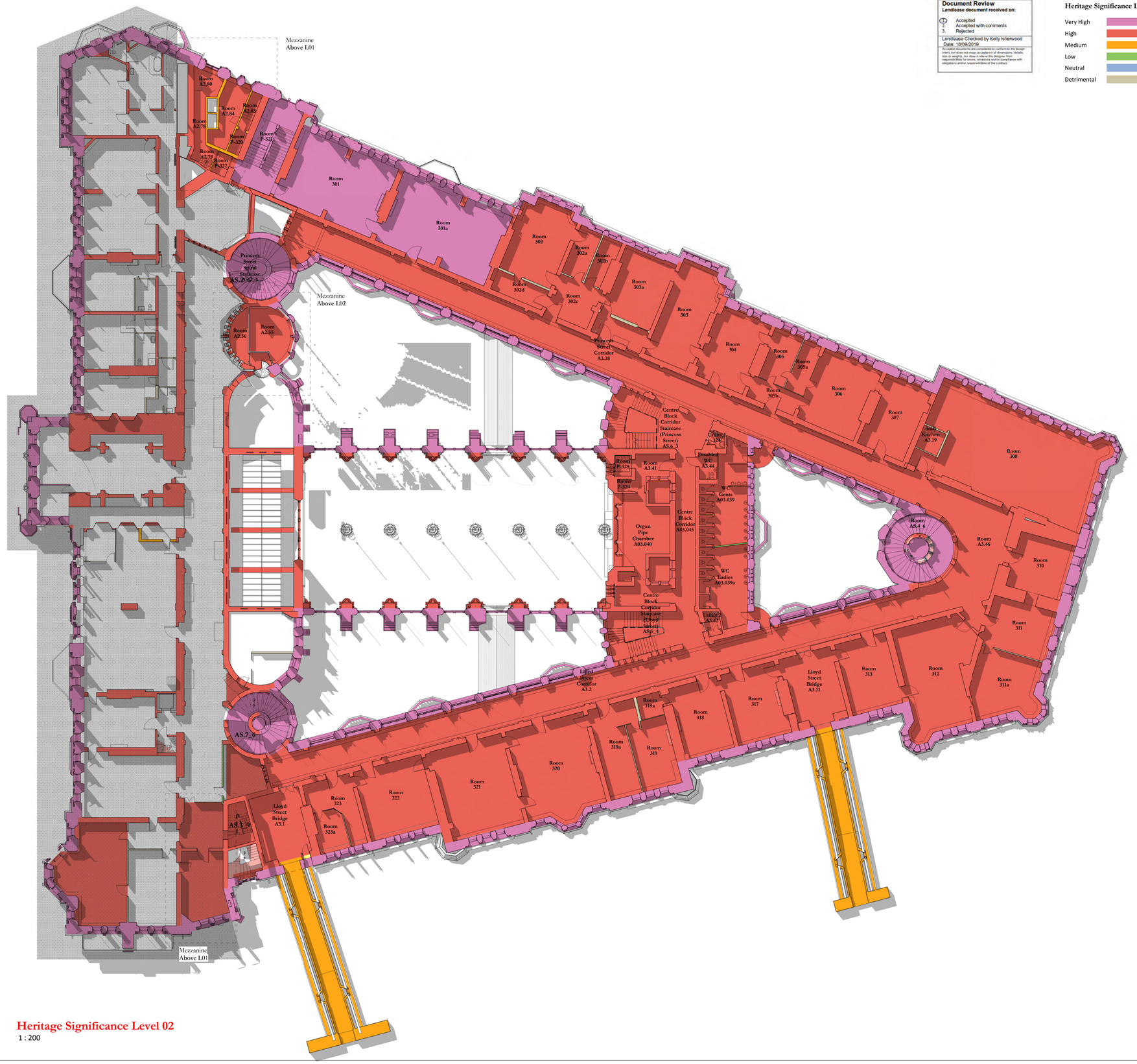

Heritage Significance Level 02

1 : 200

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood

Date: 18/09/2019

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Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:

Drawings are based on survey data and may not accurately represent what is physically present.
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan

ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0143 as the floor levels have changed.

OUR TOWN HALL PROJECT

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 02
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-02-DWG-A-0193
REV	-

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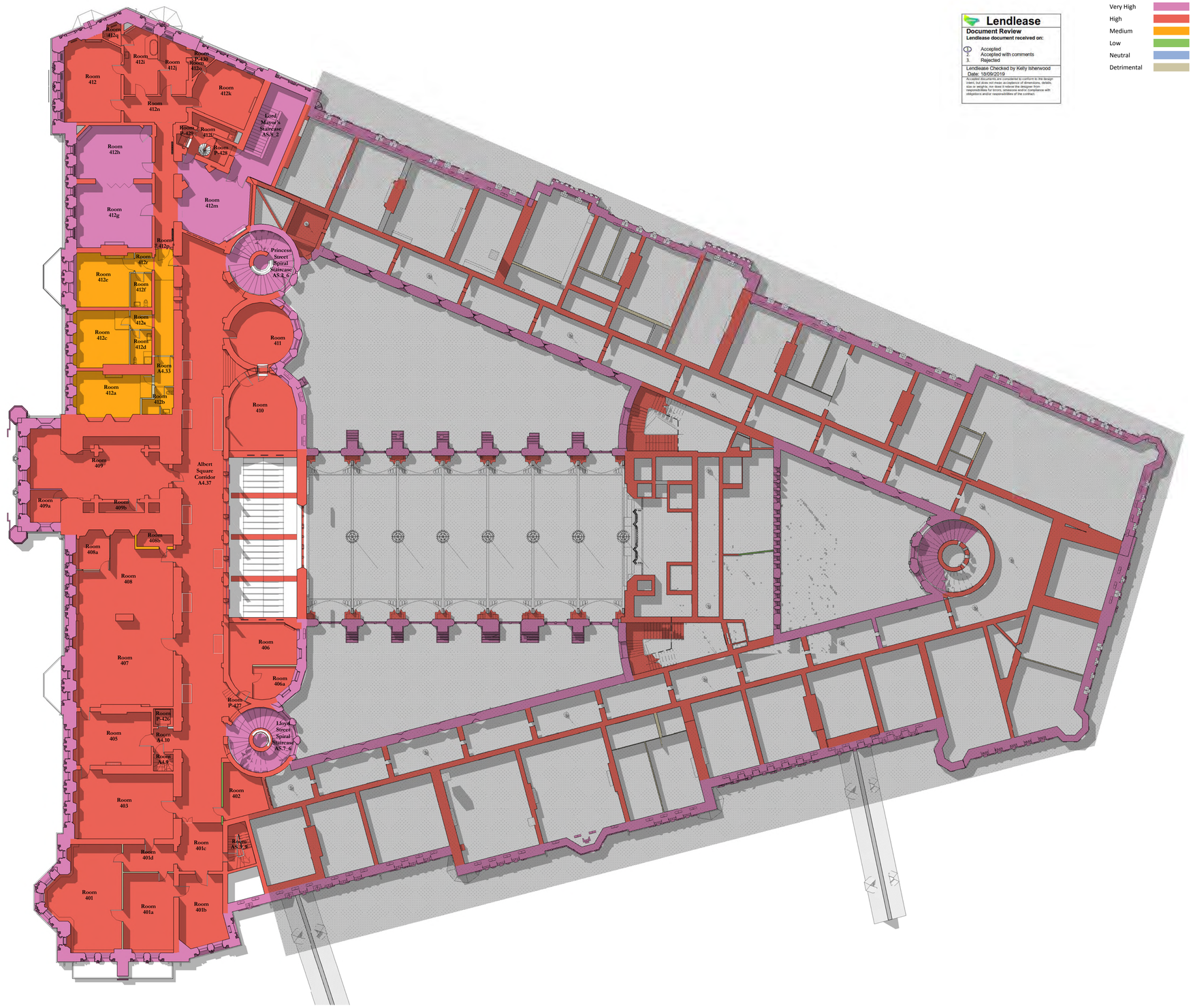

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood

Date: 18/09/2019

Reviewed documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, size or weights, nor does it relieve the designer from responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Heritage Significance Level 03

1 : 200

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:

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Key Plan

ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0144 as the floor levels have changed.

OUR TOWN HALL PROJECT

PURCELL

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 03
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-03-DWG-A-0194
REV	-

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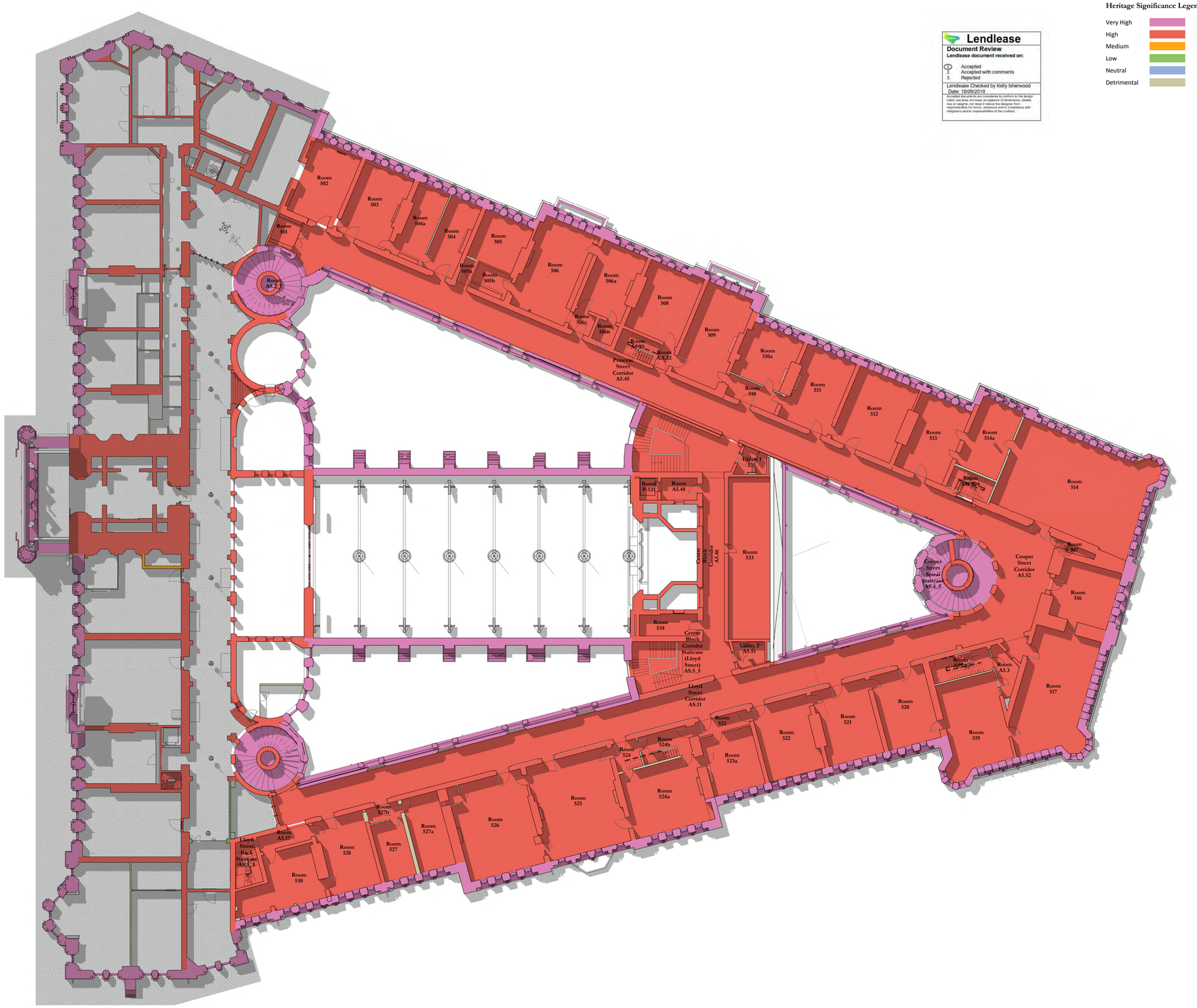

Heritage Significance Legend

Very High	
High	
Medium	
Low	
Neutral	
Detrimental	

Lendlease
Document Review
Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood
Date: 18/09/2019

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Heritage Significance Level 04

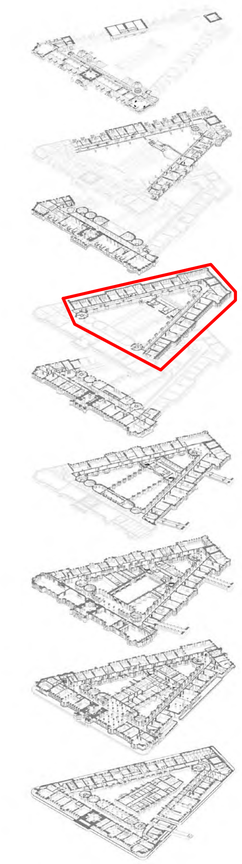
1 : 200

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:
Drawings are based on survey data and may not accurately represent what is physically present.
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issues for LBC/Planning. Replaces original drawing OTH-PUR-TH-00-DWG-A-0145 as the floor levels have changed.

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 04
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-04-DWG-A-0195
REV	-

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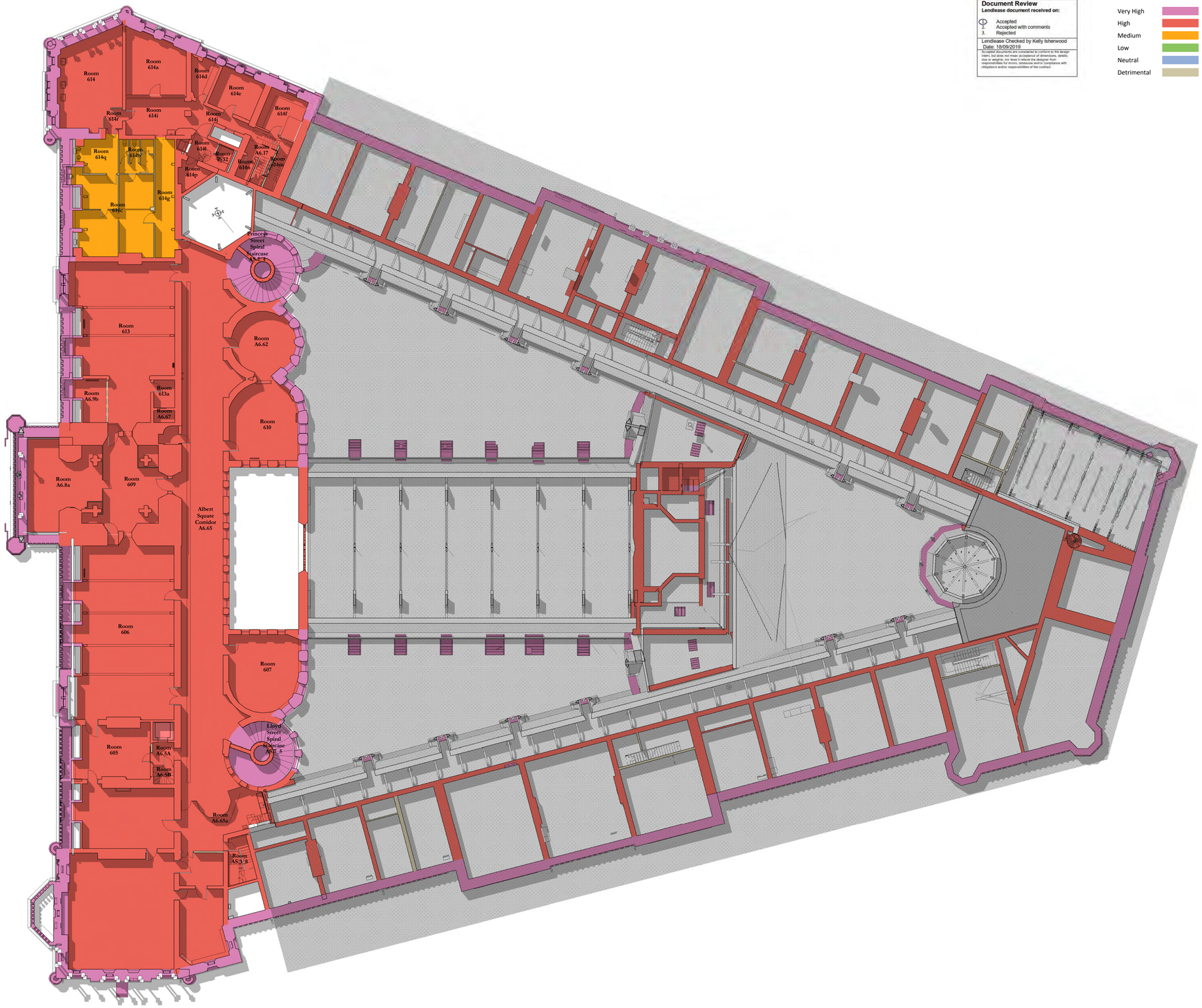

Heritage Significance Level 05

1 : 200

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood

Date: 18/09/2019

Accepted documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, quantities, fitness for purpose, coordination, errors, responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10	30		50		70	90

Notes:

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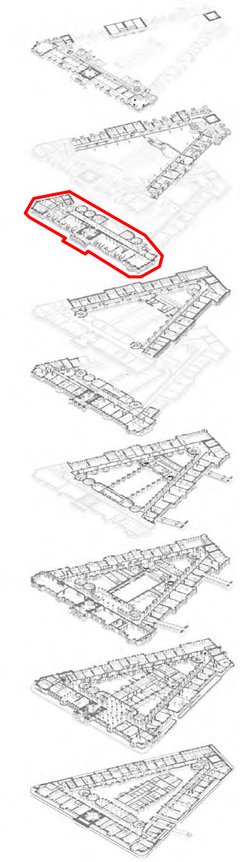
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issued for LBC/Planning. Replaces original drawing OTH-PUR-TH-06-DWG-A-0145 as the floor levels have changed.

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 05
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-05-DWG-A-0196
REV	-

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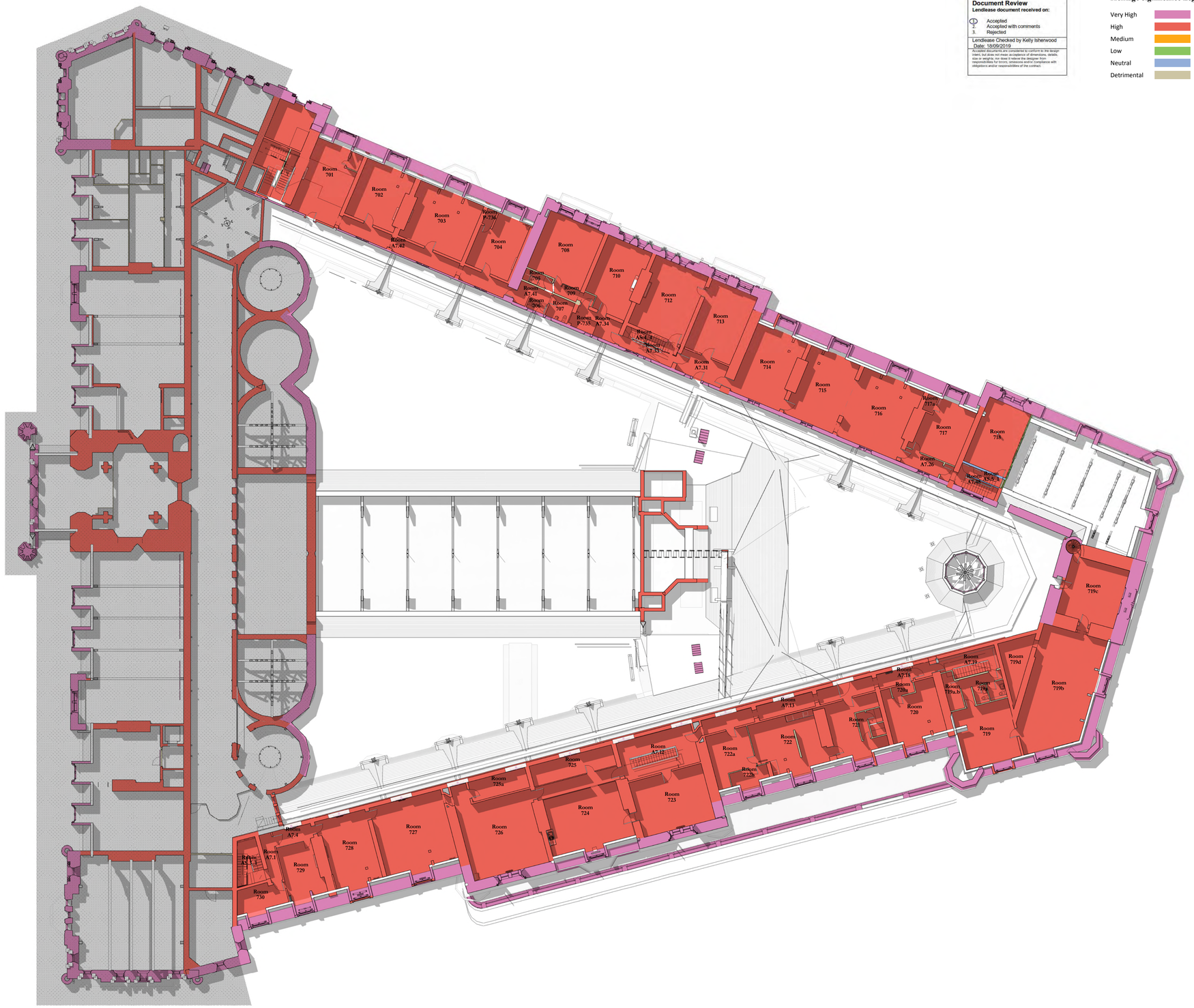

Heritage Significance Level 06

1 : 200

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood

Date: 18/09/2019

Accepted documents are considered to conform to the design intent only. Any errors, omissions, inconsistencies, details, size, weights, not dealt in/above the designer from responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:

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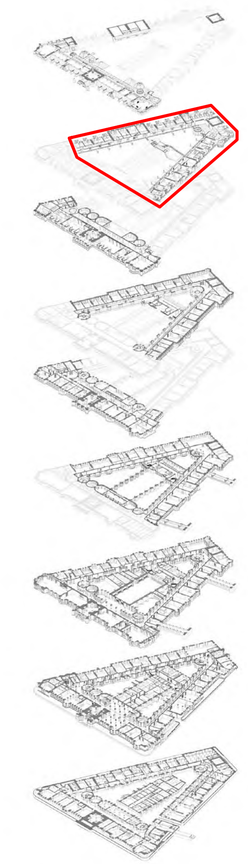
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issued for LBC/Planning. Replaces original drawing OTH-PUR-TH-07-DWG-A-0147 as the floor levels have changed.

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 06
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-06-DWG-A-0197
REV	-

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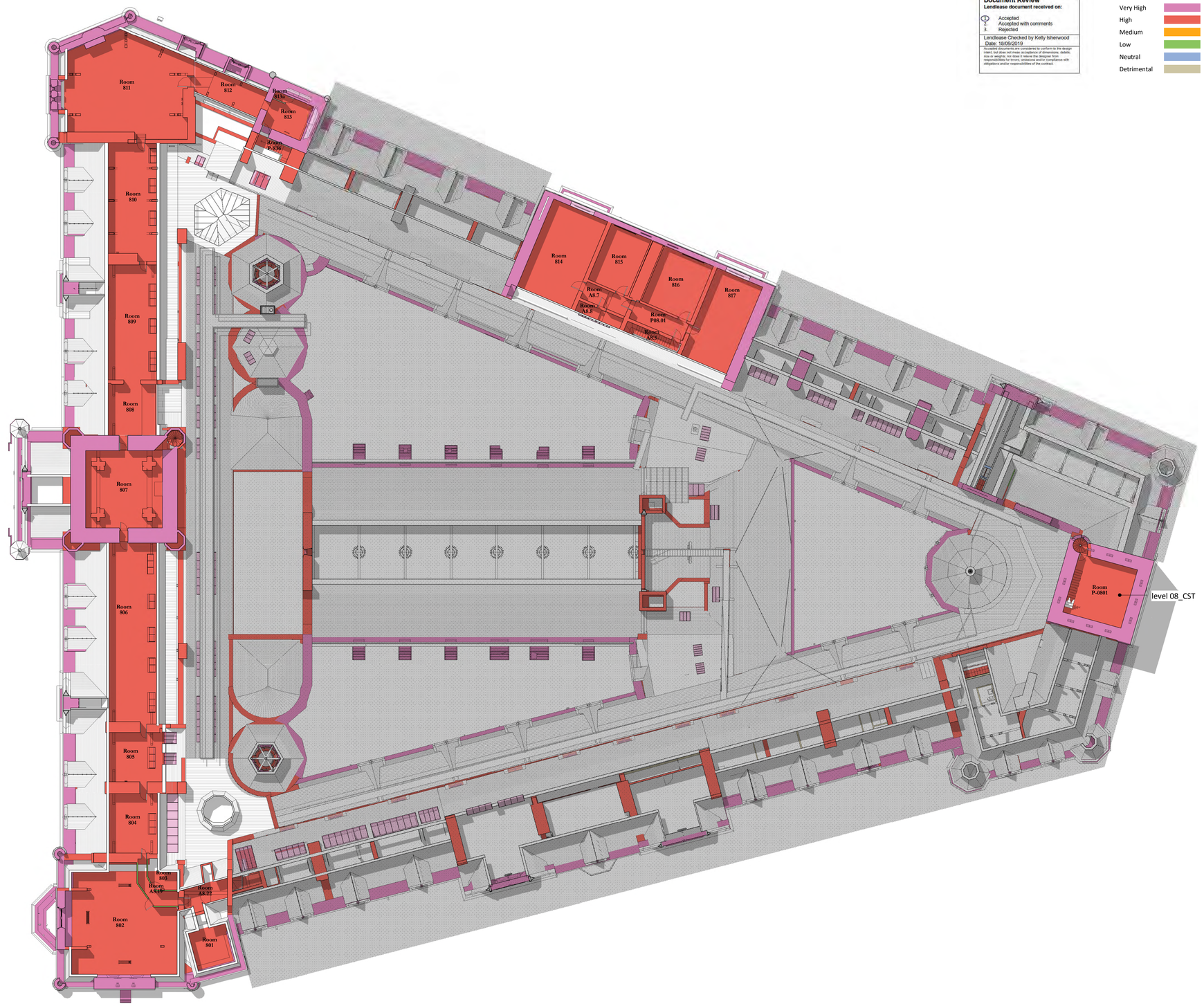

Heritage Significance Level 07

1 : 200

Lendlease

Document Review

Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood

Date: 18/09/2019

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Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:

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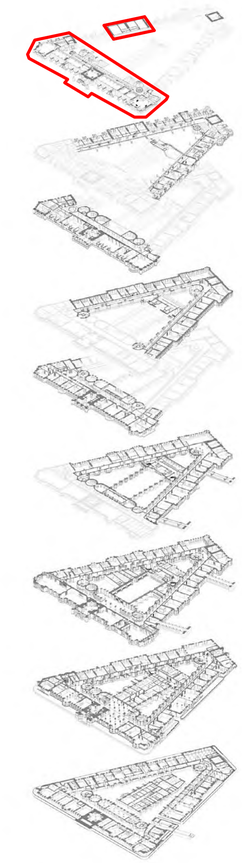
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/18/2019	DH/CS	AOF	First Issue. Issued for LBC/Planning. Replaces original drawing OTH-PUR-TH-08-DWG-A-0148 as the floor levels have changed.

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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVEL 07
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-07-DWG-A-0198
REV	-

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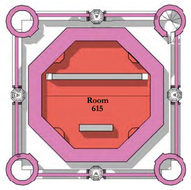
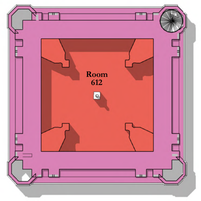
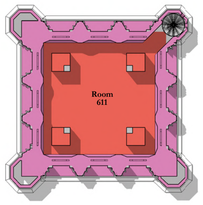


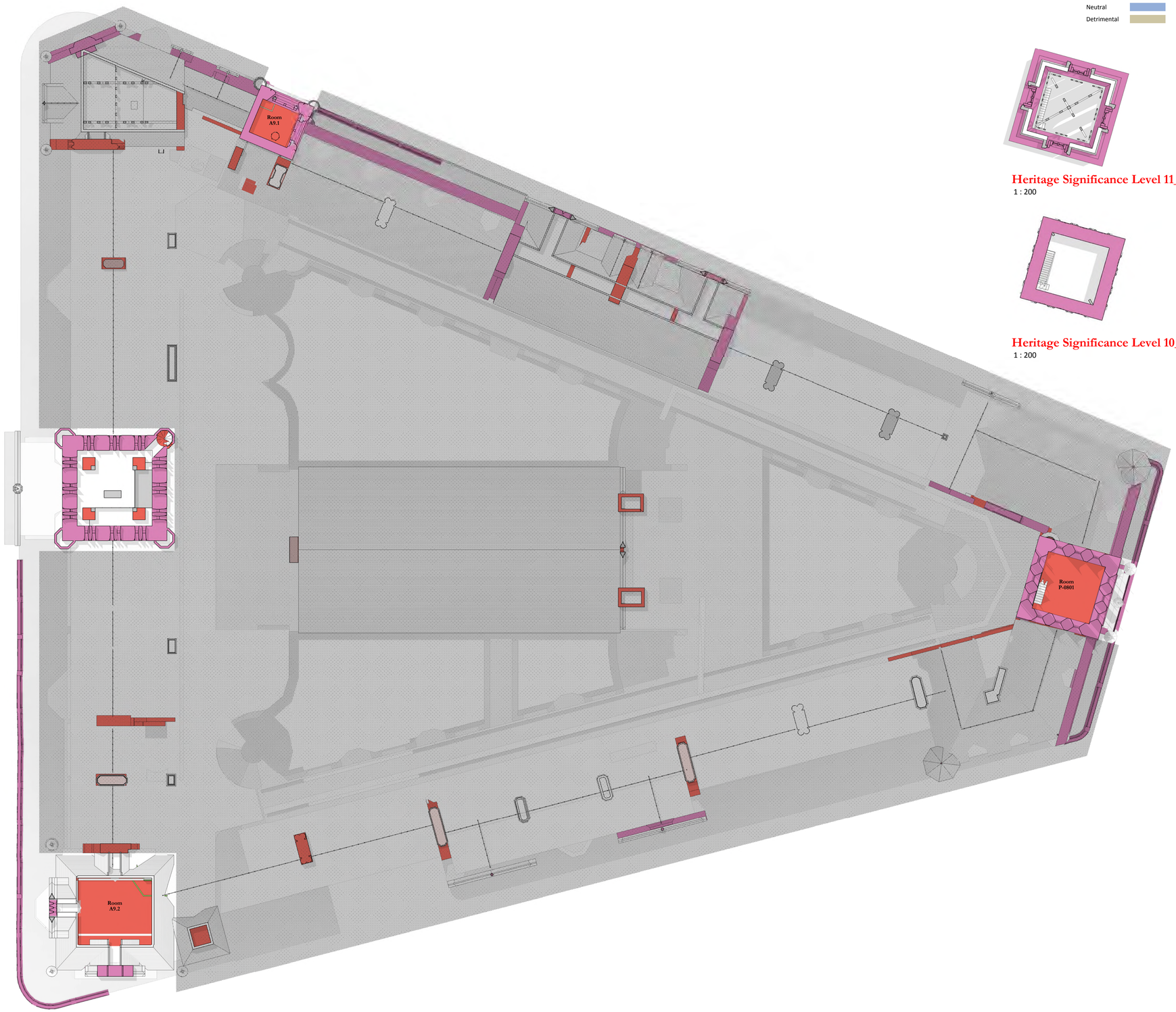
Heritage Significance Level 12
1 : 200



Heritage Significance Level 11
1 : 200



Heritage Significance Level 10
1 : 200



Heritage Significance Level 09
1 : 200

Heritage Significance Legend

Very High	
High	
Medium	
Low	
Neutral	
Detrimental	

Heritage Significance Level 11_CST
1 : 200

Heritage Significance Level 10_CST
1 : 200

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000		7000
1:200	mm		5000		8000		12000	16000
1:500	M	5		15		25		35
1:1250	M	10		30		50	70	90

Notes:
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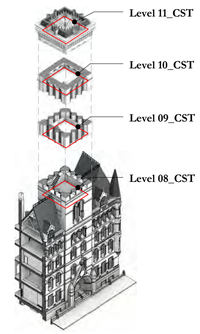
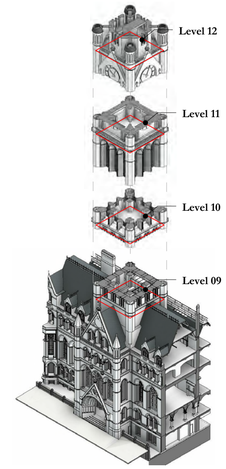
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



Cooper Street Tower Levels



Albert Sq Clock Tower Levels

ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
03	18/06/2018	RB	MP	Updated for Client comment
02	29/05/2018	RB	VT	Updated Following Consultation with Conservation Officer
01	12/04/2018	RS	AOF	Updated for Stage 2 report
-	13/12/2017	RS	AOF	First Issue

OUR TOWN HALL PROJECT
PURCELL
Project Office, Room 308, Town Hall, MANCHESTER M60 2LL
+44 (0) 7970 097 432
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PROJECT STATUS	RIBA STAGE 2
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVELS 09-12
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-ZZ-DWG-A-0149
REV	03

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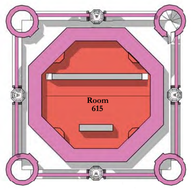
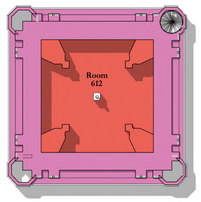
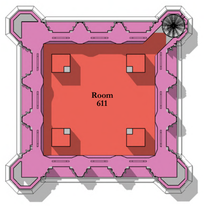
18/06/2018 13:28:53



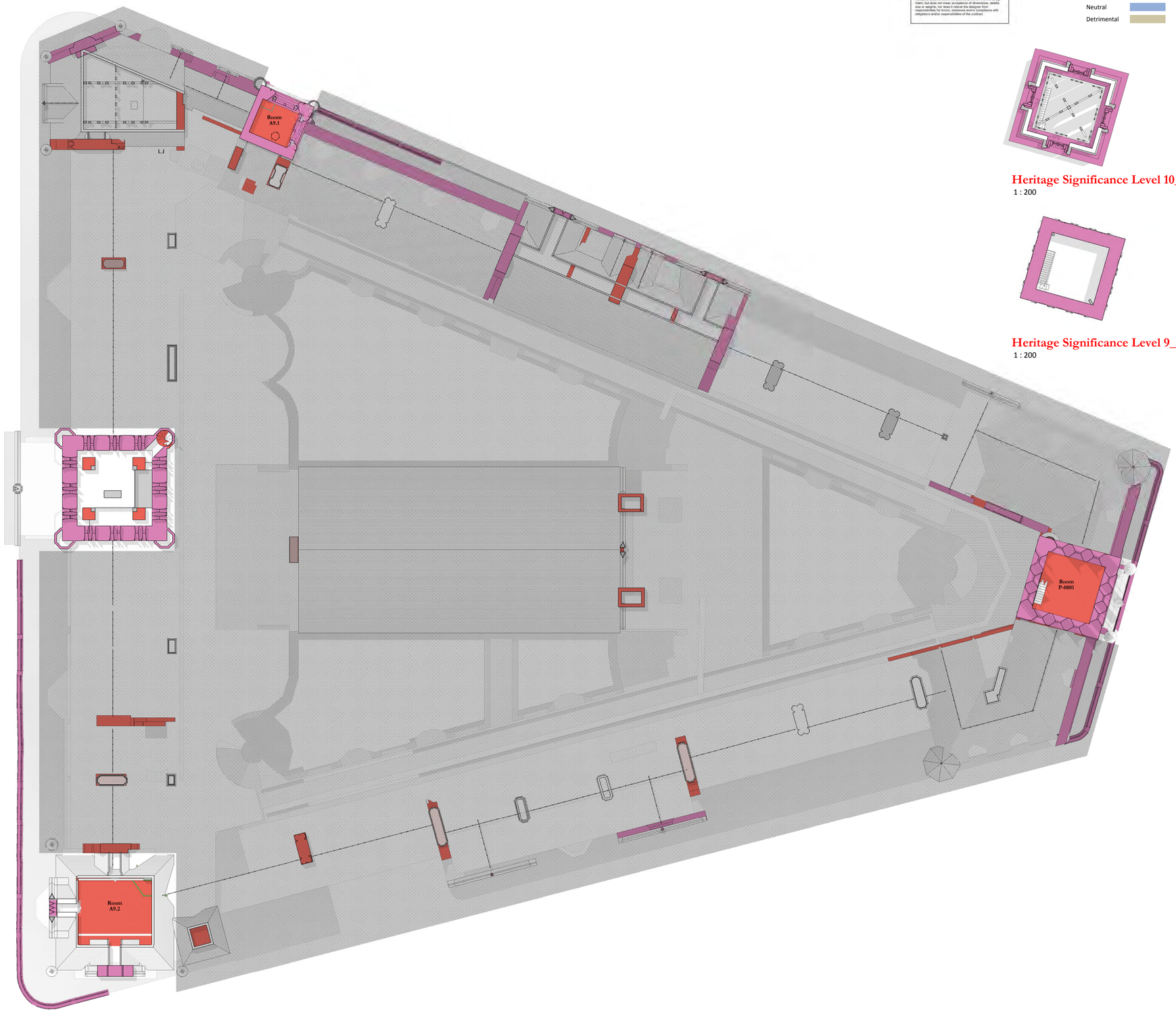
Heritage Significance Level 11
1 : 200



Heritage Significance Level 10
1 : 200



Heritage Significance Level 9
1 : 200



Heritage Significance Level 08
1 : 200

Lendlease
Document Review
Lendlease document received on:

1. Accepted
2. Accepted with comments
3. Rejected

Lendlease Checked by Kelly Isherwood
Date: 18/09/2019

Accepted documents are considered to conform to the design intent, but does not mean acceptance of dimensions, details, size or weights, nor does it relieve the designer from responsibilities for errors, omissions and/or compliance with obligations and/or responsibilities of the contract.

Heritage Significance Legend

- Very High
- High
- Medium
- Low
- Neutral
- Detrimental

Heritage Significance Level 10_CST
1 : 200

Heritage Significance Level 9_CST
1 : 200

Scale Bars to be used as guidance only - refer to sheet size below

1:100	mm	1000		3000		5000	7000
1:200	mm		5000		8000	12000	16000
1:500	M	5		15		25	35
1:1250	M	10		30		50	70	90

Notes:
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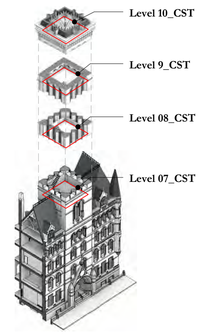
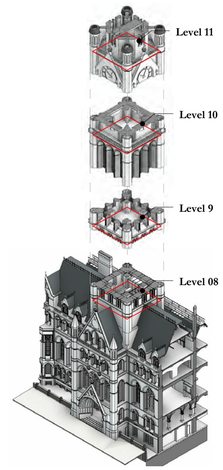
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.
All dimensions are in millimeters unless noted otherwise.
Purcell shall be notified in writing of any discrepancies.

Key Plan



Cooper Street Tower Levels



Albert Sq Clock Tower Levels

ISSUE	DATE	APPROVED	DRAWN	DESCRIPTION
-	30/08/2019	DH/CS	AOF	First Issue. Issued for LBC/Planning. Replaces original drawing OTH-PUR-TH-ZZ-DWG-A-0149 as the floor levels have changed.

OUR TOWN HALL PROJECT
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PROJECT STATUS	RIBA STAGE 4
CLIENT	MANCHESTER CITY COUNCIL
PROJECT	OUR TOWN HALL
DRAWING TITLE	HERITAGE SIGNIFICANCE EXISTING LEVELS 08-11
SIZE & SCALE	A1: As indicated
DRAWING STATUS	For Review and Comment
JOB NUMBER	236959
DRAWING NO.	OTH-PUR-TH-ZZ-DWG-A-0199
REV	-

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