

Cheetwood House

Newton Street
Manchester
M1 1FZ

Schedule of Works - April 2020

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1. Schedule of Works - External

EXTERNAL

ROOF:

- Existing pitched roofs appear to be in a satisfactory condition. Localised repairs will need to be carried out in similar materials as necessary.
- Cut out any defective brickwork to parapet walls and replace with reclaimed bricks to match existing laid in 1:2:9 lime sand mortar.
- Re-line gutters at fourth floor level with appropriate product manufacturer approved system.

EXTERNAL WALLS:

- Make good any damaged brickwork in matching reclaimed bricks in 1:2:9 lime sand mortar.
- Carefully remove any redundant signage, pipework and service cables etc. from all elevations and make good brickwork pointing in 1:2:9 lime sand mortar.
- Examine any existing cast iron rain water pipes, re-caulk joints as necessary and repaint in approved colour.

WINDOWS AND DOORS:

- All casement windows to be examined and refurbished as follows:
- Examine each window frame and determine if any timber is defective.
- Cut out defective timber and replace with either suitable filler for minor decay or replacement/splicing of larger sections. New timber to be close grained clear treated softwood and cut ends of both new and existing timbers are to have clear preservative coating applied. Preservatives are to be compatible with any adhesive or surface coatings used and allowed to dry thoroughly. Spliced timbers are to match the existing profiles and be suitably jointed to existing, glued and screwed using nonferrous fixings countersunk and filled flush with the finished surface. Check corner joints and either re-glue and pin or provide stainless steel recessed corner strengthening brackets.
- Check and replace as necessary existing handles. Any replacements are to match existing on a like-for-like basis using the same materials.
- Check and replace any defective putty or glazing beads and any broken glass. Any replacement putty is to be done so using a traditional linseed oil putty and not a modern sealant product. It should be on an exact like-for-like basis to match original including timber type. Any broken glass is to be replaced on a like-for-like basis (including type, thickness, colour and refractive properties) to maintain a consistent appearance including when lights are on in the building.
- Existing rebates are to be primed before glass or putty is replaced. Glazing beads should be preservative treated close grained softwood to match profile of existing set in non-setting glazing compound. Glass should be a match in thickness and quality to existing.
- Replace existing parting bead and/or staff beads with new hardwood beads complete with proprietary draught excluder brushes/seals. Sample of seals to be approved.
- Carefully sand down all exposed surfaces to remove any loose or defective paint finishes (CAUTION – EXISTING PAINT MAY CONTAIN LEAD). Spot prime as necessary on to dry timber (do not paint edges of stiles) and apply new paint system to the approval of the Local Planning Authority. Avoid any paint adhering to draught strips. Ensure paint system covers all exposed timber and do not allow excessive paint overlap from putty on to glass.
- All sash furniture to be retained where possible. Any new fittings and fixtures which are required to replace fatigued or redundant fittings, are to be replaced on a like-for-like basis with the same materials.
- Any new furniture is to exactly replicate the original but to be sensitively casted or engraved with the date to enable the new furniture to be distinguished from the original.
- Any new furniture used is to have a design that differs slightly from the original but that would have a strong resonance with the age and character of the building.

- All existing window opening mechanisms, other than the sash cords, are to be retained with sensitive refurbishment using non-invasive techniques. Replacement of any mechanisms is only acceptable where repair is not physically possible.
- Remove all mastic pointing to outside of frames and replace with traditional building methods using mortar. Similarly, any existing mastic sealant to be removed and replaced with a more appropriate method of using mortar.
- On completion clean all glass surfaces and ensure all parts are fully working and protected with a smooth operation of sashes.
- Existing timber framed entrance doors are to be sympathetically refurbished and retained in situ as follows:
- Carefully sand down all exposed surfaces to remove any loose or defective paint finishes (CAUTION – EXISTING PAINT MAY CONTAIN LEAD).

2. Schedule of Works - Internal

INTERNAL

REPAIRS AND RENOVATIONS:

- Carefully remove all redundant remaining fixtures, fittings, stairs and floor screed/finishes from previous offices use.
- Carefully cut back existing services to main incoming supply points.
- Make good any holes through existing timber floors formed by service penetrations with matching timber plugs glued and pinned in place, carefully sand flush with soffit.
- Carefully remove any damaged plaster ceilings and replace with new lath and plaster finish match existing including making good to any fibrous plaster covings and mouldings.
- Carefully remove any damaged plaster to existing walls and replace with new plaster finish to match existing, sample to be examined and similar mix to be used.
- Carefully remove existing damaged/warped areas of flooring and replace with matching tight grain preservative treated softwood planks with tongued joints.
- Carefully remove all paint finishes to existing boarded floor soffits and timber beams.
- Apply intumescent coating providing 60 minutes fire resistance. Apply intumescent paint to steel and timber structure. Apply fire retardant varnish system to the timber beams and timber boards where they are to be left exposed.
- Existing plaster finished ceilings to receive intumescent veneer providing 60 minutes fire resistance.
- Carefully repoint exposed brickwork as necessary in 1:2:9 lime sand mortar; apply clear dust proofing seal.

STAIRS:

- Examine existing main and secondary stair from ground to fourth floor and make all necessary repairs to timber flights, balustrade and handrail to put back to good repair and structural soundness. Remove any paint finishes and sand back to existing timber and treat.

NEW WORK:

- Provide secondary entrance for first to fourth floors as shown on drawings.
- Floor to be exposed existing timber throughout with carpet rails/brass rods installed on central stairs.
- Form new partitions in metal studding with plasterboard and skim finish with acoustic properties as necessary as shown on proposed floor plans.
- Form new basement changing room and toilet facilities as shown on drawings and connect to existing and new drainage, provide new soil pipes internally
- Provide full heat recovery ventilation to all rooms with plant contained in new enclosures at each floor level within the loading lift on Cavell Street as shown on the detailed drawing

3. Window - Repair

METHOD STATEMENT FOR REPAIR OF EXISTING SASH WINDOWS

- All casement windows to be examined and refurbished as follows:
- Examine each window frame and determine if any timber is defective.
- Cut out defective timber and replace with either suitable filler for minor decay or replacement/splicing of larger sections. New timber to be close grained clear treated softwood and cut ends of both new and existing timbers are to have clear preservative coating applied. Preservatives are to be compatible with any adhesive or surface coatings used and allowed to dry thoroughly. Spliced timbers are to match the existing profiles and be suitably jointed to existing, glued and screwed using nonferrous fixings countersunk and filled flush with the finished surface. Check corner joints and either re-glue and pin or provide stainless steel recessed corner strengthening brackets.
- Check and replace any defective putty or glazing beads and any broken glass. Any replacement putty is to be done so using a traditional linseed oil putty and not a modern sealant product. It should be on an exact like-for-like basis to match original including timber type. Any broken glass is to be replaced on a like-for-like basis (including type, thickness, colour and refractive properties) to maintain a consistent appearance including when lights are on in the building.
- Existing rebates are to be primed before glass or putty is replaced. Glazing beads should be preservative treated close grained softwood to match profile of existing set in non-setting glazing compound. Glass should be a match in thickness and quality to existing.
- Replace existing parting bead and/or staff beads with new hardwood beads complete with proprietary draught excluder brushes/seals. Sample of seals to be approved.
- Carefully sand down all exposed surfaces to remove any loose or defective paint finishes (CAUTION – EXISTING PAINT MAY CONTAIN LEAD). Spot prime as necessary on to dry timber (do not paint edges of stiles) and apply new paint system to the approval of the Local Planning Authority. Avoid any paint adhering to draught strips. Ensure paint system covers all exposed timber and do not allow excessive paint overlap from putty on to glass.
- Remove all mastic pointing to outside of frames and replace with traditional building methods using mortar. Similarly, any existing mastic sealant to be removed and replaced with a more appropriate method of using mortar.
- On completion clean all glass surfaces and ensure all parts are fully working and protected with a smooth operation of sashes.

METHOD STATEMENT FOR REPAIR/REPLACEMENT OF WINDOW FURNITURE

- Check and replace as necessary existing handles. Any replacements are to match existing on a like-for-like basis using the same materials.
- All sash furniture to be retained where possible. Any new fittings and fixtures which are required to replace fatigued or redundant fittings, are to be replaced on a like-for-like basis with the same materials.
- Any new furniture is to exactly replicate the original but to be sensitively casted or engraved with the date to enable the new furniture to be distinguished from the original.
- Any new furniture used is to have a design that differs slightly from the original but that would have a strong resonance with the age and character of the building.
- All existing window opening mechanisms, other than the sash cords, are to be retained with sensitive refurbishment using non-invasive techniques. Replacement of any mechanisms is only acceptable where repair is not physically possible.

4. Window - Painting

METHOD STATEMENT FOR PAINTING OF EXISTING SASH WINDOWS

Preparation

- Remove all sash furniture (window fasteners and sash lifts or handles)
- Wash down the previous paintwork with sugar soap, soda or detergent and rinse off.
- Rub down with pumice stone, pumice block or sandpaper and brush away all dirt and grit.
- If painted with a lead based paint, a wet or damp process must be used to prevent toxic dust being released into the air.
- Use a hot air paint stripper only if necessary (if a build up of paint is causing sticking or completely obscuring mouldings).
- Protect glass by using a suitable shield.
- Use a shaped shavehook to strip mouldings. A respirator should be worn when burning off old lead paint due to toxic fumes.
- Never use a blowlamp or propane torch; they've been responsible for too many fires.
- Spot prime any areas of exposed bare wood (if the sashes have been taken out for repair or re-cording and it's noticed the edges of the stiles are unpainted, leave them as that's how they're meant to be.)

Paints and equipment

- A safe ladder, protective dustsheets, appropriately sized brushes, paint kettle and correct paint type should be used.
- In most cases, it will be easiest to use a one-inch brush for the glazing bars, and a larger brush for other areas.
- A paint kettle holds a manageable amount of paint, easy to hold and helps prevent grit from dirty brushes getting back into the paint tin.
- The correct paint depends what is being painted onto - some paints are not compatible with others, advice must be sought from a reliable supplier.
- Unless the chosen paint is thixotropic (a thickish gel usually marketed as a single-coat paint), make sure it is stirred well as various constituents quickly separate out during storage and the solid pigment goes to the bottom of the tin. Do not paint in very hot or in very cold weather
- Painting outside in wet weather is not advisable.

Glazing bars

- Using a brush of the right size, a technique is to be used which allows the brush just to cover the junction between the glass and the putty. This prevents water ingress and stops the putty from deteriorating.
- If paint is accidentally applied to the glass, this can be cleaned later using a special scraper.
- Avoid overdoing it with getting paint too far onto the glass, as this increases the visual weight of the glazing bars in an inappropriate way.

Procedure for internal painting

- Slide the outer sash down a little and raise the inner sash slightly, leaving a gap top and bottom.
- Paint the glazing bars and the surfaces of the inner sash including the top surface of the meeting rail and the underside of the bottom rail.
- Then paint what can be seen of the outer sash, including the face (but not the underside) of the meeting rail.
- Now slide the outer sash up, but not quite closed, and lower the inner sash by gripping it from the outside so that the wet paint isn't touched.
- The painting of the outer sash can be completed, omitting the top surface of the top rail. Ideally the sashes should be left in this position until dry.
- Finish off by painting any inside linings, frames and shutters. Tackle one component at a time if possible, and complete it before moving onto the next.
- Any framed elements such as shutters or lining should be covered in the following order; mouldings and panels (at the same time), muntins, top rail, middle rail, bottom rail, and stiles. Remember to 'lay off' (the final brush strokes) in the same direction as the grain of the wood.

Procedure for external painting

- Reverse the sashes as described above and paint all visible surfaces except the top surface of the top rail of the inside sash. The pulley stiles can be painted at this time also.
- Return the sashes to an almost closed position and complete the painting of the inner sash and the pulley stiles, together with the cill.

When finished, all exposed wood should be covered; any unprotected wood can be affected by moisture, providing entry points for rot and allowing unwanted expansion with consequent sticking of the sashes. At the same time, the coating of paint should not be so thick as to cause its own problems, jamming the sashes in their runners, or preventing them from moving at all.

5. Window - Draught Proofing

METHOD STATEMENT FOR DRAUGHT-PROOFING EXISTING SASH WINDOWS

- Remove staff beading from right, left, top and bottom of sash box, and remove nails from beading to reduce risk of injuries during works.
- Cut cords with gasket cutters/cutting pliers on bottom sash and remove window following manual handling techniques. Store safely away from work area.
- Remove parting beads from right and left of sash box, first ensuring that top sash is on cords or supported to reduce risk of top sash descending when parting beads are removed.
- Cut cords with gasket cutters/cutting pliers on top sash and remove window, store safely away from work area.
- Using Makita extraction unit and belt sander, sand the length of styles on each side.
- Repair any rot in the box, sill or window using standard carpentry techniques and abiding by H&S. Replace any rotten pulleys by removing old and replacing like for like.
- White primer to be applied to the box styles and sills, WD40 is applied to the pulley systems to reduce noise and decrease friction in working parts.
- Measure sash box for new staff and parting beads. Then cut staff bead using a mitre saw, and parting bead using gasket cutters.
- Carrier and draught proofing is then housed in the staff and parting bead secured in place with two part glue.
- The bottom sash window is then lightly sanded using the Makita extraction unit and sander to remove any rough areas. High adhesive draught proofing strip is attached along the meeting rail.
- Record sash box using nylon braided cord with a nylon core, rebalance weight in sash box as necessary, either remove or add weight to the cord.
- If necessary, cut additional lead using a mitre saw.
- Replace top sash window by attaching to new cords. Ensure sash window is correctly weight and running smoothly.
- Replace draught proofed parting bead. Pilot holes are drilled through the parting bead and nailed back in place in the box. Parting bead is then adjusted to ensure that the draught strip meets the top sash window in the correct places and movement remains smooth and easy.
- Replace bottom sash window by attaching cords. Ensure sash window is correctly weighted and running smoothly. Ensure draught proofing on bottom sash in contacting with top sash at the meeting rail.
- Replace staff beads into box and secure in place using panel pins and a pin hammer, ensuring that draught proofing is contacting with bottom sash along all necessary sides. Punch pins into staff bead and caulk over holes.
- Finally caulk staff and parting beads into place ready for decorating. Any areas that are subject to elements will also be sealed with silicone to ensure weather proofing.
- Clean are of all debris and tools.

6. Cornicing Repairs

METHOD STATEMENT FOR CORNICE RESTORATION AND REPAIR

Cornice refurbishment - Paint removal system for lime-run cornices using Langlow strip away system.

- Langlow Strip Away LV is designed for the complete removal of accumulated layers of paint in one application. The systems comprise a ready mixed paste that is spread or sprayed over a painted surface. A special laminated polyethylene and fibrous tissue cover is laid over the paste and left until all the paint is emulsified. The emulsified paint is then absorbed back into the paste as it dries on the cover. The cover is then removed complete with paint and paste and the stripped surface washed down. Langlow Strip Away LV and its residue are water soluble.

Cornice Repair

- Lime plaster repair, thoroughly wet the area, where cracks are approximately 5-6mm deep, make good with 3 parts fine silver sand/ 1 part lime putty. With lime putty surface finish.
- For small missing sections, thoroughly wet the area, apply 3 part coarse sand/1 part Hydraulic Lime, building coats of 15mm deep to achieve surface 2mm below finish surface after setting apply lime putty to true and level finish.

7. Ceiling Repairs

METHOD STATEMENT FOR REPAIR AND REPLACEMENT OF LATH & PLASTER CEILING

Materials

- The materials used are sawn oak laths, pre-batched lime putty and coarse washed sand ratio 1:2.5 containing sharp washed sand (2mm down to fines) with hair or glass fibre entrained into the mix for the two backing coats. The top coat will consist of pre-batched lime putty and fine washed sand (maximum 1mm down to fines) in a ratio of 1:1 containing no hair. Stainless steel fixings for the laths.

Lath

- Remove damaged lath and plaster from joists, checking existing timbers are free from rot, insect activity and are generally sound.
- Use a brush to get rid of any residual materials and dust, de-nailing timbers and disposing of old nails in an appropriate manner.
- Attach the lath at every fixing point (joist) using stainless steel fixings, such as nails, cup and screw, screw and washer or stainless steel brad nails.
- Ensure there is a 6-10mm gap between each lath to ensure the lime mix can protrude through and attach onto the back of the laths.
- Fix each lath the same way until the 8th lath; moving it over one joist to create a staggered joint. This will help prevent long, continuous cracks from developing.

First Coat

- Once area has been treated with new lath, it should be dampened with a fine mist spray approx. 10mins prior to the application of the first coat. There should be no droplets of water on the laths, as this will cause the plaster to slide across rather than stick to the laths.
- Using the 1:2.5 Lime Putty/Sharped Wash Sand mix with hair/glass fibre, evenly distribute a 10mm thick layer, pushed into the pre-wet laths at 45-degree angles or creating small diamond patterns. The plaster should be left until set hard but protected from heat and draughts.
- Attention should be made to prevent excess water and thickness of the mix, can lead to excessive shrinkage and could lead to failure of the first coat.

Second Coat

- Also known as the intermediate or float coat, will be applied in a similar technique to the first coat without any hair being added to the mortar.
- Ensure the first coat is dampened with a fine mist spray before spreading a 7mm coat, before scratching up and leaving in preparation of the finish coat.

Finish Coat

- Using a mix of 1:2 Lime Putty/Well Graded Super Fine Sand, dampen the second coat with a fine mist spray
- Allow time for the water to absorb then apply a coat of approx. 5mm. Rule off and leave for a couple of hours
- When ready, rub the finish coat using a plastic or wooden trowel to bring back the fat until the required finish has been reached.

- In case of any light crazing, this can be rubbed up and trowelled out.

Health and Safety

- Lime mortar by nature of application carries a risk factor. Therefore, personnel should wear protective equipment. Particular attention to be given to the eye and skin.
- Eyewash should always be at hand.
- Gloves should be worn when working with any mortar or plasters.

8. Skirting Repairs

METHOD STATEMENT FOR REPAIR AND REPLACEMENT OF MISSING SKIRTING

Original skirting to be cleaned and painted. Any defects which compromise the heritage aesthetics of the skirting board, and missing boards, are to be replaced on a like for like basis. Missing lengths of original/historic skirting within the front half of the building to be identified and reinstated to match the adjacent existing original/historic skirting. Extensive repair are to be achieved by cutting and splicing-in new matching timber to give an invisible repair. Where skirtings are missing, they should be replaced to match existing skirtings in the same room or type of room on the same floor having regard to the above comments.

9. Structural Surround Repairs

METHOD STATEMENT FOR REPAIR OF STRUCTURAL SURROUNDS

Any damaged surrounding plaster work on structural members to be patched and plastered on a like for like basis using lath and plaster. Repair works to be carried out as per the methodology previously stated in this Schedule of Works document, using traditional techniques and non-invasive methods.

10. Floor Build-up Repair

METHOD STATEMENT FOR REPAIR AND REPLACEMENT EXISTING FLOOR BOARDS

Any non-original/non-historic items or objects protruding which have no heritage significance are to be carefully removed and repatched as and where necessary. If any floorboards have been removed but are still within the room or building, they should be returned to their original location.

Existing original/historic floor boards are to be retained in situ. If floorboards are missing they should be replaced to match the existing original floorboards in the same room on a like-for-like basis including timber type and thickness. The width and overall length of such replacement boards should also match the existing except where these need to be tailored to fit a particular location.

- Using traditional tools and methods, carefully remove the existing finish - whether it's paint, varnish or carpet adhesive, relying on the use of hand tools to prevent any damage to the wood.
 - Gently remove the first layer, taking care of any carpet tacks or staples.
 - Once top layer is removed, repeat process over again, one layer at a time slowly until the bare wood is showing.
 - Use a soft nylon abrasive to remove any residual remnants of the finish that may be left on the floor.
 - Work is to be done methodically and carefully so as not to cause any damage to the existing timber.
 - After the floor is properly cleaned, apply a wax lacquer. The finish must be reversible in future case of needing to be removed. As such, natural finishes are favoured to preserve this reversible process.
 - If floor boards have shrunk, the floor is to be relaid by taking up each board and pushing it to one side, reducing the size of individual gaps.
 - Once each board is re-laid, the larger gap down one side of the room is to be re-fit using reclaimed wooden floor boards.
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- The replacement of any floor board is to be sympathetically done by using reclaimed wooden floor boards of same characteristics and quality to the existing floor boards.

Floor finish within the shop and office areas are to have waxed floors with a distinction from the rear warehouse area which would have been untreated. To ensure existing floor boards within the rear warehouse area are protected, they will also be waxed.

11. Wall Repair

METHOD STATEMENT FOR REPAIR AND RESTORATION OF INTERNAL LATH AND LIME PLASTER

Any non-original/non-historic items, objects or features protruding which have no heritage significance are to be carefully removed. Walls to be cleaned, painted and patched where necessary with lath and plaster using traditional techniques. Similarly with internal RWP access panels, lath and plaster or plasterboard repair works to be carried out as per the methodology in Schedule of Works document.

Original/historic ceilings are to be retained and appropriately repaired using lath and plaster techniques.

Preparation

- It is recommended to moisten new lath with water before fixing to avoid swelling when wet mortar is applied. It is also important to control suction from dry, already fixed timber lath by lightly spraying with water 30 minutes before the first coat and allow the water to be absorbed.

Premixing

- All pure lime putty plasters benefit from being pre-mixed for a minimum of a couple of weeks and then “knocked up” again prior to use to plasticise them - this reduces shrinkage in the plaster. Do not do this for hydraulic mortars.

Method

- Apply a first scratch coat of 3/1 haired lime mortar through the lath, leaving around 1/3” (8mm) on top of the lath itself. Do not over trowel this coat otherwise too much plaster may be lost through the lath. Do not trowel this coat too smooth but instead leave an open textured surface for extra key for the next coat of plaster. For ceilings we can also supply a double haired mortar.
- Lightly scratch this coat with a lath scratcher and leave to dry and cure until green hard. A lime mortar or plaster is green hard when it can only be marked with a metal tool. It is then dry enough for any shrinkage to have taken place without having to be completely dry. This is likely to take 7-14 days.
- Apply one float coat of 3/1 haired or unhaired lime mortar to straighten the surface as required. This coat may be 1/3” - 1/2 ” (8 - 12mm) thick. Float this coat with a wooden devil float to provide a suitable surface for the final skim coat and leave to dry and cure until green hard. This is likely to be 5-10 days.
- Trowel on a double top coat of our lime-rich plaster, 3/2 unhaired, based on a very fine sand and lime putty. This can be in a single coat or two very thin coats for a better finish. For the finest trowelled finishes use a maximum of 1mm of our Regency lime plaster for the final coat instead of a second coat of 3/2 plaster

Gauging

- Where it is a ceiling that is being plastered and there is a floor above that will be walked on, sufficient time must be left for the plaster coats to carbonate to gain sufficient strength before using the room above.
- This time will depend on circumstances such as time of year, ventilation etc but may be a minimum of 6 months. This is especially true if there is any play in the joists that cannot be eradicated or if works are being undertaken above i.e. fixing floorboards. Then it is essential that the first scratch coat is double haired and that it is gauged with 10% Argical by volume to get an earlier set.
- Even so floorboards should be screwed rather than nailed down. Argical can also be added to the top coat plaster to ensure extra durability where knocks are expected.

12. Mortar / Repointing

METHOD STATEMENT FOR REPAIR AND RESTORATION MORTAR BED & REPOINTING

Any repointing carried out will be carefully raked out joints using only hand-held, non-mechanical tools to protect adjacent masonry. [Either Plugging chisels, masonry chisels and old hacksaw blades used in conjunction with a club hammer. Tools to be smaller than existing mortar joint.] Joint to be cut to a depth which is approximately twice the height of joint.

Brush out joint with a small brush to remove loose mortar and dust. Once carried out, the joints should be flushed out with water. This must always proceed from the top, working down the building, ensuring all traces of debris are cleaned down.

Mortar is to be lime-based and match existing. Any previous repointing where cement-based mortar has been used is to be removed and replaced with lime-based mortar.

Before applying the re-pointing mortar, ensure that the joint is well damped down. The new mortar should be stiff and not sloppy, as this will result in shrinkage and leave a smudged and dirty finish. The new mortar should be placed into the joint using a pointing iron or a plasterer's small tool and well packed into the joint. Pointing trowels should be avoided, as this will not allow pressure to be applied across the whole of the joint.

Where there is evidence of stone pinnings or wide joints, the pinnings (small stone chips) should be packed into the new mortar. These will help to avoid overly large joints, which may result in shrinkage. Pinnings will also support weak areas of masonry.

The style of finish will match original mortar joints of the existing building. New pointing work should be protected from frost, rapid drying and direct rain for a minimum period of 7 days.

Where there is evidence of damage to the existing brick mortar or poor attempts of previous repair, the following works should be carried out:

- The proposed works specify that existing mortar is to be carefully raked out by hand to a minimum depth of 20mm.
- The application of hot lime mortar is to be mixed to a ratio of 1(lime): 2(aggregate) and applied with a slight recess.
- Argical M1000 pozzolanic additive to be added to the mix directly prior to application.
- Assume use of 10% Argical by volume of slaked lime (calcium hydroxide). The proposed lime mortar mix has been researched by a specialist contractor.
- The contractor will produce a test panel that will be kept separate from the main work to ensure that we have a sample panel to benchmark all work from.
- Where brickwork has spoiled, the area should be carefully inspected and assessed.
- Consideration should be taken with regards to the option of filling damaged faces with a like for like brick filler or cut away completely and reinstated with a reclaimed brick of similar age, size and colour.
- Mortar is to be applied to the reinstated brick as per the specification above.
- The removal of vegetation forms part of the general upkeep and maintenance regime of the building.
- Any chemicals used to kill or remove vegetation and other pests will be appropriately used to ensure that it does not stain or damage the surrounding built fabric.
- For this reason, no harsh chemicals will be used in sensitive areas that could be affected otherwise be affected.
- Where it is necessary to remove any masonry to clear vegetation to make good the building fabric, masonry will be replaced on a like for like basis using the dislodged elevation materials in its original location.

13. Paint Removal

METHOD STATEMENT FOR REMOVAL OF PAINT

Paint removal methods fall into two main groups; abrasive and chemical.

- The removal of paint should be taken into great consideration as it can change the character of the building
- ALL works must be carried out by specialists to ensure that serious and irreversible damage does not occur to the fabric beneath
- Conservational approaches should generally resist any sort of abrasive methods (especially sandblasting) and as such, the approach of using chemical products should be taken
- Where paint is already flaking away from the timber below, a wet brush should suffice to remove most of the material without affecting the timber below
- Poultice chemical paint remover is to be applied to paint surfaces that have resulted in thick layers over time and areas that obstruct window openings
- Paint remover is to be applied to the surface in Poultice at 3-6mm thick according to the thickness of paint layers
- The surface is then wrapped in cling film or a similar material and left over period of hours or days dependant upon the thickness of paint layers
- Being absorbent, the poultice draws off the paint layer, most of which peels off with the poultice
- The residue may then be removed with water and a scrubbing brush
- Because no scrapping is necessary, it is possible to completely remove paint even from ornate work without any damage and is a relatively effective method of drawing paint out of the wood grain.

14. Metal Studwork Partitions

METHOD STATEMENT FOR INSTALLATION OF METAL STUDWORK PARTITIONS

The new proposed metal studwork and plasterboard partitions will be constructed using Gypframe 92S 50 'C' studs at 600mm centres. Given the number of partitions and the limited number of fixings required, the works are completely reversible.

The works to construct the metal studwork partitions comprise of the following:

- Gypframe 94 FEC 50 Ceiling Channel suitably fixed to floor at 600mm centres to include Gyproc Fire Strip continuous sealing
- Gypframe 92S 50 'C' studs at 600mm centres (back-back sections at shadow gaps)
- Gypframe 94 FEC 50 Floor Channel suitably fixed to floor at 600mm centres to include Gyproc Fire Strip continuous sealing
- 50mm Isover APR 1200 insulation to cavity, set within newly installed metal studwork
- Gypframe RB1 resilient bars installed ready to receive plasterboard
- Gyproc Coreboard installed where metal studwork abuts existing structure, providing fire protection
- 2 layers 12.5mm Gyproc Soundbloc board fixed with Drywall screws at 300mm centres. Skim finish ready for decoration

The proposed works will be carried out in a sensitive manner to ensure the historic and architectural importance of the building is maintained, preserving it's heritage asset. The frames would be constructed and fixed to the existing walls, floor and ceiling. They do not seek to remove any internal details or material, and all features that justify the building's designation as a Listed asset would be unaffected by the proposed metal studwork partitions.

15. Pavement Lights

METHOD STATEMENT FOR REPAIR / REPLACEMENT OF EXISTING PAVEMENT LIGHTS

Due to the issues noted, it's consider that the most appropriate and cost effective way to rectify the defects noted will be to replace the existing pavement lights with new. This will ensure that they comply with current regulations with regard to the additional loadings that could be placed on them. Please note that aesthetically and for planning purposes, the new pavement lights will look very similar to the existing.

A brief method statement for the replacement of the pavement lights is as follows:

- Carefully remove the existing damaged reinforced concrete pavement lights including any infill concrete and dispose.
- Cut down the bearings to accommodate the new deeper pavement lights.
- Form the required shuttering and cast in situ new pavement light with 100mm x 100mm x 28mm pressed annealed glass lenses with adequately reinforced concrete ribs.
- New concrete to be grade C40 with a trowelled finish to the top surface and a cast surface to the underside.
- On completion, pour a hot poured bitumen seal around the perimeter edges of the new work covered with a sand and cement protection and trowelled finish.

Access will be required below the existing openings regardless of whether repair or replacement work is to be undertaken either to form the timber shuttering and remove on completion or to allow the operatives to hold a container below when removing defective concrete or replacing the glass blocks to catch any debris.

Please reference document '*NAG-P150-100.pdf*' for further detailed specification.

16. Stair Retention

RECOMMENDED WORKS TO STAIRS

REAR STAIRS

The stairs require some form of remedial supports or complete replacement.

It will be difficult to provide remedial support to the existing stairs without compromising its existing look. The only structural elements in the stairwell, to provide any kind of support, are the masonry wall to the back and the structural beams to the landing level. Therefore, the support would likely have to be in the form of cranked steel members, which due to the shape of the stairs will likely be on view under (although these could be boxed in) but these may also have an effect on head height.

Another possibility would to add central columns through the full height of the stairs with members spanning off these to support the winders. Again, these supports may be on show under the existing. It may be more appropriate to replicate the stairs with a more suitable and safer structure. These could be created in cranked or shaped steel encased in timber with similar finishes to the existing.

CENTRAL STAIRS

It is recommended some additional steel support is introduced to the half landings, in the form of cantilevered members extending from the large internal masonry walls. These could be positioned in a way to be concealed within the half landing structure, some temporary support would be required to achieve this.

PROPOSED WORKS TO STAIRS

Both the rear and central stairs require some form of remedial support to enable the retention of the existing stair structures. The following are suggestions to improve the structural safety for each:

REAR STAIRS

Exposure of the existing structure has revealed the original stairs have poor positive support under. No continual supporting elements were found, only a series of cut individual members. Given this it is obviously why there has been so much structural displacement.

It is recommended the rear stairs are supported directly under the two main supporting beams that sit under the pitched steps, see notes below:

The introduction of a central post to add support to the existing stair construction will be avoided.

It will also not be possible to achieve a concealed cantilever support, as suggested for the main stairs (see Central Stairs proposal below). The shape and construction of the individual supporting members does not allow for concealed supports to be introduced under the plastered finish, there is also limited structure to extend supports from. As shown below, the only supporting elements are the rear wall (side walls are non-load bearing partitions) and the floor beams to the landing areas.

CENTRAL STAIRS

The central stairs are generally set over two flights between each floor, with a central half landing. Under each flight there are two main supporting timbers, which at floor level appear to be supported by the main floor structure. The half landing locations have been formed by original cantilever timber beams extending from internal load bearing masonry walls, see below. It appears these members have rotated and deflected over time. The bearings have likely also shrunk or crushed to add to the movement. It would be difficult to replace these existing cantilever timbers and it would not be advisable to replace with new timber members, as the issues that have occurred to date will be difficult to prevent from occurring again in the future. The bearing pressure induced at the supports due to the cantilever of the timbers would be significant and would not be suited to an interaction between timber and masonry.

Steels installed completely through existing masonry walls and fully fixed to prevent any rotation of cantilever.

The lower flights between ground floor and 1st floor appears to be reasonably sound but may require some additional support to the edge of the low landing and under the return. Further exposure and investigation may be required whilst works are carried out.

17. Cleaning of external elevation

CLEANING METHOD TO EXTERNAL ELEVATION

Any cleaning method on brickwork involving water alone will only remove loosely adherent dirt, unless excessively high pressures are used, as water cannot break the siliceous bond by which soiling adheres. The same applies to the use of non-ionic soaps. Damage can take place if associated brushing is undertaken using brushes with bristles which are too harsh, too coarse or used too vigorously.

Abrasive cleaning systems are usually inappropriate on historic brickwork due to the nature and characteristics of the brickwork, even when undertaken extremely carefully. This is because these methods are unable to deal with the multitude of variations that can be present in a brick wall. Abrasive cleaning is particularly inappropriate for the removal of paint or graffiti on brickwork.

Chemical cleaning is generally the most suitable approach as it is able to accommodate variations in texture, condition and hardness, and it is undoubtedly the best method for the removal of paint. For heavy soiling, cleaning can involve an alkali-based degreasant followed by an agent containing hydrofluoric acid or, if soiling is lighter, by the acidic agent alone. The brick surfaces must be thoroughly pre-wetted to limit the activity of cleaning agents to the surface. Thorough rinsing of the surface with is also critical.

Cleaning chemicals borne in a thixotropic gel or a poultice are preferred to liquid cleaners as their thicker consistency limits absorption. Clay-based alkaline poultices are particularly effective in this regard especially where a longer dwell time is necessary. Lime-based mortars are more highly absorbent and softer than the surrounding brick units: the strengths of chemicals, the length of dwell times, pre-wet and rinse water pressures must be kept low to avoid damage to the mortar.

Periods of saturation associated with water washing, chemical cleaning or wet abrasive cleaning can lead to the emergence of efflorescence. Inherent salts within the brick surface are dissolved and brought to the surface during the drying-out process. The efflorescence should be dry-brushed or vacuumed from the wall surface, taking care to ensure the salts are collected and not allowed to redeposit elsewhere on the masonry.

18. Repair to external elevation

REPAIR TO EXTERNAL ELEVATION

STONework

- Provide a detailed survey and produce stone cutting schedule.
- Trim a neat joint line between proposed facia and existing stone.
- Clean off coating to LHS arch soffit (please note some residual matter may remain).
- Joss clean remaining reveals and soffits.
- Cut back the existing 'hacked face' of the existing stone up to a maximum of 50mm.
- Tie with stainless steel resin ties the existing stone back to the brick structure where the existing stone is less than 200mm thick
- Supply and install new stone to detail as drawing attached based on a maximum bed of 100mm thick (please note that 75mm would normally be considered but due to the rebate details this would likely be needed to be increased to 100mm)
- Supply and install stainless steel restraint fixings between the new and existing st
- Repoint joints and restore in lime-based restoration mortar any existing spalls/damage to reveals and soffits.
- All visible returns are to be appropriately trated and the join between the existing and the new is not to be visible.

REPAIR / MAKING GOOD WORKS TO ROOF

SLATES

- Individual slates can be successfully replaced by removing all the slates above the offending area and re-fixing in the same manner as they would have been originally fixed, usually with two clout nails.
- It's not always practical to remove large areas of roof to replace one or two slates near the eaves, so a little skill can be required to make a successful replacement.
- Successful, permanent and invisible slate repairs can be achieved in a number of ways. For example, copper straps can be threaded through pre-made slot in the slate and fashioned to create a wedge spring, which is flattened while the slate is being pushed up into place, the springs out behind the fixing batten when arriving at the correct position. Because the slate is not secured into the batten, as with nailing, it wouldn't be appropriate to fix a whole roof in this way but as an individual repair, it is effective because the surrounding nailed slates will prevent uplift.
- There are a number of products on the market that work in a similar way such as the 'Jenny-Twin' fixing, which consists of a pair of aluminium clips that clasp the sides of the slate and are secured by a tongue that passes through a drilled or punched hole in the slate and a swivel 'tail' that rests on the batten. Installation can be intricate but the clips are very effective once in place.
- While tangles have had a relatively useful role in signalling whether a roof needs replacing, they are only a temporary solution and need to be replaced by something more permanent. As long as repairs are recorded it will still be possible to monitor the overall condition of the roof and determine when replacement is necessary.