Justification Document Accompanying Application for Listed Building Consent

for

Alterations to Suite No's 622 & 627, 6th Floor Sunlight House Quay Street Manchester



Version: 02
Date: March 2008

Watts.

Project Preface

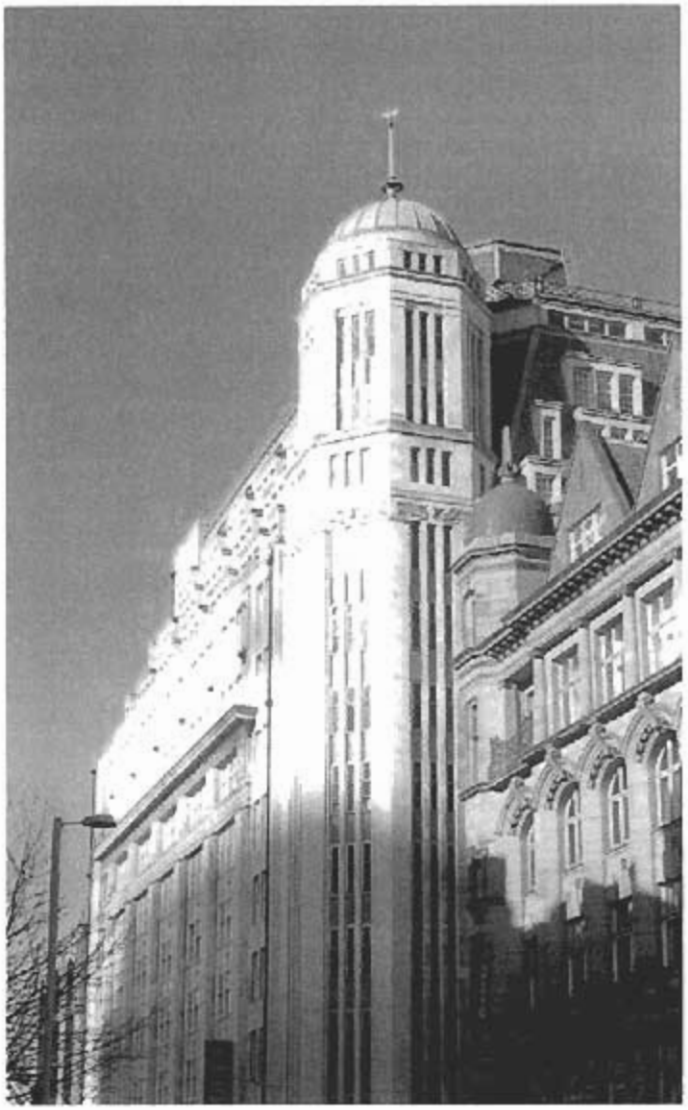
Client Name:	Unison
Client Address:	1 Mabledon Place London WC1H 9AJ

Supervising Director:	Simon Walker
Prepared at:	60 Fountain Street Manchester M2 2FE
Document Prepared by:	Simon Walker

Job Reference:	105690

This document contains 15 pages excluding appendices

Reviewed By:	Ian Laurie



Identification photograph
View of Sunlight House
From Quay Street

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1 Introduction

UNISON are looking to acquire a lease for the two suites on the 6th floor to relocate their Manchester branch to larger and more suitable office accommodation in the City Centre of Manchester.

Watts Group PLC has been commissioned to co-ordinate the fit-out works, and in this respect understand that the building is listed and that consent will be required for the works.

This document is intended to support the Listed Building Consent Application and is a justification statement relating to our scheme proposals.

Sunlight House is a fine art deco style office building on Quay Street in Manchester. Built in 1932 by Joseph Sunlight, it was reputed as being Northern England's first skyscraper, standing at 14 storeys (41m or 135 feet). For many years the property was the City's tallest building. The site is constructed of steel and concrete and clad in Portland stone, and includes extensive elevation detailing.

The building has been in general use as offices since it's construction, with various levels of occupation, and was renovated in the late 1990's.

It is recognised that whilst alterations to listed buildings are necessary in order for the buildings to remain viable, such alterations should be sympathetic to the character of the building, and, where possible, should retain the character and structure of the building. In particular special detailing should be preserved that might otherwise be lost.

In formulating our proposals we have at all times been mindful of the character and nature of the building, and the property listing. In particular we have considered the requirements of Planning Policy Guidance Note 15, and it's recommendations with regards to works to Listed Buildings. In particular under Annexe C clauses, 3.4, 3.5 and 3.19.

It is acknowledged that whilst not mandatory the PPG represents acknowledged best practise.

2 Proposals and Justifications

2.1 Occupants requirements

The existing suites consist of two open plan spaces with modern suspended ceilings, carpet tiles and kitchen installation,

Decorations include emulsioned walls in keeping with the general building aesthetic. Please see photograph No's. 1to 5 for details of the existing environment.

Our original brief from UNISON consisted of the following:

- 1 cellular office – The Branch Secretary.
- 2/3 small cellular interview rooms.
- 1 reception/workstation for one member of staff.
- 2 workstations for admin staff.
- 8 workstations for Asset Branch Secretaries.
- 2 workstations for Branch Treasurer and Branch Chair.
- 2 workstations for community workers
- Large meeting area to be identified within the suite to accommodate a maximum of 30 people.
- Kitchen and restroom areas.
- Storage/filing area.
- Photocopier area.
- Private circulation between the suites within the suites.

In this instance the areas concerned have been intended from the time of the original construction to be utilised as offices, and the building design reflected the requirement for office use at the time of construction.

The maintained use as offices is considered an important part of the building character. With recent extensive redevelopment within the Manchester City Centre, including Piccadilly Plaza, it is considered that where minor alterations only are required to listed building to provide long term continued originally intended use, that such works in effect will lead to an overall preservation of the buildings respective characters and structures, avoiding the requirement for change of use and extensive rehabilitation works.

The above list reflects the requirements of modern office operation, and would not we consider lead to permanent loss, or alteration of the overall character of the suites concerned, but would rather re-emphasise the character, providing works are undertaken appropriately.

2.2 Layout alterations

From Unison's perspective due to the sensitive nature of daily discussions Unison hold with their members it is considered imperative that the layout of the suites incorporate private circulation. It was therefore the original intention to remove the dividing wall between the two suites in full, as the two suites are not already linked.

Whilst the dividing partition is not structural in nature, initial investigations have found the dividing wall to be of an early construction, possibly contemporary with original building construction. . Full removal would to an extent alter the early retained layout of the suites, and would we feel injure the overall character and physical features of the building. It is therefore proposed to form an opening within the partition, recording the alterations in progress. Please see drawing No.105690/005 for details.

The minor alteration proposed is we feel entirely in keeping with the nature of the accommodation, and retains the overall character of the individual suites whilst providing a viable circulation route for the intended use.

From the evidence on site we consider it is likely that originally the office areas would have been to some extent sub-divided to form smaller office areas. Our proposed cellular layout will mirror the original beam locations as closely as possible and the size of various rooms has been adjusted to maintain the suites character. We feel the overall aesthetics of the layout will be enhanced by incorporating elements of the existing original layout, as shown in drawing No.105690/002.

In order to reflect the more recent open plan arrangement of the suites, and to minimise permanent alteration of the suites, we are proposing to use full height glass partitions Ref: Polar Glazing Systems, (please see attached details in Appendix B). This we feel effectively demonstrates the organic evolution of the office space over the building life, whilst harking back to the aforementioned earlier layouts. Please see photographs 11 and 12 for details of the proposed system.

The technical detailing of the proposed glazing system will utilise where possible the existing beam locations to preserve the existing cornice detailing, and avoid long term material damage to the cornice.

Where the new partitioning meets the existing cornice detail at unavoidable junctions, we are proposing to commission Komfort partitions to cut the glazing panels on a radius to match the cornice detail and thus leave a very neat and streamlined junction which we feel will not harm the overall character of the detail, and satisfy all parties requirements. Please see drawing No.105690/006 for details.

The use of proprietary demountable partition system in this instance should result in no significant permanent damage of alteration to the suites.

2.3 Ceiling reinstatement

Whilst reflecting the organic development of the offices, the modern suspended ceiling in this instance is not considered necessary and does not, we feel, add to the overall character of the suite. Further concealed the original ceiling appears in relatively good condition. Please see photograph No's. 6, 7, 8, 9 & 10 for details of the original ceiling.

It is proposed therefore to remove the modern suspended ceiling to both suites to reveal the original ceiling finishes, downstand beams and cornice details.

Whilst parts of the existing ceiling appear to have previously been refurbished to a high standard, there are areas of the ceiling that need remedial works and we envisage our fit-out scheme will incorporate these works to an equally good standard utilizing appropriate materials. The original ceiling will during the works be sympathetically restored.

3 Conclusions

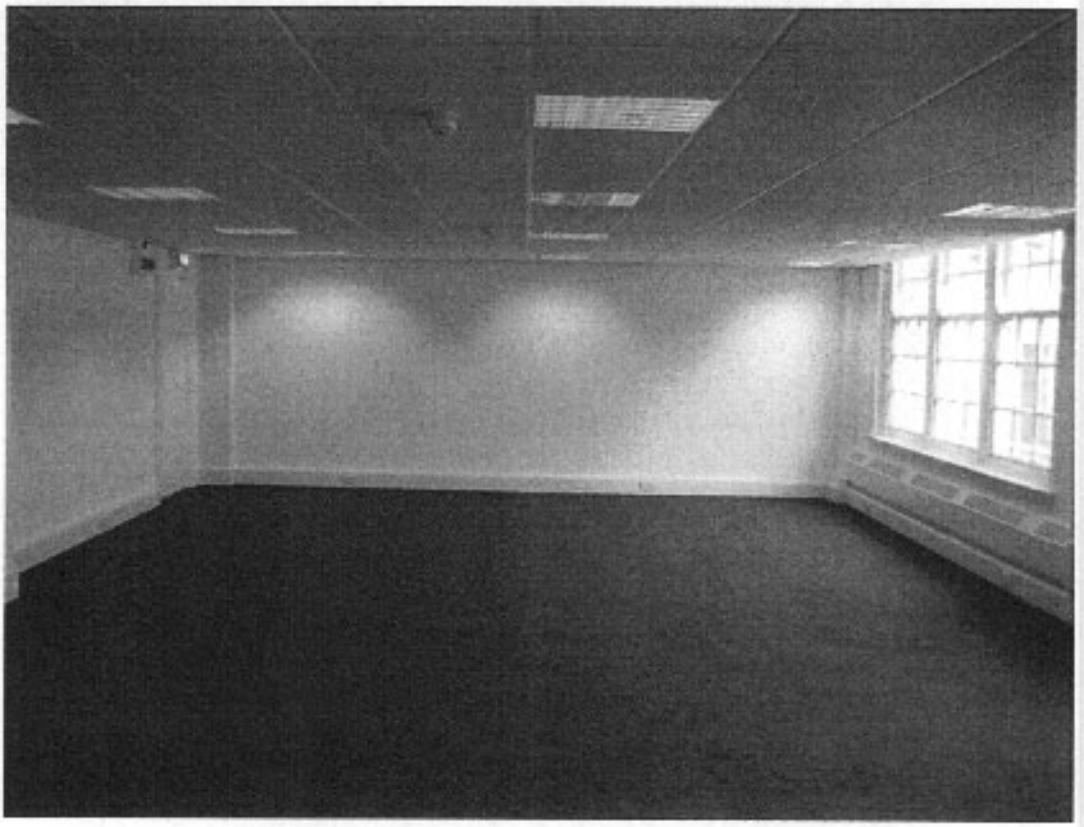
With recent extensive redevelopment within the Manchester City Centre, including Piccadilly Plaza, it is considered that where minor alterations only are required to listed buildings to provide long term continued originally intended use, that such works in effect will lead to an overall preservation of the buildings respective characters and structures, avoiding the requirement for extensive rehabilitation works and change of use.

We feel by incorporating aforementioned proposals design, Unison will enhance the aesthetics of both suites, and re-emphasise the character of the areas concerned. Further the minor alterations will we feel help preserve the overall building character and help maintain it's original intended office use. With sympathetic detailing the proposals will not significantly injure the building structure or detailing.

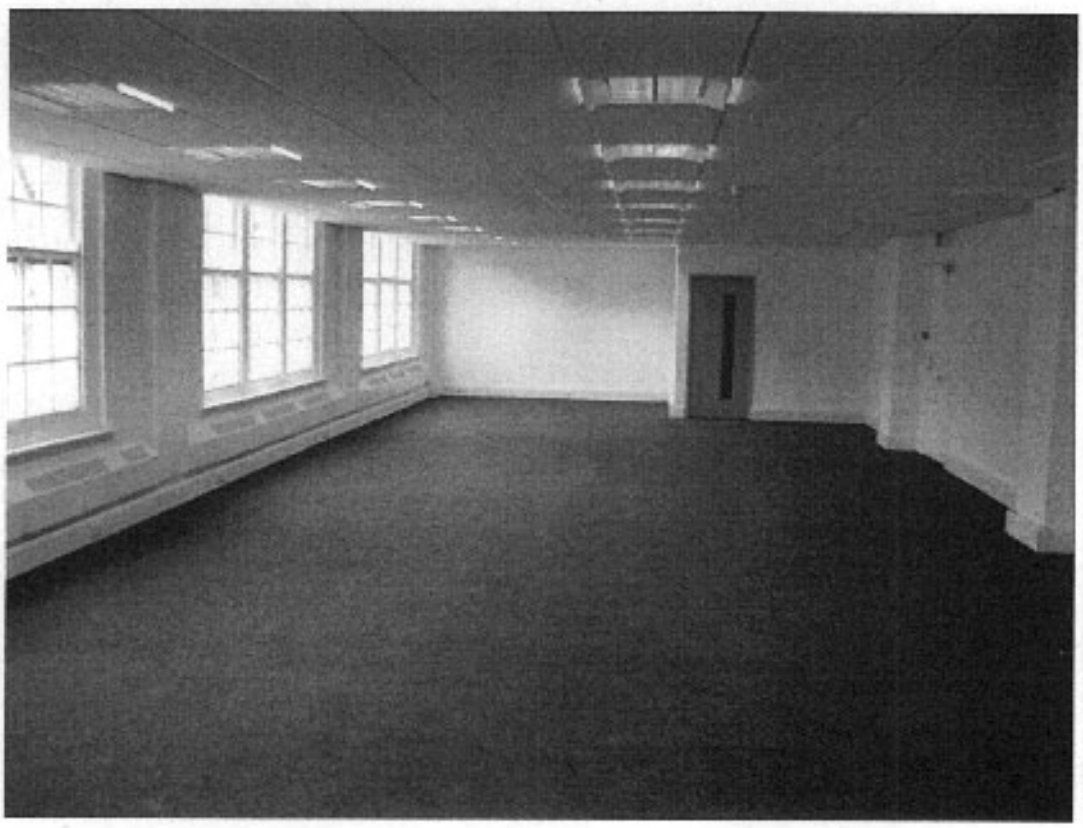
Should any member of the Listed Building Team at Manchester Planning Department require any further information, please do not hesitate to contact Simon Walker direct at Watts Group PLC Manchester office Tel: 0161 831 6180 for further assistance.

Photographs

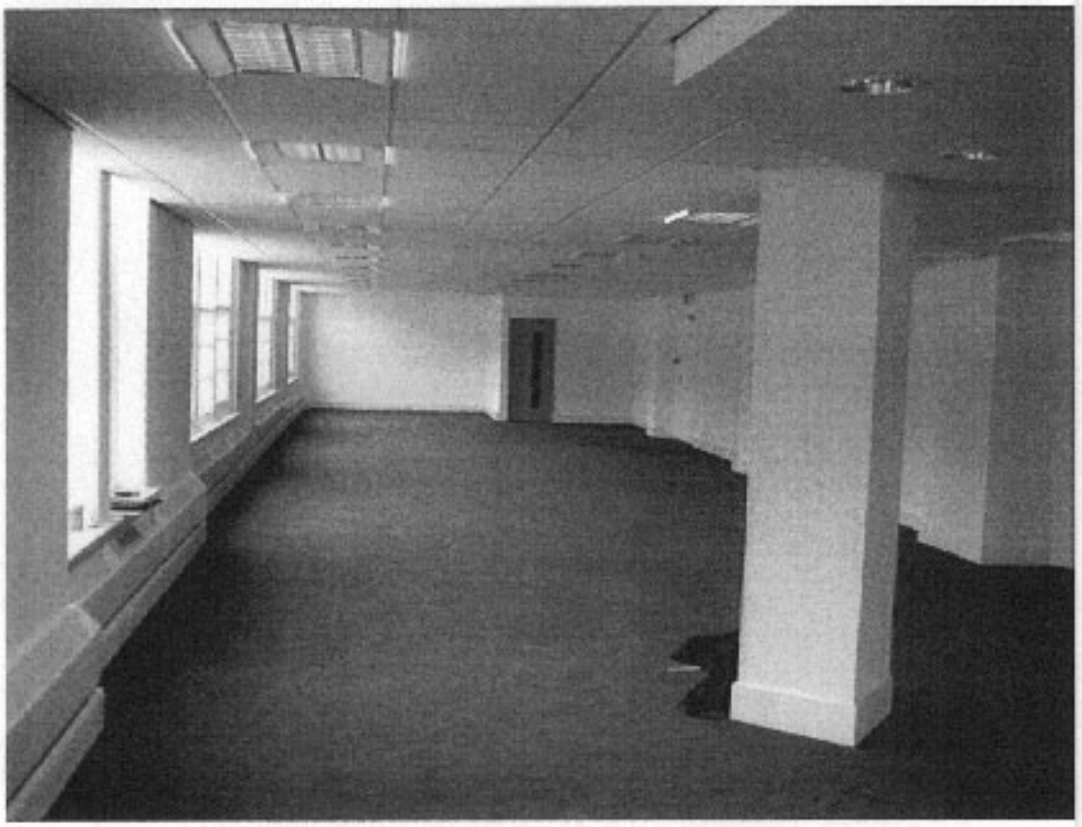
showing current condition



Photograph No.1



Photograph No.2



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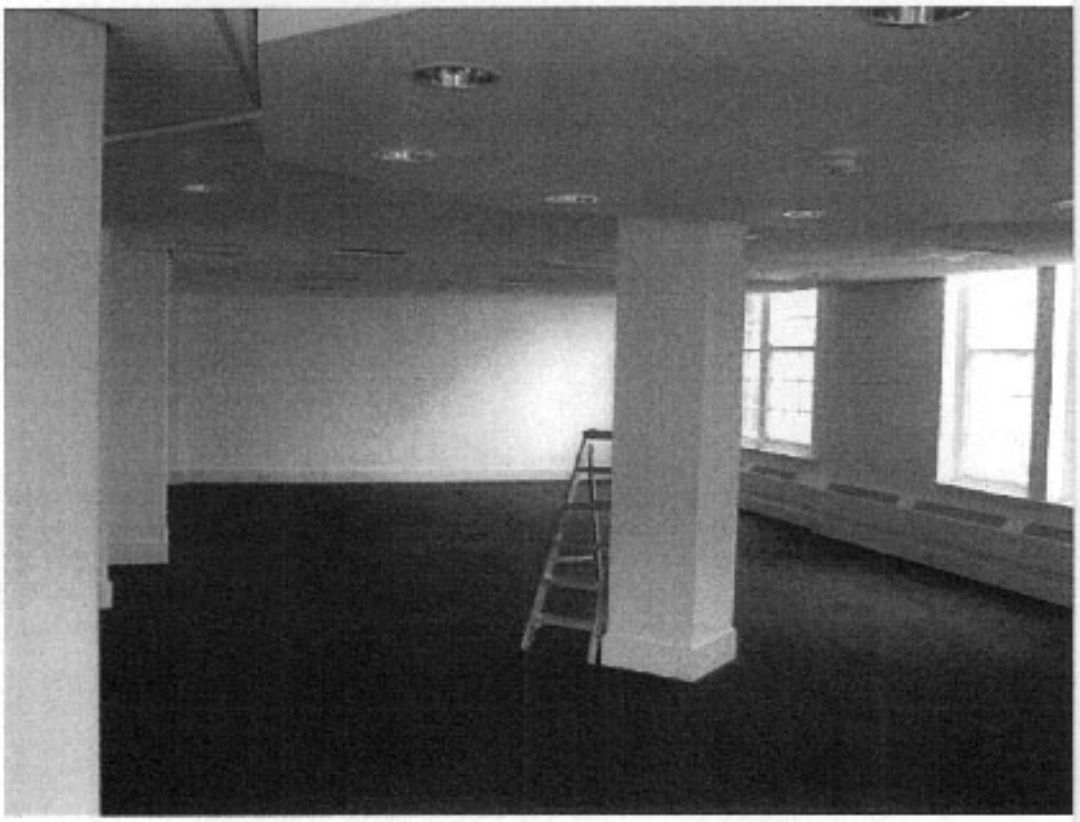
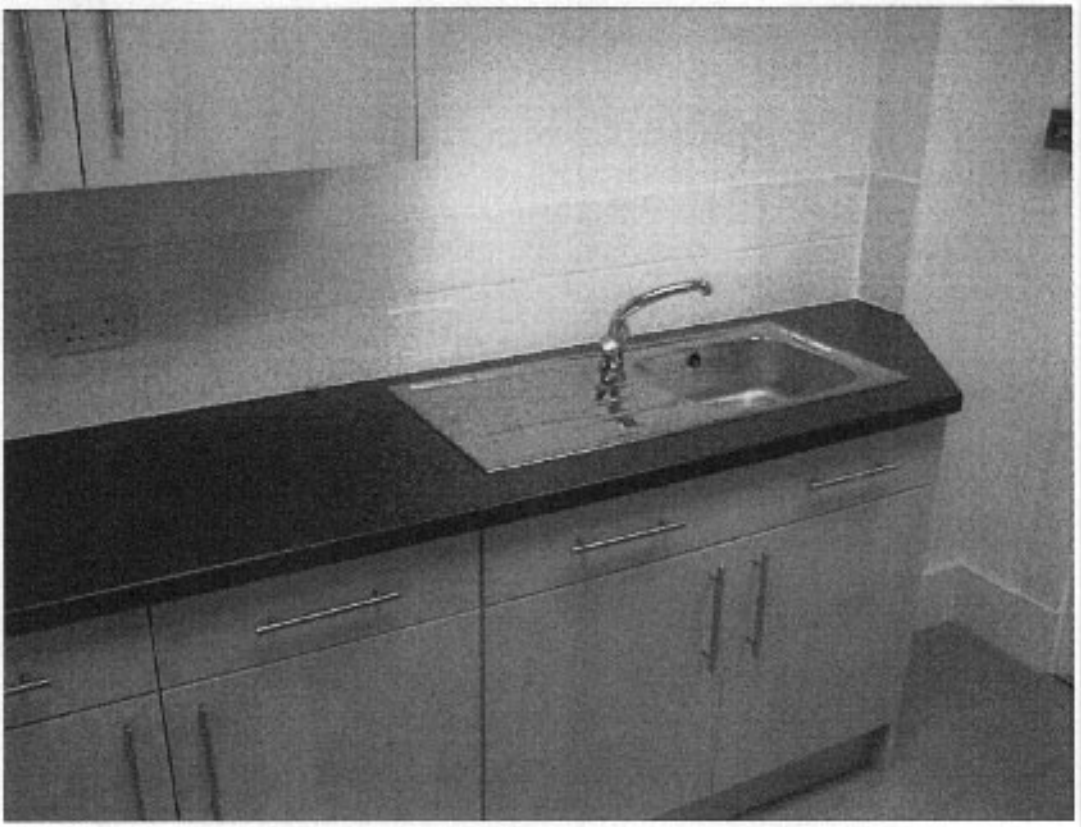
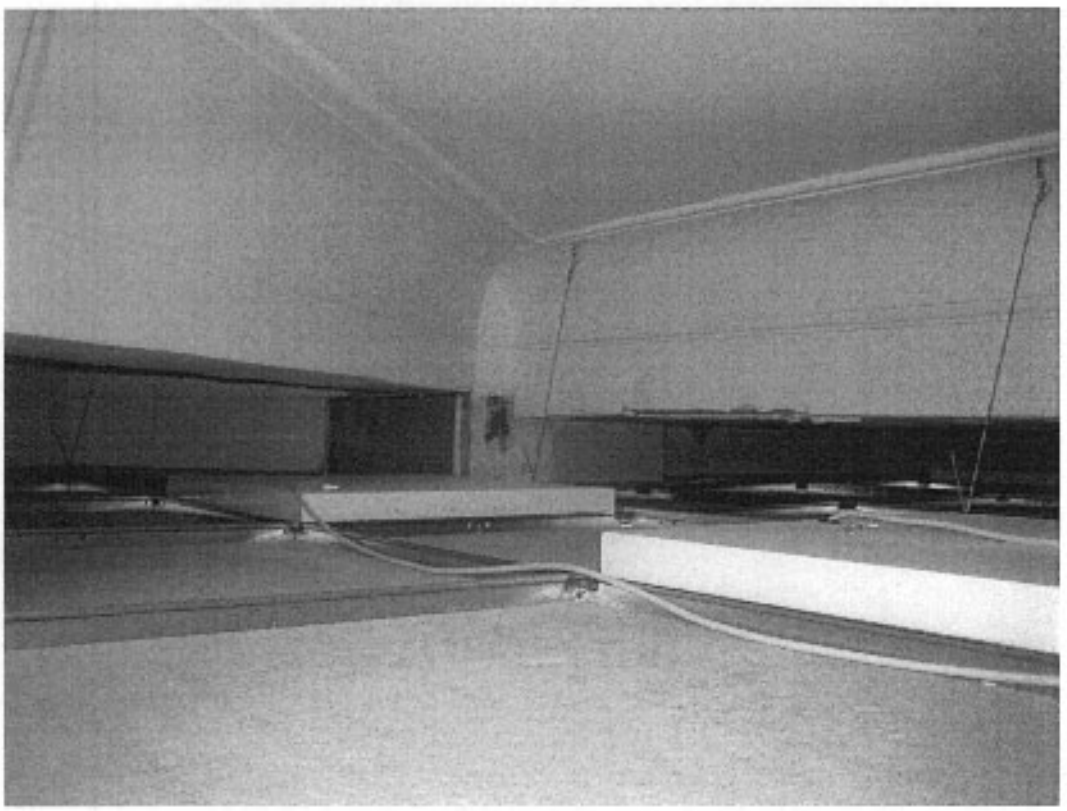


Photograph No.4



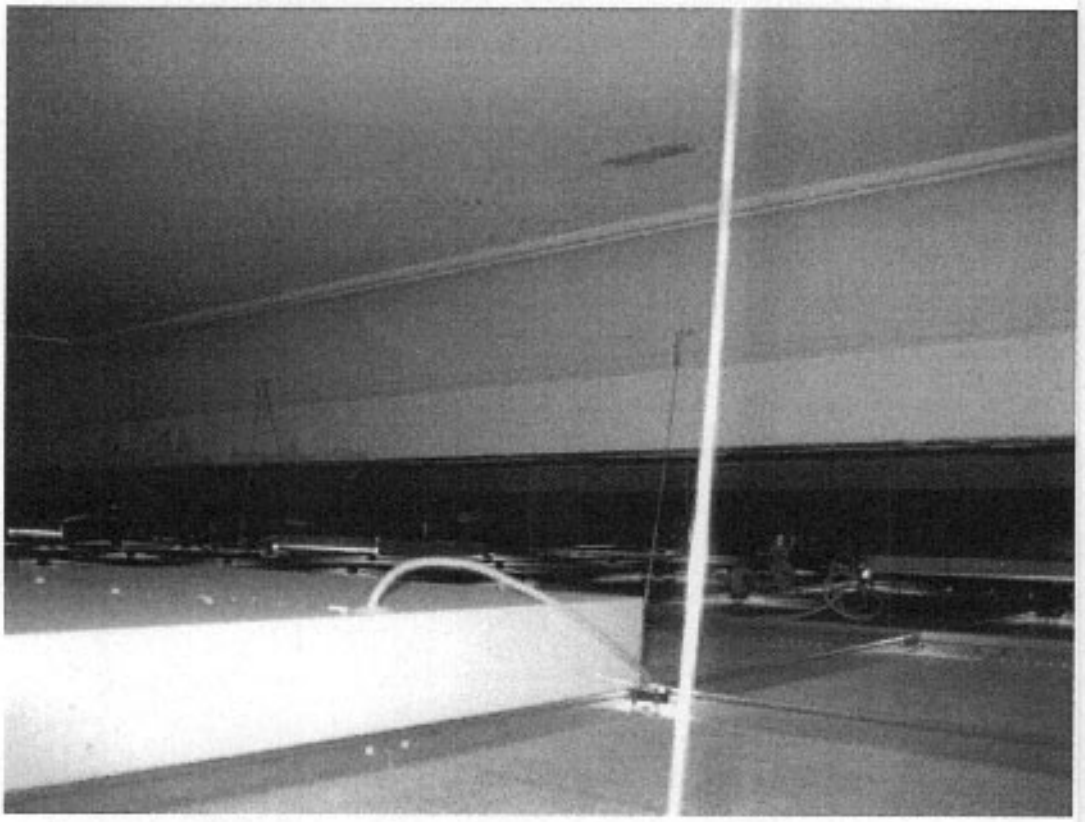
Photograph No.5



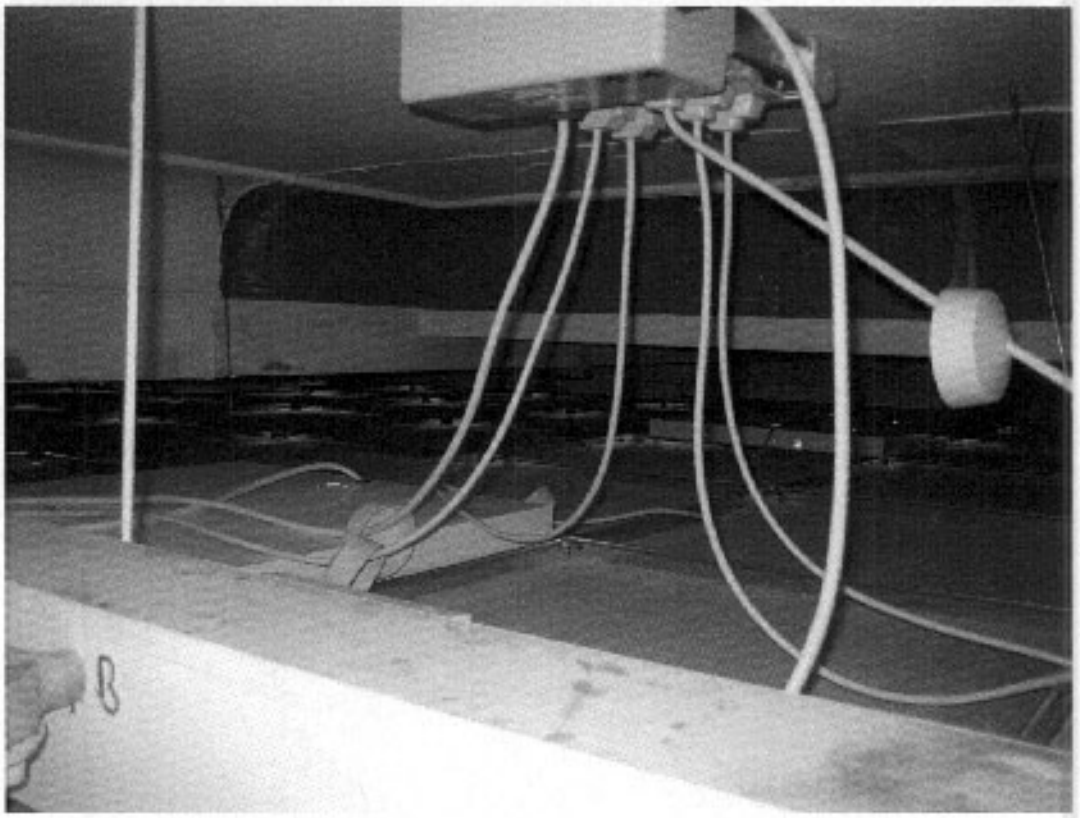
Photograph No.6



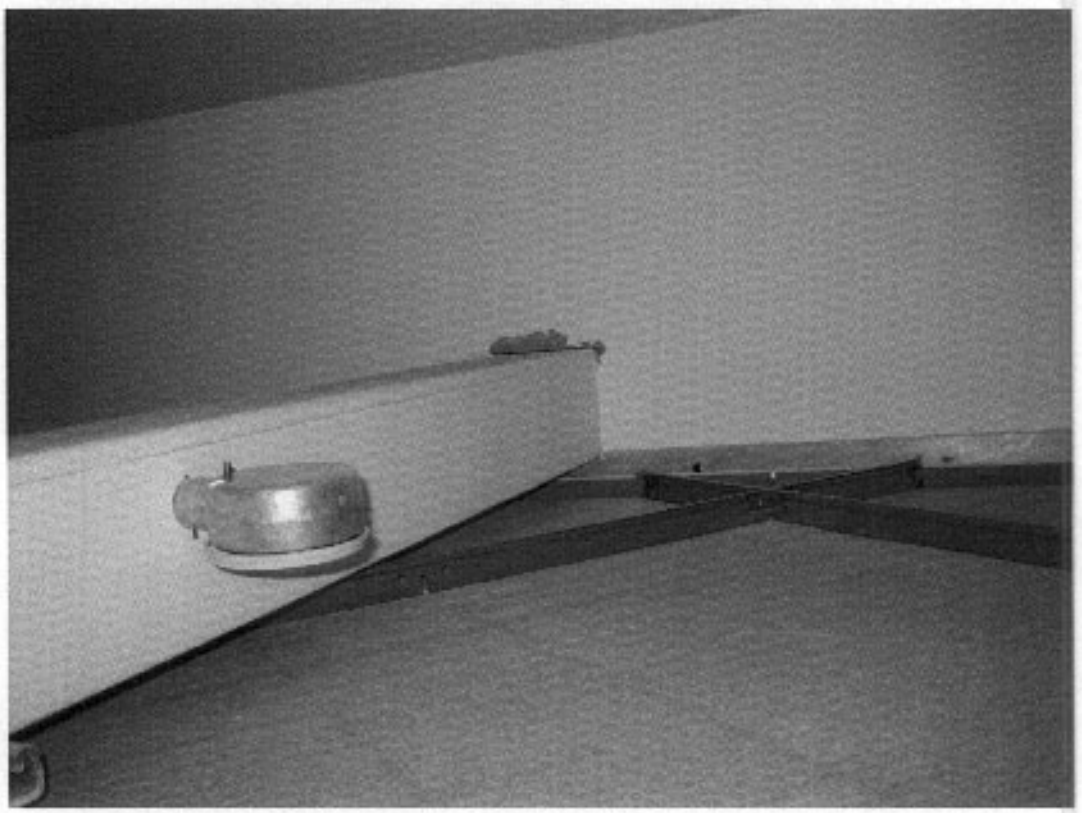
Photograph No.7



Photograph No.8



Photograph No.9



Photograph No.10

Photographs

showing proposed partition system



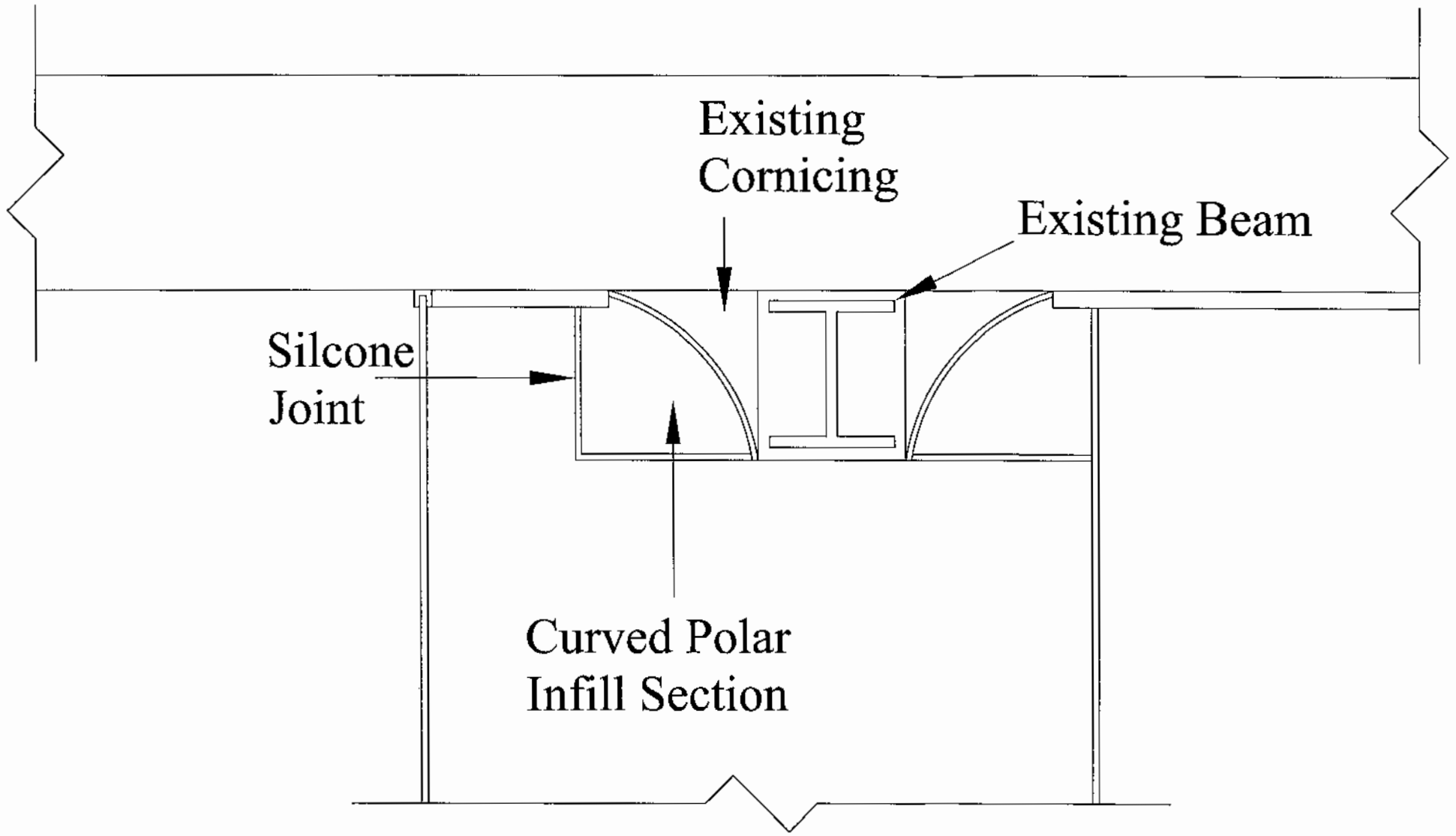
Photograph No.11



Photograph No.112

Appendix A

Junction detailing at coving positions



Clear Infill Panel to Cornicing Detail

Clear Infill Panel Detail; Sunlight House

SCALE 1: 10

Do not scale from this drawing

All dimensions to be checked on site

Notes:

Amendments:

This drawing and the copyrights and patents therein are the property of Watts Group Plc and may not be used or reproduced without prior consent.

This drawing is to be read in conjunction with all relevant Consultant's and / or specialist's drawings and documents. Any discrepancies or variations are to be notified to Watts Group Plc before the affected work commences.

Works to be carried out in accordance with Bye Laws and Regulations of Local Authorities and Statutory Undertakers.

Drawing type: Detail

Client: UNISON

Project: Office Fit Out Works
6th Floor Sunlight House

Title: Clear Infill Panel
to Cornicing

Scale: 1/10 Date: March 2008

Drawn: J.Ross Checked: SWW

Drg.no: 105690_JR_011 Rev:

Watts.

Watts Group PLC
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Manchester M2 2FE

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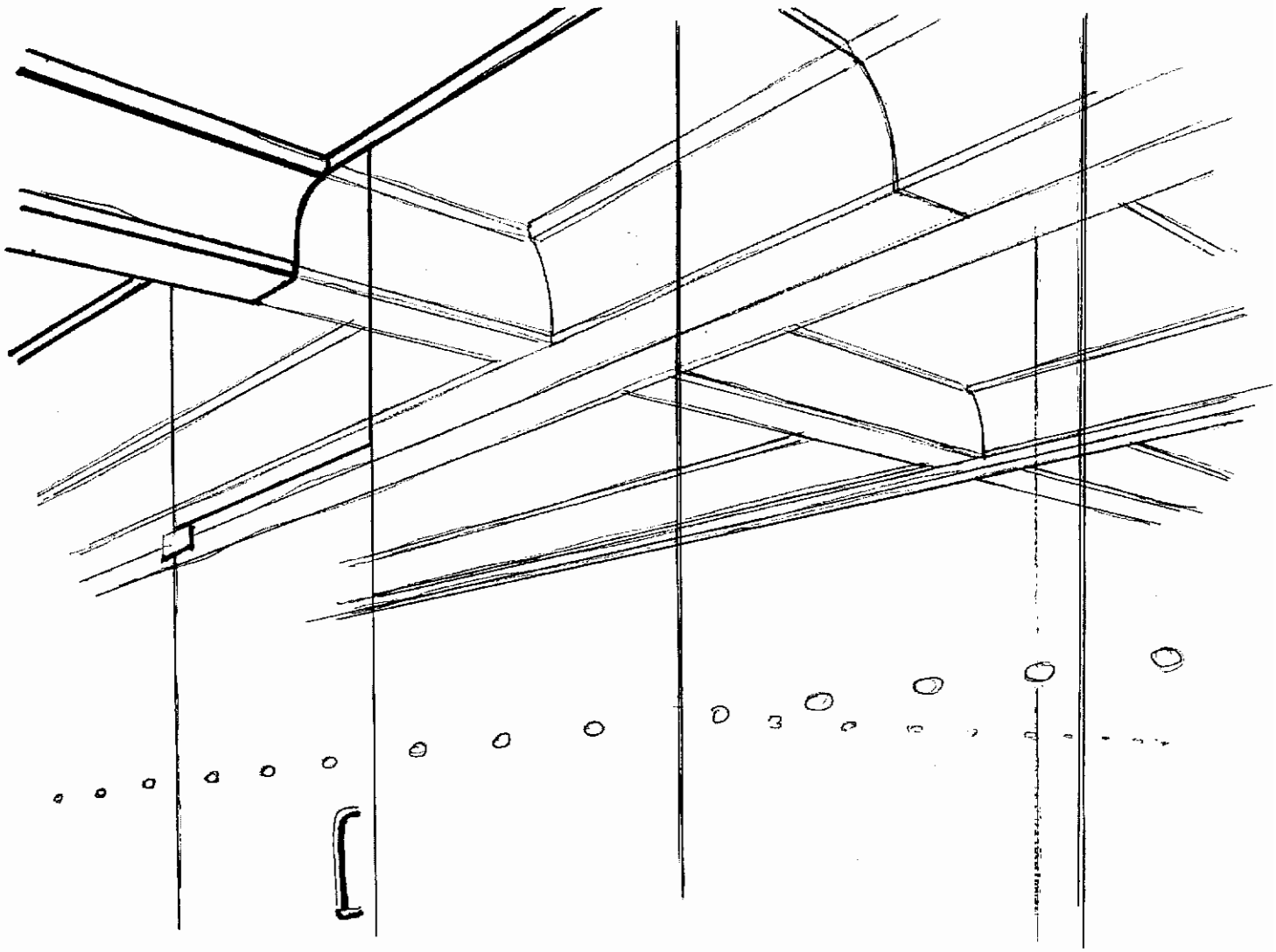

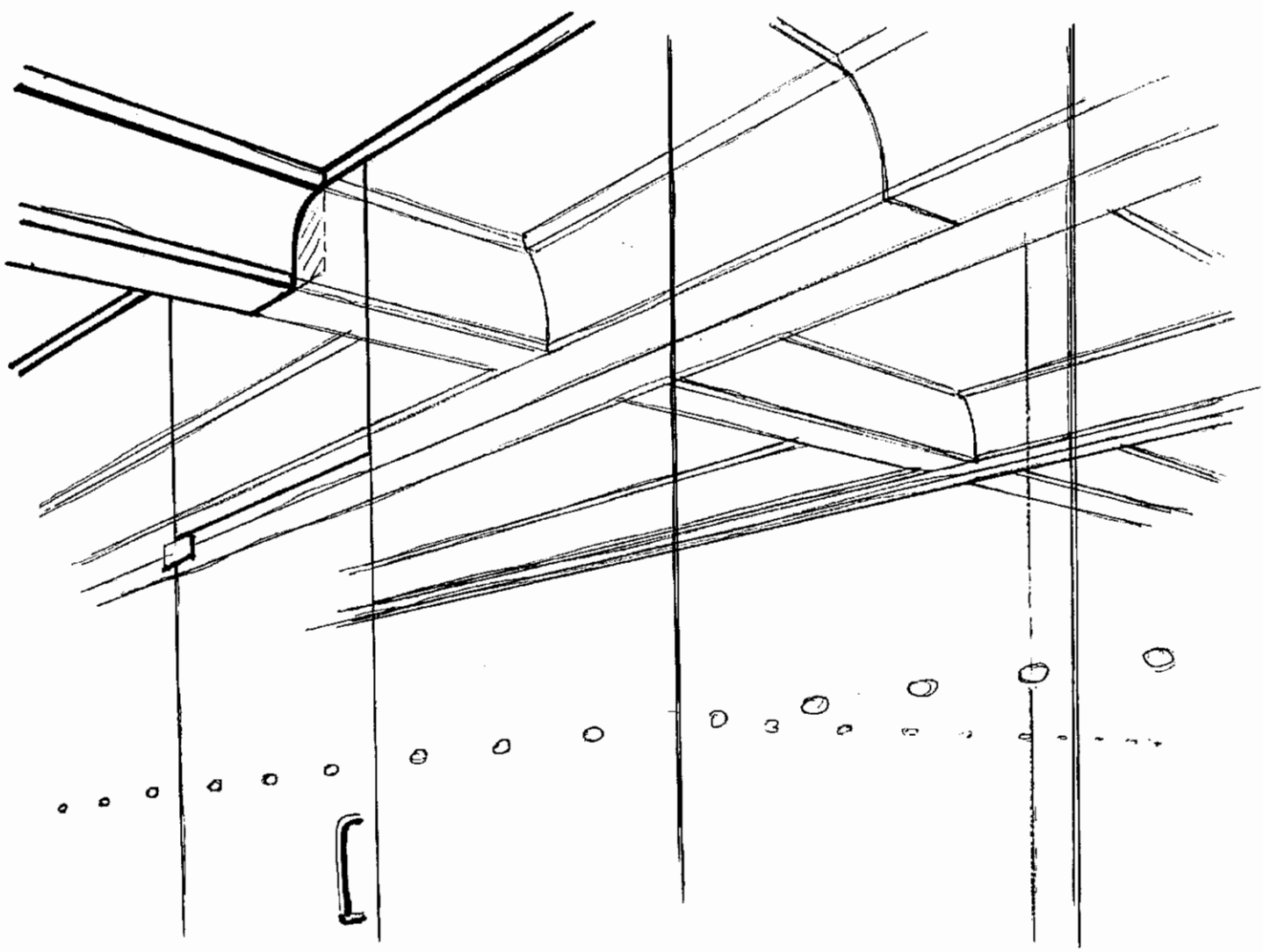

Appendix B

Full Method Statement For The Proposed Works

the old coach house
820 wilmslow road didsbury
manchester M20 2RN
0161 445 1661
0161 445 1771
enquire@flexiblebusinessinteriors.co.uk
flexiblebusinessinteriors.co.uk

2 MAR 2008
RECEIVED

26th March 2008

John Ross
Watts Group PLC
60 Fountain Street
Manchester
M2 2FE

Dear John,

6TH FLOOR, SUNLIGHT HOUSE, QUAY STREET, MANCHESTER

Please find below our Method Statement for the refurbishment/strip out works for the above mentioned project.

Strip Out/Enabling Works

1. Create new opening within existing brickwork dividing wall.

   - Carefully remove existing dry lining to either side of dividing wall within the close proximity of the new opening. All fixings/brackets to be unscrewed from the brickwork wall.
   - Carefully remove a section of brickwork approximately 1500mm wide x 2100mm high. Great care is to be taken during the removal process so as to ensure the surrounding brickwork remains in good condition. Brickwork to be temporarily supported with adjustable steel props.
   - Insert new Catnic box section lintel into newly created opening.
   - Make good dry lining to form new plasterboard reveals to opening.

2. Strip out existing ceilings.

   - Carefully take down existing suspended ceiling and MF feature ceilings. All fixings to be unscrewed for plasterboard soffit so as to minimise potential damage.

3. Repairs to soffit.

   - Undertake plaster patch repair works to existing ceiling soffit.

4. Construct new 1200mm wide plasterboard raft along centre line of newly created office suite.

   - Plasterboard raft to drop down from ceiling soffit by approximately 300mm. Sides to raft to return vertically by 100mm. Raft to be supported via galvanised metal hangers concealed within the raft void.
   - Hangers to be secured to plaster soffit using parabolt metal expanding bolts.

5. Solid Partitioning

   - Install new metal stud and plasterboard wall to side elevations of new Comms/Store Room. Plasterboard to extend from floor level to underside of soffit. Partition wall to receive oak skirting, wall abutments and head trims at all relevant abutments.
   - Partition wall channel to be screw fixed to plaster soffit and sub-floor.

6. Glazed Partitions

   - Install new Komfort Polar micro head, floor and wall abutment channel. Channel to be secured with screw fixings.
   - Install new 1200mm wide, full height glazed panels within micro channel. All vertical abutments to be sealed with clear silicone sealant.
   - Install new 2040mm high x 826mm wide fully glazed doors with fixed over panel. A small section of the sub floor is to be removed to enable the new floor spring to be recessed into the floor.
   - Apply Document M compliant manifestation to glazed partitions.

7. Decoration

   - Prepare and apply emulsion paint finish to all new and existing plasterboard/plaster surfaces.

8. Floor Finishes.

   Install new floor vinyl feature to reception area. Vinyl to be adhesive fixed to new latex self levelling screed.

Please feel free to contact me on the office number should you require any further information.

Yours sincerely,



Stephen Clarke

5. Solid Partitioning

   - Install new metal stud and plasterboard wall to side elevations of new Comms/Store Room. Plasterboard to extend from floor level to underside of soffit. Partition wall to receive oak skirting, wall abutments and head trims at all relevant abutments.
   - Partition wall channel to be screw fixed to plaster soffit and sub-floor.

6. Glazed Partitions

   - Install new Komfort Polar micro head, floor and wall abutment channel. Channel to be secured with screw fixings.
   - Install new 1200mm wide, full height glazed panels within micro channel. All vertical abutments to be sealed with clear silicone sealant.
   - Install new 2040mm high x 826mm wide fully glazed doors with fixed over panel. A small section of the sub floor is to be removed to enable the new floor spring to be recessed into the floor.
   - Apply Document M compliant manifestation to glazed partitions.

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   - Prepare and apply emulsion paint finish to all new and existing plasterboard/plaster surfaces.

8. Floor Finishes.

   Install new floor vinyl feature to reception area. Vinyl to be adhesive fixed to new latex self levelling screed.

Please feel free to contact me on the office number should you require any further information.

Yours sincerely

Stephen Clarke

Appendix C

Written Specification of The Works

SECTION THREE

SCHEDULES OF WORK

1.0 To be read in conjunction with all other information provided with the tender/contract documents. These Schedules of Work do not constitute a definitive list of all works required to achieve the proposals. The contractor shall fully assess all existing and proposed drawings/ specification and site factors in pricing the required works.

Where a particular product is specified, an equivalent product from another manufacturer will be acceptable providing that this product is of an equal quality and appearance. All installations to be in accordance with the manufacturer's instructions and recommendations, where necessary.

All works to be completed in accordance with current Building Regulations, and standards of workmanship and materials required by relevant British Standards, and to the Contract Administrator's reasonable satisfaction.

Ensure all health and safety matters are resolved prior to works commencement, and the contractor is to ensure all activities comply with the Health & Safety Plan(s) forming part of the tender and contract documents.

2.0 STRIP OUT/ENABLING WORKS:

2.1 Locate, isolate and make safe all services to the existing 6th floor office suite, to enable initial works and commencement of fit-out works. The contractor is to liaise with the on-site management team to ensure a co-ordinated approach and isolation of the area to be refurbished.

2.2 Read all service meters for water, gas and electric and report to CA.

2.3 Allow for fully protecting the existing carpet which is new following landlords refurbishment. Any damage to existing carpet tiles to be rectified at contractor's expense. All temporary protection is to comply with all Health & Safety Regulations and the contractor must ensure the protection is checked on a regular basis throughout the whole of the contract.

3.0 DEMOUNTABLE PARTITIONS:

3.1 Allow for making good all plaster finishes following the installation of demountable partitions, leave walls ready for decoration.

3.2 NB: Contractor to mark out with tape, locations of new partitions as per the drawing. Following which CA/Unison to confirm locations are correct.

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3.3

1/0. K30 PANEL PARTITIONS

To be read with Preliminaries/General conditions

Type(s) of Partition

1/0.1 130 RELOCATABLE PARTITION

Polar Single Glazed

1/0.2 Drawing Reference: 105690 JR 002

1/0.3 Manufacturer:

Komfort Workspace plc

8 Brindley Road
City Park Business Village
Trafford Park
Manchester M16 9HQ
Tel: 0161 873 8539
Fax: 0161 873 8540
E mail Northern-sales@komfort.com

1/1. Product Reference: Polar Single Glazed System

1/2. Strength to BS 5234: (*strength and robustness*)

Glazed partition when tested to BS 5234: 1992 is classified Severe Duty at 2600mm high.
Doorset resistance to vertical load when tested to BS EN 947: 1999 is classified Severe Duty.
Doorset resistance to soft and heavy body impact when tested to BS EN 949: 1999 is classified Severe Duty (*in both directions*).
Strength and durability performance of steel hinges when tested to DIN 18263.

1/3. Fire Resistance:

(Refer to Komfort Regional Office for Fire Test Certification, and Method of Build Data).
Polar Single Glazed system and doorsets to be Non-fire rated.

1/4. Fire Rating for Panel:

Glass panel –.
Spread of flame to BS 476: Part 7: 1997 - not applicab
Fire propagation to BS 476: Part 6: 1989 – not applicable
Applied surface finish (*manifestation*) spread of flame to BS 476: Part 7: 1997 class 1.
(*Refer to Komfort regional office for details of finish available*).

1/5. Sound Insulation:

Single glazed module using 12mm toughened (*class 'A'*) safety glass (*up to 3000mm*) is laboratory tested to 33dB (Rw) sound reduction. Test carried out to BS EN ISO 140-3: 1995. Test results derived from ISO 717/1: 1995.

1/6. Partition Height:

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	To suit floor to soffit 2700mm – 3000mm (subject to site survey by KRC)				
1/7.	**Partition Abutments:** **Head to the underside of .....** Structural concrete using the following component assembly..... Micro aluminium head channel (*code: SJ17*), 33mm deep with 1 No. continuous foam rubber seals (*code: 342*) and fitted with uPVC channel gasket (*code: SJ13*). **Deflection Allowance - If required contact Komfort Workspace plc** **Floor:** **Constructed of.....** Concrete/screed + structured steel **using the following component assembly.....** Refer to skirting/sills section. **Wall/Vertical Structure:** **Constructed of.....** Dry lining using the following component assembly..... Wall aluminium head channel (*code: SJ17*), 33mm deep with 1 No. continuous foam rubber seals (*code: 342*) and fitted with uPVC channel gasket (*code: SJ13*).				
1/8.	Frames Internal: (*For Komfort solid panel system installed with Polar Single glazed. Refer to relevant K30 specification details).*				
1/9.	**Frames External:** Kolourframe Stove Enamelled to BS 4800/RAL *(code: To be specified).*				
1/10.	***Junctions/Corners:*** 135 degree silicon jointed glass corner. 3 way junction silicon jointed glass.				
1/11.	**Skirting/Sills:** 2 part 23mm high aluminium base channel (*code: SJ2/SJ3*) installed with neutral plastic beads, 4mm diameter (*code: SJ11*) for 12mm thick glass and 5mm diameter (*code: SJ12*) for 10mm thick glass.				
1/12.	Trims: *Refer to the relevant K30 specification details for solid panels, etc.*				
1/13.	**Solid Panels: N/A**				
1/14.	**Finish/Colour:** *Refer to the relevant K30 specification details for solid panels, etc.*				
1/15.	**Joint Treatment:** Neutral silicon glass to glass joints nominally 4-6mm wide.				
1/16.	**Glazed Panels:**				

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.....Using 12mm thick toughened safety clear glass.

1/17. Glass Type(s):
Non fire safety rated (*class 'A'*) clear 12mm thick toughened glass (*to a maximum height 3000mm*).
All glass maximum width 1500mm (subject to building/area access).
To conform to Document 'N' Building Regulations 1991, Regulation 14 of the Workplace Health and Welfare Approved Code of Practice and in accordance with BS 6206: 1981, BS 6262: 1982 and when applicable to BS 476: Part 22: 1987.

Fire glass to be within Komfort Fire Performance Certification limitations (refer Komfort Regional Office).

1/18. Manifestation:
To conform to Document 'N2' of the Building Regulations 1992 – (50mm dots @ 200mm centre @ 1500mm and 900mm high finished in Opal Frost)

1/19. Integral Venetian Blinds: N/A

1/20. Doorset:
Toughened 12mm thick glass .....
.....Single full height 2400mm frameless door with glass overpanel (*maximum 3000mm*).

1/21. Door Frame:
Frameless (*for 10mm and 12mm thick glass doors and 12mm thick sliding doors*).

1/22. Doors:
Clear glass with polished edges.....
.....Without door frame (*frameless for glass doors only*).

1/23. Vision Panel: N/A

1/24. Glazing to Vision Panels: N/A

1/25. Ironmongery: N/A
Patch hinge set with floor spring to suit frameless glass door and glass overpanel finished in.....
Silver (*SAA*).
Manet 'D' handle 1240mm pitch, back to back fix finished in.....
Satin Stainless Steel.

1/26. Cable Management Outlets: N/A

1/27. Accessories:

1/28 Other Requirements:

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4.0 JOINERY WORKS:

4.1 All existing doors as shown on existing and proposed drawings are to be left undisturbed.

4.2 **New Doors (to locations identified):** Supply and hang new doors and frames to all locations identified on proposed drawing, all doors to consist of following:

Doorset:
Solid Core 44mm thick
Single door with glazed fanlights.
with square edge meeting stiles and rebated edge overpanel.
Door modules to be 30 minute fire rated with the introduction of door closers, intumescent seals fitted within door frames and meeting edges of double door sets / overpanels in accordance with Komfort Office Environments plc fire performance certification limitation and full product specifications and separate data sheets for tested configurations and intumescents.

Door Frame:
Veneered radius profile door frame kit (code: TP538) pre-mitred and supplied with uPVC door seal / cold smoke seal (code: 868).

Doors:
With suitable concealed hardwood lippings and door face finish Ash Veneer – pre finished.

.

Vision Panel:
Each doorleaf to have 2 number apertures as standard fire door design (Code: 508.5). Location within doorleaf.

Glazing to Vision Panels:
Komfort 30 minute clear fire/safety rated (class 'A') 6mm thick glass.
To conform to Document 'N' Building Regulations 2005, Regulation 14 of the Workplace Health and Welfare Approved Code of Practice and in accordance with BS 6206: 1981, BS 6262: 1982 and when applicable to BS 476: Part 22: 1987.
Fire glass to be within Komfort Fire Performance Certification limitations.

Ironmongery:- To Match Exisitng on Site.

Single Doors to have:- Lever Handle Cylinder lock and thumbturn

Hospital Doors to have :- D Handle Push Plate

4.3 **Signage (New):** Supply and fix new door signage as detailed within ironmongery schedule, using polished aluminium. Size 300mmx500mmx8mm thick.

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4.4	**New Reception Desk:** Supply and fix new reception desk as per below details. Allow for all liaison with manufacturer. Checking dimensions, electrical wiring etc. Leave whole installation complete and ready for use by Unison. Manufacturer: Komfort Workspace Tel: 01264 348807 Code: B/JOIN Supply and install new bespoke reception desk, overall length approx. 4m, as shown on drawing. Style of reception to be modified to allow for Part M DDA compliance. Standard Group 1 veneer with a 120mm high stainless steel kick plate. Includes a raised horizontal veneer banding feature all edges pre lipped with solid timber before face veneer applied, to include 12mm thick toughened glass shelf supported on bespoke chrome circular glass supports. Dtorage to include 1 veneered mobile pedestal unit. Liaise with Komfort to arrange for survey delivery and installation.				
4.5	**Existing Windows:** Ease and adjust all existing timber windows to all locations within the suite. Leave all windows fully functional and replace any broken glazing.				
5.0	**SUSPENDED CEILING (EXISTING):** Allow for adapting the existing suspended ceiling to allow new demountable partitions to pass through to underside of structural ceiling. Following the installation of partition walls allow for re-fixing the existing suspended ceiling all leave fully flush with new construction. Allow for replacing any broken tiles and leave whole ceiling level and fully completed. Allow for installation of new soundproofing insulation to all areas, to consist of 200mm of mineral fibre quilt laid across all suspended ceiling voids to all areas. Allow for all suspended ceiling works in connection with lighting alterations, leave whole ceiling fully intact and flush with existing tiles.				
5.1	**Reception Ceiling (Adaptations):** Allow for removing the existing plastered ceiling bulkhead to the reception area including all sub structures and leave ready for new reception ceiling. Form new curved ceiling bulkhead detail as shown on proposed drawing consisting of timber sub-frame and 12.5mm plasterboard and skim finish. Ensure new curved bulkhead corresponds with curved reception desk, allow for all associated lighting to this area. Form new suspended ceiling to exposed area and match in with existing, leave all junctions with plaster bulkhead fully complete and flush with existing ceiling tiles.				

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6.0	**ELECTRICAL INSTALLATIONS:**				
6.1	Refer to preamble V90 for electrical installation details generally. Supply and install all necessary fittings and fixings to adapt the existing electrical circuits to suit the new layout all as indicated on the drawings. All installations to the latest IEE Regulations and Part P of the Building Regulations and to be installed/certified by NICEIC registered person(s) the details of whom must be provided to the CA in advance of works commencing. Liaise with electrical service supply company as necessary and allow sufficient time for attendance by electrical service supply company if necessary within overall programme for the works.				
6.2	The drawings indicate a general arrangement. Give prior notice and agree fitting locations, wiring routes with CA at first fix stage.				
6.3	**Lighting Installations:** Refer to drawings for general arrangements.				
6.3.1	Allow for relocating existing suspended ceiling light fittings to suit new office layout. Allow for all cabling and associated fixings to leave whole lighting system fully functional and operating from new switch locations as shown on drawing. Existing switching to be used where possible, redundant switches to be blanked off. All new switches to be MK. Allow for removing all motion detector switches to all light fittings, all new lighting system to work from wall mounted switches. Include for all associated removal of redundant cables, back plates etc and make good all surfaces locally.				
6.3.2	Supply and fix new recessed down lighters to new reception curved bulkhead as shown on drawing.				
6.3.3	Supply and install new illuminated emergency exit lighting to locations identified on drawing.				
6.3.4	Allow for supply and fix of new emergency lighting to locations identified on drawing. Allow for all wiring and connections to existing system for all of the above items.				
6.4	**Small Power Sockets & Skirting Trunking:**				
6.4.1	Allow for testing the existing electrical loading capacity to ensure that the alterations are within the capacity.				
6.4.2	Supply and fix new double sockets to locations shown on drawing to all rooms within new layout. Allow for all wiring and connections to existing system. Manufacturer: MK.				

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6.4.3	To locations shown on drawing supply and fix new skirting trunking. Allow for all associated fixings and connections. Agree all trunking positions with CA prior to works commencing and make good any disturbed surrounding areas following installation. Manufacturer: MK.				
6.4.4	**Provisional Sum (Electrical Works):** Allow for the provisional sum of £2,000.00(two thousand pounds) for works in connection with the existing electrical installation. To be expended only as directed by the CA.				
6.5	**IT Installations:** Allow for the provisional sum of £30,000.00 (thirty thousand pounds) for all IT installations and equipment all to be specified by Unison in conjunction with Manchester City Council. To be expended only as directed by the CA.				
6.6	**Telecom Installation:** Supply and install new telecom system including 20 new IP handsets all to be linked to Manchester City Councils main telephone system. Allow for liaising with Manchester City Council and further details can be obtained from Mr Norman Smith from Unison Tel: 020 75511 593.				
6.7	**Personal Panic Alarm to Main Reception Desk:** Install personal panic alarm to main reception desk with 2No. sounders and awareness lights to main administration area. System to include a simple push button underneath the reception desk linked to sounders and flashing beacon lights in main admin area. Manufacturer: Contractors choice.				
7.0	**FIRE ALARM (LINKED TO EXISTING):** Supply and fix new fire alarm call points and sounders as shown on drawing. Allow for liaison with existing maintenance company and obtain all relevant certification to confirm new installation is satisfactory. Ensure new system is fully linked to existing and arrange test with on site management team. Allow for all wiring, fittings and connections and ensure new system complies with Building Control.				

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8.0	**INTRUDER ALARM (NEW):**				
8.1	Supply and fix new intruder alarm system with main control panel located in comms room and remove key pad located adjacent to main entrance doors. Whole system to be hardwired with motion detectors to positions shown on drawing and door contacts on main entrance doors D10 and two emergency exit doors D1 & D18. All wiring to be concealed. Allow for demonstration to CA and Unison on completion. Manufacturer – Contractor choice subject to approval by CA.				
9.0	**HEATING (EXISTING UNITS):**				
	Allow for overhauling the existing warm air convectors to the perimeter of the unit. Remove all cover grills and clean out all elements, leave whole system fully cleaned and functioning correctly, replace grills and leave ready for decoration. Allow for investigating the heating controls and ensure they are working correctly, leave whole system fully functioning.			£2000	00

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					£30,000	00

10.0 **FURNITURE (NEW):**

Supply and install all new furniture as detailed below:
Supplied by Office Furniture: Mark Colclough – Tel: 0161 877 2933

Item Description	*Quantity*	*Code*
Staff Area		
Helsinki Leather 3 seater	1	HEL5004
Helsinki leather 2 seater	1	HEL5002
Coffee table	1	HEL50003
Interview 3		
1800mm x 800mm curved desk	1	2518
Cantilever meeting chair leather in blue	3	ICE40001
Four draw wooden filing cabinet	1	LF4
1790mm high cupboard	1	TU
Interview 2	1	2518
1600mm x 800mm curved desk		
Cantilever meeting chair leather in blue	3	ICE40001
1790mm high cupboard	1	TU
Branch Secretary		
1600mm wave desk	1	25WL16
Under desk mobile pedestal	1	DMP3
1200mm diam meeting table	1	RT12
Cantilever meeting chair in blue	4	ICE40001
Helsinki Leather 3 seater	1	HEL50004
High backed operator chair	1	V101
Four draw wooden filing cabinet	1	LF4
Filing Room		
4 Draw steel filing cabinets	8	1FC4
Main Office		
1600mm workstation desk	8	CSE16
600mm desk high pedestal	4	P63
800mm desk high pedestal	4	P83
1600mm desk mounted wave screens	8	DAMCHS16
High backed operator chairs	9	V101
Four draw wooden filing cabinet	6	LF4
Interview 1		
1600mm x 800mm straight desk	1	2516
Cantilever meeting chair in blue	3	ICE40001
Four draw wooden filing cabinet	1	LF4
1790mm high cupboard	1	TU
Large Communal Office		
1800mm workstation desk	4	CSE18
600mm desk high pedestal	4	P63
800mm desk high pedestal	4	P83
Four draw wooden filing cabinet	4	LF4
High backed operator chairs in blue	4	V101
Conference Room		
1800mm x 800mm tables with folding leg	16	F1
1300mm x 800mm tables with folding leg	4	F3

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Cantilever meeting chairs in blue	36	ICE
1800mm x 800mm straight desk	1	2518

11.0 VERTICAL BLINDS TO EXISTING WINDOWS (NEW):

Supply and fix new 100mm wide vertical blinds to all existing window positions, allow for all fixings and leave all blinds fully functional.
Supplier: Contractor choice, to be approved by CA.
Colour: Cream

12.0 PLANTING (PROVISIONAL SUM):

Allow the provisional sum of £1,000.00 for artificial planting. To be expended only as directed by the CA. £1000 00

13.0 DECORATION:

13.1 The contractor is to allow for all preparation of surfaces to all new and existing walls ready to receive decoration, including burning off, wire brushing, rubbing down, knotting, stopping and priming as required.

13.2 Decorate all wall surfaces as directed on decoration drawing, allow for the following:

a. ***Wallpaper:*** Hang all wallpaper as per manufacturers instructions and include for lining paper as required.

b. ***Emulsion Finish (Walls):*** Seal all new and remaining plaster. Apply 2no. full coats vinyl matt emulsion to identified walls. Colours as per decoration drawing.

c. ***Windows (Existing):*** Knot, stop, prime and apply 2no. full coats of undercoat and 1no. coat gloss oil finish timber windows. Colour to be white.

d. ***Heathers (Existing):*** Apply 2no. full coats of undercoat and 2no. full coats of gloss oil finish. Colour to be white.

14.0 RECEPTION SIGNAGE (PROVISIONAL SUM):

Allow the provisional sum of £900.00 (nine hundred pounds) for the installation of a large Unison logo to the main reception area. To be expended only as directed by the CA. £900 00

15.0 FIRE EXTINGUISHERS (NEW):

To locations indicated on drawings supply and fix new fire extinguishers including all appropriate signage and stands etc.
Manufacturer: Chubb.
Type: As indicated on drawing.

16.0 FLOORING (NEW):

To location shown within the reception area, supply and lay new vinyl sheet flooring to the edge of the reception desk.
Ref: Armstrong – Palisander Ref: 20082/851210.

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17.0	**HANDOVER REQUIREMENTS:** The contractor is to ensure that the following is carried out/made available to the CA/Unison at handover: a. Joint inspection of IT installation with Unison's IT department and CA. b. All collateral warranties, guarantees, certificates etc. c. User instructions/maintenance manuals for all installations. d. Labels to stop valves, IT/power installations etc – indicating their function and reference. e. All Health & Safety information compiled within the H&S File as required under the CDM Regulations.				
18.0	**CONTINGENCY:** Allow for the contingency sum of £5,000.00 for any additional works identified during the course of the fit-out works, to be expended only as directed by the CA.			£5000	00

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