Soft strip out and preparation works

The contractor and all operatives are to be inducted prior to commencement of works on site. The contractor and all operatives are to be made aware that 77 Piccadilly is a listed building and that all fixtures and fittings in the building are to be retained and preserved with the exception of the items noted on the enclosed drawings.

All existing fixtures and fittings are to be retained and to be left on site in place undamaged. These are as follows: Fireplaces and surrounds, skirtings, covings, architraves, doors, fanlights, ceiling details, windows, glazing and hard flooring.

The contractor is to report any unusual or undocumented features discovered during these works to the architect. Leave in place for inspection.

The contractor is to ensure that all fixtures and fittings are carted off site through the rear fire exit staircase. All items to be carefully stored in the centre of a room, away from the walls and bagged up before carting down the escape. The route through the escape should be protected with hardboard for the duration of the works. This includes walls, treads handrail and balustrades. No bags to be left on site and fire escape route to be maintained clear for safety reasons.

Carefully remove existing timber staircase including concrete overclad base. Ensure that and fixings to original walls are carefully extracted and filled with a suitable material

Carefully remove electrical fittings in the ceiling void and cart of site. Ensure that any fixing to original walls and ceilings are carefully extracted and filled with a suitable material for paint finishing.

No original fabric to be removed, the drawings included in this application do not indicate the removal of any original fabric. The fabric from which the non-original elements have been removed is original.

Once all fixtures have been removed allow architect to re-inspect entire exposed fabric to ensure that the fabric is in accordance with drawings.

Pre fit-out works

All strip out works protection as stated above to remain in place during the duration of all works.

Carefully install internal tanking membrane to existing walls and floors as per drawings. Tanking membrane to have minimal fixings which are to be taken through existing mortar joints.

Proposed glazed entrance to be installed in accordance with drawings. Glazing channel to have minimal fixings.

Proposed steel staircase to be installed in location of existing staircase. The steel staircase will be free standing; it is envisaged that no wall fixing will be needed.

Fit-out works

The proposal is to fit-out the shell premises to form a new gymnasium. The main works that will be undertaken include the following:

- Installation of new Ventilation/Extract and Air Conditioning System

- Construction of stud partition walls to form the proposed changing rooms and office

- Installation of new electrical services which include, suspended lighting, sockets to the perimeter walls and AV installation

- Installation of various floor finishes throughout (carpet tiles, 30mm rubber flooring, 4mm rubber flooring and vinyl floor covering to the changing areas)

- Decorations to all walls: As part of the proposed fit-out works there is no proposal for any further strip-out or demolition works as this is being undertaken during an earlier stage of the works. It is noted that there are a number of original decorative features within the premises which include the marble and high level cornicing to the ground floor entrance, the supporting columns throughout and the exposed brickwork arches at basement level.

- It is our intention to retain and utilise existing design features with the unit. These include the following:

  Ground floor level coving, basement columns and column bases/heads: These are to be repaired and refurbished as required before being suitably protected by means of protective wrapping, which is to be applied prior to the fit out works commencing. This protection is to be suitably secured with adhesive tape and will remain in place for the duration of the works. Elements are to be fully inspected post completion and the contractor is to report any defects discovered to the architect. Defects will be suitable repaired following inspection.