Method Statement for the Phase 2 Soft Strip of Interior Elements within a Grade II Listed Building

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1.0 Introduction

This Method Statement has been prepared to support the soft strip out works at 1-5 St Ann's Square, Manchester, M2 7EF.

The purpose of this document is to demonstrate that consideration has been given to the architectural significance of the building and that all stakeholders are aware of its Grade II listed status, and that suitable care will be undertaken during the works.

The soft strip out works comprise the careful removal of modern fit out elements only, historic and/or architecturally important elements are to remain in situ and untouched.

All surfaces and features adjacent to works areas, and routes to and from the works areas and building to be suitably protected with 4mm Correx sheets or similar, taped together to form a single protective barrier. Protection to be installed prior to the works starting and to remain until all strip out works are complete. Any sheets damaged or moved during the works are to be immediately replaced.

2.0 The Site

The unit is located in the centre of Manchester fronting the east side of St Ann's Square, to the east of Deansgate and directly south of Victoria Station and west of Piccadilly Station.

St Ann's Square is primarily a mixed used area, comprising numerous brick and stone built buildings, varying in period, character and scale developed in the recent past to provide ground floor retail units with ancillary spaces and/or residential apartments on the upper floors.

The site comprises a two storey retail unit located within the Royal Exchange building fronting both St Ann's Square and the arcade running between Cross Street and St Ann's Square. The primary shopfront elevation faces St Ann's Square with the secondary shopfront within the arcade.

The Royal Exchange was constructed between 1914 and 1921 by the architectural firm Bradshaw, Gass and Hope. It replaced three earlier buildings on the site dated from circa 1729. The building was damaged and rebuilt following the Second World War and in 1996 following the IRA bombing.

For context the building listing is as follows:

The Royal Exchange building is Grade II listed (list entry number: 1200826) and was first listed on 3rd October 1974. The buildings listing description as follows: MANCHESTER EXCHANGE STREET (East side) Nos.1 to 13 (Odd) Royal Exchange 03/10/74 GV II Includes: Nos.4 to 20 ROYAL EXCHANGE ARCADE. Includes: Nos.1 to 19 ROYAL EXCHANGE ARCADE. Includes: Nos.1 to 17 OLD BANK STREET. Includes: Nos.1 to 7 Former Royal Exchange ST ANN'S SQUARE. Includes: Nos.2 to 20 Former Royal Exchange MARKET STREET. Includes: Nos.2 to 20 Former Royal Exchange CROSS STREET. Commercial exchange, now shops,

theatre, etc. Rebuilt and enlarged (for the fourth time on this site) in 1914-21, by Bradshaw, Gass and Hope. Darley stone, slate roof with three glazed domes. Very large approximately rectangular plan on island site penetrated by east-west arcade at ground floor and enclosing central atrium at first floor. Classical style. Four storeys with two attic storeys; ground floor treated as rustic, with channelled rusticated piers, giant Corinthian order to first, second and third floors with massive entablature and modillioned cornice; first attic storey with cornice and balustraded parapet, second attic storey in mansard roof, Baroque turret at north-west corner, domes over other corners. Giant round-headed entrance arch in west side with wide steps up; first and second floor windows set in giant round-headed arches; mullioned windows to third floor and first attic storey Interior: very impressive trading hall (now containing modular theatre).

3.0 Floor Finishes

3.1 Vinyl (Sheet)

Operatives will, using hand tools (crowbar, scrapers), and starting from one edge of the room, carefully prise the vinyl from its sub base. To minimise manual handling and to enable the vinyl to be removed easily in one go, sections of flooring will be cut using a Stanley knife into manageable sections. The flooring will then be rolled as it is lifted and removed from site. Any remaining glue or adhesive will be removed using long handled scrapers.

3.2 Vinyl (Tiles)

Operatives will, using hand tools (crowbar, scrapers), and starting from one edge of the room, carefully prise the vinyl from its sub base. The vinyl tiles will be removed one by one, and where necessary to enable ease of removal, tiles will be cut using a Stanley knife into small sections. Any remaining glue or adhesive will be removed using long handled scrapers.

3.3 Carpet

Operatives will, using hand tools (crowbar, scrapers), and starting from one edge of the room, carefully prise the carpet from the sub base. The carpet will be rolled as it is lifted and removed from site. Any remaining glue or adhesive will be removed using long handled scrapers.

4.0 Wall Finishes

4.1 Ceramic Tiles

Operatives will, using hand tools (bolsters, lump hammers), and starting from one edge of the room, carefully break out a row of tiles. Moving across the tiled elevation and in a methodical manner the remaining tiles are to be broken up or prised from the wall surface using hand tools. Once removed from the wall all tiles are to be removed from site and the area swept clean. Any remaining adhesive left attached to the existing masonry structure is to be carefully chiselled off using bolsters and lump hammers.

4.2 Plaster

To basement walls only where plasterboard linings are removed and modern plaster discovered to original masonry walls, operatives will, using hand tools (bolsters, lump hammers), and starting from the bottom of the plastered wall surface and working upwards, carefully break away the plaster to reveal the brickwork behind. Care will be taken as to not chisel into or remove any sections of existing brickwork. Once removed from the wall surface all the plaster fragments are to be removed from site and the area swept clean.
Under no circumstances will any original or historic plaster be removed. Where plaster walls are uncovered when linings and/or boxings removed (apart from those highlighted above) they will be retained and protected.

5.0 Partitions & Walls

5.1 Plasterboard Partitions

Operatives will locate the board fixings to the uppermost section and using screwdrivers or crowbars, unscrew or prise the plasterboard sheet away from the stud behind and remove from site. All insulation materials locate within the partition to be removed. Operatives to take care when removing plasterboard sheets as to not damage any potential screens or historic elements within the partition. Once all plasterboard sheets have been removed the operatives will unscrew the vertical studs and horizontal supports one at a time and remove from site. Finally, the head and base plates will be unscrewed and where necessary, prised away using crowbars taking the upmost care to leave the existing surroundings undamaged.

5.2 Plasterboard Boxings & Linings

Operatives will locate the board fixings to the uppermost section and using screwdrivers or crowbars, unscrew or prise the plasterboard sheet away from the stud behind and remove from site. Once all plasterboard sheets have been removed the operatives will unscrew the boxing framing supports one at a time and remove from site. Finally, the head and base plates and verticals attached to the wall will be unscrewed and where necessary, prised away using crowbars taking the upmost care to leave the existing surroundings undamaged.

Where the boxing contains a high level plaster cornice the plasterboard will be horizontally cut with a Stanley knife or hand saw 100mm below the bottom edge of the cornice. The existing framing will be carefully cut away below the cut line but retained at the head to support the cornice, and additional timber supports installed between the rear of the plasterboard face and the exposed surface of the wall/column behind.

5.3 Masonry Walls

Operatives will mark out the opening and using small chisels chip off any plaster to expose the masonry behind. Using chisels and a small drill remove the mortar to the joints above where the lintel will be installed. Once all the mortar has been removed wall props will be installed to support the wall. Once the props are installed, operatives using chisels and small lump hammers will carefully remove the brickwork to the full width and depth of the lintel to be installed. The pocket will be cleaned and the concrete lintel slid into place on a bed of lime mortar to a depth to match the existing joints. Operatives will ensure a full bed of lime mortar is provided between the top of the lintel and the underside of the supported masonry above. The lintel and mortar beds will be left to cure and settle before any further work is undertaken. Once cured operatives will, using a masonry saw, cut vertical chases into the masonry joints and through the centre of the adjacent brickwork. Once cut operatives will, using chisels and lump hammers, carefully remove the brickwork from floor level to the underside of the installed lintel to form the new opening. Once all brickwork has been removed and the opening made good the props will be removed.

6.0 Suspended Ceilings

6.1 Plasterboard

Operatives will, starting from one edge of the room, cut the plasterboard soffit with a Stanley knife or reciprocating saw creating small, easy to handle pieces that can be carefully pulled away from the framing and removed from site. Once all the plasterboard has been removed the suspended ceiling grid will be cut into sections using hand tools and reciprocating saws. The metal hangers supporting the ceiling grid will be unscrewed from the soffit and completely removed from site or snipped at the highest point possible. The perimeter support channel will be unscrewed from the wall and, where necessary, prised away using crowbars taking the upmost care to leave the existing plastered wall finish undamaged.

7.0 Stairs and Steps

7.1 Timber Steps

Once the floor finish is removed, as detailed above, operatives will locate the screw fixings in the timber deck surface and unscrew, and using small hand tools carefully prise the deck away from the framing beneath. Once all the decking material is removed and the framing is exposed, operatives will cut the framing into small sections using hand saws or reciprocating saws and remove from site. Where the framing has been fastened to the floor and wall surfaces, the screw locations will be

identified and screws removed. The framing members will be gently prised away using crowbars taking the upmost care to leave the existing surface undamaged.

7.2 Handrail

Operatives will unscrew the handrail from the wall brackets and removed. The wall brackets will be unscrewed and gently pulled away from the wall surface. Where brackets refuse to move easily, they will be eased away gently from the wall surface using small handheld crowbars, ensuring that the surrounding wall surface is left undamaged.

8.0 Doors

8.1 Door Leaf, Architraves & Lining

Operatives will secure the door leaf, unscrew the hinges from the frame and remove. Using small hand tools (crowbar, bolsters, lump hammers), operatives will gentle prise the architrave away from the from the wall surface, ensuring that the surrounding wall surface is left undamaged. The door lining will be unscrewed and eased out with the use of small hand held crowbars taking the upmost care to leave the existing plastered wall finish undamaged.

9.0 Kitchenette

9.1 Sink and Taps

Operatives will ensure that all supply and waste pipework are suitably isolated and pipework drained down. Lengths of pipework are to be cut using reciprocating saws or hand saws where necessary and removed from site. Fixing brackets attached to walls are to be unscrewed and gently
eased away before being removed from site. Buckets will be used to contain any standing water from the pipes.
Taps will be unbolted from the sink unit and removed.
Using Stanley knives or similar the mastic sealing the sink unit to the worktop will be cut and pealed back. The sink unit will be unscrewed (where applicable) from the worktop, lifted out and disposed of.

9.2 Worktop, Base & Wall Units

Operatives will ensure that all supply and waste pipework to the taps and sink are suitably isolated, drained down and removed. Using Stanley knives or similar any mastic sealant sealing the worktop to the wall will be cut and pealed back. Operatives will locate the fixings of the worktop and the associated timber wall batten, unscrew and gently remove by hand, using a crowbar where necessary, taking the upmost care to leave the existing surroundings undamaged. The floor units will be unscrewed, taken apart and removed from site. The doors and hinges to the wall units will be unscrewed and removed. Operatives will locate the fixings of the wall units, unscrew

and gently remove by hand, using a crowbar where necessary, taking the upmost care to leave the existing surroundings undamaged.

10.0 Electrical

10.1 Lighting

Operatives will ensure the light fittings are suitably isolated and that no live wiring/fittings are present. Operatives will disconnect the wiring using wire cutters and remove all light fittings housed within the suspended ceiling grid. Finally, the wiring feed will be located and pull back through and cut off.

10.2 Sockets & Switches

Operatives will ensure the sockets and switches are suitably isolated and that no live wiring/sockets are present. Operatives will unscrew and pull off the socket/switch faceplate from the back box and disconnect the wiring using wire cutters. The wiring feed will be located and pull back through and cut off. Finally, the back box will be unscrewed and eased out from the wall ensuring the surrounding area is left undamaged. All materials to be removed from site.

11.0 Watching Brief

Reasonable access to the site will be available to the Local Planning Authorities Conservation Officer who may wish to be satisfied, through site inspections, that the strip out works are being conducted in accordance with the requirements as set out by the LPA and methodology set out herein.

All strip out works will be monitored by the site foreman, who will oversee all internal strip out works in order to inspect the inside of partitions and above suspended ceilings for the presence of historical architecture and features. If present, their exposure, definition and investigation will be by hand and will be achieved as quickly as is reasonably possible so as to avoid unnecessary delay to the works programme.

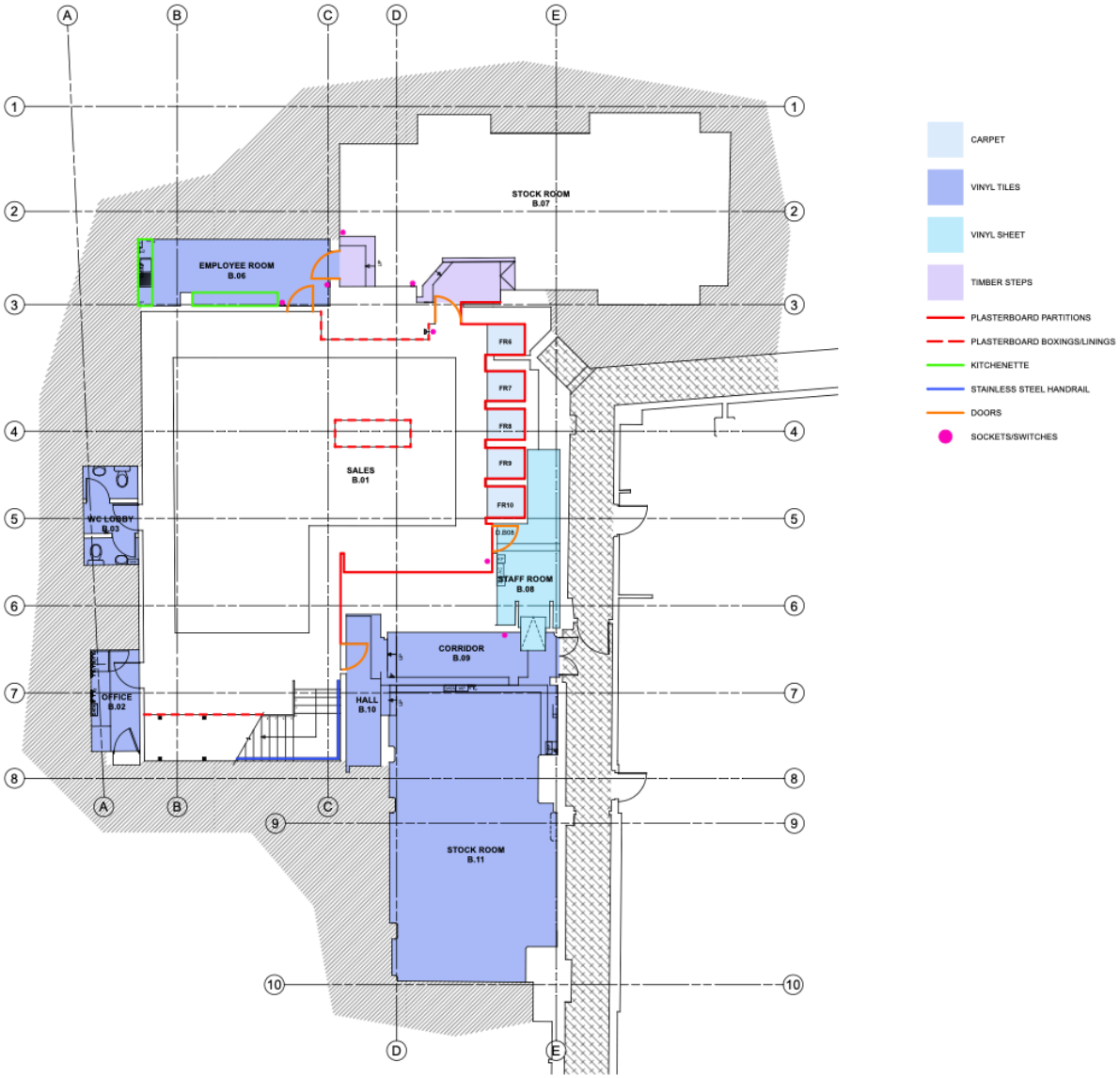
In the event unexpectedly significant or complex historical features are encountered, the contractor will immediately contact the client and the LPA's Conservation Officer in order to determine their subsequent treatment and any detailed investigation and recording that might be deemed appropriate. Any historical features that are encountered will be viewed in the first instance as highly significant and in consequence their preservation in situ will be assumed to be the preferred option.

Where historical architectural features are discovered, a digital photographic record of the work will be made. This will consist of high quality, colour digital photography taken in jpeg format by an appropriately trained individual, illustrating both detail and general context of all features uncovered.
The photographic record will also include 'working shots' to illustrate more generally the nature of the features and their method of uncovering.

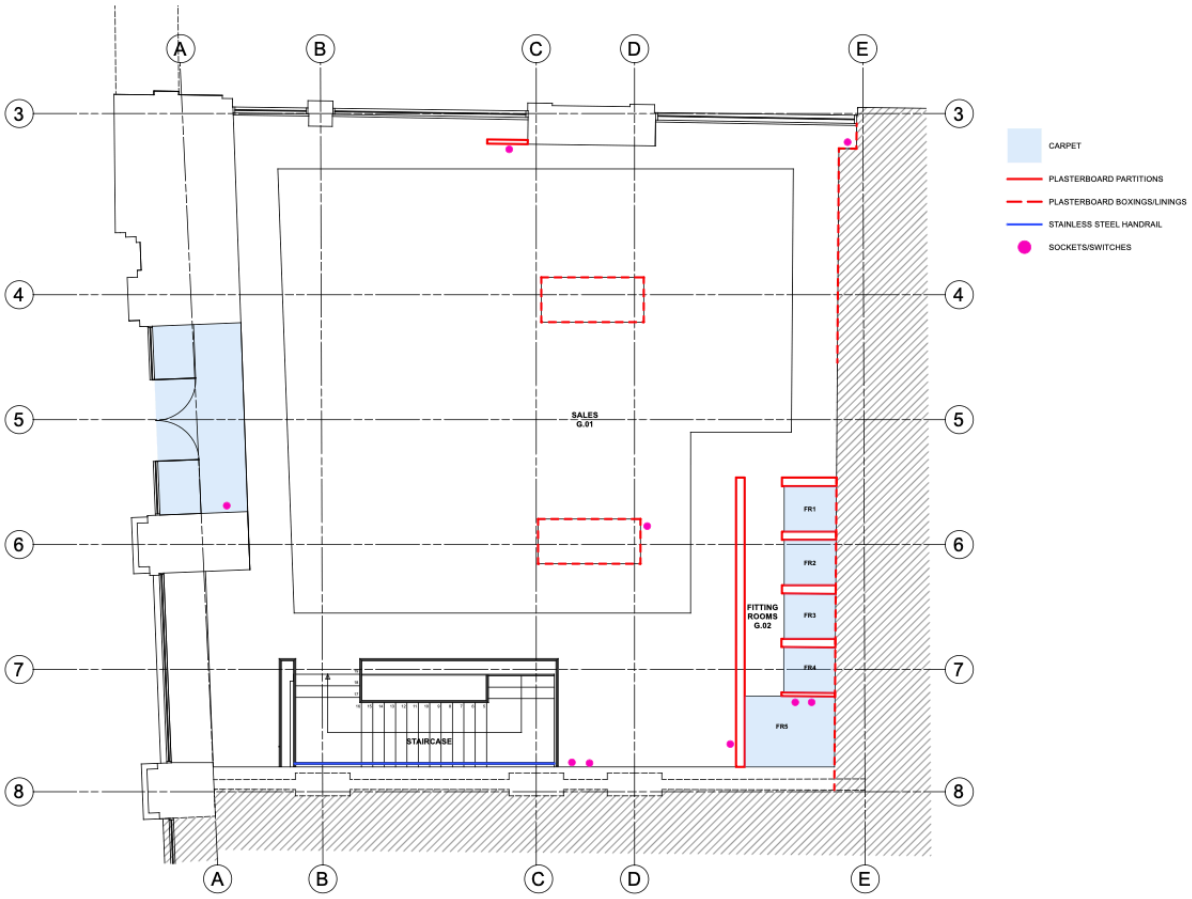
Where necessary and/or where likely to be damaged, the uncovered architectural feature is to be carefully protected. For floors, 15mm solid sheet material (plywood, OSB etc) to be carefully laid over the exposed floor surface, tightly butt jointed in a running bond patten for additional rigidity and duct taped together. For wall surfaces, 4mm Correx or similar protection sheets are to be carefully taped to the wall, tightly butt jointed and duct taped together.

Appendix A

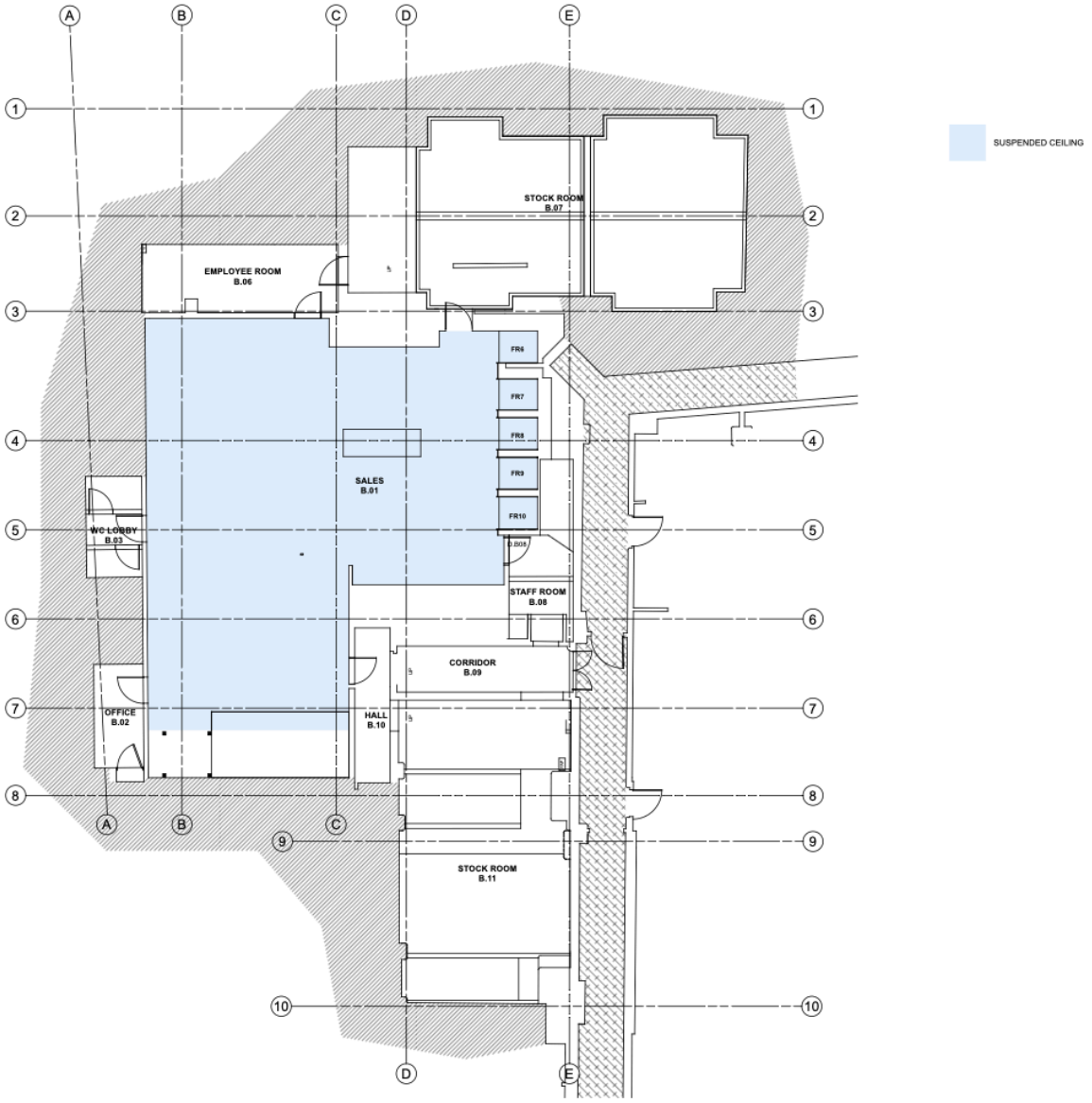
Basement Plan



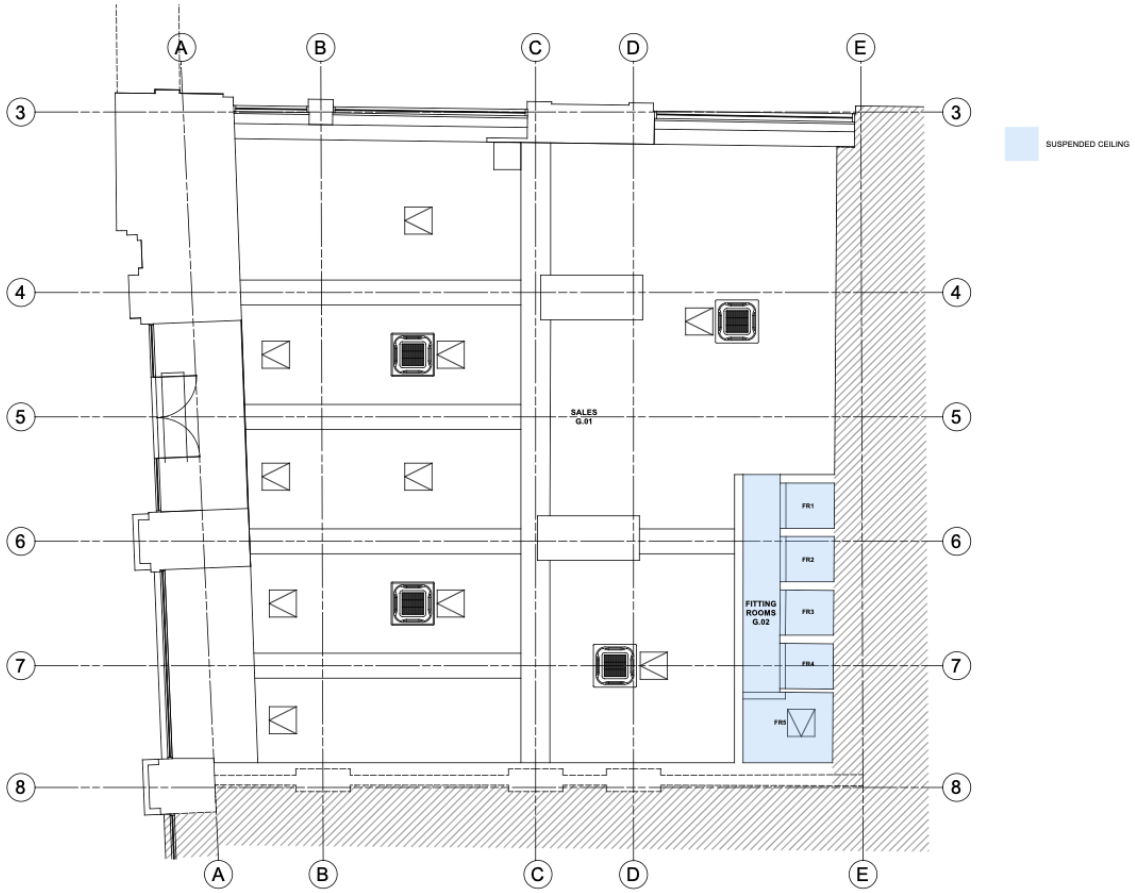
Ground Floor Plan



Basement RCP



Ground Floor RCP



Declaration:

I confirm that I have read and understood the attached document, **Method Statement for the Phase 2 Soft Strip of Interior Elements within a Grade II Listed Building** and will strictly adhere to its contents when carrying out works at 1-5 St Ann's Square, Manchester, M2 7HW.

Signed: _____

Print Name: _____

Date: _____