

CIS Tower Conservation Strategy – External and Internal Repairs and Cleaning.

Prepared by



*Stephen Levrant Heritage Architecture Ltd
Suite 2.3a, Canada House, 3 Chepstow Street
Manchester M1 5FW
0161 806 0410*

Prepared for:

**Devonshire (CIS Tower) Ltd.
April 2025**

CIS Tower – Conservation Strategy – Exterior and Internal Repairs, Maintenance and Cleaning.

All rights reserved.

Copyright © Stephen Levrant: Heritage Architecture Ltd.

Whilst copyright of this report as a whole is vested in Stephen Levrant: Heritage Architecture Ltd., copyright of individual contributions regarding sections of referenced works belongs to their respective authors, and no part may be reproduced, transmitted, stored in a retrieval system in any form or by any means whether electronic, mechanical, via photocopying, recording or otherwise, without the previous consent of the author.

Document production © Stephen Levrant: Heritage Architecture Ltd 2025.

Final issued: February 2020

RevA issued: March 2025

Heritage Architecture Ltd is Registered in England, Number 3053944 • VAT GB656883581.

Registered office: 5 Technology Park, Colindeep Lane, Colindale, London NW9 6BX

Correspondence to be addressed to 62 British Grove, London, W4 2NL; or: Suite 2.3a, Canada House, Chepstow Street, Manchester M1 5FW

Contents

1	Purpose of the Conservation Strategy.	5
1.1	Introduction.	5
1.2	The dual purpose of the Conservation Strategy.	5
1.3	Authorship.	7
2	Conservation principles and guidance.	8
2.1	The purpose of building conservation.	8
2.2	The principles of repair and restoration adopted for the CIS Tower.	9
2.3	Definitions of terms used in the repair/refurbishment.	11
2.4	Necessary approvals.	12
3	Standard conservation specification items.	13
3.1	Survey and Contractors' Task Method Statements.	13
3.2	Workmanship generally.	14
3.3	Material and Workmanship Samples.	15
3.4	Access scaffolding.	16
3.5	Mortars and grouts.	17
3.6	Cleaning of masonry / concrete: general.	18
4	External conservation strategy.	19
4.1	Roof coverings.	19
4.3	Other external wall coverings - mosaic tiles, photovoltaic panels and panelling.	21
4.4	Other external features: Steps, gates, railings etc.	23
5	Internal conservation strategies.	27
5.1	Reception Area.	27
5.2	Internal Walls.	29
5.3	Ceilings.	30
5.4	Floors.	31
5.5	Doors.	32
5.6	Stair Cores.	33
5.7	The internal, large recreation suite (5 th Floor).	35
5.8	23rd & 24th Floors.	36
5.9	25 th Floor - Observation Platform.	39
3.10	Fixtures and fittings and miscellaneous heritage items.	40
6	CONCLUSIONS.	41
6.1	Conservation parameters.	41
6.2	A live document.	41
	Appendix 1. Statutory Listing Entry.	42

Appendix 2. example format for contractors’ task method statements	47
Appendix 3. condition survey of the william mitchell mural	53
Appendix 4. condition survey of the barry daniels mural.....	54

1 Purpose of the Conservation Strategy.

1.1 Introduction.

- i) This Conservation Strategy document sets out to provide a guiding methodology and outline specifications necessary to secure the appropriate conservation, restoration, repair to the historic fabric of the Grade II listed Co-operative insurance (CIS) building. The CIS Tower has been subject to considerable alteration since opening in 1962, to adapt changing service requirements. The result has been to change both the external and internal fabric. Most of the original decorative design, furniture and fabric has been subject to alteration.
- ii) The focus of this **Conservation Strategy** is, therefore, on the retention, repair, restoration and integration of the surviving significant features and character-defining components of the building's structural fabric in a new sustainable use. In particular it aims to set out clear standards for the **management of change** (i.e. the conservation) of the most significant internal features within the Grade II listed building. These are essentially the: the William Mitchell and Barry Daniels designed artworks, the expression of the open-plan/flexible office spaces, the timber panelling and partitions on the 23rd floor, original lift-lobby doors and screens, stair cores, and retained features such as plaques and integrated street signage.
- iii) This **Conservation Strategy** been prepared on behalf of DEVONSHIRE (CIS TOWER) LIMITED and is intended to contribute to the staged decision-making approach which informs the proposed development of the Co-operative Insurance Society (CIS) Building, Miller Street, Manchester, M4 4AH, referred to here as the CIS Tower.
- iv) The Conservation Strategy is intended to inform the consideration the proposed development and its implementation as described in the documents submitted to inform the Planning and Listed Building Consent Applications submitted.

1.2 The dual purpose of the Conservation Strategy.

- i) This Conservation Strategy has a dual purpose of providing additional information to the Local Planning Authority as to the details of the extent and type of conservation repair work being proposed, alongside acting as a framework to help the contractor develop their proposals. The purpose of this document is to outline the parameters of specifications which will inform the proposed repair and conservation works necessary to retain the building's significant historic fabric. It is intended to reduce the number and scope of conditions applied to the any Planning and Listed Building Consent conditions granted in relation to the proposed works to the CIS Tower.
- ii) The implementation of the individual tasks which will comprise the overall development will be informed by the following and the required **Task Method Statements** (TMS) to be prepared by the relevant contractors/specialist. An example of the format of the required TMS is included in **Appendix 2** below).

- iii) The building was formerly part of the Cooperative Group Estate and forms part of the delivery of the refurbished NOMA campus in the northern part of Manchester city centre. The building is owned by Devonshire (CIS Tower) Ltd). The proposed development refurbishes the historic building while restoring the key historic features.
- iv) Reference should be made to the planning stage drawing pack from Simpson Haugh Architects submitted with the present application.
- v) This report provides guidelines on the specifications for the repair and cleaning works to external and internal aspects of the building. In particular, the conservation repair and cleaning strategies for the following:
 - Other wall coverings - mosaic tiles, photovoltaic panels and panelling
 - Steps, gates, railings and other ancillary features
 - Reception area
 - Internal wall, Ceilings, Floors, Doors
 - Stair cores
 - The 5th Floor Recreation Room
 - 23rd and 24th floors
 - 25th Floor Viewing Platform.
 - Fixtures and fittings and miscellaneous heritage items.
- vi) The proposed refurbishment of the building to facilitate new use will retain the architectural features as identified in the proposed scheme and aims to guide the implementation of the works in conservation terms. The report should be read in conjunction with the Simpson Haugh drawings and schedules of work.
- v) The fundamental requirement is that the proposed conservation repair and cleaning works are carried out according to good conservation methods and practice based on Historic England's guidelines set out in the *Practical Conservation* series.
- vi) The key purpose of this **Conservation Strategy** is, therefore, to clarify the appropriate work methodology and specifications to guide the intervention in the identified historic fabric components, according to the accepted best standards.
- vii) This Conservation Strategy informs the contractor of the conservation and repair approach required by the development of the CIS Tower, as described in the documents package prepared for the refurbishment, adaptation and extension of the CIS Tower. The strategy should be read in the context of the documents prepared by the project team to supporting the Planning application and Listed Building Consent application.
- viii) The statutory listing entry for the building is provided at **Appendix 1** below, for information.

1.3 Authorship

- i) This report has been prepared by Stephen Levrant : Heritage Architecture Ltd., a practice of conservation architects, chartered building surveyors and historic building consultants specialising exclusively in the historic cultural environment.
- ii) The authors were:
 - Nick Grimshaw [BA(Hons); BPL; MA; RICS.PgDipBldgCons; MRTPI; IHBC] Senior Associate
 - Declan Cahill [BSc (Hons); SPAB Lethaby Scholar] Historic Building Surveyor
 - Kirsten McKnight [BA(Hons); MA; MSc; IHBC] Associate Director

2 CONSERVATION PRINCIPLES AND GUIDANCE

2.1 The purpose of building conservation.

- i) The over-arching policy which defines the proposed development is one of **minimum intervention** in the repair and/or replacement of the significant components of the historic building. This principle applies across the individual items of fabric, with the important caveat that the objective is to achieve a long-term, sustainable preservation of the individual components and the building as a whole.
- ii) When assessing individual components, it is important to look beyond the immediate need for action, to understand the reasons for the need for repair. The objective to make useable and habitable the historic building's fabric and spaces needs to be considered as the basis for all interventions.
- iii) Therefore, it is necessary to plan for the long-term consequences of inevitable change and decay. While sufficient work should be undertaken to achieve a lasting repair, the extent of the repair should normally be limited to that necessary to make failing elements sound and capable of continuing to fulfil their intended functions.
- iv) However, the requirement for long-term repair means that severely damaged or decayed components should be subject to authentic and faithful replacement rather than consolidation and repair. This principle will be applied in respect of the limited areas of mosaic tiled elevations to be retained, located at ground and basement level, which have been significantly compromised by despoiled by dirt and damaged by mechanical impact.
- v) This Conservation Strategy should be read as an additional informative to frame the development of the detailed contract specification documents to be subsequently prepared by the project team. The Conservation Strategy will act as the over-arching informative to the contract specification documents.
- vi) The following specifications have been adopted by Stephen Levrant : Heritage Architecture Ltd. for use only on this project. They are not intended to be read as a detailed Building Specification but will inform subsequent parameters and necessary best conservation practice.

2.2 The principles of repair and restoration adopted for the CIS Tower.

- i) The reuse of the building requires some significant interventions framed by the design objectives to maintain the character-defining components of the skyscraper and facilitate a new, sustainable use which will reduce the long-term deterioration of the building's fabric. This conservation implementation strategy (Conservation Strategy) outlines the expectations necessary to inform the subsequent detailed specification and scheduling of intervention works. The principles which have informed the design development in the context of the extensive pre-existing alteration to the interior and exterior fabric of the building.
- ii) All the proposed interventions are required to maximise the life expectancy of the building's significant building fabric, and minimise the need for further change, particularly in sensitive areas. Consequently, interventions will be reversible, if technically feasible and practicable, or at least should not prejudice future interventions, if these become necessary.
- iii) The proposed works will be adequately documented and recorded (using the Task Method Statements) and the records made available for others, not least to inform the future management and maintenance of the building.
- iv) The conservation strategy is drafted in the context that **Minor repairs** do not require listed building consent if the works are carried out using the same 'like-for-like' materials and techniques and they do not affect the significance of the asset. However, it recognised that any physical change requires consent so it is important to ensure that they do not erode the fundamental appreciation of the design aesthetic of the skyscraper.
- v) **Restoration** of a listed building's fabric requires a degree of alteration and is, therefore, likely to need listed building consent and may also require planning permission. Restoration to the artworks will require their removal and specialist treatment by a conservator. The **Barry Daniels designed artwork** is the most damaged having been encased by non-original timber panels. The proposals are intended to facilitate recovery of the significance of these artworks both in fabric and their appreciation. The proposed restoration works should thus enhance their fabric, display and accessibility to enjoy the works.
- vi) Restoration of lost details should thus demonstrate the following.
 - a. The significance of the fabric that would be restored will decisively outweigh the significance of those that would be lost.
 - b. The work proposed is justified by compelling evidence of the evolution of the heritage asset and is executed in accordance with that evidence.
 - c. The form in which the heritage asset currently exists is not the result of a historically-significant event.
 - d. The work proposed respects previous forms of the heritage asset.
 - e. The maintenance implications of the proposed restoration works are sustainable.

- vii) The following have informed the intervention design proposals and will also inform the drafting of the detailed specifications and the implementation of the proposed conservation works.
- a) **Character defining elements to be retained and restored** (*i.e. components and spaces of “high” or “considerable” significance*). These are those original elements which are essential to the full appreciation of the building’s significance and will include the: the open-plan layout, the architectural detailing and components of key spaces such as the entrance hall artwork, the 23rd floor executive suites, lift lobbies and escalators. Particular care should be taken when implementing work in these areas/affecting such components. If in doubt reference should be made to the project architects’ drawings and the Significance Plans.
- b) **Retain integral design elements** (*defined as “considerable” or “some” significance*). Reference should be made to the project architects’ drawings and the Significance Plans.
- c) **Focus intervention in areas or fabric of lower significance.** Given the extent of internal alteration there is a wider latitude for intervention in areas defined as of “*low significance*” or “*no significance*”.
- d) **Remove modern detrimental finishes and furnishings** in areas of “*high significance*” where feasible or operationally justified. A key restoration objective, which will help balance the extent of interventions, is removal of ill-considered interventions, to better define the holistic nature of the building’s architectural expression and significance. Such works should be informed by an assessment of the operational needs and ideally result in the replacement with furnishings and finishes which are designed to complement the building’s fabric.
- e) **Joinery strategy.** The objective is retain surviving original fine joinery in situ. A detailed survey will be required before any works is undertaken affecting such areas to define a coherent detailed strategy for the refurbishment, salvage and re-use of significant doors and their fittings, skirting and decorative wall-panels. Any surviving original fixtures and fittings (such as on the 23rd floor) will be retained in situ, for example, salvaging original doors and their surrounds where they survive in good condition, are asbestos free and meet the fire strategy.

2.3 Definitions of terms used in the repair/refurbishment

- i) **REMOVE** means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials.
- ii) **KEEP FOR REUSE** means, during removal, prevent damage to the stated components or materials, and clean off bedding and jointing materials. Then stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- iii) **REPLACE** means carefully remove the stated existing components, features and finishes, and hand to the Employer for their records. Provide and fit in place of new components, features or finishes which, unless specified otherwise, must match those which have been removed.

Make good as necessary. Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.

- iv) **REPAIR** means carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat condition. It does not include the replacement of components, or parts of components, or redecoration.
- v) **MAKE GOOD** means carry out local remedial work to components, features and finishes which may have been disturbed by other, previous work and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration.

The meaning of the term shall not be limited by this definition where used in connection with the defect's liability provisions of the Contract.

- vi) **EASE** means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- vii) **TO MATCH EXISTING** means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to the approval of the architect.

2.4 Necessary approvals

- i) The grade-II listed status of the building means that it is an offence under **Section 7** of the Planning (Listed Buildings and Conservation Areas) Act 1990 to execute, or cause to be executed, *“any work for the demolition of a listed building or for its alteration or extension in any manner which would affect its character as a building of special architectural or historic interest unless the works are authorised”*.
- ii) The appointed contractor must, therefore, ensure that the necessary Planning and Listed Building Consent approvals have been secured before undertaking any works which could fall under the definition of Section 7 of the 1990 Act.
- iii) As noted above, the repair, alteration and cleaning works to be undertaken to the elevations are to be authorised by Listed Building Consent for the refurbishment of the building. This strategy forms part of that Listed Building Consent.
- iv) Individual work items will need to be carefully detailed by the contractor using a standard **Task Method Statement**. This will enable the cumulative impact of the cleaning and repair works to be easily recorded, and understood by all involved including the Local Planning Authority.
- v) The contractor’s **Task Method Statement** shall be of sufficient clarity to fully inform the project architect, conservation officer and conservation consultant, as well as other relevant parties of the extent of the required works.
- vi) The collection of **Task Method Statements** will be appended to the project documentation (specifically the Health and Safety File provided to the client at completion) to provide a detailed, accessible record of the works undertaken during this development project.

3 STANDARD CONSERVATION SPECIFICATION ITEMS

3.1 Survey and Contractors' Task Method Statements

- i) All contractors will be required to fully familiarise themselves with the character and form of the grade-II listed building before starting work by means of examining all available information and carrying out a detailed survey of the area(s) to be repaired/refurbished as a part of their contract.
- ii) The contractor should then submit a survey report and a detailed **Task Method Statement** to the client/project architect/conservation consultant for comment prior proceeding. The collection of Task Method Statements will be retained as part of the project record.
- iii) The required **Task Method Statement** should define the extent of commissioned works (including cleaning or repair interventions) to and cover all relevant matters listed below and, in the contract instructions, provided by the project architects.
- iv) An example of the format and Content of the required Task Method Statement is included, as **Appendix 2** below.
- v) The **survey** and **Task Method Statement** should, as a minimum, provide details of the following.
 - a) The exact areas proposed to be repaired and / or cleaned.
 - b) The form, condition and any repair and or replacement methods to be used on the areas affected.
 - c) The form, location and removal methods of any toxic or hazardous materials.
 - d) The identification and location of services.
 - e) The management of health and safety of operatives and the public during the works.
 - f) Adherence to the relevant HSE regulations such as Working from Height.
 - g) Adherence to the Construction (Design and Management) regulations.

3.2 Workmanship generally

- i) All cleaning, repair and replacement works shall be completed in the most careful manner preventing unnecessary damage or destruction of adjacent surfaces and materials.
- ii) The site staff responsible for carrying out conservation cleaning works are to be suitably trained and evidence of training is to be available on request.
- iii) Where the Stonehealth DOFF conservation cleaning system is in use the operatives are to be specialist sub-contractors trained, approved and recommended by Stonehealth whose contact details follow in the general specification below. Where an alternative system of conservation cleaning is proposed, the same operative accreditation shall be presented.
- iv) The site staff responsible for carrying out any repair / replacement works to historic fabric including metal cladding, roofing, glazing, mosaics, railings and other original features shall be suitably trained and experienced and under the supervision of a suitably experienced foreman / supervisor. Evidence of credentials and CSCS cards shall be available for inspection.
- v) On completion of the works all areas shall be left thoroughly clean and free of debris, builder's rubble, dust, grime and dirt to the entire satisfaction of the project architect and conservation consultant.

3.3 Material and Workmanship Samples

- i) Samples of all new or replacement materials and repairs will be presented by the commissioned contractor (in accordance with the relevant detailed specification) for the information of the architect, conservation officer and / or conservation consultant. Samples of materials will include but are not restricted to the following.
- ii) **Control sample repair panels.** The contractor will prepare sample panels of all areas of fabric repair work (including for example cleaning and/or grouting of mosaic tiling) for the inspection of the architect, conservation officer and / or conservation consultant.
- iii) **Sample cleaning.** Prior to commencement of any cleaning the contractor will undertake sample cleaning, to establish the necessary levels of cleaning (including the pressure to be applied to and at what distance from the surface is required to successfully remove soiling but not cause saturation).

3.4 Access scaffolding.

- i) A detailed design of the scaffolding is required. The design of all scaffolding will be the responsibility of the Scaffolding Contractor, subject to the below Conservation Strategy requirements and in accordance with the recommendations of BS 5973: 1990 "Code of Practice for access and Working Scaffold and special scaffold staircases in Steel" or as updated.
- ii) Compliance with the various Acts and regulations listed in BS 5973 is the responsibility of the Contractor. The following minimum requirements will be met. Compliance with all aspects of Health and Safety during erection, using and dismantling is the responsibility of the Contractor.
- iii) The Contractor's **Task Method Statement** will include proposals which to include clear drawings and structural calculations in duplicate sufficient to prove the stability of the proposed temporary structures in accordance with BS 5973: 1990. Drawings will be provided to the Project Architect, structural Engineer, Conservation Adviser and MCC.
- iv) These drawings will clearly indicate positions and methodology where any scaffold is to be tied back to the fabric of the building. No fixings should be made directly into the aluminium alloy mullions.
- v) Where it is necessary to brace the scaffold from the structural frame then timber packing of a minimum thickness of 25mm is to be placed between the scaffolding and the masonry.
- vi) The ends of ALL scaffold tubes are to be protected with plastic caps which are to be fitted prior to delivery to site. Where it is necessary to cut scaffold tubes during erection the end is to be re- capped.
- vii) Where it is necessary to brace scaffold through window or door openings the existing finishes are to be protected with 25mm thick timber packers both internally and externally. The opening is to be boarded up with access only for the scaffold tubes.
- viii) **Protection.** All vulnerable historic surfaces are to be suitably protected to prevent the scaffold damaging existing external and internal finishes. Where internal scaffold is to be erected full protection will be required under all scaffolding except with prior written consent
- ix) Ensure any architectural features or areas prone to damage are suitably protected. Where protection measures are considered inadequate the Contractor will at his own expense provide additional protection as directed by the Architect at the Contractors own expense.

3.5 Mortars and grouts

- i) Although cement for Mortar is generally not recommended for conservation work it is accepted in this instance due to the building's relatively late date of 1959-1962 (post-dating the widespread use of lime).
- ii) However, the consistency of the cement mortars and grout should be defined by testing and will match the existing in colour and texture of the existing building.
- iii) It is important to match the new mortar and grout to the existing with as similar aggregate as possible to achieve a good match.
- iv) Admixtures: Do not use in mortar unless specified or approved. Do not use calcium chloride or any admixtures containing calcium chloride. Admixtures, if specified, to be to BSEN 934-3:2003.
- v) Adhesives and grouting for use in mosaic repairs and replacement: To be cement based products as noted above, contractor to submit proposals. To match the existing in respect of colour and texture.

3.6 Cleaning of masonry / concrete: general

- i) The method of cleaning masonry depends upon the degree and cause of the soiling. Cleaning should only be undertaken having determined the cause and implementation of a method appropriate to the particular material.
- ii) In addition:
 - a. Contractors must be experienced in cleaning historic buildings.
 - b. Present details of soiling and proposals for cleaning to the project architect and conservation consultant for approval before commencing any work.
 - c. Proposals must include details of collection of run-off and disposal/recycling of dirty water.
 - d. All cleaning methods should comply with BS 8221:2000 Parts 1 and 2 in respect of:
 - Protection of operatives, building users and public;
 - Means of access;
 - Protection of building fabric, external and decorative fixtures.
 - Algae and Lichens: Following cleaning of algae or lichens treat worst affected areas using an approved biocide following the manufacturer's recommendations.
 - Plant growth: Following removal of plant growth treat former root locations using an approved biocide following the manufacturer's recommendations.
 - e. In severe cases of root infestation, carefully remove root systems and reconstruct substrate using FOSROC or an approved equivalent concrete repair system.
 - f. Biocide for Algae and Lichen and for plant growth: apply a biocide as approved by the Advisory Committee on Pesticides following Health and Safety Executive guidelines and COSHH Regulations.

4 EXTERNAL CONSERVATION STRATEGY

4.1 Roof coverings

- i) The roof coverings to the tower and podium roofs comprise a single-ply roofing membrane on an assumed substrate of reinforced concrete. The roof is in fair condition but there are a number of patch repairs that highlight the covering's relative age. It will be repaired as appropriate and as required to ensure that the roof is fully weather-tight.
- ii) The roof of the tower has two large skylights that have opaque glazing unit, and which light the former Observation platform at level 25. The roof has a perimeter coping that is capped with anodised aluminium sections (proposed for removal). The roof surface is drained by internal downpipes. It appears that the roof is not ventilated.
- iii) Where visible internally, there is no visual evidence of water ingress through the roof coverings. Externally, the membrane coverings also appear to be in fair condition. However, the abundance of patch repairs, minor discoloration and ponding indicate that the roof covering mean that requires renewal within 10 years.
- iv) The membrane roof covering is not original to the building and appears to have been laid over the original. The aim in all repair and maintenance work should be to retain the height of the roof, so that it does not increase its visibility, this is due to a significant element of the buildings original design is the line of the façade termination not being interrupted.
- v) All **roof coverings** are proposed to be replaced.
- vi) However, this will need to be assessed for whether the upstand and coping details can be maintained at their current level. If this is not possible (and / or the falls of the roof need to be reinstated), this may require the removal of the existing flat roof covering and replacement with a new flat roof membrane or felt system. Again, the aim of replacing the roof will be to maintain the roof as a non-visible element in the buildings appearance through retaining the roof level as existing.
- vii) The large **skylights to the 25th floor of the tower** are in fair condition with no signs of water ingress. However, the opaque glazing is non-original and is to be replaced. The aim through the refurbishment project will be to replace the glazing with a clear glazing to enable views out and maximize natural light gains. The structural components of the skylight will be maintained while the glazing will be replaced. The structure of the skylight will require re-decoration with an appropriate metal paint and cleaned in line with the paint manufacturer's guidance.
- viii) The later **redcoration of the aluminium cladding** has failed and is peeling away from the metal. In some minor locations, vegetation has grown to the perimeter of the roof. The principal roof supports a number of minor installations presumed to be redundant including lighting and satellite dishes.



Figure 1. View of Miller Street frontage.

- The metal-cladding to the Miller Street columns to be restored as as necessary.
- ix) Where vegetation has grown locally this will be carefully removed and disposed of, including all root systems. The affected areas will be treated with an approved herbicide as noted in Section 3 above before making good on a like for like basis with a felt patch and / or a local concrete repair using FOSROC or an equal approved system if the underlying substrate has been damaged.
- x) Following checks with the client, confirmed redundant M&E installations including satellite dishes, lighting and wiring will be removed along with any fixings and platforms, and the affected areas made good on a like-for-like basis, with a liquid applied membrane and / or a local concrete repair as in vii) above.
- xi) The liquid applied is to be thoroughly jet washed at completion of the works.
- xii) Internal rainwater drainage pipes/outlets from the roofs are also to be jet washed and rodded through at completion of works, and their covers re-set. Where covers are missing new covers to match the existing are to be installed.

4.3 Other external wall coverings - mosaic tiles, photovoltaic panels and panelling.

- i) There are a mixture of other secondary wall coverings to the building that include a small section of textured mosaic of small format tiles, painted aluminium panels to the tower columns (Miller Street), exposed, photovoltaic panels to the service tower, Perspex-glazing at ground-floor level Dantzig Street and an aluminium rain-screen cladding to the roof plant screen.
- ii) The small sections of mosaic tiling which are to be retained are located on part of the Hanover Street elevation and the Riga Street car-park elevation, at ground and basement level. The tiled surfaces will be made good and cleaned, as required, to reveal their distinctive pattern.



Figure 2. A view of the retained tiles to be cleaned and consolidated (Riga Street light-well).

- iii) The mosaic tiling is generally in poor condition and that within the basement light-well is heavily stained by pollution / biological staining, the latter especially near to ground level.
- iv) Where proposed for removal under the scheme, the existing mosaic tiling is to be carefully cut away using light handheld tools. At the edges of areas proposed for removal, the minimum amount possible of mosaic tiling will be removed and the façade cut carefully to a clean edge following an existing joint within the mosaic. The opening will be neatly finished to the architect's detail.
- v) In relation to the various repairs outlined above, the full extent of repair in each instance will be established at the commencement of the works period following a detailed survey by the works subcontractor and completion of removals of the loose areas, as only at that stage can the full extent of damage be ascertained. Works to the mosaic tiles are, in addition, anticipated to continue throughout the period of the tenant's lease.
- vi) All sound and retained areas of the mosaic tile will require cleaning. It is anticipated that cleaning of the mosaic tiles should only require a light soap and water clean. Only where this light clean approach is ineffective shall mechanical pressure wash methods be considered. Soap and water cleaning is to be carried out using filtered de-ionised water, plain soap and a lint-free cloth. Cleaning should be completed towards the end of the works programme for maximum benefit.

- vii) If required, new, replacement tiles for highly prominent areas which require patching mosaic tiles can be obtained from the following supplier:

Craven Dunnill Jackfield Ltd, Jackfield Tile Museum, Ironbridge Gorge, Shropshire TF8 7LJ
01952 884 124 <https://www.cdjackfield.com/contact/>
- viii) The **photovoltaic panels to the Service Tower** were installed to enclose the mosaic tiling that were directly adhered to the towers concrete structure that are slowly failing. The Photovoltaic panels are not of special interest and do not make a contribution to the significance of the listed building.
- ix) The photovoltaics are to be retained under the present scheme, but sections will need to be removed to install the necessary fire compartmentation between the services tower and the office accommodation. All panels are to be recorded prior to being removed and re-instated in the same locations. Any replacement panels should match the existing panels in colour and appearance. A sample should be submitted for agreement by the local authority, architect and conservation consultant.
- x) The plastic based paint system to the **cladding of the structural columns** is non-original and flaking. There may be a requirement to replace, subject to further inspection will be made by the architect and conservation consultant to agree the appropriate treatment of these elements.
- xi) The cladding will be subject to opening up and examination, to inspect the condition of the underlying structure and fixings of the cladding.
- xii) The **aluminium rain-screen cladding** to the fifth floor to the podium is to be removed under the proposed scheme and are of no architectural interest.
- xiii) The glazing and signage to the Dantzic Street elevation is proposed to be removed under the scheme to provide new commercial units to the Dantzic Street elevation and the reconfiguration of the reception area.

4.4 Other external features: Steps, gates, railings etc

- i) The primary entrance is to the Miller Street elevation of the tower, concrete steps gives access to a **hexagonal concrete** paved platform serving the main entrance of the building. The steps are to be replaced, as part of the enhanced access scheme. The series of **concrete planters** enclosing the plinth level will be replaced as will the raised lighting units which are embedded in the pavement.



Figure 3 . The hexagonal, paving and lighting units will be replaced to facilitate the enhanced accessibility of the entrance.

- ii) The enhanced landscape and access to the Miller Street frontage will require the resurfacing of the (non-original) raised entrance while retaining the areas finished with a granite cladding. The new paved surface will enclose the external square towers and retain the pebble detail at their base which contrasts with the tiled base to the columns and the metal fluting.



Figure 4. The column cladding, tiling and base pebble detail will be cleaned and retained to provide a clear edge to the new paving.

- iii) The **existing plaques** recording the street names and the original construction of the tower, as well as the RIBA award will be carefully lifted from their existing locations, cleaned/restored as necessary and re-fixed in a suitably prominent location to be as indicated in the Landscape strategy/ drawings.



Figure 5. The street signage and plaques will be retained and re-used in the new frontage.

- iv) Painted steel balustrades and safety grills are used to the two large lightwells to the east and west sides of the tower. These are to be removed.
- v) The **ground-floor level soffits** are predominantly painted or retain sections of mosaic tiling. The soffits will be removed to facilitate the new accessible entrance and the frontage of the commercial units, with those on Hanover Street removed to accommodate the necessary ventilation louvres.
- vi) To the remainder of the building envelope there are a small number of additional ancillary features, including fire exit doors and roller shutters at ground floor level, and high-level extract louvres. These features are of negligible heritage value and will be replaced as required.
- vii) There are **four sets of large lights** that illuminate the building at night, these are non-original and no longer required and will be removed as part of there-landscaping of Miller Street.
- viii) The **steel handrails** are in fair condition and with little visible defects. The steps have biological staining and some further mechanical impact damage. The concrete paving is largely in good condition as a non-original.



Figure 6. The enclosing steel railings to the Riga Street lightwell and Hanover Street will be retained and redecorated.

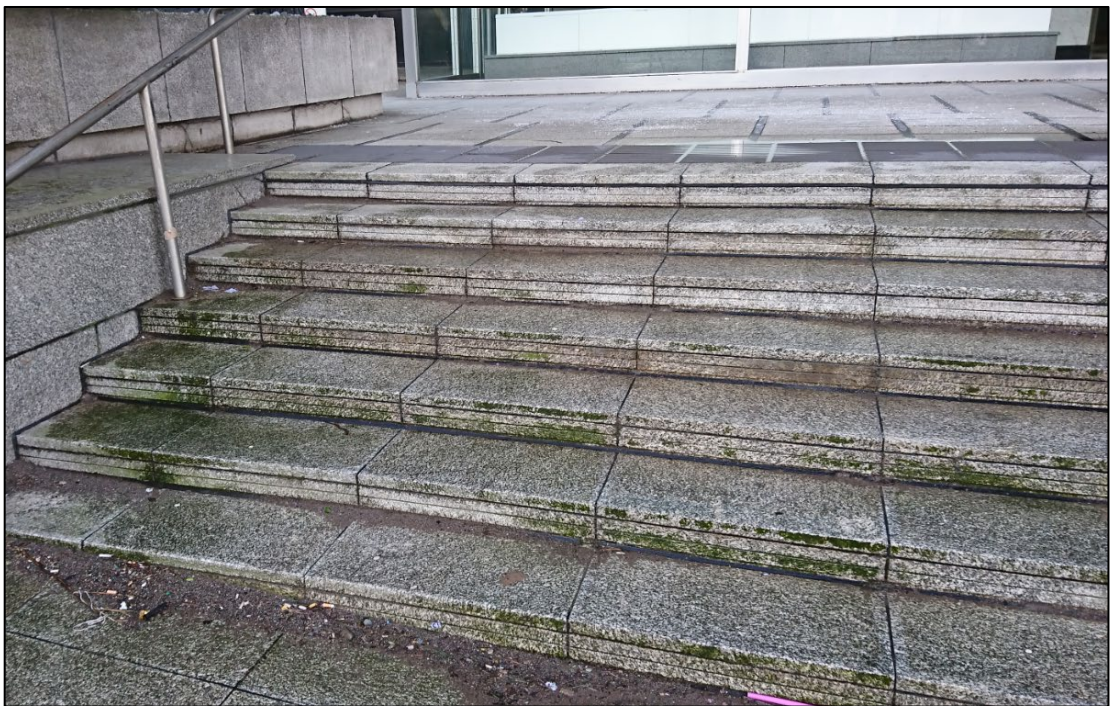


Figure 7. The steps will be lifted to facilitate the enhanced entrance.

- ix) The existing **handrails** are to be removed as part of the enhanced access scheme. The new handrails should match the existing in colour, material, texture and form and will be subject to submission of a sample for agreement by the local authority, architect and conservation consultant.
- x) The **concrete steps to the Miller Street frontage**, will be re-formed as per the landscape proposals.

- xi) All exposed soffits are to be removed and new cladding applied.
- xii) The **flagpoles** will be retained and re-integrated into the Miller Street re-landscape frontage, with the fixing detail complementing the existing form to provide an accessible base and edge to the paving.



Figure 8. The flagpoles will be retained as features of the frontage, with an appropriate base detail to complement the base of the columns.

- xiii) The high level louvres to the service tower are to be retained as per the architect's drawings. These will require close inspection when access permits to clarify what works may be required to repair and / or maintain them.

5 INTERNAL CONSERVATION STRATEGIES

5.1 Reception Area

- i) The reception area has been largely altered through a series of alterations and a major scheme of refurbishment in the 1980s when the marble wall coverings were installed. The granite floor tiles are original, as well as the William Marshall wall mural, but all other fabric items, including the ceiling finish, fixed and loose furniture and security barriers are non-original replacements from the 1980s refurbishment.
- ii) All finishes appear to be largely in good condition where they can be inspected. A detailed survey and record of the finishes will be undertaken, prior to any implementation work, to record the extant material.
- iii) The proposed scheme extends the reception area to incorporate a larger area of the tower canopy. The fixed furniture will also be removed, and the wall mural will be relocated to a more prominent position following its repair and restoration.
- iv) Please see the **William Mitchell wall mural** report regarding appropriate conservation and cleaning works included in **Appendix 3**. The survey by specialist Artwork Conservators, Heritage Project Management, identified the ability for the mural to be dismantled and moved without damaging the individual panels. There are some minor repairs required and cleaning which the appropriate methodologies are outlined in the report.
- v) The method of relocation and restoration is outlined in the specialist Conservator's report on the William Mitchell wall mural is included in **Appendix 3**. The survey identified the ability for the mural to be dismantled and moved without causing further damage. The implemented scheme of relocation, repairs, and restoration will be undertaken in accordance with the methodology and recommendations outlined in the Artwork Conservator's report (Heritage Project Management).
- vi) An accredited conservator from the institute of conservation (ICON), or an experienced conservator who can provide details of similar works undertaken should be appointed to undertake these works. The mural will be dismantled, repaired and relocated within the refurbished reception area adjacent to the new entrance from Dantzic Street.
- vii) The **granite tile floor to the entrance hall** is to be replaced with an appropriate material to create a more cohesive finish, remove the probable asbestos engrained underside and **accommodate the new security and access control measures**. The replacement material will retain the current high-quality colour and appearance.



Figure 9. The William Mitchell wall mural will be refurbished and relocated within the expanded entrance hall (see Also Appendix 3).



Figure 10. The granite floor will be replaced with a more coherent fabric, following removal of the access controls.

5.2 Internal Walls

- i) The majority of the internal walls have been altered, removing the original DRU designed interiors, and simply comprise a simple paint finish on plasterboard, to allow for flexibility of plan-form. The Executive areas retain some timber panelling which is commented in sections 5.7 and 5.8 below.
- ii) Walls are generally in good condition with minor areas of damage due to fixings and mechanical impact, but require redecoration to make the removal of redundant fixtures and fittings which are of negligible architectural value.
- iii) Walls should be redecorated with a light, mutual colour scheme to retain the original internal aesthetic of the office accommodation. Where holes and damage have occurred to the plaster substrate, all loose and friable plaster should be removed back to sound plaster before the area is prepared to take new plaster.



Figure 11. Typical office floor (14th- floor of the Miller Street tower). The offices will be subject to general refurbishment of the non-original fabric (comprising ceilings, plaster walls, carpets and partitions).

- iv) Although not generally accepted in conservation work but due to the age of the building, new plaster can be gypsum based and should be applied to leave a clean and flush finish with the existing wall finish. Once cured, all edges of the patch repair should be sanded to feather into the existing wall finish before being decorated to match the adjacent wall finish.

5.3 Ceilings

- i) Ceilings consist of a mixed collection of suspended metal ceilings and painted ceiling directly to concrete or plaster. Although similar to the original ceiling pattern, the majority of the suspended metal ceilings are not original. The proposal is to remove all ceiling finishes; to provide a shell space ready for tenant fit out. The proposals include the installation of appropriate fire stopping and fire boarding to achieve the required fire separation between compartment floors, in line with the proposed fire strategy for the building.
- ii) The enlarged entrance hall will have a new ceiling inserted, suspended from the soffit of the main entrance canopy.

5.4 Floors

- i) The floor finishes are predominantly carpet to office areas and lift lobbies. The carpeted areas are non-original. The original vinyl floors have been removed and replaced with carpet tiles.
- ii) The existing WC's and ancillary areas are floor tile / vinyl and plant areas are painted concrete.
- iii) The floor finishes are in generally worn condition and largely non-original. All office floors will be refurbished with new raised access floor with new tenant finishes / tenant finish on the existing slab. Original floor finishes only appear to survive in the Executive suites which were built with carpets. All floor surfaces, including carpets in the Executive suites will be replaced with an appropriate material, specified to complement the function and status of the space.
- iv) When floor coverings are to be replaced, a record of the substrate and any other floor finishes underneath should be recorded and issued to the architect and / or conservation consultant. The podium offices will have a raised access floor to accommodate new services. The floor coverings will be detailed to complement the building's open-plan and flexible office floor-plan design.



Figure 12. Typical Podium floor office space. All fabric components shown (ceilings, floors, cladding to columns) is non-original and will be made good as necessary.

5.5 Doors

- i) The extant doors within the building are a mixture of original and non-original timber doors. Original timber doors in high and considerable significance areas are discussed in sections 5.7 and 5.8.
- ii) A large proportion of the original doors contained asbestos and have been removed. As the cost of removing the asbestos will be disproportionate to the heritage gain in retaining such doors, these doors will be eventually disposed of by the appropriate means.
- iii) A visual survey of the extant doors has been undertaken by DFC. Survey has confirmed approach to replace all doors with new timber or metal doors to suit. Architraves retained. Frames to be reviewed.

5.6 Stair Cores

- i) The main part of the stair tower has steps which have terrazzo steps with carborundum strips for the nosings. These appear to be in sound condition and will be cleaned and refurbished as necessary to retain the extant form.
- ii) These stair cores retain plaster walls and steel, painted balustrades which will simply refurbished as necessary prior to redecoration.



Figure 13. Typical stair core on the office floors with functional terrazzo tiled floors and painted steel balustrades and vinyl handrails in generally good condition.

- iii) Stair cores consist of painted plaster walls, concrete stairs covered in carpet floor tiles, metal / plastic nosings, painted undersides and steel balustrades with a vinyl handrail.
- iv) The stair cores are generally in good condition with signs of general wear and tear to walls and floor coverings.
- v) For treatment of walls and ceilings refer to sections 5.2 and 5.3.



Figure 14 The non-original carpets and handrails to the service stairs on the upper-floors (level 24 and 25).

- vi) Floor tiles are non-original. The proposals seek to remove the non-original carpets / handrails to the stairs from L23-L25 and revert to the same stair finishes on the levels below.
- vii) Metal / plastic nosing's should be retained but will need to comply with the slip resistance values required to meet modern standards.
- viii) New nosing's should be appropriate for its function but in keeping with the ancillary nature of the stair cores.

5.7 The internal, large recreation suite (5th Floor)

- i) The fifth-floor large recreation suite was a function room for conferences, staff events and lectures, and underwent a major refurbishment in 1985 which resulted in the alteration to the ceiling walls, floors and the removal of original features. The recreation suite includes the bar area which was again altered to remove elements of the fabric from the 1985 refurbishment and asbestos, transforming the space as well as the storage areas and WC's.
- ii) The timber wall panelling has been adapted to accommodate new uses and was recorded in detail by Heritage Project Contracts when investigating the Barry Daniels artworks. The cladding is much-compromised and a non-original addition cuts across the Barry Daniels wall mural and has damaged the artwork which is the focus of the space
- iii) Carpet tiles overlay the original timber sprung floor. The ceiling is also from the 1985 refurbishment. The glazed doors between the bar and recreation area are original to the 1962-65 construction phase.
- iv) The wall panelling is of moderate quality and although adds a layer of understanding to the development of the use of this space, impedes the view and how the Barry Daniels mural is currently read within the space. The carpet tiles are worn, and the ceiling is in good condition. The bar area is in poor condition. The Barry Daniels wall mural is consequently in poor condition but can be repaired, please see **Appendix 4** for further details on condition and the proposed restoration works of the artwork
- v) The proposal under the current scheme of refurbishment and extension to the podium is to demolish this area to convert the space and the enclosing redundant plant rooms into office space. This will require the careful dismantling of the panels which enclose the Barry Daniels mural and the removal of the artwork to facilitate its off-site restoration, prior to it being rehung in the accessible B1-level basement area. The timber panels will be reused (in the Function Space on B1') or removed from site for appropriate recycling.
- vi) The method of relocation and restoration is outlined in the specialist Conservator's report on the **Barry Daniels wall mural** included in **Appendix 4**. The survey identified the ability for the mural to be dismantled and moved without causing further damage. The implemented scheme of relocation, repairs, and restoration will be undertaken in accordance with the methodology and recommendations outlined in the Artwork Conservator's report (Heritage Project Management).
- vii) An accredited conservator from the institute of conservation (ICON) or an experienced conservator who can provide details of similar works undertaken will be appointed to undertake the relocation, restoration and rehanging of the artwork. The mural will be dismantled, removed for conservation works during implementation of the main contract works and rehung on completion of the works.

5.8 23rd & 24th Floors

- i) The 23rd and 24th floors provided the office, dining and meeting space for general managers and senior members of staff of the CIS. The spaces therefore used a higher standard of materials throughout. This included the use of timber cladding to the walls to define status. Much of the original internal partitions survive and internal wall finishes that is either cherry wood-panelling (23rd floor) or teak panelling (24th floor).
- ii) The partitions to the **23rd floor** were designed by Misha Black (from the Design Research Unit (DRU)) and date from 1962. These will be retained in situ and, where necessary, subject to localised repairs. The refurbished floor will retain the extant layout and material characteristics.



Figure 15. The 23rd Floor will be refurbished, retaining the extant cherry wood cladding and details. Note that the ceilings are non-original.

- iii) The new partitions to the **24th floor** were not designed by the DRU and date from the major refurbishment in the 1980s and 1990s. Little of the original fabric survives, beyond the lift lobby.
- iv) The ceilings are replacements suspended ceilings.
- v) However, the carpets are non-original, it is not known if an original floor covering survives below. WC's are non-original, and their refurbishment postdates the 1995 listing. Some original doors remain, however many of the doors are modern replacements. Please see section 5.5 regarding the removal of doors.
- vi) The replacement wall panelling is generally in good condition with minor damage from wear and tear, with minor damage. The ceilings and floor coverings are in good condition. The doors are in good condition again with general wear and tear with minor damage.
- vii) The wall panelling to the west end offices (non-original) are to remain in situ, with those at the east to be removed to enable large open plan restaurant to be created.
- viii) The proposed refurbishment scheme will retain the original surviving timber panelling whilst removing the non-DRU designed partitions to provide a proportion of open plan restaurant space on these floors. The carpets are to be replaced and the ceilings retained.

- ix) The surviving original doors are to be retained and the modern replacement doors upgraded where necessary to meet fire protection requirements, otherwise they will be retained.
- x) The timber panelling should be cleaned using clean, fresh water and a non-abrasive cloth. Any hard to remove marks should be worked to remove them without saturation of the timber. If this fails, sample cleaning should be undertaken primarily to an inconspicuous area of panelling using a mild detergent and nonabrasive cloth. These samples should be left to determine whether any damage may be caused to the underlying timber.
- xi) Where staining has become engrained in the timber panelling, a poultice may be required to draw out the stain, but any use of a poultice should be carried out by a train conservator accredited by ICON or provide information of their experience in undertaking such work. Damage to panels should be assessed to whether repair is required or whether it is an acceptable finish.
- xii) Minor repair may not be noticeable once panel has been cleaned and re-varnished. Were repairs are required, a conservator accredited by ICON or with prior experience should be appointed to carry out minor splice repairs to infill the panel, or minor scrapes may be sanded to feather in the edges to the surface around the damage before varnishing the whole panel. A sample of new timber should be submitted to the architect and / or conservation consultant for approval prior to carrying out any splice repairs.



Figure 16. The lift lobby to the 24th Floor with original doors and panelling to be refurbished.

- xiii) The flooring is non-original, and the carpets are to be replaced with an appropriate and complementary material reflecting the palette of high quality materials used on these floors.

- xiv) The ceilings are mostly non-original and (with the exception of identified original ceilings) are to be replaced. Where ceiling panels require replacement, the objective will be to match should be sourced but a sample shall be submitted to the Architect and / or conservation consultant for approval.
- xv) The retained original doors will be cleaned and repaired as per the description of timber wall panelling described under item iv) above. All original ironmongery should be retained. The aim is to repair all surviving ironmongery where possible. If original ironmongery is missing, new ironmongery to match the original should be sourced, samples should be submitted to the architect and / or the conservation consultant for approval.
- xvi) Doors should be eased using a sparing amount of lubricant so as to not stain the timber doors. If required, fire sealant strips may have to be retrofitted to the doors. Where possible original grooves should be used. If the doors have to be adapted, a detailed methodology of how grooves will be cut to take the fire protection strips shall be submitted to the architect and / or conservation consultant for approval prior to commencing any works.

5.9 25th Floor - Observation Platform

- i) The 25th floor was originally used as an observation platform that included fixed seating and plants as a social area. The space was refurbished to become open office space with a couple of private offices. The walls and columns are clad in a wall board and the private office spaces are constructed as lightweight partitions that have a wall board and Perspex glazed panels.
- ii) The existing floor is a non-original, that tiled with carpet of no heritage value. The ceiling has modern ceiling tiles and lights. There are several modern wall and ceiling lights. There are no original finishes surviving in the space.
- iii) The proposed refurbishment scheme will remove all non-original finishes and features and enlarge the window openings so that the cills are at floor level. The roof lights will be upgraded to double glazing units that are translucent.
- iv) The walls are in fair condition with a number of panels having been removed for investigations. The floor is in poor condition and the ceiling is in good condition with some panels removed for roof investigations.
- v) Wall finishes are to be renewed in line with tenant requirements / outside of current scope.
- vi) The floor finish is to be renewed in line with tenant requirements / outside of current scope.
- vii) The ceiling finish is to be renewed in line with tenant requirements / outside of current scope.
- viii) Any new lighting should look to enhance the space and be designed to complement the enlarged windows.

3.10 Fixtures and fittings and miscellaneous heritage items.

- i) The proposed development will requires the removal of the redundant **Weathermaster system** in its entirety. This is part of the original system but has been subject to extensive alterations since installation, not least to remove the asbestos insulation panels within the boxed units which contain the system.
- ii) The **Weathermaster system** is a component which is not considered to be a significant feature of the building. Removal of the redundant system is also required to meet the fire separation requirements, in line with the proposed fire strategy for the building. Following careful removal of the perimeter system and its safe disposal, the floor gaps will be sealed, and the walls will be made good as necessary required.
- iii) The works will also require the removal of the redundant document conveyor and distribution system (the surviving **Telelift system** components). The surviving components of the non-original system are considered to be of low significance. The removal of the system will have a negligible impact on any decorative fabric and will facilitate the use of the vertical riser (to which they connect) to accommodate more relevant service distribution systems.
- iv) The **escalators and lifts** will be retained in situ, protected from damage during the refurbishment programme and subject to full internal refit.
- v) The **Basement mass document store**, and was composed of rows of demountable file storage structures of no architectural or historic value. The storage systems ae in the process of being removed as the Co-operative group has relocated. The metal stairs associated with the space will be removed.

6 CONCLUSIONS

6.1 Conservation parameters.

- i) This Conservation Strategy is intended as an outline of the intended restoration and refurbishment programme for the CIS Tower, presenting parameters which will inform the specification and scheduling of the contract works in due course.
- ii) It is intended simply to provide a framework and explanation of the required approach and detailing of the repairs for both Planning purposes and to inform the contract stage design purposes, rather than act as a detailed specification document.
- iii) The Conservation Strategy considers the parameters for interior and exterior focused repair and alterations. it has outlined the required approach to implementation.
 - a) Identified the principal components of the external envelope, cladding, glazing, mosaics, roofing and associated items to which refurbishment and alteration works are proposed.
 - b) Proposed best-practice conservation approach for the treatment of each area, identifying the key conservation concerns in each instance and providing a suitable approach.
 - c) Confirmed that conservation repairs to the external envelope of the building will be carried out with suitable sensitivity and in accordance with conservation best practice.
 - d) Identified those areas where the repairs will differ from standard conservation practice (notably the use of cement-based rather than lime-based products) and explained and justified this in terms of the age and technical characteristics of the building.
 - e) Developed conservation strategies which align closely with the architect's proposals.
 - f) Made provision for the key components of the external envelope of the building to be suitably conserved, to enable sustainable re-use in line with national and local planning policies.
 - g) Provided a framework for the quality and future detailing of the repairs, following further surveys, for both planning and Contract stage design purposes.
 - h) Guides the required documentation of individual tasks, including outlining the format and structure of the required Task Method Statements to assist the Contractor in providing clearly understood and detailed proposals for interventions and repair where this is appropriate.

6.2 A live document.

- i) It will be noted that the refurbishment programme will be extended and refined following completion of a future programme of intrusive surveys. The conservation strategy will thus be adapted/extended as new, survey information becomes available.

APPENDIX 1. STATUTORY LISTING ENTRY

CO-OPERATIVE INSURANCE SOCIETY (CIS) BUILDING

Overview

Heritage Category: Listed Building

Grade: II List Entry Number: 1270494

Date first listed: 24-Nov-1995. Date of most recent amendment: 26-Apr-2013

Statutory Address: CO-OPERATIVE INSURANCE SOCIETY (CIS) BUILDING, MILLER STREET, MANCHESTER

District: Manchester (Metropolitan Authority)

Parish: Non Civil Parish. National Grid Reference: SJ8427598890

Summary

Office building, 1959-62, by G.S. Hay, chief architect of the Co-operative Wholesale Society (CWS) with Gordon Tait of Sir John Burnet, Tait and Partners.

Reasons for Designation

The Co-operative Insurance Society (CIS) Building is designated at Grade II for the following principal reasons:

* **Architectural interest:** it has a strikingly elegant and sophisticated design inspired by Skidmore, Owings & Merrill's Inland Steel Building in Chicago (1956-8), which together with its imposing scale and massing, is highly successful in conveying, as originally intended, the status and prestige of the CIS and the wider Co-operative movement, and the strength of the financial community within Manchester;

* **Design interest:** the CIS Building employs state of the art construction techniques and features for its date; for instance, it was one of the first large commercial buildings in England to be air-conditioned. Other key design features include its use of carefully selected external materials, such as glass curtain walling with black vitreous enamelled-steel panels and anodised aluminium mullions, which were specifically chosen to withstand air pollution;

* **Architect:** it was designed by Gordon T. Tait of Sir John Burnet, Tait & Partners, along with George S. Hay of the CWS; both of whom are notable architects with listed buildings to their name;

* **Interior interest:** the interior was designed by Professor Misha Black and Alexander Gibson of the Design Research Unit (DRU), one of the most significant post-war design practices in Europe, and despite some later alteration many original features survive, particularly on the two executive level floors, which display the use of high quality materials, such as teak and cherry veneer panelling and doors with blue-green coloured, roughcast-glass vertical side lights;

* **Artistic interest:** the interior is enhanced by artwork designed and carried out by notable mid-C20 artists, including a massive, brightly-coloured plastic laminate mural in the former recreation room by Barry Daniels of DANAD Design Associates, and a striking 30ftx12ft abstract sculptured fibreglass mural by the renowned artist and sculptor, William G. Mitchell that dominates the entrance hall;

*** Group value:** the CIS Building forms an important group with the neighbouring Grade II listed New Century House and its attached conference hall on Corporation Street; the buildings being designed by the same architects and built as a single scheme for the Co-operative group. Together the buildings share a strong visual, contextual and stylistic relationship with one another and form impressive skyline features within Manchester city centre.

History

The Co-operative Insurance Society (CIS) Building was constructed in 1959-62 to the designs of George S. Hay, Chief Architect to the Co-operative Wholesale Society Ltd (CWS) with Gordon Thomas Tait of Sir John Burnet, Tait and Partners. It was built as the headquarters of the Co-operative Insurance Society and was designed to accommodate 2500 staff in a single consolidated site, instead of the ten CIS offices previously scattered around Manchester. A site on Miller Street that had been heavily bombed during WWII, and subsequently cleared, was chosen for the new Headquarters building. As part of the project another neighbouring plot fronting Miller Street and Corporation Street was to become New Century House, the Headquarters of the Co-operative Wholesale Society Ltd (CWS), which was designed by the same architects and is listed separately at Grade II. The main contractors for the CIS Building were John Laing Construction Ltd, with A.E. Beer as the structural engineering consultant, and O. Castick, Chief Engineer of CWS as the engineering services consultant. The building was completed at a cost of nearly £4 million and was opened on 22 October 1962 by the Duke of Edinburgh.

The design brief for the new building, devised by the CIS General Manager, Robert Dinnage, was threefold: the building should add to the prestige of the Society and the Co-operative Movement; it should improve the appearance of Manchester in which the Society was one of the largest financial organisations; and it should provide first-class accommodation for the staff. Prior to the design of the building Dinnage, the architects, and engineers went on a fact-finding trip to Canada and the United States; the biggest inspiration during their trip being the work of Skidmore, Owings & Merrill and, in particular, their Inland Steel Building in Chicago (1956-8, designated as a Chicago Landmark in 1998 and a National Historic Landmark in 2009). A later trip to Sweden also introduced the idea of incorporating artwork into the design of the CIS Building, and also the neighbouring New Century House. The CIS Building was praised by the architectural press on its completion and was awarded the RIBA Bronze Medal in 1962.

The interior, including furnishings, was designed by Professor Misha Black and Alexander Gibson of the Design Research Unit (DRU). The DRU was founded in 1942 by the poet and art critic Herbert Read, the advertising executive Marcus Brumwell, the architect Misha Black, and the graphic designer Milner Gray. During the post-war period the DRU was one of the most significant design practices in Europe, developing the idea of corporate identity, with work including the British Rail logo (1965), the street signs within central London, and branding for the chemical giant ICI and the Watney Mann brewery amongst others. (Sir) Misha Black (1910-1977) was also closely involved in the 1951 Festival of Britain exhibition, as the architect and designer of several areas, including the Dome of Discovery, the Regatta restaurant and the Bailey Bridge, and he also co-designed the interior of the Grade II listed office block at 153-157 New Bond Street, City of Westminster (1952-3) with Hugh Casson.

Sir John Burnet, Tait and Partners, later known simply as Burnet, Tait and Partners, was the early-C20 successor to a series of architectural partnerships first established by John Burnet senior in Glasgow in 1835. Gordon T. Tait took over the running of the practice, which had moved to London in the late-C19, from his father, T.S. Tait after WWII and expanded it with the introduction of new partners, specialising in corporate headquarters, schools and housing. Gordon T. Tait's buildings include the Grade II listed Bird's Eye Headquarters, Walton-on-Thames (1961-2). The practice also designed the winning entry for a competition for offices for English Electric in London in 1955, which was widely acclaimed though never built. As Chief Architect for the CWS George S. Hay also designed the Grade II listed Castle House Co-operative store in Sheffield (1964), and was a key figure in one of the earliest salaried in-house architects' departments in the country.

Details

PLAN & MATERIALS: the CIS Building consists of a 26-storey tower with a steel frame construction and an adjacent 28-storey service tower and 5-storey podium block constructed of reinforced concrete. Both the tower and podium block have glass curtain-walling incorporating black vitreous enamelled-steel panels between the floor levels and anodised aluminium mullions. All the windows and glazing are covered with shatterproof film. The service tower is clad with grey vitreous mosaic, which has been overlaid with photovoltaic panels, which are not of special interest.

The building is located on a large plot bounded by Miller Street to the north-east front, Dantzic Street to the north-west side, Hanover Street to the south-west rear and a large car park to the south-east side. It has a symmetrical plan with the main tower rising up from the north-eastern end of the podium block and projecting at the front over the first two floors and the main entrance. The service tower is attached to the centre of the main tower's south-west side, forming a squat T-shape.

EXTERIOR: in the construction of the CIS Building glass, aluminium and black vitreous enamel were chosen for the exterior instead of concrete or stone due to Manchester's polluted atmosphere at that time. The 400ft high blank service tower is clad with 14 million grey-coloured Italian mosaic tiles, which began to fail shortly after the building's construction, and in 2005 the mosaic was over-clad with photovoltaic panels, which are not considered to be of special interest.

The service tower incorporates two deep bands of vents, and attached to the top of each face are large, later signage letters spelling 'CIS' with further smaller lettering below reading 'Co-operative Insurance'. Occupying most of the roof of the podium block is a large plant room. The main entrance is set to the north-east side of the main tower and is canopied by the tower itself, which is supported by six columns. A further short, flat-roofed canopy is attached in front and the glazed entrance has replaced revolving and swing doors.

INTERIOR: internally the building uses modular planning and was designed to be as open plan as possible, with limited partitioning to the lower floors, which has since been removed or replaced with modern partitioning. In contrast, the executive floor levels were partitioned from the outset. The building was one of the first large commercial buildings in England to be air-conditioned, utilising the same system as the Empire State Building in New York. The system was installed by US engineers and although it has been updated in later decades, it survives in situ.

The open-plan interior is enabled by the core services, including passenger and goods lifts, stairs, toilets and ventilation ducts, being placed in the service tower. The lifts serve both the main tower

and podium block, whilst the podium block is also served by escalators, which have been replaced in later years, but retain their original banded ceiling lighting. A Tel lift document conveyor is also located in the service tower, which replaced the original Westinghouse American system. The building's dog-leg stairs have simple metal balustrades.

Original suspended ceilings have largely been replaced within the building, including in the main-entrance hall, and the majority of the original furnishings (many of which were made by the CWS) and partitions have been removed, although some built-in units survive on the executive levels. Original inter-changeable interior signage by DRU has also been removed, along with the majority of the original lighting.

The large main-entrance hall has a Cornish granite floor and walls clad with white Sicilian marble. Columns within the hall were originally clad in black metal, but this has since been replaced with marble to match the walls. The escalators are located off to the rear left of the entrance hall and the lifts off to the centre rear; both are now accessed via modern security turnstiles and gates. The hall's rear wall to the right of the security turnstiles has a 30ftx12ft abstract sculptured fibreglass mural by William G. Mitchell, which is cast against a polystyrene mould with a bronze patinated finish and has been splashed with ammonia to create green-coloured highlights to some of the mural's features. The rest of the ground floor incorporates a board members' garage and used to contain a branch office, which has since been subdivided and converted for other uses, and, as a result this part of the interior is not of special interest.

On the top floor of the podium block is a large recreation room, which is now used as office space, but originally had a variety of uses, including as a ballroom, conference hall and cinema. It retains its original sprung dance floor, which is hidden under a later covering, and has walls clad in elm and a replaced ceiling. A massive, brightly-coloured plastic laminate mural by Barry Daniels of DANAD Design Associates exists to the rear (south-west) wall and a small stage was originally located in front. An original glazed folding screen separates the room from a bar lounge area with a tinted mirrored ceiling and a replaced bar.

The main tower's 23rd and 24th floors constitute the executive levels; the 23rd floor contains open reception areas and partitioned rooms, including a board room, committee rooms and executive suite with white formica and teak-veneer panelled walls incorporating vertical, blue-green coloured, roughcast-glass strips adjacent to original doors, which act as side lights. The 24th floor, which originally formed the executive dining rooms, has cherry-veneer wall panelling and original folding screens that can be opened to create a single space for functions.

The 25th floor was originally known as the observation floor and was an open-plan space used for viewing the city and relaxing. It originally contained afromosia bench seating, planters and a greenhouse, but these have all since been removed and it is now used as office space. The upper parts of the walls incorporate a series of horizontal viewing windows and the space is lit by two very large, pyramidal skylights located at each end; the original glass ceilings underneath have been removed.

The building has three basement levels, one of which provides tunnel access through to the nearby New Century House. A large cafeteria and kitchens are located in the uppermost basement level; these have been extensively altered and their interiors are not of special interest, with the cafeteria's original wall cladding, mosaic cladding to the columns, and original metal-louvred ceiling all having been removed. The sub-basement levels are of lesser interest and contain plant and control rooms,

storage space and a space intended for use as an air-raid shelter; the original control rooms survive and contain original control panels.

Legacy. The contents of this record have been generated from a legacy data system.

Legacy System number: 458645. Legacy System: LBS

Sources

Books and journals

Hartwell, C, Pevsner Architectural Guides: Manchester, (2001)

Harwood, E, England A Guide to Post War Listed Buildings, (2003)

Pilkington Research Unit, edited by Peter Manning, Office design: a study of environment, (1965)

'Electrical Times' in Tower Over Manchester, (17 January 1963)

'Interior Design' in CIS: a tower of strength for Britain's co-operators, (Jan/Feb 1963)

'The Builder' in CIS Building, Manchester, (March 8 1963, Vol.204)

'The Architects' Journal' in Manchester: New offices for the CIS and CWS, (13 February 1963 Vol.137)

Scott, N K, 'The Architect and Building News' in Manchester's skyscraper, (16 January 1963)

Websites

Black, Sir Misha (1910-1977), architect and industrial designer, accessed from <http://www.oxforddnb.com/view/article/30821>

Design Research Unit: 1942-1972, accessed from <http://cubittartists.org.uk/index.php?section=10&action=view&id=180&module=eventsmodule>

Gordon Thomas Tait, accessed from http://www.scottisharchitects.org.uk/architect_full.php?id=204366

Other

NOMA Conservation Plan. A Conservation Plan for the Co-operative Estate, Manchester. By Stephen Levrant Heritage Architecture Ltd. March 2012.,

Notes from a former CIS Project Manager on the construction, refurbishment and features of the CIS Building. c2005.,

Paper by R Dinnage, FIA. General Manager & Secretary, Co-operative Insurance Society Ltd. 'Design Policy for Corporate Buying: Design Policy'. c1962.,

Sir John Burnet, Tait & Partners. Anniversary booklet. 'Burnet Tait: Celebrating 150 years of excellence in architecture'. 1986.,

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

End of official listing

APPENDIX 2. EXAMPLE FORMAT FOR CONTRACTORS' TASK METHOD STATEMENTS.**1. Introduction - format of Contractors' Task Method Statements**

- i) The following provides guidance on the *minimum* Level of detail necessary to describe the results of the investigations. The Contractor must make suitable allowance in the required *Task Method Statements* and programme for their appropriate presentation of the survey results.
- ii) Confirmation should be sought from the Engineer/Project Architect that the material presented is suitable to reveal the investigation results prior to completion.
- iii) All photographs, sketches and drawing should be appropriately annotated to describe, in easily understood (non-technical) terms, the results of the investigations.
- iv) Each task method statement should include a comprehensive description of the investigation works, together with sample photographs of typical / similar works to enable the client team to fully understand the extent of works to be undertaken.
- v) The task method statements will be subsequently form the briefing component of the contractors' report, enabling the results to be simply understood and recorded by the client team and any other third parties.

2. The Task Method Statements will include, as a minimum:

- i) The specific location of the works – these will be identified using marked up drawings of the work locations. Where possible fully annotated photos of the actual work area, suitably marked up should also be provided.
- ii) A description of the works to be undertaken, including a statement of whether material is to be removed as part of the investigations and how this will be recorded, transported from the work area and the area reinstated.
- iii) The equipment to be used, identifying power and safe-working requirements, as well as relevant access required to undertake the survey works, including where necessary, the calibration of the testing equipment.
- iv) The site attendances required to undertake the investigations, to include lighting, power, ventilation and access requirements.
- v) The above is not a comprehensive list.
- vi) The following outlines a general format for the required task method statements. The following example indicates the base level of information that will be required for each of the proposed Methodologies, these will be issued to the client team for approval and to the Planning Authority for information.

Example format and content of Task Method Statements

1. Introduction

- i) [insert name of lead contractor] has been commissioned by DEVONSHIRE (CIS TOWER) LIMITED to undertake a series of works within the former CIS Building, Miller Street. This building is a Grade II listed structure and is due to be altered to accommodate a new, multi-purpose business use.
- ii) The [define task] are being carried out to [state purpose of task – e.g inform design options, and future performance and repair of the structural components of the building to an appropriate level of detail.
- iii) The works require some intrusive investigations to better understand the condition and the physical dimensions of some of the building components. Where possible non-destructive means are proposed to gain an understanding and knowledge regarding the building structure.
- iv) Prior to works being carried out on site, Task Method Statements will be prepared in conjunction with the appointed specialists, to provide full details of the extent of works and the working methods to be utilised.

2. Task Method Statements – typical content (items listed from i) to xviii below).

- i) **Overview.** A general overview of the proposed/commissioned works shall be provided, specifying its location within the building and the name of the contractor that will be undertaking the works.
- ii) **Design Team Information**
 - a) The investigation works shall be carried out as detailed in the Structural Engineers/Project Architects's prepared document, which notes the locations for each proposed task/investigation and survey
 - b) The extent of works being carried out within the above document should be noted within this section together with any agreed changes to location and/or number of test areas.
- iii) **Implementation Methodology.**
 - a) Prior to any works commencing the client team will brief all operatives on the approved task method statements. All site operatives will be made aware of the Heritage significance of the building and specifically those elements affected by their planned works. This aspect is also covered in the pre start induction and daily activity briefings.
 - b) For each task method statement a comprehensive description together with sample photographs of typical / similar works will be provided to enable the client team to fully understand the extent of works to be undertaken.
 - c) This will include as a minimum:
 - Location of the works – marked up drawings to be provided of the work locations. Where possible photos of the actual work area suitably marked up should be provided as part of the Methodology.

- Description of the works to be undertaken including whether material is to be removed as part of the investigations and how this will be recorded and transported from the work area.
- Equipment – details of the equipment required to undertake the survey works included where necessary proof of calibration of testing equipment.
- Attendances required – to include lighting power, ventilation, communications and access.

iv) Recording of fabric prior to commencement and during implementation.

- a) All works which are undertaken the LRFS need to be fully documented by the contractors to show the condition of the area before and after works are completed.
- b) In addition during the execution of the works the contractors will undertake additional recording including photographs of the works being carried out and any findings discovered during the works on site.

v) Protection

- a) The task method statement should record the protection requirements in the different areas of the building where suitable fabric protection is required to be erected to avoid any damage to original features.
- b) The task method statement shall specify concerns with regard to potential damage of adjacent finishes and fabric and provide proposals for the effective management of the protection system.

vi) Re-instatement Proposals

- a) The Methodology needs to provide details of the re-instatement proposals where/if the task area has been subject to intrusive investigations or enabling works. This will be in line with one of the following options:
- b) No re-instatement where it is considered detrimental to the original fabric to undertake this.
- c) Full re-instatement with a like for like material to match ie. such as concrete or screed where this has been removed.
- d) Partial re-instatement in a new material with enhanced properties appropriate to the location i.e. resin repair of friable concrete areas.

Option b) should only be undertaken where re-instatement works would be detrimental to the existing fabric of the building (ie in exceptional circumstances). Full proposals including materials and application techniques to be provided.

vii) Programme

- a) The programme of works should be recorded, including dates of report delivery and any necessary

- b) The agreed Programme will be presented in a form to enable submission to MCC Planning as part of the implementation record.

Viii Competency of those involved

- a) All operatives working on the project will be required to attend a site induction led by the lead contractor before starting work. All operatives will be required to hold a valid current CSCS card and competence cards suitable to their trade and the equipment they are using.
- b) Where additional competence is required this should be noted accordingly.

ix) Technical Compliance

- a) The works shall be carried out to the following Technical Compliance
- b) Scaffolding erection as per the lead contractor's temporary works design and sign off procedure. The temporary works procedures and the temporary works design for this element will be made available on request
- c) The [insert name of lead contractor] Health and Safety Document.
- d) Preparation and re-instatement of material to be undertaken to comply with Manufacturers Specifications.

x) Plant & Equipment

- a) Access scaffold, mobile tower – to comply with [lead contractor] works procedures.
- b) Power tools – to [lead contractor] works procedures.

xi Management of Heritage Risks

- a) The task method statement must identify and record all perceived heritage risks, detailing how they will be managed throughout the duration of the works, as per the following example.

Heritage Risk	Control Required EXAMPLE
Risk of damage to the existing paint/plaster finishes whilst undertaking the works.	Demonstrate competency of sub-contractor to undertake works. Use access scaffold to enable access to high level works. Don't lean any ladder or materials on the painted/gilded surfaces. Ensure operatives follow the established Method Statements
Risk of damage to adjacent heritage surfaces while cleaning eg plasterwork.	Employ a competent sub-contractor to undertake works. Use access scaffold to enable access to high level works Don't lean any ladder or materials on the walls. Ensure operatives follow the established Method Statements

Loss of original materials/features during taking of samples.	Employ a competent sub-contractor to undertake works. Ensure selective choice of samples – take from non visible areas where possible. Ensure work is full documented with photographs and note before during and after conservation works. Ensure operatives follow the established Method Statements
---	--

xii) Supervision

- a) Specify the site supervision to be provided by [insert Lead contractor] under the direction of Project Manager (TBC).
- b) All specialist contractors will also provide supervisors for each of their teams.

xiii) Monitoring of Work

- a) Specify the inspection and Test Plan to ensure the required quality standards are met.
- b) Set a programme for inspections/approval of samples/tasks by the Project Architect and (where directly related to a Planning or LBC Conditions) the Council's Conservation or Planning Officers.

xiv) Environmental

- a) Detail the environmental protection for all operatives. This will include a minimum of 5 point Personnel Protective Equipment (PPE). Hard Hat, Hi-Viz, Gloves, Safety boots and Glasses. Additional PPE, i.e. harness, will be highlighted in the Specialist Sub-Contractors Method Statements.
- b) In addition, contractors must wear disposable coveralls and Part 3 dust masks at all times within the building.

xv) Dust

- a) Specify where operations will create airborne dust and the requirement for localised extract.
- b) Specify the methods for controlling dust and requirements for extract ventilation.

Xvi Temperature & Humidity

- a) Outline the environmental conditions expected within the building/area of works
- b) Specify localised measures may be taken to provide ventilation if these are required.

Xvii Approval, Review & Briefing

- a) Activity specific Health & Safety method statements for each works operation will be prepared by the sub-contractor appointed to carry out the works. These will be reviewed for approval by the lead contractor. Only once approved will the sub-contractor be permitted to commence works operations.
- b) Where relevant and applicable to a Planning Condition or Listed Building Condition the sub-contractor method statements will be submitted to Manchester City Council for approval.
- c) All operatives working within the building /implementing commissioned tasks will be fully briefed on the scope of the Task Method Statement and will sign a briefing sheet to confirm their understanding.
- d) Regular activity briefings will be issued to the operatives by the Specialist Sub- Contractors Supervisors and [insert lead contractor's name]
- e) Managers must identify any changes from the previous day and health and safety issues or any changes to the heritage considerations.

Appendices

Relevant information to be provided if required.

APPENDIX 3. CONDITION SURVEY OF THE WILLIAM MITCHELL MURAL

- i) The following is the detailed condition report of the **William Mitchell designed mural** in the existing reception hall.
- ii) The report was written to inform options for the refurbishment and potential relocation of the artwork as a feature of the reception space. The report includes discussion on the feasibility and method of dismantling, but was written prior to identification of the now proposed space for its presentation within the new entrance.
- iii) The primary objective is to better present the compromised artwork, following a repair and refurbishment of its fabric by specialist Conservators.

APPENDIX 4. CONDITION SURVEY OF THE BARRY DANIELS MURAL

- i) The following is the detailed condition report of the **Barry Daniels designed mural** in the former Large Recreation suite .
- ii) The report was written to inform options for its refurbishment and relocation to an accessible space, including the feasibility and method of dismantling and relocation.
- iii) The primary objective is to better present the compromised artwork, following a repair and refurbishment of its fabric by specialist Conservators.



Stephen Levrant Heritage Architecture Ltd
CONSERVATION ARCHITECTS & HERITAGE CONSULTANTS

London. 62 British Grove, Chiswick, 0208 748 5501 (Tel)
Manchester. Canada House, 3 Chepstow Street, M1 5FW 0161 247 8335 (Tel)