

GENERAL HERITAGE MANAGEMENT PRINCIPLES

All significant interventions notified and preceded through documentary research and detailed visual and if necessary, physical investigation.

Works will be planned to ensure minimum intervention and disturbance to the fabric of the building. Proposed works will be evaluated and for their potential impact on the fabric of the building and notified accordingly.

Intervention works have been carefully considered and justified in terms of its necessity as a repair, an adaptation which better reveals it's significance, or an enhancement which extends is sustainable use.

Interventions to the fabric which protect or better reveal the buildings heritage will be encouraged, and change which could cause unmitigated harm to the significance of the building will be avoided. Every element of the works will be completed sympathetically by competent operatives with a proven track record of working within a Grade II Listed environment. The project culture of care, consideration and preservation of the buildings heritage will be maintained.

This culture will be administered via contractor selection, induction, and relevant toolbox talks throughout the duration of the project.

If required, the heritage consultant will be engaged as works progress to mitigate any detrimental effect on the heritage components of the building.

Before any works commence, the management team will carry out a review of the work area to understand the building fabric within and adjacent to the space.

Strip Out / Demolition Works

Removal of existing vinyl flooring

- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to install the fixtures and fittings
- Erect barriers and display appropriate signage around the working area.
- Retract the knife blade as far as possible and secure in that position.
- Cut sections of vinyl flooring using retractable bladed knife.
- Remove cut sections of vinyl flooring using a floor scraper and place within waste bags.
- Remove all remaining adhesive and floor contaminants as required using a universal flooring machine.
- Vacuum all loose debris from the floor surface.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing carpet

- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to remove the carpet
- Erect barriers and display appropriate signage around the working area.

- Pull the carpet from the corner to release from the carpet grippers.
- Cut the carpet into suitable lengths.
- Roll up the carpet and dispose of accordingly.
- Lift the underlay.
- Use a claw hammer to release the carpet grips.
- Store the materials in a safe location away from access egress routes
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing joinery

- PPE shall be worn in accordance with risk assessment requirements
- Survey the area and identify the existing woodwork to be removed.
- Ensure that sufficient firefighting equipment is available for Class A fires.
- Erect barriers and appropriate signage around the work area.
- Mark up the woodwork that is to be removed.
- Commence with removing the woodwork no longer required.
- Remove any nails and screws from the old woodwork.
- Tidy materials and store in a designated area.
- Dispose of woodwork in accordance with the site waste management plan.

Removal of existing HVAC services and systems

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required for work on the HVAC system.
- Determine the type of access equipment required to access the unit.
- Erect barriers and appropriate signage around the work area.
- Isolate power to the HVAC unit.
- Test the isolation to ensure that it is suitable.
- Erect access equipment in accordance with manufacturer's instructions.
- Make note of the safe working load of the access equipment.
- Remove the internal fan coil units.
- Remove all associated duct work and grills.
- Remove the exterior casing from the condensers.
- Lower all materials to ground level as required.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of existing electrical services

- PPE shall be worn in accordance with risk assessment requirements
- Obtain a permit to work as required ensuring that the correct isolations are applied & in place.
- Pre-use check on all tools and equipment required to undertake the activity.
- Erect barriers with appropriate signage around the work area.
- Prove dead all points of work prior to start.
- If cables are not confirmed, use of cable spike gun to be used.
- Disconnect and remove low voltage cabling
- Disconnect and remove all high voltage cabling.
- Disconnect and remove all redundant electrical cabling
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of stud wall/partition

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required to remove the stud wall/partition.
- Erect barriers with appropriate signage around the working area.
- Inspect all isolations and ensure all power or water within the area is isolated if required.
- Confirm equipment that is required to access areas at height.
- Visually inspect work at height access equipment before use.
- Remove non original doors and windows from the partition.
- Transport removed materials to the designated storage area pending disposal.
- Remove all fixings from non original doors and windows.
- Remove all skirting boards, dado rails and architrave from the partition.
- Remove ceiling panels from the ceiling.
- Remove the non original ceiling frame.
- Remove plaster boards and associated materials from the partition wall and bag in suitable waste bags.
- Unscrew noggins from the frame of the partition/Stud wall.
- Unscrew and remove vertical studs from the partition/Stud wall.
- Unscrew base stud from the partition/Stud wall.
- Apply filler within any holes in the walls, ceiling of floor area.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Removal of glazing or glazing systems

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use inspection of all equipment required to undertake the task.
- Erect barriers and appropriate signage around the working area.
- Survey area and identify the materials to be removed.
- Commence removing the glazing from the frame.
- Remove glazing and transfer to the designated storage area.
- Store glazing within a pre-determined location and cover to prevent damage and injury.
- Remove existing frame.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

Demolition of brickwork and blockwork

- PPE shall be worn in accordance with risk assessment requirements
- Check of area to ensure that all services are sufficiently isolated.
- Barriers with appropriate signage to be erected around the perimeter of the work area including areas where projectiles may land.
- Inspect all tools and equipment prior to use.
- Route water hose and connect with cutting equipment in preparation of cutting activities.
- Install supports as determined within the demolition.
- Periodically clear debris from all walkways and emergency exits.
- Store all debris and materials within the pre-determined storage area.
- Commence with the demolition of structural supports under the supervision of the appointed Structural engineer.

METHODOLOGY

Demolition

1. Inspect location and install hoarding around the area with fire rated sheeting used to cover any gaps and prevent dust from entering the reception area.
2. Isolate and remove M&E services that are within the demise of this work.
3. Protect neighbouring windows and wall surfaces from all works.
4. Remove any existing furniture and wall cladding, taking care not to damage any existing parts of the structure, and carefully removing any fixings.
5. Use demolition breakers to remove existing floor finishes, using 110V dust extractors to minimise dust.
6. Clear debris as needed into bins and take to the waste segregation zone.

Setting out

Using the approved construction issue drawings, mark out the internal partition locations using chalk lines and liaise with the site manager to double check this correct.

Once marked out ensure there are no live services within the work area, if there is, stop work and notify the site manager. All isolations to be confirmed with relevant M&E contractor before work begins.

Installation of dry lined walls (as detailed in Condition 7 of 136161/LO/223)

1. Fix base and head tracks in accordance with the correct wall type for each relevant area. Use appropriate fasteners and ensure all is level and aligned.
2. Cut the metal studs to length and insert into the tracks at 600mm intervals, securing them with screws.
3. Cut the plasterboard to fit the wall dimensions and fix to the metal studs at 300mm intervals.
4. Insert any insulation and / or patressing before repeating Step 3.
5. Apply joint tape over all joints between the plasterboards and apply jointing compound over any screw heads. Allow to dry and sand to a smooth finish.
6. Wipe down any excess dust once dry using a damp cloth.

Installation of plasterboard ceiling

1. Secure the perimeter track to the walls using appropriate fixings and ensure they are level.
2. Attach suspension wires to the ceiling structure using appropriate fixings.
3. Attach furring channels to the wires and spaced at 600mm centres.
4. Cut the plasterboard to fit the ceiling dimensions and fix to the furring channels at 300mm intervals.
5. Apply joint tape over all joints between the plasterboards and apply jointing compound over any screw heads. Allow to dry and sand to a smooth finish.
6. Wipe down any excess dust once dry using a damp cloth.

Installation of engineered timber flooring

1. Ensure the area is clear and barriered off.
2. Apply new screed and levelling compound in preparation for the new flooring.
3. Lay and cut underlay to the exact area dimensions and tape down to prevent movement.
4. Place spacers between the wall and first row of planks to allow for expansion.
5. Spread the adhesive across the area using a trowel, working in small sections.

6. Lay the planks in accordance with the setting out shown on the construction issue plans.
7. Press firmly to ensure good contact and use a flooring roller to ensure the planks fully adhere to the substrate.

Decorations

1. Prepare all walls and ceilings, filling any holes or imperfections before sanding to a smooth finish.
2. Apply a mist coat to all areas, using a paintbrush to cut in along edges and corners where a roller cannot reach.
3. Mask off any areas which do not require paint.
4. Apply multiple coats of the finished paint colour in accordance with the approved designers specification, again using a paintbrush to cut in where necessary.

Installation of lighting

1. Carefully mark out where the brackets are to be fixed to the ceiling using a pencil.
2. Carefully drill holes to the required size, taking care not to damage the surrounding area.
3. Install the light fitting using the manufacturers instructions.

Fixing Methodology for the Mechanical Installation on Coffered Ceiling:

Fan coil unit

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural beam.
- A 35mm deep 6 mm hole will then be drilled.
- Angle bracket will then be installed and fixed to the side off the structural beam using a 35mm HUSS concrete screw.
- M10 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- The fan coil is then to be hung from the Unistrut supported via the angle bracket.

HVRF pipework containment

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 35mm deep 6 mm hole will then be drilled.
- Angle bracket will then be installed and fixed to the side off the structural beam using a 35mm HUSS concrete screw.
- M8 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- All containment will then be hung from the Unistrut supported via the angle bracket.

Duct work

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 35mm deep 6 mm hole will then be drilled.

- An 6mm knock in anchor will then be installed utilising an 6mm washer.
- All duct work will then be installed using a gripple wire.

LTHW pipework

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 35mm deep 6 mm hole will then be drilled.
- Angle bracket will then be installed and fixed to the side off the structural beam using a 35mm HUSS concrete screw.
- M10 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- All containment will then be hung from the Unistrut supported via the angle bracket.

Plumbing pipework

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 35mm deep 6 mm hole will then be drilled.
- Angle bracket will then be installed and fixed to the side off the structural beam using a 35mm HUSS concrete screw.
- M10 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- All containment will then be hung from the Unistrut supported via the angle bracket.

Drainage pipework

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 35mm deep 6 mm hole will then be drilled.
- Angle bracket will then be installed and fixed to the side off the structural beam using a 35mm HUSS concrete screw.
- M8 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- All containment will then be hung from the Unistrut supported via the angle bracket.

Fixing Methodology for the Electrical Installation on Coffered Ceiling:

Containment including cable tray & basket suspended on a trapeze Unistrut bracket

- Distance between Trapeze brackets will no greater than 1200mm.
- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural beam.
- A 40mm deep 6 mm hole will then be drilled.

- Angle bracket will then be installed and fixed to the side off the structural beam using a 40mm MCS6x40LP concrete screw.
- M8 rod will then be secured through the angle bracket to allow Unistrut to be fixed to the underside of the coffer.
- All containment will then be hung from the Unistrut supported via the angle bracket.

Steel Conduit containment

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- A 50mm deep 5 mm hole will then be drilled.
- A distance saddle will then be fixed using a 6C45 countersunk concrete screw.
- The distance between saddles will comply with the BS7671 regulations.

Cables fixed directly to the structure

- All fixings are to be drilled a minimum of 100mm up from the bottom of the structural concrete beam.
- Where cables leave the cable containment to terminate into an accessory i.e., a smoke detector the cables will be fixed directly to the building structure using a metal cable clip.
- A 40mm deep 5mm hole will be drilled.
- A metal cable clip will then be fixed using a WS6X30 Pan head concrete screw.
- The distance between clips will comply with the current body of regulations.

Repair Works

Skirting Repairs

Where existing skirting is damaged or beyond repair, we will replace the affected section with a new piece of skirting matching the existing profile.

We will cut and remove the damaged section approximately 100mm either side of it before affixing the new skirting using a nail gun to minimise damage to the wall. Where a nail gun will not suffice, we will carefully pre drill the wall and insert a plug to enable the use of a woodscrew. The screw head will be filled and sanded to ensure a smooth finish ahead of decorations.

Cornice Repairs

Where cornice is missing or damaged we will carefully repair the affected section, starting approximately 100mm either side of the area. The original cementitious build up will be repaired using Fosroc to ensure longevity of the repair. The decorative elements will then be repaired using fibrous plaster to match the approved sample on site.

Wall and Ceiling Repairs

Where a section of wall or ceiling is damaged we will carefully repair the affected section. The original cementitious wall build up will be repaired using Fosroc to ensure longevity of the repair. The final finish will be fibrous plaster to match the existing heritage finish.

Parquet Repairs

Where any listed parquet flooring is uncovered and is required to remain, the following method will be applied:

1. Reclaimed flooring will be cut to size to infill any gape around the new partition.
2. A Lagler sanding machine is used to sand off the old floor finish and bring the wood to a suitable level, ensuring there is very minimal dust and no impact on Parquet.
3. Once the top layer had been penetrated and the parquet flooring is visible, we will then change the sanding discs from 24 grit to 40 grit to 80 grit to minimise damage and to focus on finish.
4. Then we apply two coats of filler; this is used by creating a resin-like substance with the existing parquet dust and a 'Blanchon' resin filler.
5. We mix the dust from the sanded floor with a compound to get a consistent resin like substance to fill the gaps in the flooring.
6. After the filler has dried, we sand back to bare wood with 100 grit and finished with orbital buffing in 120 grit ready for the primers & oil to be used.
7. 1 coat Bona Natural, buffing to remove grain rise and 1 coat Bona Traffic HD Matt (filled gaps)
8. Suitable flooring protection will be laid to allow breathability in the floor while also protecting it from any other works that may be required.

Tiling Repairs

Where original tiling is uncovered, the intention is to leave this in-stu with no repair works to be carried out. We will use a non abrasive detergent, applied using a soft cloth to clean the tiles. A grout brush will be used where required to clean the areas between the tiles.

Should heritage tiling being covered directly by a more modern tile, we shall leave that modern tile in place to prevent any further damage to the heritage items.

A report of these areas will be produced to allow for a discussion as to how the areas can be 'showcased' within the refurbished spaces.

Glazed Brick Repairs

Where original tiling is uncovered, the intention is to leave this in-stu with no repair works to be carried out. Should heritage tiling being covered directly by a more modern tile, we shall leave that modern tile in place to prevent any further damage to the heritage items.

A report of these areas will be produced to allow for a discussion as to how the areas can be 'showcased' within the refurbished spaces.

DRAWING REGISTER

The documents detailed below are included within this submission.

Drawings

SLH-ANO-P0-04-DR-A-02104_EXISTING ARRANGEMENT PLAN

Revision: C02

SLH-ANO-P0-04-DR-A-03104_DEMOLITION PLAN

Revision: C01

SLH-ANO-P0-04-DR-A-05104_GENERAL ARRANGEMENT PLAN

Revision: C02

SLH-ANO-P0-04-DR-A-38204_REFLECTED CEILING PLAN

Revision: C02

SLH-ANO-P0-04-DR-A-34104_INTERNAL WALL SYSTEMS

Revision: C01

SLH-ANO-P0-04-DR-A-37104_FLOORING FINISHES PLAN

Revision: C02

SLH-ANO-P0-04-DR-A-48104_SKIRTING PLAN

Revision: C01

SLH-ANO-P0-05-DR-A-02105_EXISTING ARRANGEMENT PLAN

Revision: C02

SLH-ANO-P0-05-DR-A-03105_DEMOLITION PLAN

Revision: C01

SLH-ANO-P0-05-DR-A-05105_GENERAL ARRANGEMENT PLAN

Revision: C02

SLH-ANO-P0-05-DR-A-38205_REFLECTED CEILING PLAN

Revision: C02

SLH-ANO-P0-05-DR-A-34105_INTERNAL WALL SYSTEMS

Revision: C01

SLH-ANO-P0-05-DR-A-37105_FLOORING FINISHES PLAN

Revision: C02

SLH-ANO-P0-05-DR-A-48105_SKIRTING PLAN

Revision: C01

SLH-ANO-P0-XX-DR-A-38702_BULKHEAD DETAILS

Revision: C02

SLH-ANO-P0-XX-DR-A-34702_PROPOSED WALL DETAILS

Revision: C01

SLH-ANO-P0-XX-DR-A-34703_PROPOSED WALL DETAILS

Revision: C01

SLH-ANO-P0-XX-DR-A-48700_PROPOSED SKIRTING DETAILS

Revision: C04

SLH-ANO-B0-XX-DR-A-02001_SITE LOCATION PLAN

Revision: P1

SLH-ANO-B0-XX-DR-A-05001_SITE PLAN

Revision: P1

Mechanical & Electrical

SLH-ANO-P0-04-DR-A-02104_EXISTING ARRANGEMENT PLAN LEVEL 04

Revision: C01

SLH-ANO-P0-05-DR-A-02105_EXISTING ARRANGEMENT PLAN LEVEL 05

Revision: C01

Containment -	1298-CSD-XX-04-DR-E-6105 _Electrical Containment Layout Level 04
	1298-CSD-XX-05-DR-E-6106 _Electrical Containment Layout Level 05
Domestics -	1298-CSD-XX-04-DR-M-5305 _Domestic Water Layout Level 04
	1298-CSD-XX-05-DR-M-5306 _Domestic Water Layout Level 05
Heating & Cooling -	1298-CSD-XX-04-DR-M-5605 _Mechanical Heating & Cooling Layout Level 04
	1298-CSD-XX-05-DR-M-5606 _Mechanical Heating & Cooling Layout Level 05
Lighting -	1298-CSD-XX-04-DR-E-6305 _Electrical Lighting Layout Level 04
	1298-CSD-XX-05-DR-E-6306 _Electrical Lighting Layout Level 05
Small Power & Data -	1298-CSD-XX-04-DR-E-6205 _Electrical Small Power & Data Layout Level 04
	1298-CSD-XX-05-DR-E-6206 _Electrical Small Power & Data Layout Level 05
Ventilation -	1298-CSD-XX-04-DR-M-5705 _Mechanical Ventilation Layout Level 04
	1298-CSD-XX-05-DR-M-5706 _Mechanical Ventilation Layout Level 05

Other Documents

241003_Sunlight House_Supporting Design Statement_Office Refurbishment_Level 4 and 5