Ground Floor Works Methodology
Planning Condition 11
Condition Number 136161/LO/2023

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 ll 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.

METHODOLOGY

Stage 1: 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.

Stage 2: 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.

Stage 3: Installation of dry lined walls (as detailed in Condition 7)

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.

Stage 4: Installation of glazed partitions (as detailed in Condition 7)

1. Ensure that the new / existing walls are in accordance with the relevant construction issue drawings regarding make up and fire strategy.
2. Locate the steel framework in the opening and pack out to ensure all is level.
3. Fix in place using the method detailed within the relevant drawings relating to each wall / floor type.
4. Once securely in place, ensure operation of any doors is smooth and unhindered.

Stage 3: 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.

Stage 4a: 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.

Stage 4b: Installation of terrazzo flooring

1. Ensure the area is clear and barriered off.
2. Apply new screed and levelling compound in preparation for the new flooring.
3. Spread the adhesive across the area using a trowel, working in small sections.

4. Lay tiles using spacers to maintain equal gaps and check alignment using a spirit level.
5. Measure and cut any edge tiles using a tile cutter or wet saw.
6. Once set, apply grout to all joints according to the manufacturers instructions.
7. Use polishing pads to achieve the desired shine once grout is dirty and cleaned.
8. Apply the sealant in accordance with the manufacturer's instructions.

Stage 5: 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.

Stage 6: 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.

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-P0-00-DR-A-03100 Demolition Arrangement Plan Level 00
Revision: C01
SLH-ANO-P0-00-DR-A-05100 General Arrangement Plan Level 00
Revision: C01
SLH-ANO-P0-00-DR-A-34100 Proposed IWS Scoping Plan Level 00
Revision: C01

SLH-ANO-P0-00-DR-A-37100 Floor Finishes Scoping Plan Level 00
Revision: C01
SLH-ANO-P0-00-DR-A-38200 Ceiling Scoping RCP Level 00
Revision: C02
SLH-ANO-P0-00-DR-A-10100 Fire Strategy Plan Level 00
Revision: C01

Reception Desk Joinery Drawings
5180-14 Reception Desk
5180-15 Reception Desk Sections
5180-16 Post Storage Cupboards

Optima Glazed Walls and Doors
50489-OPN-ZZ-GF-DR-X-0004
50489-OPN-ZZ-GF-DR-X-0005
50489-OPN-ZZ-GF-DR-X-0009
50489-OPN-ZZ-GF-DR-X-0010
50489-OPN-ZZ-GF-DR-X-1000