

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.

Stage 7: Making good

1. Should any repair work be required following installation of partitions or lighting to the existing building fabric, we shall apply mixed Renderoc HBM. This will be applied by gloved hand or trowel, thoroughly compacting onto the primed substrate and around any exposed openings, ensuring a clean and tidy finish.