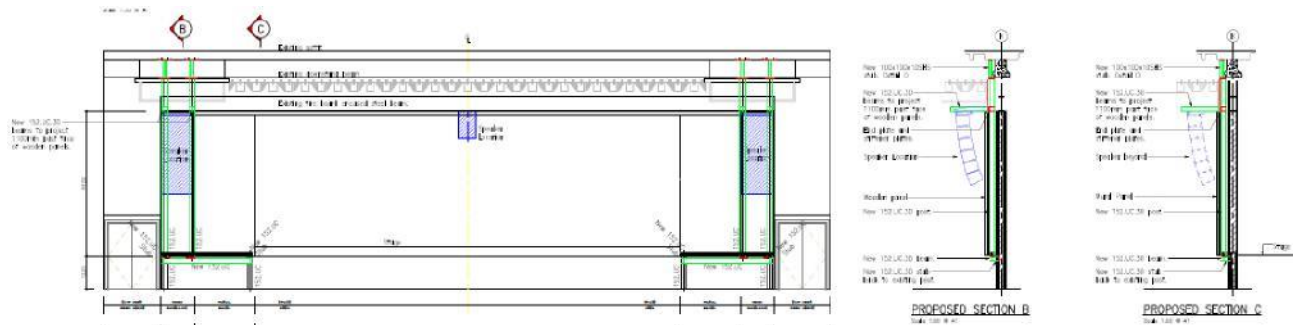


DATE: 03.08.2022

REFERENCE: New Century Hall, PA Steelwork fixing methodology

To Whom it May Concern,

This letter is to confirm that Workspace Design & Build Ltd and subcontractors under our instruction, will install the steelwork to facilitate the positioning of the PA speakers at New Century Hall, as per drawing HC-21643-(20)-01 rev A.



Methodology

1. Careful removal of all timber paneling (not the Asbestos Insulation Boards) and lights (as required) to facilitate works. Paneling to be removed is to the side of the murals, as marked on image below, and offset from the main stage wall. Main stage wall with copper paneling which contains asbestos will not be affected by the panel removal. All works to remove timber and beading will be done using hand tools, and taking appropriate care so as not to damage either the timber paneling or the adjacent black mural panels.





Northspring, Suite 1C, 70 Spring Gardens, Manchester, M2 2BQ

2. The mural and timber panel abut each other, but are separated by a c. 20mm gap, which is covered by black mastic beading. This beading will also be carefully removed prior to works.
 3. Carefully protect black mural panels by affixing ply sheet to frame. A temporary 2x2 timber frame will be formed around the mural, and affixed directly to the existing steel frame of the stage, and 18mm plywood then fixed to the on to the timber frame. This temporary frame will leave a c.20mm gap between the plywood and the face of the mural. No fixings are to be made to the murals. The ply will not touch the black mural but will protect the surface from dust or impact whilst steel is being erected.
 4. Once access to the void is obtained, survey with tower scaffold to determine exact steel lengths and connection details, etc.
 5. Fabrication of steel off site.
 6. Paint steel RAL 9005 off site
 7. Installation of steelwork (including on site drilling). M10 fixings will be used to drill into the concrete soffit above the suspended ceiling. Layout at per structural drawings.
 8. Existing opaque suspended ceiling tiles will be neatly cut around the steelwork where this penetrates the ceiling.
 9. Reinstatement of timber panelling, lighting, etc. It is assumed that the materials that are removed will OK to reinstate. If they are not, a similar or identical match will be sourced and reinstalled. The timber panel finish is a standard laminate that is still in production, as identified during the original refurbishment works in 2021. The steel sill will be cut around and made good in situ. The beading between the mural and the timber will then be reinstated as under previous refurbishment works agreed on site with MCC 13/05/21 and 26/05/21.
 10. Touch up steel work with black paint if necessary.
 11. PA installation (by others). PA to be hung from steelwork and offset from the panelling.
- With regards to protection during the construction phase, temporary protection will be applied to all surrounding areas with particular attention paid to ensuring that the murals either side of the stage area are not damaged.

NAME: Laura Faulkner, Senior Contracts Manager