TILBURY HALL
COMMERCIAL INTERIORS

Methodology and approach

Soft Strip Out and enabling works

Project - New Century Hall, 34 Hanover Street, Manchester, M4 4AH

Client – New Century Hall, One Plus four limited, Edwards Property consultants

Document status - Method Statement — for review and approval prior to works commencing

Date - 21 July 2026

1. Introduction and Purpose

1.1 This Method Statement describes how the soft strip out works at New Century, 34 Hanover Street, Manchester, will be carried out safely and in a manner that protects the fabric of the building, minimises disruption to the operational bar area, and prepares the ground floor for the construction of a new dividing wall and associated MEP alterations to split the space into a separate bar and music venue.

1.2 This document is to be read in conjunction with the Soft Strip Out Specification (Edwards Property Consultants, ref. BCD/No.106, dated 13 July 2026) and the drawings listed in Section 2 below. Where any conflict arises between this Method Statement and the Specification, the Specification takes precedence and the discrepancy is to be raised with the design team / project manager before proceeding.

1.3 All operatives engaged on this project are to read, or be briefed on, this Method Statement, the Specification and the relevant drawings before starting work, and are to sign the briefing record confirming their understanding.

2. Reference Documents and Drawings

- Soft Strip Out Specification — New Century, Edwards Property Consultants, ref. BCD/No.106, dated 13 July 2026.
- Building Fabric — Soft Strip Out plan (Appendix A of the Specification), Project 3 Architects, drawing ref. 0886-P3A-XX-00-DR-A-03001, P01.
- HVAC — Soft Strip Out plan, Austin Broady, drawing ref. NCH-0312-0013.01, Rev A, dated 13/05/2026.
- Temporary Hoarding Line — Appendix B of the Specification (Super Loq system, exact line to be agreed on site with the bar operations manager).

3. Site Description and Heritage Status

3.1 New Century (New Century Hall) is a heritage building of historic and architectural significance. The building's status is to be confirmed with the client/local planning authority prior to works commencing, and all operatives are to be made aware that they are working within a heritage building.

3.2 All operatives will be briefed, as part of the site induction and toolbox talk prior to commencement, on:

- The heritage status of the building and the consequent need for a careful, controlled and non-destructive approach to all strip out works.

- The requirement to protect original fabric, structure, finishes and features that are to be retained, including exposed soffits, columns, and any decorative or historic elements identified by the design team.
- The specific areas where fixings are to be left in situ for re-use, and the requirement for sympathetic repair of any fixings that are removed, subject to approval
- That no unauthorised removal, damage, or alteration of any part of the retained structure or fabric will be permitted.

4. Scope of Works

The soft strip out works are summarised below by area, in accordance with Section 2 of the Specification. Operatives are to refer to the Specification and accompanying photographs for full detail of each area before starting work.

4.1 Pot Wash

Strip out of all equipment (predominantly freestanding) and wall and floor finishes. All services to be isolated, capped and removed back to source where appropriate.

4.2 Urinal / Cleaners Store

Careful removal of the demountable partition and door to the cleaner's store. This partition does not extend to the concrete soffit. Making good in this zone is to be left for future phases.

4.3 Bar

Careful, controlled dismantling of the end section of the freestanding bar and associated equipment and floor finishes. Services to be isolated, capped and removed back to source. Making good to floor surfaces is to be left for future phases.

4.4 Food Concessions

The three rear food concessions are to be fully removed, including equipment, partitions, ceiling slats, and wall and floor finishes. The two front food concessions are to be stripped out internally, with partitions retained in place. All services to be isolated, capped and removed back to source.

4.5 Green Room

Removal of wall finishes only.

4.6 Stage

Careful dismantling and removal of the demountable stage, together with the associated acoustic finishes and some power and lighting installations.

4.7 HVAC Systems

Sections/parts of the existing HVAC installation are to be stripped out or relocated, in accordance with the HVAC Soft Strip Out plan referenced in Section 2. Systems being relocated are to be carefully removed and set aside for re-use elsewhere. Redundant fixings are to be left in situ for future re-use, or carefully removed with sympathetic repair to any affected surfaces, subject to approval. The full extent of works will be confirmed on site following removal of equipment and exposure of the existing installation.

4.8 General

- Some lighting track, cable trays and curtains are to be temporarily removed and set aside for re-use elsewhere.

- A temporary hoarding will be installed on completion of the strip out works, along the approximate line shown in Appendix B of the Specification, separating the construction area from the operational bar. The exact line is to be agreed on site with the bar operations manager. The hoarding is to be self-supporting, using temporary, non-intrusive clamps to the columns, avoiding unnecessary fixings into the building fabric.

5. Methodology and Sequence of Works

The works are to be carried out in a logical, controlled sequence, area by area, as follows. The detailed programme and sequencing of individual areas will be agreed with the client's operations team to minimise disruption to trading.

1. Mobilise to site, complete induction, and issue this Method Statement and the heritage briefing to all operatives.
2. Set up localised protection to floors, retained finishes, and any adjacent items not forming part of the strip out works, and cordon off the working area.
3. Isolate and cap all electrical, mechanical and plumbing services serving items to be removed, working back to source, prior to any physical removal of equipment or fixtures.
4. Carefully hand-dismantle and remove loose and freestanding equipment first (pot wash equipment, food concession equipment, bar equipment), stacking and stripping down for waste removal as work proceeds.
5. Remove partitions, wall finishes, floor finishes and ceiling elements as detailed in Section 4, using hand tools only and working methodically to avoid damage to retained fabric and structure.
6. Strip out the HVAC elements identified on the HVAC Soft Strip Out plan, setting aside any equipment or ductwork identified for relocation and re-use, and leaving or sympathetically treating redundant fixings as described in Section 4.7.
7. Continuously clear arisings and waste from the working area via the agreed route to avoid build-up of materials and to maintain safe access.
8. On completion of the strip out works in each area, inspect for any damage to retained fabric and report findings to the site supervisor and client representative.
9. Install the temporary hoarding along the agreed line (Appendix B), using non-intrusive column clamps, to separate the construction area from the operational bar.
10. Carry out a final walk-through with the client's representative to confirm the extent of works completed and hand over the area.

6. Tools, Plant and Equipment

6.1 Given the heritage status of the building and the need to work within an operational venue, hand tools only are to be used for all soft strip out works. No powered breaking, cutting or demolition plant (e.g. breakers, disc cutters producing significant dust or vibration, cartridge tools) is to be used without the specific prior written approval of the client and design team.

- Hand tools: crowbars, claw hammers, hand saws, screwdrivers, spanners, stud/partition dismantling hand tools, and battery hand drills for controlled fixing removal only.
- Lightweight, low-vibration power tools (e.g. battery screwdrivers) may be used for controlled fixing removal, subject to a specific risk assessment and client approval, but are not to be used for cutting or breaking out building fabric.

- Manual handling aids (trolleys, sack barrows) to be used for moving stripped-out equipment and materials to the waste route, to reduce manual handling risk.
- All tools to be maintained in good working order and subject to routine pre-use checks.

6.2 The use of hand tools only is intended to reduce noise, dust, vibration and risk of damage to retained fabric, and to allow precise, controlled removal of items in a live venue environment. Any variation to this approach must be agreed in advance with the client and confirmed in a revision to this Method Statement.

7. Isolation of Services

7.1 Prior to removal of any equipment, fittings or fixtures, all associated electrical, mechanical, gas and plumbing services are to be safely isolated, capped and removed back to source, in accordance with the Specification and current safe isolation procedures.

7.2 Isolations are to be carried out only by competent, appropriately qualified persons, and are to be recorded (permit to work / isolation certificate) and communicated to the site team and client's facilities representative before work proceeds in the affected area.

7.3 Where systems or fixings are being retained or relocated for re-use (see Section 4.7), these are to be clearly identified, protected, and stored securely pending reinstallation.

8. Waste Management and Removal

8.1 Waste streams will be carefully managed within the space and removed from the building to the rear loading bay, in accordance with Section 2.8.1 of the Specification.

8.2 Waste will be managed and removed via a wait-and-load system; skips are not required within the venue. Stair A1 is the preferred waste route, as it avoids disruption to the operational side of the unit.

8.3 To avoid disruption during peak operational trading hours, it may be necessary, subject to coordination with the client's management team, to store waste on site temporarily until it can appropriately be removed.

8.4 Waste is to be segregated where practicable (e.g. metals, timber, general waste) and removed in accordance with duty of care requirements and the principal contractor's waste management plan.

9. Temporary Hoarding

9.1 Prior to the start of the strip out works, a temporary hoarding will be installed to separate the construction area from the operational bar, along the approximate line shown in Appendix B of the Specification

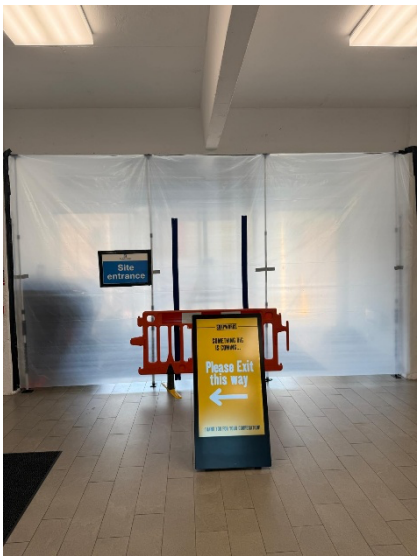
9.2 The exact line of the hoarding is to be agreed on site with the bar operations manager prior to installation.

9.3 The hoarding is to be freestanding and self-supporting avoiding unnecessary fixings into the building fabric, consistent with the heritage protection measures set out in Section 3. The hoarding will be counterweighted and will adaptable.

9.4 The hoarding will run to 2.4m high with a thick polythene sheet running from top of hoarding to the concrete soffit. The sheet will be supported and secured using telescopic rods as shown in the imagery below. The sheet can be sealed with low-tack tape if required to prevent dust transfer.

9.5 Access is to be maintained through the hoarding to the toilets at all times, in accordance with the Specification.





10. Health, Safety and Briefing

10.1 All operatives are to attend a site induction and toolbox talk prior to commencing work, covering this Method Statement, the associated risk assessment, the Specification, and the heritage briefing described in Section 3.

- Confirmation that the building holds heritage status and the associated care required when carrying out strip out works.
- The requirement to use hand tools only, as set out in Section 6, and the process for seeking approval for any variation.
- Isolation procedures for services (Section 7) and confirmation that no equipment is to be disturbed until isolations are confirmed.
- The agreed waste route via Stair A1 and the wait-and-load system (Section 8).
- Housekeeping standards, PPE requirements, and the need to maintain a safe, tidy working area throughout, given the works are being carried out adjacent to an operational bar.
- Emergency procedures, fire evacuation routes, and first aid arrangements specific to the site.

10.2 A signed briefing register is to be maintained on site for all operatives, confirming attendance at the induction and heritage briefing, and retained for the duration of the works.

10.3 Works are to be carried out in accordance with a site-specific risk assessment, to be read alongside this Method Statement, and all relevant CDM 2015 duties are to be discharged by the relevant duty holders.

10.4 This Method Statement is to be reviewed and, where necessary, updated prior to each phase of works commencing, and following any change in scope, sequence or site conditions.