Listed Building Method Statement

1. The Project

The site is located on Church Row, within the London Borough of Camden. The Grade II* Listed property is part of a terraced row in The Hampstead Conservation Area, within the sub area 'Church Row/ Hampstead Grove'.

The intention is to restore damaged or missing features and upgrade the property to meet current standards to make it safe and allowing it to become a viable family home which can be enjoyed for future generations. We propose to do this though restoration of the properties period features, reconfiguration of the Lower Ground floor level, addition of a rear extension.

2. Restoration of Period Features

The proposal seeks to retain original 1720's Georgian and Queen Anne features including architraved entry doorcase cast iron railings to lightwell, wrought iron standards flanking entrance, internal walls and ovolo moulded timber panelling, boxed cornices, dado rails, joinery cupboards, timber staircase, timber flooring, timber doors, ground floor marble fireplace, first floor timber fireplace and timber framed sash windows.

2.1 General Protection Strategies

- A risk assessment will be carried out by main contractor before work begins. This should take into the account items such as highlighting the elements to be retained, the protective measures proposed and identifying any specific elements that require specialist supervision or monitoring by site foreman.
- The site foreman is to be briefed before any works can begin clarifying what is significant, how any historic discoveries should be dealt with with, during the strip out phase of works.
- All contractors and sub-contractors should receive written details on the significance of the historic features and why they need protecting. A 'toolbox' induction talk will be carried out for any new operatives on site to brief them on the elements that require due care.
- Appropriate displays and signs will be used to make parties aware of historic features that need protecting, such as highlighting 'care needed here' areas.
- Rooms that contain any historic features that are not affected by construction works should be closed off, and physical barriers installed where access through a particular space is necessary.
- To help reduce the spread of any harmful materials and dust, extraction equipment should be used and tools with integral dust bags.
- On day one of works the water supply to the property will be isolated on the incoming main from the street and all internal pipework will be drained down. Any wet works historic fabric will be protected by using waterproof screens and sheeting.
- Any historic features that are to be retained should be wrapped with protective covers. Features such as cornices and doors should be wrapped in bubble wrap and foam. Doors should then be stored in a safe area with the appropriate care signage for safe keeping.

- Any works on historic features should be supervised and monitored before, during and after the works have been completed. Detailed photographs should be taken of all features prior to works starting. Works should be monitored at regular intervals by site foreman, and then assessed after to make sure no damage has been done to the historic features.

- Anything thrown away into skips will be checked by Site Forman to ensure nothing of historic value has been accidentally binned.

2.2 Specific Protection Strategies

The protection strategy for specific elements of the building are outlined in the table below:

Retained Original Element	Protection Strategy
Architraved entry doorcase	• Protect enriched console-brackets to door hood by lining inside face of cornice with plywood supported from ground level, not supported from building. • For protection of doorcase and underside of hood, exercise care when moving materials and equipment in and out of building.
Cast Iron Railings & Wrought Iron Standards	• Wrap and tape foam over railings and standards. • Cover with waterproof sheeting • Build plywood boxing around railings and standards; no mechanical fixing into any element of railings. • If railings require repainting: prior to any existing paint being removed record condition of railings. Carefully strip existing paint, record and remove any visible corrosion. Apply paint according to manufacturer's advice.
Original internal walls and ovolo moulded timber panelling	• No power tools to be used near or on any original walls, without discussion with project architect and/ or heritage advisors. • Care should be taken that corners and edges around any openings are not damaged due to falling of materials, movement of workers, fixing and removal cornices or ceilings. Suitable instructions will be issued to contractor to impress upon them the necessity of exercising due care. • Protective covers such as tarps or wood fibre panels should be placed over walls for protection and all joints taped and secured at the top and the base of the walls.
Boxed cornices and dado rails	• Record location of cornices and dado rails which require refurbishment. • Protect cornices and dado rails in-situ, by wrapping in bubble wrap and foam • Protection will be removed locally to facilitate repairs where required. Once repairs have been completed, protection will be reinstalled until end of project.

Timber staircase	• Remove damaging 1970's repairs and undertake appropriate repairs and restoration in accordance with original 1720's building techniques. • Clean stairs thoroughly to prevent dirt and debris becoming trapped under stair protection and damaging exposed timber. • Lay slip resistant cloths or neoprene runners over treads and risers. Tuck tightly to conform to the shape of each step. Lay plywood boards over full width of stair tread, extending over bullnose element, taping directly to the stair. • Lay foam over balustrade and handrails and cover with ply boxing. • No mechanical fixing into any element of the stair.
Timber floorboards	• Remove 1970's vinyl floor finishes. Identify areas of insensitive 1970s' intervention and undertake appropriate repairs and restoration in accordance with original 1720's building techniques. Repairs to floorboards to be undertaken using hand tools only. • Clean floors thoroughly to prevent dirt and debris becoming trapped under protection and damaging timber floorboards. • Lay polythene sheeting over floorboards to protect against spills and dirt abrasion, lay fibreboard over, seal with tape and cover with plywood on top.
Timber doors	• Internal timber doors will need to be removed to allow installation of floor protection detailed above. • Carefully remove doors from hinges using hand tools only. • Wrap doors individually in polythene and store on site in dry internal space until floor protection is removed and doors can be rehung.
Ground Floor Fireplace	• Protect marble fire surround and timber mantelpiece by wrapping in polythene sheeting and covering with ply boxing. • Protection will be removed temporarily to facilitate installation of a new flue, removal of non original tiles and fire box, refurbishment of stone hearth installation of new fire box and cast iron basket. • Once repairs and new installations have been completed, protection will be reinstalled until end of project.
First Floor Fireplace	• Protect timber fire surround and mantelpiece by wrapping in polythene sheeting and covering with ply boxing. • Protection will be removed temporarily to facilitate refurbishment of timber surround. • Once repairs have been completed, protection will be reinstalled until end of project.
Timber framed sash windows and shutters	• Where present, close existing timber shutters to protect sash windows from damage. Hang polythene sheeting from top of shutter and screen with plywood to protect shutter from damage. • Where shutters are not present, use plywood screening only. • Protection to be removed temporarily to facilitate refurbishment of timber sash windows and shutters. • Once repairs have been completed, protection will be reinstalled until end of project.

3. Contractors and Suppliers

3.1 The Contractor

Only a competent and experienced contractor who will follow the agreed design and method statements (for both temporary and permanent works) will be selected. Due diligence will be carried out on their previous projects to ensure that they have the suitable experience in working with and restoring Grade II* listed properties of this scale.

3.2 Contractor Selection Criteria

- Proven technical ability as demonstrated by track record on other projects.
- Due diligence involving inspection of works and quality control.
- Track record of working on grade II* listed properties of similar nature and scale.
- Member of Considerate Contractor's Scheme

3.3 Key Suppliers

Jamb Ltd. (or similar); Jamb Ltd. has built a reputation with the world's leading architects and designers for dealing in the finest antique and reproduction fireplaces, fire grates, and reproduction antique lighting. Will Fisher, the founder of Jamb, has painstakingly acquired one of the most extensive collections of antique fireplaces in the country, including rare 17th century, Georgian and Regency mantels, reflecting the architectural design and craftsmanship of William Kent, Isaac Ware, Robert Adam, Henry Cheere and Sir John Soane.

Weldon (or similar); Jasper Weldon founded his eponymous company in 1992, when he saw that the skills and attention to detail he had learned making and restoring fine furniture could be applied to flooring, a sector then poorly served. Like-minded individuals who revel in the details that make the difference joined the expanding business, with growing demand across the UK and overseas. Over 40 highly-skilled designers, craftsmen and women now work for the company, many of them longstanding employees who have been in the business 20 years.

Atkey (or similar); Atkey and Company designs and manufactures bespoke, authentic reproductions of period internal doors and mouldings with exemplary historical integrity. Atkey and Company can provide support and advice on all aspects of architectural joinery design.

Jamb.

By Appointment to H.M. The Queen Suppliers of Hardwood Flooring Weldon, Norton Disney
By Appointment to H.R.H. The Prince of Wales Suppliers of Hardwood Flooring Weldon, Norton Disney
WELDON
THE FINEST HARDWOOD FLOORING

ATKEY & COMPANY LIMITED
Period Architectural Joinery

4. Temporary Works

4.1 Site Investigations

The contractor is to undertake site investigations to confirm the type and location of temporary works required. The temporary works design is to be reviewed by the structural engineer with any comments returned before installation on site. Investigations should also assess where protective measures need to be put in place if any temporary works are to be located near any historic features.

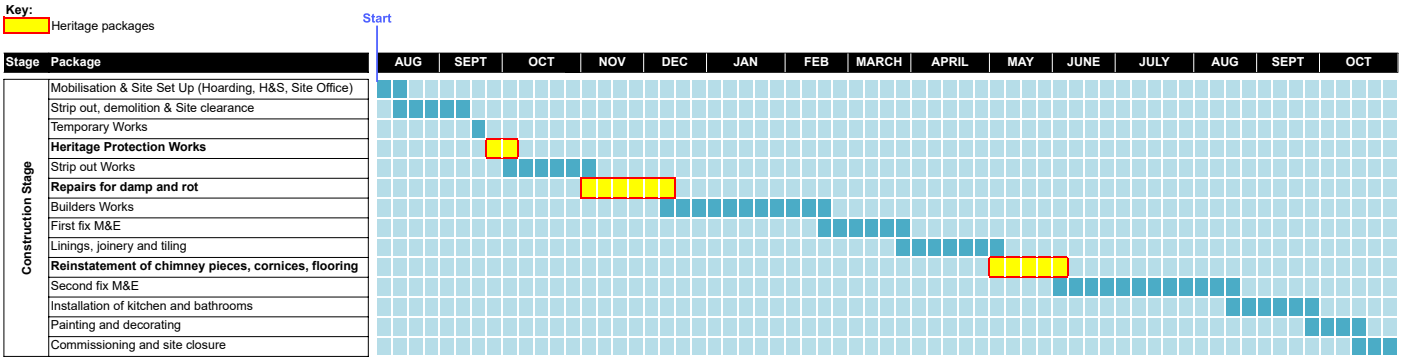
4.2 Temporary Works

A temporary works design is to be prepared by the main contractor and reviewed by Roberts and Treguer and the structural engineer once the strip out has been undertaken. Temporary works will be required to support the internal reconfigurations on the lower ground floor and third floor. A scaffolding will be required to the front and rear façades to facilitate the refurbishment of sash windows. Protective measures such as covering up and sealing historic elements should be put in place prior to commencement of temporary works.

5. Phasing Plan of Works

5.1 Phasing Plan of Works

The works are expected to last for 10-14 months, and specialist heritage works have been given their own allocation in the programme, which can be seen highlighted in yellow.



6. Works Methodologies

6.1 Sash Window Refurbishment

- Inspect - Prior to any works, collaborate with the heritage architect to carry out a detailed inspection of existing timber framed sash windows to determine the required action whether repair, refurbishment, overhaul or replacement. Identify and document areas which require attention for example; damaged panes, whether sashes move properly and if not what is restricting them (for example; over-painting, tight stop beads, seized pulley wheels, broken sash cords, timber swelling etc.), any evidence of water absorption and the cause (for example; holes drilled in frame, paint failure, standing water on sill, fault with flashing etc.)

- Remove - Where possible window frames to be refurbished in-situ. If substantial repairs to sashes and ironmongery are required, these sashes are to be removed and refurbished in joinery workshop, taking careful note of the location of each sash for replacement.

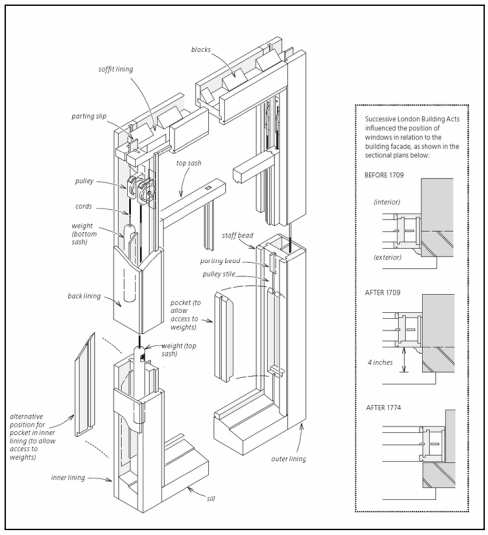
- Timber repairs - Remove loose or blistering paint. Identify any area of water damage or decay, cut out any damaged sections and splice in new sections of profiled acetylated pine (for sash or frame) or hardwood (for window sills), taking care to reproduce the original profile. Secure any open joints to prevent water ingress. Replace any cracked window panes.

- Glass repairs - During refurbishment take care to protect the glass panes which remain intact. If a pane needs to be removed for replacement or to facilitate sash repairs, carefully remove pane by heating putty to soften and scrape away. To re-glaze clean, dust and prime the rebate, apply linseed oil bedding putty, press glass in place and fasten with beads or fixings which replicate the original system. Consider replacing broken panes with cylinder or horticultural glass. If re-glazing changes the weight of the window, counterweights to be adjusted accordingly.

- Paint - One the windows frames and sashes have been repaired, sand surface lightly to improve key*, clean with sugar soap, rinse and allow to dry. Fill cracks, holes and other irregularities with elastic filler and sand smooth. Use a suitable paint system with an appropriate level of elasticity such as linseed oil or 100% acrylic paint. Follow manufacturer's guide when painting. ***Assume that lead paint is present on windows and take appropriate precautions when handling.**

- Ironmongery repairs - If condition allows, the original ironmongery should be retained and restored. Remove paint and clean ironmongery, repairing any damage if possible. Replace sash cords with cotton, jute or nylon over the cleaned and unblocked original pulley system. Reproduction fittings can be used if the original ironmongery is beyond repair.

Methodology adapted from 'Traditional Windows; Thier Care, Repair and Upgrading' published by Historic England



6.2 Timber Floor Refurbishment

- Inspect - Firstly remove carpet, vinyl and other floor finishes to expose orginal timber floorboards. Prior to any works, collaborate with the heritage architect to carry out a detailed inspection of existing timber floors noting the condition of floorboards and any that will need to be relayed and repaired. Identify and document areas which require attention (for example; holes cut in floorboards for service routing, excessive wear, patches of non original floorboards)

- Remove - Any flooring that needs to be removed shall be done so carefully by a specialist timber floor contractor using hand tools only. A numbering system should be in place to mark all floor boards to note their location to reduce waste.

- Repair - These boards can then be repaired carefully by a specialist contractor.

- Replay - Once the boards are repaired they can then be relayed in their original position, ready for sanding.

- Sand - Once the floor has been thoroughly cleaned the floor can be sanded in three stages; rough, medium and fine. The rough sanding should ensure that all boards are level. The medium sanding should smooth out the surface and eliminate any perfections. Finally, fine sanding should make the floor perfectly even and prepare it for the application of a stain or finish.



6.3 Specialist timber refurbishment, including staircase, wall panelling, internal doors and mouldings

- Inspect - Prior to any works, collaborate with the heritage architect to carry out a detailed inspection of existing timber elements to determine where repair and refurbishment is required. Identify and document areas which require attention (for example; holes cut in doors, panels patched together, holes cut in panelling and mouldings for service routing, non-original profiles added to wall panelling, stair balusters screwed in place, newel posts reinforced with metal angles)

- Timber repairs - Surfaces should be cleaned and free from any dust or contaminants. Remove loose or blistering paint. Rectify damaged sections and splice in new sections of profiled acetylated pine taking care to reproduce the original material thickness and profile. If damage has been cut into panelling with ragged edges, tidy the area by neatly cutting around these sections.

- Paint - One the timber elements have been repaired, sand surface lightly to improve key, clean with sugar soap, rinse and allow to dry. Fill cracks, holes and other irregularities with elastic filler and sand smooth. Use a suitable paint system with an appropriate level of elasticity and breathability such as linseed oil or 100% acrylic paint. Follow manufacturer’s guide when painting.