



German Historical Institute – 17 Bloomsbury Square

Lighting Method Statement

To accompany submitted planning application Ref: 2024/5786/L

March 2025

The Contractor must submit and obtain the Conservation Specialist approval for both a risk assessment and method statement demonstrating that the installation complies with the following requirements: -

- i. All wires, cables, trunking, cable trays, and other materials together with the new accessories must be routed, positioned and fixed in such a way to minimise visual impact and potential damage to building fabric or finishes.
- ii. All ancillary equipment including: junction boxes, terminal boxes, distribution boards are to be selected, located and fixed regarding the aesthetic and historic significance of the property. Obtain specific approval of the Conservation Specialist wherever necessary.
- iii. Making good after installation of new equipment and/or removal of existing system must be to the highest standards to match surface colours, textures and materials of existing finishes and materials (see making good notes below).

PROTECTION

Greatest care to be taken to eliminate possible damage to historic fabric and finishes. Prepare relevant schedules, seek and obtain the Conservation Specialist approval of areas, objects or finishes to be protected, and the method of protection, wherever necessary.

The contractor shall take particular care regarding the following historic structural elements: -

- i. Windows: avoid accidental damage to glass and glazing bars.
- ii. Statuary and ornamental features, including mouldings, architraves, carvings, doors, joinery, etc. Individual elements of significance should be safeguarded and protected during the works as necessary. If appropriate, consent should be obtained by the Conservation Officer to carefully remove and temporarily store on site for safety.
- iii. Staircases, balustrades and landings: use sheet materials to prevent damage and/or staining.
- iv. Historic ceiling plastered surfaces, including all decorative/ moulded plaster surfaces.
- v. Historic light fittings: protect or dismantle and remove to be carefully and temporarily stored during the works as necessary.

vi. Floor, wall and decorative finishes, including marble and timber panelling: protect with suitable rigid or flexible sheet materials, sealed and taped where necessary.

TEMPORARY WORKS

- i. Take all necessary steps to avoid accidental damage from movement or erection of ladders, scaffold, plant, etc.
- ii. Protect all elements of mobile plant during transit.
- iii. Ensure sufficient operatives to guide movements and avoid dragging objects or equipment on floors, or impact with features or surfaces.
- iv. Ensure ladder feet, supports, wheels etc are of semi-hard rubber or similar material, when used on finished floors.
- v. Equip ladders or any other object touching or leaning against finished surfaces with protective pads.
- vi. Carefully remove and store any historic features during site works on site in a safe place to avoid potential damage.
- vii. Before any removal, necessary approval must be sought from the Conservation Officer. All items must clearly labelled, photographed in original position, and identified with a small description and the room number. All items to be stored on site in a dry space with adequate ventilation, raised from the floor level. Each item is to be stored alongside the original tag identifying its location and other details.
- viii. Make good any damage to floors, finishes and other areas etc., following temporary works in a like-for-like manner to match the surrounding material. Refer to specifics on timber and plaster/render below.

WORKMANSHIP / APPROVAL

- i. Arrange the setting-out, juxtaposition, fitting, and jointing of all elements to ensure satisfactory fit and true alignment throughout the installation.
- ii. Fixtures must be selected and installed with regard to their impact on architectural features, historic fittings, finishes and decoration.
- iii. Where works may impact the appearance or historic interest of the site, a Conservation Specialist should be consulted as early as possible to avoid potential damage to the significance of the heritage asset.
- iv. Allow adequate time for approvals to be given on request and/ or in a tender programme. Do not proceed without written approval where the works may or will impact historic fabric, features, or elements of significance.

LIGHTING PROPOSALS

- i. A photographic record should be taken of existing light fittings at the start of the works, with appropriate tags and markup drawings.
- ii. All existing routes, penetrations are to be reused in new wiring/ piping works (where these are proposed to be renewed).
- iii. All existing fittings points are proposed to be used where practicable. In instances where new wiring is proposed, this wiring would be chased and finish/decoration made good. The damage caused by chasing will be kept to the minimum necessary to install cabling to the fixture. Exposed plastic conduits are not appropriate and should not be installed.
- iv. Where patch repairs are required as a result of chasing into wall plaster, repairs will be undertaken in a like for like manner, based on plaster analysis to understand the composition.
- v. Where piecing in/ repairs to timber works is required, these will be undertaken in a like for like manner, using traditional techniques and methods, and reusing existing timber.
- vi. Existing recessed spotlights on the second and third floor would be removed and replaced with surface mounted fittings. The recessed elements of ceiling will be made good as part of the works, levelling the ceiling finish. The materials used will be like-for-like to the adjacent existing finish e.g. where there are modern plasterboard ceilings, the repair to the ceiling from the recessed lighting will also be in plasterboard.
- vii. Existing light fittings of historical significance to be retained and carefully stored during the site works.
- viii. Existing light fitting that do not hold historical significance can be replaced as long as either the existing pattress box is retained or a new pattress box is installed in the same position (as a fixture) or fitted into an existing recess (HEAN 16).
- viiii. Non-historic switches and sockets can be replaced in the same location. Any damage to surrounding areas to be repaired and made good as part of the works.
- x. New routes should be unobtrusively located i.e. beneath floorboards, behind wall panelling to avoid damaging existing fabric or appearance.

MAKING GOOD ON TIMBER – INTERIOR

- i. When removing electrical cabling and light fittings, allow for joiner to attend and to carry out close quarters survey of timber alongside architect and to agree extent of repair.
- ii. Repair may comprise of: careful cut out and replace damaged timber sections, finish and redecorate. All on a like for like basis.
- iii. Carefully cut out damaged or otherwise deteriorated timber back to sound material. Carry out timber splice repair to damaged sections. Timber species to be advised on completion of access and detailed survey. Allow to finish timber piece to match all surrounding joinery in

respect of mouldings, profiles and decorative features. The contractor shall provide samples of timber repair for agreement.

iv. Any removals should be kept to the minimum necessary to make good the works.

v. Rub down surface and prepare a smooth finish before applying clear finish to be agreed on completion of access and survey. Make good all holes, open joints, indents and fissures etc with suitable filler (Wood Filler - Ronseal or similar) or epoxy resin and rub down. The contractor shall provide samples of filler/epoxy for agreement.

vi. Redecoration to match existing. The contractor shall provide samples for approval with the Conservation Specialist. The redecoration for each different element (to match existing: paint, varnish or shellac) to cover bare wood, filler or epoxy resin repairs. Colour and paint to be the specified RAL. Apply finish in accordance with manufacturer's instructions. Carefully feather into existing decorated areas where redecoration has not been required. Decoration, finish and colour to be of the approved sample.

vii. Joists should not be channelled for cable routes but existing routes re-used.

MAKING GOOD ON RENDER/PLASTER – INTERIOR

i. When removing existing electrical cabling and lighting devices, allow for survey by specialist decorative plasterer alongside architect, to establish extent of damage, degree of detachment from substrate and appropriate repair scope.

ii. Repair may comprise full like for like repairs to the plastered surfaces, or patch repairs as a result of chasing, penetrations, etc have been undertaken; to be agreed with the conservation architect.

iii. For each different type of render and plaster, analysis must be undertaken to inform the render mix for the repairs ensuring the repairs are like-for-like and seamlessly match the existing finish. Refer to mortar analysis report and match composition.

iv. Carefully cut out and remove any areas of loose or damaged plaster (minimum necessary to complete the works). Reinstall on a like for like basis and redecorate with one undercoat and two topcoats to match existing.

v. First fixing will be a sample and is to be provided for approval of the Conservation Specialist. Colour and paint to be the specified RAL. Apply finish in accordance with manufacturer's instructions. Provide light key and smooth along the grain between coats. Carefully feather into existing decorated areas where redecoration has not been required. Decoration, finish and colour to be of the approved sample.