**SCOPE OF WORKS/METHOD STATEMENT**
**FOR**
**24- 25 BLOOMBSBURY SQUARE LONDON WC1**
**FEBRUARY 2011**

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Note: Refer to (99) series for proposed drawings, (19) series for demolition drawings & (00) series for existing drawings.

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## 1. Introduction

Numbers 24 and 25 Bloomsbury Square form part of a terrace of private houses built at the very beginning of the nineteenth century. They occupy a prominent position on the Northern side of the Square and are typical of the huge number of Georgian houses constructed all over London, following the end of the French Revolutionary Wars.

Both buildings are quite simple in their form of construction with solid brickwork to the external elevations and party walls and floors of timber joists and boarding. The staircases, which are a feature of the main entrance, have a series of stone treads built into the enclosing brick walls, but elsewhere the internal walls, with the exception of lower ground floor level, are of timber studwork. Timber studwork was also used to line the inside of the front elevation in order to provide sufficient space for the concealment of the folding timber shutters.

At the front of both buildings is a pair of under pavement vaults intended, originally, for the storage of solid fuel. These vaults, and the buildings themselves, would have been built at, what was then, the natural ground level, after which the levels would have been raised in order to create the surrounding roads.

For further information on the history of these buildings refer to the Conservation Assessment that has been submitted as part of this Planning Application.

The intention is that these two buildings will be restored and converted to residential use, with an office unit retained within the basement level front room of no. 25.

The proposals have been developed with a consultant structural engineer and mechanical & electrical engineer.

## 2. Investigation/Opening Up Works

Underground Drainage Survey
A CCTV survey will be organised by a specialist sub contractor to determine the condition of the existing drains and the necessary repairs will be carried out as recommended by the specialist sub- contractor.

Damp and Rot Survey.
A full survey for incidents of damp and timber rot / infestation will be carried out by a specialist sub contractor in order to determine the scope of repair works.

Asbestos Survey
A non intrusive survey for asbestos to all areas will be carried out by a specialist Asbestos Removal contractor. Any necessary removal works will be carried out as appropriate.

Floors
Removal of loose floor coverings will be undertaken to establish the extent of decorative timber flooring to be retained and refurbished
Existing floor boards will be carefully lifted to expose areas of existing floor structure as required by the Structural Engineer/ Architect.

## 3. Stripping Out/ Demolition

The existing non-original rear extension will be demolished as shown on the demolition drawings (See (19) Series drawings). The areas of newly exposed walls will be made good & lime

rendered and painted as shown on the proposed Elevation and Section drawings (99)502 & 601. This will reinstate the garden to its original size.

The main slate roofs, and the flat roofs on the rear extensions will be stripped to enable any necessary remedial works / treatment to the existing roof structure to be carried out. The slates will be retained for re-use assuming they are in sufficiently good condition. The existing internal roof access ladders from the third floor landings will be removed to prevent unauthorized access.

Walls, partitions, doors and boxings-in will be removed, as identified on Architects demolition drawings (See (19) Series drawings). Works to partitions which are proposed to be removed, are to be carried out carefully to minimize any detrimental effect on abutting ceilings, walls and floors (NB. The walls, partitions & boxings to be removed, are generally later additions installed to subdivide original rooms into smaller rooms.)

Existing floor finishes such as carpets, vinyl and hardboard overlays are to be stripped out, back to original timber floor boards at upper levels and floor slab to lower ground.

**4. Damp proofing/ Timber Treatment**

Basement masonry walls will be chemically injected with a DPC and re-plastered to specialist subcontractor's recommendations following survey.

New concrete slabs will be cast on insulation & dpm throughout the basement. If any areas of original stone slabs are identified during the strip out of existing finishes, these slabs will be retained for integration into the rear garden hard landscaping design (refer to drawing (99)G01).

Basement vaults to no. 25 will be waterproofed by use of a cavity drain membrane, however Vault 24.R.B/E.02, has a large area of vaulted brickwork which has collapsed (as a result of the action of the tree roots above), and the Structural Engineer's proposal for repair is a concrete lining to the inside of the existing vault using Gunite (sprayed concrete). This repair will be waterproof so no membrane system will be required here or in adjacent vault in no. 24 which is also in need of some structural attention, and Gunite is also proposed in this vault.

Areas of rot or infestation in timber will be treated as per specialist subcontractor / Structural Engineer recommendations.

**5. Internal Works**

**5.1 Walls & Floors**

Existing Internal Walls / Partitions
Existing walls to be retained are to be made good further to the stripping out of surface mounted services, and chasing for services integration (in 4 locations, as shown on Architects (99) Series drawings). Existing cornices are to be retained & repaired.
Fire places will be retained as shown on the drawings and will be protected during the course of the works.

Existing Floors
Following stripping out of existing floor finishes, repairs and levelling will be carried out where required. All existing floorboards are to be retained or replaced with matching if damaged.

A new stair opening is to be formed in the rear closet wing of 24 Bloomsbury Square and any sound timber removed as a result will be retained for use in trimming the opening or replacement of damaged timber elsewhere in the buildings.

Sound insulation will be required between the flats and between the flats and the office unit. This will be integrated within the floor voids and possibly as an additional resilient layer between floor covering and existing boards. This will be installed in a way so as to permit reinstatement to existing configuration without detrimental effect to existing fabric.

**5.2 Joinery**

Where existing doors are being retained, these are to be fire protected where necessary (by the use of intumescent paints and smokeseals). New ironmongery will be fitted and the door will be made good prior to re-decoration. All existing doors are painted. Existing front doors to flats and office unit are to have London & Birmingham bars fitted to either side of the door frames for security purposes.

Any proposed new doors are to be panelled and painted to match the existing retained doors on the same floor.

Replacement or new windows and part glazed doors forming part of the external envelope are to be double glazed. For detailed proposed works to external envelope doors and windows see Appendix 1 of this document.

Where possible existing joinery has been retained in situ (existing dresser in room 24.R.B.P.03, door 25.D.G.E.06), and where it is proposed to be removed, it will be retained on site for re-use within the scheme where possible (eg architrave to door 24.D.2.E.10 which is being removed will be retained for re-use).

**5.3 Stairs**

Any existing damage to the existing main cantilevered stone stairs & the stone staircase between lower ground & Ground is to be made good. The stairs are to be finished in carpet, and the balustrade and handrails are to be made good and redecorated to match original.

The structural engineer will be consulted on the possible removal of metal balustrade supports which appear to have been inserted as a remedial measure on the upper levels of the principal stair in 25 Bloomsbury Square.

**5.4 Alterations to masonry wall between main buildings and closet wings.**

**Second floor half landing opening to 24 Bloomsbury Square**
It is proposed that an existing doorway in the brick wall between the main building and the rear closet wing will be blocked. Further to removal of door, frame and architrave, the doorway will be bricked in, and then plastered (using plaster mix to match existing). A new skirting to match the existing will be pieced in to the staircase side.

**First floor opening leading to rear closet wing 25 Bloomsbury Square.**
An opening will be formed in the substantial, solid brickwork in order to allow a connection between two rooms which are at different levels. Work will be carried out in accordance with the recommendations of the structural engineer and the opening height will be kept to a minimum in order to indicate the secondary nature of the doorway which will lead to a bathroom half a level below the bedroom at first floor level. The new door and lining to the

opening will be in panelled joinery. Bricks removed will be retained for use elsewhere – eg to block the opening in number 24 referred to above.

**5.5 Introduction of flat entrances at first floor level.**

In order to make the best use of the existing rooms with least impact on the historic fabric, entrance to each first floor flat will be via the existing door to the principal front room. In order to achieve the required fire separation from the staircase a lobby will be required.

24 Bloomsbury Square

A lobby will be formed by retention of existing partitions which subdivide the principal room. A shower room and kitchen will occupy the balance of existing space which has been separated from the principal room.

25 Bloomsbury Square
A new lobby will be constructed in joinery elements and will be integrated with the new kitchen joinery. At 3.64m, the height of the room is such that these new elements can be constructed at a height of 2.25-2.40m without affecting the overall proportions and without obscuring decorative plasterwork cornice and frieze.

**6. External Works**

**6.1 Facades**

Repairs to Existing External Walls
Any repairs / re-pointing required to existing external walls will be carried out to match existing.

External Metal Work
Any missing or damaged metalwork/ railings / finials to be replaced / repaired to match existing prior to redecoration.

External Envelope Windows & Doors
For details of proposed works refer to Appendix 1 of this document.

Rear Wall Repair
The areas of newly exposed walls will be made good, lime rendered and painted as shown on the proposed Elevation and Section drawings (99) 502 & 601.

**6.2 Roof**

The slate roofs and lead gutters will be stripped to enable any necessary remedial works / treatment to the existing roof structure to be carried out. The roof will then be reinstated, re-using existing slates where possible, and the construction will be upgraded with insulation and a vapour permeable membrane. Gutters will be reinstated in lead.

All repairs will be carried out maintaining the structural integrity and fabric of the existing building with an integrated repair approach.

The existing flat roofs to the rear closet wings are to be re-leaded. Both roofs will incorporate conservation style roof lights as indicated on Architects drawings, and in addition a new sloping rooflight will be introduced in number 25 in order to provide headroom at the new opening described in 5.4, above.

Photovoltaic panels as shown on the roof plan are proposed to be mounted on the south facing internal slope of each of the houses. These will not be visible from the surrounding area.

### 6.3 Paving/ Garden Areas

New selected paving to front lightwell. Any damage to the front entrance steps to be made good.
New stepped, paved and landscaped areas to rear gardens to be formed as Architects Drawings, refer to (99)B01 & G01.

### 6.4 Vaults.

All four vaults are to have remedial damp proofing works applied in order to provide a suitable location for plant / meter areas and bicycle store.
Vault 24.R.B/E.02, has a large area of vaulted brickwork which has collapsed (as a result of the action of the tree roots above), and the Structural Engineer's proposal for repair is a concrete lining to the inside of the existing vault using Gunite (sprayed concrete), and a new masonry wall and foundation as shown on DLG drawing (99)B01. Bricks to match existing as closely as possible.

## 7. M&E Services

The existing mechanical & electrical services will be removed and replaced with modern systems compliant with the latest building regulations providing efficient and convenient maintenance facilities.

A new electrical supply shall be installed to each apartment and the office unit, with a separate supply to the landlord area. The landlord's area electrical supply will be supplemented with a photovoltaic array, enabling sustainable and renewable energy to be used for the 'common parts'. New lighting, power, communications and TV cabling shall be installed to each apartment.
New gas supplies shall be installed to each apartment supplying individual 'low-nox' gas fired boilers. The wet heating systems shall be installed using wall hung radiators and pipework within the floor voids. Towel radiators shall be installed within the bathroom areas, along with under-floor heating.

A centralised water tank shall provide a pressurised water service to each apartment and the office unit. The vault mounted storage and pump set shall deliver a maximum of 3 bar.

The water gas and electrical services to each apartment and office unit shall be separately metered, with all meters being installed within the centralised plantrooms incorporated in the vaults at the front of the building.

A new appropriate fire alarm system will be provided and a fire alarm panel positioned within the main entrance lobby of each building.

Services will be integrated within the existing floor structure, reusing existing notches, chases and holes. In both buildings new drainage will be installed in the new basement slabs & services for the ground floor upwards will feed into the building within the basement hallway ceiling void. We are proposing to chase a service riser (max. 500x 175 deep) into the party wall along gridline C & B on the first and ground floor, which will serve the upper floors and avoid any boxings or pipework obscuring or damaging the existing historic features in the principle

rooms. The chases for the risers will be carefully cut out behind the existing cornices, dado rails, and mouldings, ensuring they remain intact and undamaged. Once the services are installed the riser will be plastered over and decorated to match adjacent walls.

**8. Structural Works**

The structural works associated with the proposed restoration and conversion to residential use will be limited to the provision of a number of door openings in the internal walls, the removal of non-load bearing partitions that have been added in recent times, the removal of small extensions at the rear of both buildings, again later additions, and the work necessary to accommodate the new mechanical and electrical services. Refer to (19) Series demolitions drawings & (99) Series proposed drawings.

During the course of these structural alterations all elements of the existing buildings will be exposed and examined and any timber joists or rafters found to be damaged by water penetration or dry rot infestation, will be removed and replaced with new, seasoned timber. If it is also found that the floor joists have been damaged by the installation of the existing mechanical and electrical services, to the point where their strength is impaired, then measures will be taken to restore them to their original strength.

The vaults beneath the public footpath have been examined as part of a preliminary assessment of the condition of the two buildings and it is apparent that damage has occurred to two of these vaults as a result of the root action of the mature tree outside number 24 Bloomsbury Square. Proposals will be formulated, in due course, to repair and strengthen these damaged vaults, by the addition of new brickwork and sprayed concrete. Refer to drawing (99)B01.

**APPENDIX 1**

**PROPOSED WORKS TO EXTERNAL ENVELOPE WINDOWS & DOORS**

**24 & 25 BLOOMSBURY SQUARE**

**Note:**
**Refer to DLG drawings (99) 501, 502, 601 & 602 to see in elevation all the windows & doors covered in this document. This document provides the key to the works indicated on these drawings.**
Windows 24.W.2.P.01 and 25.W.2.P.03 are required to act as a smoke vents for the communal staircase. The windows will be fitted with an electric actuator which will be controlled by the Fire Brigade from a position next to the main fire alarm panel location in the main entrance lobby.

## "R" Type Replacement Works

New double glazed window or door to match existing as closely as possible.
In reviewing the scope of work to windows it has been assumed that existing historic joinery and glass will be retained where possible. Replacement of windows is specified where inspection of the existing joinery has established either

- the condition is very poor and it is unlikely that original material can be saved or
- the quality of earlier repair and replacement work is not adequate.

Double glazing has been specified for replacement windows on the basis that glazing bars will be as slender as possible. Replacement windows will be single glazed where necessary to maintain a uniformity of appearance with original windows which are to be retained.

## Box Sash Windows

**Works to include:**

- Box frame in kiln dried Canadian douglas fir with a hardwood sill.
- Sash frames & beads in Canadian douglas fir.
- 16mm individual double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Glazing to be finished externally with hardwood beading.
- Brass pulleys and supplying brass window catch.
- Lead counterbalance weights.
- Nylon sash cord.
- Draft prevention brush seals to parting beads, meeting rail, top of top sash, bottom of bottom sash and both sides of both sash frames.
- Brass security/ safety limiters.
- Windows to be primed ready for final decoration on site

## Casement Windows

**Works to include:**

- Making replacement casement frame in Sapele hardwood.
- Making replacement casement lights in Canadian douglas fir.
- Supplying and fitting 16mm double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Finishing glazing externally with hardwood beading.
- Supplying and fitting brass butt hinges.
- Fitting weatherseal to opening casements.
- Painting to primer.

"R" Type Replacement Works continued

**French Doors and Fixed Lights**

***Note: The single glazed over lights to the front elevation of 25 Bloomsbury Square are glazed with original hand blown glass which must be retained and refurbished as described in "O" Type works.***

**Works to include:**

- Removal of doors and fixed lights (except as noted above).from original main frame.
- Restoration/ replacement of main frame in sapele hardwood or equivalent - removing from site if required.
- New doors in Canadian Douglas fir.
- 16mm double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Glazing finished externally with hardwood beading.
- Three pairs of 4" brass butt hinges.
- Brass flush bolts to the secondary door where appropriate.
- 5 lever security mortice locks.
- Weather seals.
- Primed ready for decoration on site

***Note:*** *All glass will be toughened.*

**Part Glazed Door and Frame**

**Works to include:**

- Door frame in Sapele hardwood.
- Door in Canadian Douglas fir
- 16mm double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Glazing finished externally with hardwood beading.
- Three 4" brass butt hinges.
- 5 lever security mortice lock.
- Weather seals.
- Primed ready for final decoration

## "O" Type Works

**(**Refurbishment of original windows and doors to retain as much of historic fabric as possible)

### Box Sash Windows

**Works to include:**

- Removal of original sash frames and beading to allow restoration, original glass to remain in situ.
- Removal of all paint from box frame interior.
- Restore sash frames to original box frame.
- Hardwood beading externally to be made good or replaced to match existing.
- New brass pulleys, lead counter balance weights, brass catch, brass security/safety limiters only as required to restore window to good working order.
- All primed ready for decoration on site.

### Door and Frame

**Works to include:**

- Removal of door
- Removal of existing paintwork
- Making good of door, frame & fanlight
- New brass 5 lever mortice lock and bolts
- Replacement hinges if required.

**"N" Type Works**

**(New**. Double Glazed Window or Door. A new window or door, in a new opening or a new replacement of an existing inappropriate door or window with a more appropriate door or window.)

**Box Sash Windows**

**Works to include:**

- Box frame in kiln dried Canadian douglas fir with a hardwood sill.
- Sash frames & beads in Canadian douglas fir.
- 16mm individual double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Glazing fitted externally with hardwood beading.
- Brass pulleys and supplying brass window catch.
- Lead counterbalance weights.
- Brass security/ safety limiters
- Nylon sash cord.
- Draft prevention brush seals to parting beads, meeting rail, top of top sash, bottom of bottom sash and both sides of both sash frames
- Primed ready for decoration on site

**Casement Windows**

**Works to include:**

- Casement frame in Sapele hardwood.
- Casement lights in Canadian douglas fir.
- 16mm double glazed units, krypton gas filled, and with an inner skin of low E glass giving an overall window 'U' value of 1.8 (BRE Certified).
- Glazing fitted externally with hardwood beading.
- Brass butt hinges.
- Weatherseal to opening casements.
- Primed ready for decoration on site

**Part Glazed Door and Frame**

**Works as above and to include:**

- Three 4" brass butt hinges.
- 5 lever security mortice lock.