

UNIVERSITY OF LONDON, Senate House South block, Malet Street, London WC1 :
Proposed alterations to part of the ground floor, currently occupied by the Information Office,
to provide new offices for the Human Resources Department.

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DESIGN AND ACCESS STATEMENT to accompany an application for Listed Building consent
submitted to the London Borough of Camden on 18 January 2008

The Information Office currently occupies an area of ~170m² on the ground floor of Senate House South block overlooking the east courtyard and with access from the entrance hall via the staircase and toilet lobbies. This area was shown on the 1939 record drawings as open-planned for the packing of examination papers. It was subsequently subdivided into cellular administration offices with a central corridor and was last refurbished in 2000 to provide an open-plan office and reception area, a small cellular office and separate audio-visual suite. The Information Office is due to be relocated to the ground floor of Stewart House early in 2008 and the area vacated is to be converted for occupation by the Human Resources Department, currently located on the 4th floor of Stewart House.

The existing non-loadbearing internal partitions will be removed and the area subdivided into seven cellular offices, occupying approximately half of the total floor area with the remaining area used for open-planned office uses and reception. The existing outer perimeter walls, with moulded cornices, skirtings and riser duct covers, hardwood doors and trim, metal framed secondary glazing, fabric roller blinds, hardwood veneered cill boards, and travertine faced electric storage radiators, all of which were refurbished in 2000, will be retained or restored back to their original condition. The existing part-glazed partition with frameless glass doors, which separate the reception area from the outer lobby, will be retained. The side walls of the new offices will be in metal framed stud construction lined with cement reinforced particle board and faced with skim coated plasterboard and plain painted skirtings. Internal partitions will be proprietary metal framed and fully glazed with integral Venetian blinds. New office doors will be painted timber and fitted with satin stainless steel furniture.

New power and data services will be distributed in the existing sub-floor void with flush outlet boxes set into the original teak strip floor which will be overlaid with carpet tiles. All of the existing light fittings will be replaced. The cellular offices and reception area will be lit with new circular fluorescent direct/indirect pendant fittings to match those recently approved for use in cellular offices elsewhere in Senate House. The open office area will be lit with suspended linear fluorescent direct/indirect fittings. Existing fire alarms and smoke detectors will be relocated, as necessary. All new wiring will be fully concealed.