

PROPOSED SCHEDULE OF WORKS
Planning & Listed Building Consent Applications

GHK
ARCHITECTS

Project:	No 7 Gray's Inn Square London WC1R 5AZ Refurbishment & Alterations of No7 Ground Floor East and West	Ref/File No: HK 2065/3.1
Location:	No 7 Gray's Inn Square, London, WC1R 5AZ	
Client:	The Honourable Society of Gray's Inn,	
Date:	11th August 2014	

Drawings: This Schedule of Works to be read in conjunction with the following:-

- **GHK Architects Drawings:**

No7 Grays Inn Square Ground Floor (West):- HK 2065/01.170, 01.172, 01.176, 01.177, 01.178, 01.179, 01.180A, 01.183, 01.188, 01.193, 01.196B, 01.197, 01.198, 01.199, 01.200, 01.201, 01.202, 01.203, 01.204, 01.205, 01.206, 01.207 & 01.208

DESCRIPTION OF PROPOSED WORKS	
GROUND FLOOR No7 GRAY'S INN SQUARE WEST	
Room G1	
<p>Floor: New carpet and underlay to replace existing on existing timber boarded flooring with original timber joists and beams. Floor boards to be carefully raised, levels eased and re-levelled with scribed treated timber firrings max 25mm deep screw fixed to the top of the existing floor joists/beams. Floor boards to be cleaned of all previous latex bonding compounds retained and re-installed in the same locations as existing. The existing timber panelled partitions to be retained on their existing supported floor boarding and the existing supporting floor boards to be over clad with new sections of timber boarding and firrings - to line through with the re-levelled flooring to the remainder of the room.</p> <p>New electrical floor boxes to be installed and recessed into the timber floor boards with recessed lids for carpet installations to match the remainder of the Ground floor Office G2 Chambers Office and treated timber 50mm noggins inserted between joists to support.</p> <p>New Rockwool RW3 mineral wool batts to be inserted in the floor void for sound insulation with care being taken to avoid any damage to services in the void below.</p> <p>Walls: Existing timber panelled walls North, South, East & West to be retained as existing. Surface fixed cables/data/trunking to be removed and panelling repaired and made good. Electric heaters to window recesses to be replaced with new cast iron radiators positioned in existing window recesses. The panelled moulded doors, frame/surround to Office G2 to be retained as existing. The West door is proposed to be fixed shut in the existing frame. Timber wall</p>	

<p>panelling, moulded timber skirtings/dados and cornices to be retained as existing with any opened up panelling joints and splits made good/repaired.</p> <p>Ceiling/cornice: Remove existing surface fixed pendant lights to the ceiling and make good/repair ceiling finish. Lighting to be replaced with suspended fluorescent light fittings to match those currently in place and operational in the existing offices to No7 Ground Floor East & No8 Grays Inn Square with built in emergency facility. Carefully remove existing patterned anaglypta heavy duty lining paper to the ceiling and repair the existing plaster ceiling reline and decorate – colour white. Existing smoke detector to be retained to ceiling with cabling adjusted to suit new Entrance Lobby to room G6. Existing Fire Detector to ceiling to be upgraded with concealed wiring.</p> <p>Windows: Existing timber sash windows to be retained in place, thoroughly overhauled and rebalanced where necessary. Any damaged or worn components to be replaced to match originals. Windows and frames to be cleaned and redecorated.</p> <p>Doors: historic painted panelled doors, frames/moulded timber architraves to Office G2 to be retained as existing with original ironmongery – West door on South wall to be retained fixed shut within the original wall panelling. All joinery to be rubbed down but not stripped back and redecorated. Existing timber panelled window shutters to be overhauled and redecorated retaining existing ironmongery.</p> <p>Fireplace: Existing marble fire surround and mantelpiece with cast iron panelling hood/recess to be retained in place, overhauled and cleaned. Clean flue to the full height/make good any firebricks and redecorate. The modern ceramic tiled hearth to be carefully cleaned/overhauled with new splayed hardwood trim all round.</p> <p>Heating: Provide new panelled radiators colour white in the window recesses to match those existing in No7 Ground Floor East .</p>	
<p><u>Office G2</u></p> <p>Floor: New carpet and underlay to replace existing on existing timber boarded flooring with original timber joists and beams. Floor boards to be raised, eased and re-levelled with scribed treated timber firrings max 25mm deep screw fixed to the top of the existing floor joists/beams. Floor boards to be cleaned of all previous latex bonding compounds to be retained and re-installed in the same locations as existing. The existing timber panelled partitions to be retained on their existing supported floor boarding to Office G1 and the existing supporting floor boards to be over clad with new sections of timber boarding and firrings - to line through with the re-levelled flooring to the remainder of the room.</p> <p>New electrical floor boxes to be installed and recessed into the timber floor boards with recessed lids for carpet installations to match the remainder of the Ground floor Office G1 and First Floor Chambers Offices and treated timber 50mm noggins inserted to support.</p> <p>New Rockwool RW3 mineral wool batts to be inserted in the floor void for sound insulation with care being taken to avoid any damage to any services below.</p> <p>Walls: Existing painted timber panelled walls to this room appear to have original timber skirtings, moulded dado rails and moulded timber cornices. Panelled effects on the wall appear to be original wall panels with applied 3mm plywood strips/overlays and overclad panels to original painted timber wall panels behind – this applies to original perimeter walls to Office G2 and matching pattern panelled timber stud walls appear as previous insertions with matching moulded timber cornices/dados/skirtings.</p> <p>It is proposed to remove the existing and more modern timber stud partitions to the Entrance Lobby/Toilet and open the room up as a single open office. Perimeter wall panelling will be retained/repaired where modern partitions are</p>	

removed and panelled effect features on the walls – see proposed plans and elevations accompanying this application. See drawing HK 2065/01.183 for Elevation.

Existing high level modern painted cupboards/wall cupboards on the West wall are proposed for removal with the matching timber cornices retained for re-use in the proposed alterations. It is proposed to replace the existing cupboard on the North side of the fireplace with painted timber panelling/door/architraves to match the remainder of the room. Wall panelling effects within the room are to be re-configured with applied plywood 3mm panels/strip coverings to match the wall panel effect details that exist at present – see proposed wall elevations accompanying this application. Existing and original painted original wall panelling in place behind the plywood panel effect walls shall be retained in place and re-fixed if found to be loose.

Ceiling/cornice: Remove existing surface fixed pendant lights to the ceiling and make good and replace with suspended fluorescent light fittings to match those currently in use to the offices in No7 East and No8 at Ground Floor with built in emergency facility. Carefully remove existing patterned anaglypta heavy duty lining paper to the ceiling and repair the existing live/cracked plaster ceiling reline and decorate – colour white. Make good and re-skim/ re-level the existing plaster ceiling where more modern timber partitions are to be removed to Entrance Lobby/Tea Point/Cupboards and Office G2 opened up into a single room with a Lobby in the North East corner to Room G1 and No7 Gray's Inn Square East. Existing Fire Detector to ceiling to be upgraded with concealed wiring.

Windows: Existing timber sash windows to be retained in place, thoroughly overhauled and rebalanced where necessary. Any damaged or worn components to be replaced to match originals. Windows and frames to be cleaned and redecorated. Existing timber panelled window shutters to be overhauled and redecorated retaining existing ironmongery.

Doors: Existing panelled doors to G1 – see Schedule of Works above.

Existing modern glazed/flush door and opaque semi-circular fanlight to be removed. New painted panelled Entrance Door to be provided at the Entrance set within a moulded timber frame/architraves to match door frame from Staircase entrance. See also elevations accompanying this Application. Modern double panelled doors, frames/architraves to the Tea Point Entrance shall be removed. Existing high level cornice above retained for incorporation in the new Lobby and painted timber panelled door to Office G2.

New six panelled painted timber door moulded frame architrave to be provided to modified Lobby Link as indicated on proposed elevations accompanying this Application. New painted panelled door and frame to Link Lobby and through the existing Party Wall to have brass door hold open/closer in case of fire, fitted to head of door frame with low level control switch.

Fireplace: Existing painted moulded timber wall panel and decorative fire surround/mantelpiece shall be retained and redecorated.

Existing glazed ceramic tiles to be retained/specialist cleaned, grout made good if necessary. Cast iron fireplace/recess to be retained and cleaned and repaired where necessary. Chimney to be swept to full height of flue. Existing slate hearth to be retained as existing with splayed hardwood trim to be levelled floor/new carpet.

Heating: Provide new panelled radiators colour white in the window recesses to match those existing in No7 Ground Floor East .

Lobby G3

Floor: Remove remains of all redundant carpet floor finishes, underlays etc and provide new carpet floor finish on wbp plywood sub base on original timber floor

boarding. Floor boards to be cleaned of all previous latex bonding compounds, retained, raised/relevelled for services installations in the same locations as existing.

New Rockwool RW3 mineral wool batts to be inserted in the floor void for sound insulation with care being taken to avoid any damage to services below.

Walls/Doors: Remove modern plywood panelled stud partitions to the Entrance Lobby/Toilet and make good. Retain original perimeter wall panelling and make good where partitions are removed to wall/panelled effect finishes to perimeter of Office G2 and retain original painted timber panelled walls to perimeter wall/staircase. Cornices/dados, skirtings to G2 to be repaired to match the existing. Removed sections of original joinery to be retained for re-use.

Ceilings/Cornices: Existing modern plasterboard and skim ceiling over Lobby with recessed downlights to be carefully removed retaining any original plaster ceiling which may be in place above. Repair any defective cracked/live plasterwork and make good where partitions removed. Original moulded timber cracked/live cornice repaired and matching, painted finish. Existing Fire detector and warning devices to be modified to suit new open plan layout for Room G2 with concealed cabling.

Doors: Existing modern Door Glazed/Flush to Office G2 to be removed.

Existing black painted flush door to moulded timber door frame/lining to staircase to be removed and new panelled timber door inserted in existing frame/lining – as indicated on the proposed drawings and similar to Inner Ground Floor Entrance Door to No7 East Gray's Inn Square. Existing outer Oak folding black door/frame/lining to Main Staircase to be retained as existing.

Existing six panelled painted timber door frame and moulded architrave to Toilet to be removed with partition.

Toilet /Tea point G4/G5

Generally: Strip out existing modern Toilet /Tea point fixtures and fittings and all existing previous modern insertions – mdf timber panelled partitions/ceilings/modern matching cornices, doors low level ceiling Tea Point accessories/fittings and internal panelling. Remove Toilet, vanity unit, all Toilet accessories and sanitary fittings, blank off drainage in walls for future re-use adjacent to windows and wall panels. Clean all film off sash window glazing. Remove existing drain pipework and cap off for future use to Toilet and Tea Point facilities.

Floor: Remove remains of all redundant vinyl floor finishes and provide New carpet floor finish on wbp plywood sub base on original timber floor boarding. Original timber floor boards to be cleaned of all previous latex residues and to be retained in the same locations as existing.

New Rockwool RW3 mineral wool batts to be inserted in the floor void for sound insulation with care being taken to avoid any damage to services below.

Walls: Remove partitions and wall/panelled effect finishes and retain any historic fabric sections of original painted timber panelled walls located behind. Existing painted timber wall panels on original timber wall panelling to be retained in place and lined over to create matching panelled effects as other perimeters of Room G2 wall panelling with new laminated wall panelling/worktop.

New insulated timber stud partition plasterboard and skim finish to be installed across Tea point to form new Lobby, New Distribution Cupboard as shown on proposed floor plans.

Ceiling/cornice: Make good existing original ceiling/cornices. Where low level ceilings are removed to the existing Lobby/Tea Point and over the existing Entrance doors make good original timber cornices and repair cracked ceilings. Skim ceilings as indicated on the drawings accompanying this application.

Window: Existing timber sash window to be retained as existing, thoroughly

<p>overhauled and similarly all panelling/linings. Remove all previously applied film and clean glass.</p>	
<p>Office G6/Corridor G7</p>	
<p>Generally: The office G6 and Corridor G7 will be retained as existing with the addition of an extended Link Corridor/lobby/new panelled partitioning in the South West corner of Office G6 and to the North side of the No7 staircase in order to to form a new door opening through the existing brick Party Wall.</p> <p>Floor: remove remains of all existing carpet floor finishes retaining the existing timber floor boards/floor joist construction. Provide new carpet finish to the Lobby on the West side of the new door opening, through the new door opening to the brick Party Wall to the extended Corridor/Lobby on the East side of the new Party Wall door opening .Level up Timber floor boarding and through party wall new opening approx. 25mm using existing timber floor joists and boarding with new treated timber packers.</p> <p>Walls: Carefully remove the existing Entrance door and partition to the South side of the Room G6 and form new sound insulated timber stud partitions as indicated on the No7 Gray's Inn Square East to form the new Lobby and Link to No7 Gray's inn Square West. The new timber partition will be insulated and panelled to match the existing panelled corridor finishes to Corridor G7 and plain plaster wall to Room G6 with matching moulded timber dado rail and skirting. It is proposed to utilise the existing four panelled Entrance door to Room G6 in the new partition and Entrance into Room G6 with matching moulded architraves. The new door opening in the Party wall will be provided with a new fire rated FD30S panelled door frame/lining and matching architraves. A magnetic hold open door device will be fitted to this door and linked into the existing fire alarm system for the Ground Floor. On the West side of the new door opening through the Party Wall and in the Link Corridor new panelled doors/frames FD30S fire rated will be provided for the relocated Distribution Board and existing services duct.</p> <p>Ceiling: for the extended corridor to G7 and each side of the party wall new door opening it is proposed to provide a plasterboard and skim ceiling at the same level as existing to the Corridor G7 with matching lighting and fire detection equipment.</p> <p>Finishes to the Link corridor from G7 to Office G1/G2 will be painted to match the existing finishes in Room G6 and Corridor G7.</p>	
<p>Generally to Ground Floor No7 West & East – where new partitions are proposed to be installed</p> <ol style="list-style-type: none"> 1. Check stability of all cornices, ceilings, wall panelling/fixings are ensure they are secure at Completion. 2. All new work to be scribed to existing finishes and fabric retained. 3. Record plans to be made of existing timber floor boarding, including any double layers and boards where removed to be relocated in existing/original locations. Carefully clean off all previous latex residues on tops of timber boarding. 4. Renew existing services throughout the Ground Floor to No7 West and link to the modified office/Lobby area to No7 East, liaise with Employers representatives for specialist Fire alarm installations, TV services and Telecom containment and re-cabling, allow for all Builders Work In Connection. 5. Firestop services to perimeter walls/Compartment walls/ between properties/party wall between No7 West and No7 East.. 6. Clean out debris to floor voids where floors opened up – replace any 	

<p>pugging or sound insulation and provide new as described in the Schedules.</p> <p>7. All areas of Internal Accommodation to be thoroughly cleaned and redecorated:-</p> <p>Finishes:</p> <p>Ceilings and Cornices - Matt Emulsion Colour White (fill all shrinkage gaps/joints to cornices).</p> <p>Timber Wall panels – Oil Eggshell paint.</p> <p>Windows – Oil Eggshell paint internally.</p> <p>Joinery – Skirtings, wall panelling, dados, skirting, doors, frames and architraves – Oil Eggshell</p> <p>Flooring – Existing timber boarded flooring wbp plywood with carpets/underlay to Offices and Corridor/Lobby areas.</p> <p>Fireplaces – Retain as existing but overhaul/clean existing finishes make good any damage. Specialist repair marble tiled surrounds/overmantels including stone/cast iron fireplaces and existing hearths (rooms G1 and G2). Fireplaces in offices G6 and G8 to remain as existing.</p>	