



HCD Building Control Ltd

Plan Assessment Tracker

Russell Hotel - EPR

Project: Proposed Refurbishment of Guest Rooms and Public Areas at The Russell Hotel, Russell Square, London, WC1B 5BE

Report: 28 April 2016

Our Ref: B14022763



Plan Assessment Tracker

Project Title: Russell Hotel - EPR
Our Ref: B14022763
Prepared by: Anthony Murdoch
For and on behalf of HCD Building Control Ltd

Prepared For: Starwood Capital Group
Date Prepared: 28 April 2016

Issue Number	Date Amended	Reason for amendment
1	09.12.2014	Initial report
2	30.03.2015	Project update
3	06.05.2015	Submission of revised information
4	20.07.2015	Tender issue
5	06.08.2015	Responses to tracker - EPR
6	26.10.2015	Project update
7	28.04.2016	Project update

Distribution/Individual	Company
	Starwood Capital Group
Giovanni Iasevoli	Tower 8
Anne Ludovico	Tower 8
Geoff Hull	EPR Architects
Tiffany Neller	EPR Architects
Matt Gilbody	EPR Architects
Rob Harris	Elementa Consulting
Jane Simpson	Jane Simpson Access
Alex Manning	Fusion Fire Engineering



HCD Key Contacts

Name	Role	Contact Details
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Progress Report

Overview of the proposed layouts and detailed services submission drawings has been undertaken from the Stage 2 Tender package, taking into account the reduced scheme following the value engineering process. The headlines are contained within the summary below and will need to be developed in the next stage of design.

The aim of this tracker is to ensure that each aspect of the design is submitted and assessed in terms of compliance with the Building Regulations, and the tracker marked up to indicate its approval status.

General

Proposed internal alterations and refurbishment to an existing 10 storey, Grade II* listed hotel. The proposed works to the Russell Hotel constitute a material alteration under the Building Regulations. The legislative requirements for a material alteration make for provision that any building works carried out are to leave the building in a state which is no less compliant in relation to the Building Regulations that in its previous condition. There is no requirement for upgrading any existing elements of this building that do not currently comply with the Building Regulations, as long as these elements are no worse than existing upon completion.

It is expected that further detailed workshops will be held on Fire Strategy, structural design, services and accessibility along with review of drawing packages from architects, fire engineers and access consultants. This tracker will then be updated periodically to incorporate these design assessments.

Refurbishment works carried out to Mock-Up Rooms 229, 232 and 255. Completion of refurbishment works to these three rooms has now been inspected by HCD and confirmed as satisfactory. Partial Completion Certificate issued 06.07.2015.

April 2016

- Refurbishment underway to additional Mock-Up Rooms (MUR 2.0) to 647 and 649. Completion of these rooms is due on 27.05.2016, where a final inspection will be required by HCD.
- Main works package due to commence on site in 2016 - Q2
- Stage 2 Tender drawings issued and reviewed. Comments updated within this tracker.
- Access Statement reviewed and comments made. Advised that there is no requirement for upgrading any existing elements of this building that do not currently comply with the Building Regulations, as long as these elements are no worse than existing upon completion
- Alterations made to Public space and in lower ground floor to form Screening Room.



Application Date: 03 July 2015

Applicable Building Regulations

- 1.0 Part A – Structure - 2004
- 2.0 Part B – Fire Safety -2006
- 3.0 Part C – Site Preparation & Resistance to Moisture - 2004
- 4.0 Part E – Resistance to the Passage of Sound - 2003
- 5.0 Part F – Ventilation - 2010
- 6.0 Part G – Hygiene - 2010
- 7.0 Part H – Drainage & Waste Disposal - 2002
- 8.0 Part J – Heat Producing Appliances - 2010
- 9.0 Part K – Protection from Falling, Collision & Impact - 2013
- 10.0 Part L – Conservation of Fuel & Power - 2010
- 11.0 Part M – Access & Use of Buildings - 2004

Key

	Outstanding
	Conditional Approval
	Approved
	Being Assessed



Building Control Tracker

Project description: Proposed Refurbishment of Guest Rooms and Public Areas at The Russell Hotel, Russell Square, London

Building Regulation Section	Comments / Information Required	Responsibility	Status / Date Approved	Remarks
1. Part A	Structure			
1.1.	Please provide superstructure design and calculations for structural alterations at ground and lower ground floor, and for removal of mezzanine above main reception	Simpson Engineering	July 15	Structural design drawings submitted showing location of all demolition works, and new steel beams / columns. Supporting calculations to follow.
1.2.	Please provide staircase design and calculations	Simpson Engineering		
1.3.	Provide structural details of new lifts, including for shaft and pit	Elementa / Simpson Engineering	Oct 15	Lift sections issued confirming sizes of all steel members for shaft and pit details. Supporting calculations to follow.
1.4.	Provide construction details for infill floor structure where existing staircases removed.	Simpson Engineering	July 15	Infills to be in-situ concrete slab. Reinforcement design and supporting calculations to follow
2. Part B	Fire Safety			
2.1.	Please provide the current Fire Strategy Report, including associated drawings showing travel distances and compartmentation	Fusion Fire	May 15	Fire strategy report provided, and supporting strategy plans showing locations of all compartmentation, exit signage and disabled refuges. Note: Update now required to suit latest layouts and proposals
2.2.	Provide fire alarm layouts and specification including hard of hearing provision	Elementa		Tender layouts provided for GF and LGF only
2.3.	Provide emergency lighting layouts and specification	Elementa		Tender layouts provided for GF and LGF only
2.4.	Provide details of ventilation layout including fire damper locations	Elementa	July 15	Ventilation layouts provided, however no indication of damper locations



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2.5.	Provide details of fire dampers, including operation and fixings	Elementa	July 15	Typical damper provision and details for activation and access shown
2.6.	Details of the wall and ceiling finishes for surface spread of flame requirements	EPR	July 15	SSF classification confirmed for corridor walls to Mock-up rooms. Accepted subject to same materials used for main refurb. Front-of-House finishes to be specified by TBP
2.7.	Provide door schedule, including clear widths, means of escape ironmongery and fire ratings.	EPR	July 15	Door schedule submitted and accepted for all floors. No further comments.
2.8.	Provide means of escape door ironmongery schedule, including security access control measures	EPR	July 15	As above
2.9.	Provide details of fire shutter to Stair 1 gallery, cloakroom, & restaurant / kitchen pass	Elementa	Aug 15	Coopers Firemaster Plus2 proposed. Specification issued confirming 120mins fire resistance and method of activation
2.10.	Provide exit signage layouts and details	EPR	April 16	Suggested exit signage layouts provided and accepted. Additional signage requested at LGF
2.11.	Provide details of riser strategy and fire stopping / dampers	EPR / Elementa	Aug 15	Riser specification and damper details issued.
2.12.	Provide details of fire stopping materials	EPR	Aug 15	Cavity barriers are retained as existing. New to Palm Court and BOH corridors included within specification and accepted.
2.13.	Provide details of sprinkler system to suites	Elementa		
2.14.	Formal consultation with the local Fire Authority will take place once the completed fire strategy and drawings have been provided. Any comments will be forwarded to you in due course.	HCD	May 15	Consultation carried out and comments received from Fire Officer (May 15) confirming they are satisfied with the proposals subject to the items raised in HCD's tracker.
2.15.	We advise of the requirement under The Regulatory Reform (Fire Safety) Order to carry out a detailed Fire Risk Assessment of the premises on occupation.	Client		
3. Part C	Site Preparation			
3.1.	Provide threshold details for external doors, drainage arrangements, etc	EPR		
3.2.	Provide detailed sections of ground floor / external wall, DPM, DPC junctions to	EPR		



Building Regulation Section	Comments / Information Required	Responsibility	Status / Date Approved	Remarks
	the new and existing elements			
3.3.	Provide detail of roof level, plant junctions, etc	EPR		
4. Part D	Toxic Substances			
4.1.	Not applicable			
5. Part E	Sound			
5.1.	Provide detailed sections for separating walls, floors and junctions.	EPR		Acoustic report issued by Sharps Redmore confirms targets to be achieved. Sections required showing how these targets will be met.
5.2.	Provide details of testing regime	Sharps Redmore		
6. Part F	Ventilation			
6.1.	Provide ventilation specification and strategy including vent rates	Elementa		
6.2.	Provide ductwork layouts and fan positions / details	Elementa	July 15	Mechanical services layouts confirm satisfactory ductwork layouts, etc. Approved subject to specification and vent rates.
6.3.	Provide details of control mechanisms for ventilation	Elementa	July 15	As above
7. Part G	Sanitary Provisions			
7.1.	Provide details of proposed occupancy levels so that the WC quantities can be assessed in accordance recommendations of BS6465 / the Approved Code of Practise to the Workplace (Health, Safety and Welfare) Regulations 1992	Elementa	Oct 15	Occupancy assumed to be no worse than existing, therefore WC provision accepted.
7.2.	Provide details of hot water storage and confirm hot water storage has been designed to not exceed 100°C.	Elementa		
8. Part H	Drainage			
8.1.	Provide details of Foul drainage layouts, pipe sizes, etc	Elementa / Simpson Engineering	July 15	Below-ground FW layouts issued showing pipe runs, connection to existing system and rodding access.



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8.2.	Provide details of sanitary pipe work in building, including venting arrangements	Elementa / Simpson Engineering	July 15	Submitted and accepted. No further comments
9. Part J	Heat Producing Appliances			
9.1.	Provide details of heating to building	Elementa		
9.2.	Provide details of boilers and plant room layout	Elementa		If new
9.3.	Provide details of control mechanisms for heating	Elementa		
9.4.	Provide details of any new flues, construction and termination	Elementa		
10. Part K	Protection from Falling, Collision & Impact			
10.1.	Provide full details of all new stairs, to include rise/going, hand railing, head-height, guarding, etc	EPR	Aug 15	Stair details issued – rise, going, handrail and guarding all ok.
10.2.	Provide details of guarding to external seating area from Wine & Grind	EPR	Aug 15	Terrace guarding by handrail, frame and tension wires. Agreed acceptable.
10.3.	Provide details of glazing adjacent to doors in critical locations	EPR	Aug 15	Typical detail proposed in specifications. Accepted subject to final design by sub-contractor
10.4.	Provide details of full-height glazing	EPR	Aug 15	Typical detail proposed in specifications. Accepted subject to final design by sub-contractor
10.5.	Details of the means of cleaning the windows	EPR	Aug 15	Typical detail proposed in specifications. Accepted subject to final design by sub-contractor
11. Part L	Conservation of Fuel & Power			
11.1.	Provide lighting layouts showing control mechanisms	Elementa	July 15	Submitted and accepted. No further comments
11.2.	Provide lighting efficacy table	Elementa		
11.3.	Provide air con / ventilation layouts / control mechanisms	Elementa	July 15	Submitted and accepted. No further comments
11.4.	Provide commissioning plan for services	Elementa		



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11.5.	Provide details of ductwork testing (air leakage)	Elementa		
11.6.	Confirm u-values for all new external elements, including walls, roofs and glazing	EPR	Aug 15	U-values to new / replaced thermal elements included within EPR specifications. U-values met requirements of L2b
12. Part M	Access To & Use of Buildings			
12.1.	Provide access strategy for the building (including justification for any departures from Part M standard)	Jane Simpson Access	Nov 14	Draft access statement received – awaiting further detailed report
12.2.	Provide detail of the wheel chair provisions to the new reception desk and bar areas	EPR	Aug 15	Reception desk and bars are fully managed, with waiter service offered – to be incorporated into Access Statement
12.3.	Provide details of front entrance, mat well, entrance screen	EPR	Aug 15	Drawing series issued covering entrances, and approach details
12.4.	Provide details of corridors, doors, vision panels, widths, glazed screens	EPR	Aug 15	Door schedule confirms suitable widths, vision panels and colour-contracts
12.5.	Please provide lift layout and details (including size, height of controls, finishes and turning circle).	Elementa	Aug 15	Lift specification confirms Part M compliance, however finishes still TBC
12.6.	Provide details and layouts of accessible toilets including locations of alarm pull chords and resets.	EPR		
12.7.	Provide details of manifestation to glazed areas	EPR / TBP		
12.8.	Provide details of colour contrast to walls, floor, grab rails, nosings, etc	EPR / TBP	April 16	Details of proposed colour-contrast provided for some rooms and deemed acceptable based on LRV's
12.9.	Provide details of socket/switch heights and colour contrast	EPR	Aug 15	Internal room elevations confirm suitable heights



Information Received

Date	From	Information Received
Nov 14	EPR Architects	Initial drawings – GA's and draft Fire Strategy plans
Nov 14	Jane Simpson Access	Access report
Nov 14	EPR Architects	Value Engineering report – including scheme reduction
Dec 14	Fusion Fire Engineering	Fire Safety Strategy report - draft
Dec 14	Jane Simpson Access	Access Design Review
Jan 15	EPR Architects	Disabled refuge locations
Feb 15	Fusion Fire Engineering	Fire Safety Strategy report – Issue 01
May 15	EPR Architects	Fire Strategy plans
July 15	Sharps Redmore	Acoustic report
July 15	Simpson Associates	Structural drawings – Tender 02
July 15	Elementa Consulting	Tender drawings submission
August 15	EPR Architects	Tracker comments / further information
October 15	Simpson Associates	Structural upload to Sharefile
January 16	EPR Architects	MUR 2.0 drawing package
April 16	EPR Architects	Latest GA drawings



Certificates Required at Completion Stage

Certificate / Report	Responsibility	Received / Approved by HCD	Comments
Fire Alarm Certificates			
Emergency Lighting Certificates			
Boiler Commissioning Certificates			(If new boiler)
Heating Commissioning Certificates			
Ventilation Commissioning Certificates			
Lift Commissioning Certificates			
Disabled Refuge EVC system installation			
Fire Curtain installation and test certificate			
Sprinkler test certificates			(If applicable)
Provision of information to the occupants (Log book)			