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| **Structural Interventions Working Methodology** | | | | | | | | |
| Specific briefing for working in and around historic fabric and elements within Listed Buildings. | | | | | | | | |
| **Site/project name:** | | | Hampstead Manor | | | **Project no.:** | 0316 | |
| **Address:** | | | Mount Anvil Ltd, Hampstead Manor, Kidderpore Avenue, West Hampstead,  North London, NW3 7ST | | | | | |
| **Area/location:** | | | Bay House | | | | | |
| **Company:** | | TBC | | | | | | |
| **Project manager:** | | TBC | | | | | | |
| **Prepared by:** | | | Nick Gardner (Mount Anvil) | | | **Date:** | | 19/08/2016 |
| **Revision:** |  | | **Revised by:** |  | | **Revision Date:** | |  |
| ***Brief description of work to be undertaken*** | | | | | | | | |
| Structural Intervention works to Bay House as per consented schemes to include:   * Widening of structural openings; * Forming new structural openings; * Installation of new structural steels * Construction of Extension at level 2 to the west of the building * Repairs and/or replacing of existing timber lintels * Removal of existing ground floor suspended floors * Casting new lower ground and ground floor slabs * Forming new service openings | | | | | | | | |
| **Work location:** Bay House | | | | | | | | |
| **Start date:** 05/09/2016 | | | | | **Duration:** As per construction programme | | | |

***Key methodologies***

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| 1. An exclusion zone restricting access to un-authorized personnel will be established, i.e. only personnel directly involved with the structural intervention works will be permitted entry. 2. Access routes will be established to each work area and historic elements and fabric will be protected and/or removed and stored to ensure no accidental damage occurs through transiting to work areas. For example; Doors will be coffined on site and jambs will be protected with hard board protection. 3. Temporary work requirements to enable the structural interventions and repairs will be designed and installed taking into account the local historic retained features. The use of compressible foam will be utilized against any historic features that cannot easily be removed or protected. This will be especially important against ornate plaster details where propping is required. 4. Careful marking of existing structure will be carried out to ensure only consented works are carried out, and any historic elements that could be retained and/or saved will be. 5. Following the marking out of each element of work, Mount Anvil will inspect the work area to verify the consented works and bespoke methodology, and will then approve the commencement of the structural intervention work. 6. The use of hand tools will be utilized to carefully and methodically remove materials adjacent to historic retained details, and where-ever possible de-construction techniques will be used to minimize any potential for damage to adjacent historic elements. 7. Modern dust suppression techniques will be used during masonry/concrete cutting works to minimize water use thus minimizing the risk of water damage. Extract equipment will also be utilized to reduce dust settling on historic elements. 8. Close monitoring of existing and retained structures will be carried out by dedicated personnel during the works to check for any structural movement or settlement. If anything does move/shift, works will be ceased and methodologies reviewed. 9. New steels, lintels and timbers will be sized to enable easy distribution to the work place to ensure no accidental damage occurs to historic features. 10. Debris and waste will be removed via rubble shoots carefully positioned through protected window openings. Where this is not possible, rubble bags will be filled and distributed by hand to externally positioned waste bins. This process will be carried out twice daily to ensure no build-up of waste occurs in the listed building. 11. Concrete for new pads will be mixed externally and distributed via a wipe clean protected route to ensure no splashes damage historic fabric. 12. New concrete slabs will be pumped via an externally positioned pump and pipes routed through a protected route to the final position. |  |

***Name of person responsible for implementation of working methodology***

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| **Name** *(please print)***:** | | | | |
| **Position:** | | **Contact no:** | | |
| **1. Check all sections and confirm correct.** | | | | |
| **Signature:** | - | | **Date:** | **-** |
| **2. Issue document to site team and ensure briefing.** | | | | |
| **Signature:** | - | | **Date:** | - |

***Details of personnel involved and confirmation that information and instructions in this document have been satisfactorily communicated.***

***I/We the undersigned have been briefed on the underpinning working methodology within retained and listed buildings in accordance with Mount Anvil Ltd requirements for careful working and the protection and conservation of historic fabrics of the building.***

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| **Date** | **Name** | **Position/Role** | **Signature** | **Briefing given by** |
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