ARCADIS Design & Consultancy for natural and built assets

# DESIGN & ACCESS STATEMENT

Supporting Planning and Listed Building Application
for
Academic House Refurbishment Project
at
24-28 Oval Road, London, NW1 7DT

SEPTEMBER 2016

Incorporating
EC HARRIS BUILT ASSET CONSULTANCY
Hyder

# CONTACTS


**LIPIKA SAHA**
**Project Manager**

dd ++44 (0)20 7812 2370
df ++44 (0) 20 7812 2005
m ++44 (0)7876 396 316
e lipika.saha@arcadis.com

Arcadis.
Arcadis House
34 York Way
London N1 9AB
United Kingdom



**STEPHANIE JENKINS**
**Heritage Consultant**

dd +44 (0) 207 812 2661
m +44 (0) 7748 327 919
e stephanie.jenkins@arcadis.com

Arcadis.
Arcadis House
34 York Way
London N1 9AB
United Kingdom

# VERSION CONTROL

| Version | Date | Author | Changes |
|---|---|---|---|
| 1 | 05/09/2016 | L.Saha | |
| 2 | 16/09/2016 | L.Willett | |
| | | | |
| | | | |
| | | | |
| | | | |

# CONTENTS

# 1 Introduction

This report has been prepared by Arcadis LLP on behalf of Bauer Media UK, relating to proposed refurbishment works at the property known as Academic House, 24-28 Oval Road, London, NW1 7DT.

Bauer Media have appointed Arcadis LLP as heritage advisors to assist with the submission of the Listed building application and manage the refurbishment and alteration works to completion.

This report has been produced to support the Planning and Listed Building Applications on behalf of Bauer Media UK and should not be used for any other purpose. It describes the property, Academic House and the proposed project works, and is intended to provide background information to Camden planning team to assist in their consideration of the overall scheme in relation to listed building and planning consents.

# 2 The Property

## 2.1 Site Location

The property, known as Academic House is located at 24-28 Oval Road, London, NW1 7DT, and sits on a plot between Jamestown Road, Oval Road and Regent's Canal, adjacent to Southampton Bridge (also known as Oval Road Canal Bridge).

The property is a grade II listed building, and is located within the Regent's Canal Conservation Area.

Academic House is divided into two buildings (see Image 2).

- Building A: The original Gilbey House, constructed 1937 by Serge Chermayeff, now referred to as Academic House, located on the corner of Oval Road and Jamestown Road. The property was constructed for use as the administrative headquarters of owned by Messrs. W. & A. Gilbey Limited.
- Building B: Academic House, constructed 1871 and refurbished and re-fronted in 1960 as an extension to Gilbey House, also by Serge Chermayeff, referred to as Academic House, located on the corner of Oval Road and Regent's Canal.
- Building C: Is a former Gin Distillery, constructed 1894 by William Hucks. This is now a Residential apartment block known as Gilbey House and is located on Jamestown Road, with its rear elevation facing Regent's Canal. This building not part of our Client's demise and does not form part of the works, but is included in the outline of the building's listed status

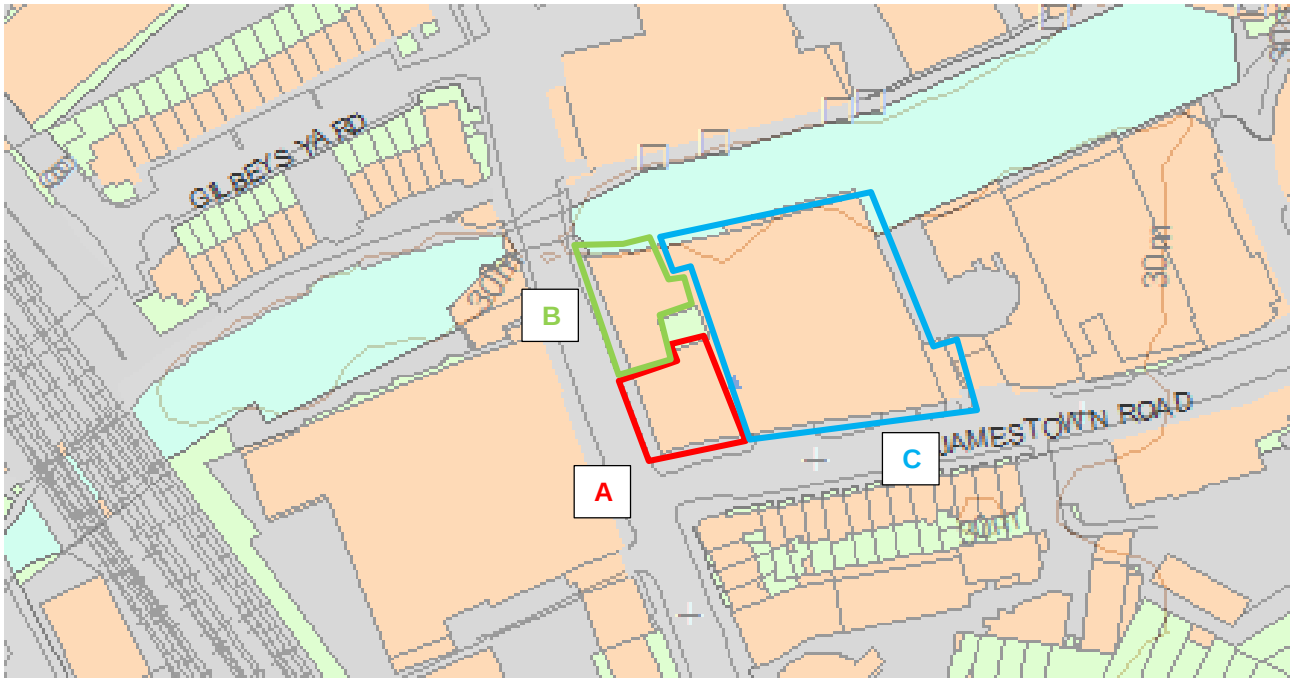


*Image 1: Site Plan*

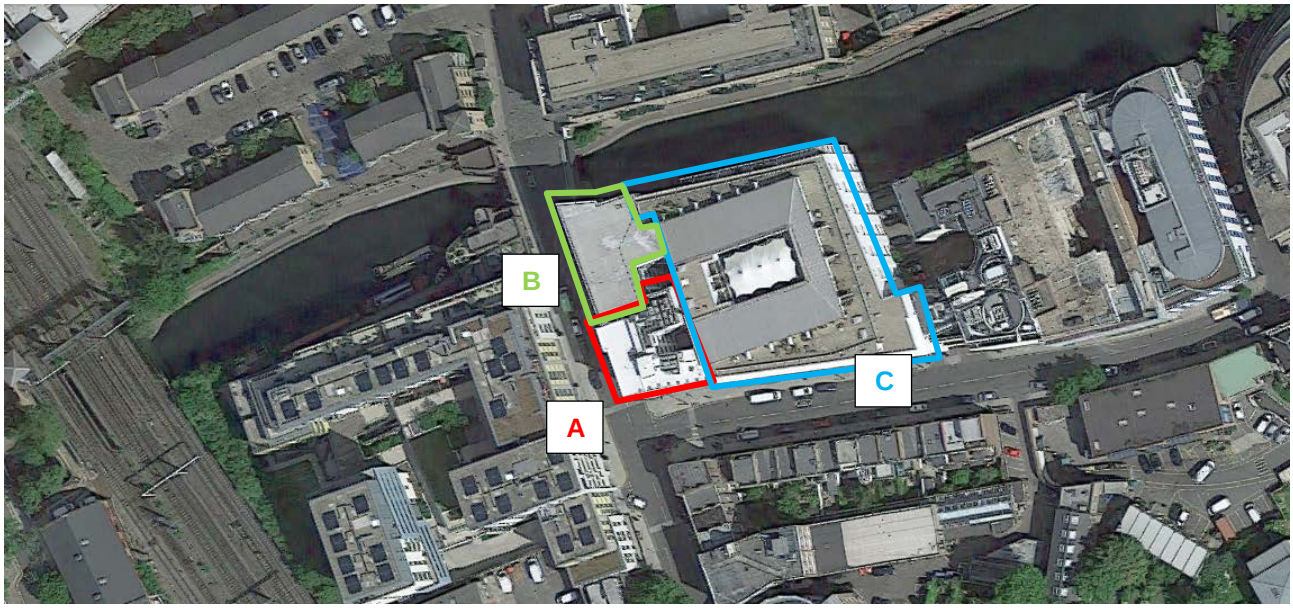


*Image 2: Aeriel view*

## 2.2 Historic England List Entry Summary

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

The Historic England List Entry refers to Building A and Building C only. Consultation with Camden Council has confirmed that the Grade II listed building status includes Building B.

Reference to Building C below has been retained for completeness of this report.

Name: 38-46, JAMESTOWN ROAD, 24, 26 AND 28, OVAL ROAD

List entry Number: 1113236

Location: 24, 26 AND 28, OVAL ROAD; 38-46, JAMESTOWN ROAD

County: Greater London Authority

District: Camden

District Type: London Borough

National Park: Not applicable to this List entry.

Grade: II

Date first listed: 06-Jul-1981

Date of most recent amendment: Not applicable to this List entry.

Legacy System: LBS

UID: 477686

Asset Groupings

This list entry does not comprise part of an Asset Grouping. Asset Groupings are not part of the official record but are added later for information.

TQ2883NE JAMESTOWN ROAD 798-1/76/1258 Nos.38-46 (Even) 06/07/81

See under: Nos.24, 26 AND 28 OVAL ROAD.

CAMDEN TQ2883NE OVAL ROAD 798-1/76/1258 (East side) 06/07/81 Nos.24, 26 AND 28

GV II

*Formerly known as: Gilbey House OVAL ROAD. Includes: Nos.38-46 JAMESTOWN ROAD. Factory, store and offices. 1894 by William Hucks with addition of 1937 by Mendelsohn and Chermayeff; for wine importers and gin distillers Gilbey's.*

### 2.2.1 Building A List Entry Description

*HISTORICAL NOTE: an early example of reinforced concrete construction.*

EXTERIOR: *1937 block: of reinforced concrete frame filled with concrete panels; ground floor brown glazed tiles, upper floors rendered. Corner site; 7 storeys, with 6 bays to Oval Road and 7 bays to slightly concave Jamestown Road facade. International Modern idiom. Recessed main entrance to left of Oval Road facade with full height projecting square-sided bay window above with floor to ceiling glazing (emphasising the position of executive offices). Other windows form horizontal strips separated by vertical mullions. Teak 2-light window frames, plate glass. To Jamestown Road, the 6th floor rooms are recessed to incorporate a loggia with cast-iron railings. Projecting cornice above 6th floor.*

*INTERIOR: not inspected. HISTORICAL NOTE: the building incorporates technical innovations by consulting engineer Felix Samuely, e.g. the foundations are floated on cork insulation to protect the wine from the vibration of nearby trains. Air conditioning too was incorporated. Until recent years known as Gilbey House. Gilbey's, formed in 1857, by 1914 occupied 20 acres in Camden.*

### 2.2.2 Building C List Entry Description – No Works Proposed to This Building

*Original block to south-east: of concrete reinforced with hoop iron. Exterior rendered; channelled rustication to ground floor and channelled pilaster strips rising from 1st to 4th floor. 5 storeys plus attic and basement.*

*10 bays to Jamestown Road. Plain, square-headed entrances to ground floor including 2 vehicle entrances to left. Square-headed, recessed metal framed windows, most with small panes. Subsidiary cornice above 3rd floor, main cornice above 4th floor. INTERIOR: not inspected.*

## 2.3 Building Description

### 2.3.1 General Layout

Academic House is circa 50,000 sqft which includes six stories and a basement. Bauer Media Group occupy the ground to the sixth floor and the basement is occupied by a third party (RNIB).

The existing building (Academic House) is currently made up of existing office and meeting space, it has been developed and added over different periods.

As mentioned previously, the property is a grade II listed building however the Historic England List Entry refers to Building A and Building C only. Consultation with Camden Council has confirmed that the Grade II listed building status includes Building B.

The upper floor levels of the building are arranged as office space, being predominantly open plan with some cellular offices and meeting rooms to the central communication link. The ground floor entrance opens into a reception area, lift and stair-core. Staggered male and female toilet and shower facilities are located at each floor level, accessed directly off the central stairwell. Various mechanical plant and electrical intake rooms are located at basement level.

### 2.3.2 Construction

The property comprises two buildings (Building A & B) dating to different periods, which adjoin and have been opened through to form a single accommodation.

Building A

To the south of the plot, facing onto Jamestown Road and projecting inwards as far as the lift shaft and stair-core, the building is constructed in concrete framework with insitu cast concrete floors. The Jamestown Road elevation features a concaved concrete façade. Windows to this part of the building are single glazed timber casements with internal secondary glazing. This part of the building was constructed in 1937, designed by Serge Chermayeff. Buildings of England states "*The building is of reinforced concrete, and was remarkable at the time for its careful insulation, with cork foundations, double glazing and air-conditioning. Ground floor faced with grey tiles, plain rendered walls above, all windows teak-framed."*

Building B

The section of building running northwards along Oval Road as far as the canal is believed to be constructed in concrete (and possibly steel) framework with timber floors. Windows along this elevation and to the central light wells are steel frame (Crittall type) with single glazing set between concrete panelling. This part of the building is thought to have been constructed in 1871 and refurbished and refronted in 1960 as an extension to Gilbey House, also by Serge Chermayeff, referred to as Academic House, located on the corner of Oval Road and Regent's Canal. The sixth floor is believed to have been added in circa. 2000.

Roof

Roof treatments vary with the south section of the property finished in asphalt with a brush applied solar reflective coating. The north section has been finished with a single-ply membrane system.

Finishes
Throughout the building finishes generally comprise suspended ceilings with mineral fibre tiles or solid decorated soffits, carpet tiled floors, emulsion decorated walls, varnished joinery etc. Demountable partition systems, where forming cellular office and meeting room space, are low-spec modular frame with solid infill or glazing panels.

# 3 The Project

## 3.1 Requirement for the Refurbishment project

Bauer Media Group currently occupies and operates out of two buildings, Academic House and Endeavour House however, the lease for Endeavour House expires in March 2017 – as a result of this Bauer Media Group are looking to consolidate into Academic House.

Academic House is somewhat under-utilised and following a workplace study undertaken by the client Architects (Spacelab) it was determined that there was space in the building to bring more of the Bauer business to this Camden location. The works will serve to make the building much more efficient for Bauer going forward and create an additional 400 new jobs in Camden.

The works are crucial to the continued growth and success of Bauer, a local employer and developing business that is proud to remain and promote the area for the foreseeable future.

The aim of the project is to:

- Create 'One Bauer' - create a united approach to using the building and improved inter-department collaboration within Bauer Media
- Improve spatial efficiency - Improve efficiency and productivity by introducing alternative workplace strategies, also creating a more flexible space allowing the business to become more fluid and agile.
- Enhance Visitor and staff experience - Provide a flexible, responsive and attractive workplace for Bauer Media employees in London and their visitors

## 3.2 Design Principles

To allow Bauer to remain in their current location several interventions need to be carried out to the existing building, this will enable them to continue to grow and flourish and provide them with an up to date office facility that they can be proud to call home.

The current design aims to respond and reflect these aspirations by;

- Stripping out existing demountable partitions, suspended ceilings, and floor coverings to create a new blank modern canvas for the refurbished office space.
- Refurbishing the upper floors of the building to improve the overall general aesthetic of the building.
- The possible provision of a new accommodation stair between ground and second floors to improve circulation in the building (subject to further structural & budgetary investigations along with feedback from Camden's listed building /planning team)
- Upgrading the existing entrance foyer off Oval Road.
- Upgrading existing building services.

### 3.2.1 Environmental Sustainability

- The upgrade of the existing M&E systems within the building will make the building function more efficiently overall, improve the environment for building users, and reduce the overall energy consumption.

- The refurbishment works will look to be constructed from locally sourced and sustainable construction materials where possible, with local labour used for construction purposes if possible.

### 3.2.2 Appearance

The current material palette of the existing building interior is an eclectic mix of finishes that have been added to over the years. The intention is to reveal/ make good where possible any original and significant finishes, with the intention to make the interior more in keeping with the age in which the building was built. The interior design for the refurbishment has been considered with the listed status of the building in mind, referencing the International Modern Style in various design decisions such as material palette, simplified internal layouts, furniture style.

### 3.2.3 HVAC Strategy

In order to provide a modern office environment that the existing building services need to be upgraded. A number of the existing services are also life-expired and were not designed to support the intended capacity of the building. This will make the building function more efficient overall, improve the building for users and reduce the energy consumption.

The works required for provision of heating, cooling, ventilation and extract are as follows:-

1. Install new VRV system to provide heating and cooling service throughout building, including ceiling soffit mounted fan coil units spaced about all floors with distribution ductwork and grilles
2. Install 3nr new air handling units (AHU) to be housed at roof level set upon appropriate plant platforms with spread feet
3. Install new condensing boilers and connect to a new flue arrangement
4. Supply and install new insulated ductwork to flat roof area running from service riser points to plant housing position; together with associated vertical flow and return ductwork to provide mechanical ventilation to all floor areas
5. Use of existing chimney to house new kitchen extract from ground floor (requires further validation)

As a result of the new plant on the roof the following associated works will be required:

- new handrails will be fitted to the 1960's building (Building B – North). New handrail to be tubular steel with paint decorated finish (gloss: light grey), all to match existing handrails at roof level.
- New acoustic louvre screen with polyester powder coated finish to match colour of existing screen(s) at roof level or Extend existing acoustic louvre screen in materials to match existing screen; and height to match existing screen
- Penetrations through roof structure and creation of new housing (to match existing)

### 3.2.4 Structural Strategy

It is proposed to refurbish Academic House which is located at 24-28 Oval Road, London, NW1 7DT. The property is made up of two separate buildings, referred to in Arcadis' report (2c) as Building A and Building B. Both buildings are being refurbished but the internal structural works are limited to Building B.

- The extent of structural works to the Building B are as follows:
  - Formation of a service riser opening in the 1st to 6th floors in the north west end of the building, adjacent to the stair core
  - Potential opening in the 1st and 2nd floors, to facilitate a new set of stairs going between the ground and 2nd floor
- It is also proposed to install new plant on the roof of Building A and Building B.

The works as described above are relatively simple and small in scale and should not affect the stability of the existing building or integrity of the floors.

# 4 The Proposed Scope of Works

## 4.1 Preface

The scope of the proposed alterations and refurbishment comprise the following:

- Strip-out of existing office space to shell and core including strip out of existing partitions, suspended ceilings, finishes and building services (ductwork, small power and main plant e.g. obsolete boilers, panel radiators and pipework, fire alarm, redundant AHU's on roof)
- Fit out from shell and core to a Cat B fit-out comprising:
  - To the ground floor, new reception and a new 'Social Hub' cafe area and ancillary spaces;
  - The fit out works to upper floors will comprise creation of new meeting rooms, partitioned break out spaces, redecoration and new floor finishes, exposed soffits and suspended ceilings (to meeting rooms only)
  - The building services works will comprise the creation of new risers, new VRV system, new Air Handling Units (AHU) including ductwork, new boilers and pipework, new small power and data and installation of a new BMS system.
  - The new AHU's are to be located on the roof with the majority of plant located in place of existing plant behind existing screening. Some limited works may also be required to provide safe means to access to the roof plant.

### 4.1.1 Excluded works

- The proposed refurbishment will not be increasing the floor areas of the building.
- No works are proposed to be undertaken to the core areas such as the existing toilets or staircases, other than redecoration works.
- No works are proposed to be undertaken to the tea points located on the upper floors.
- Whilst there are no proposals to undertake works to the external elevations of the building further investigations are underway to review the impact of the installation of an extract fan to the café area on the ground floor.

### 4.1.2 Asbestos

In preparation for Bauer Media's refurbishment project an Asbestos Refurbishment and demolition survey had been undertaken. The strategy for this survey was to inspect areas of the building that would be accessed for validation purposes, i.e. access to risers, plant rooms, above ceilings, infrastructure without damaging the building due to its listed status, so we do have a further phase of investigations to complete in due course.

The report highlights that presumed Asbestos Containing Materials (ACM's) have been discovered in the following elements/areas:-

- Basement electric cupboard – Dust/debris to floor
- Basement boiler room – Dust/debris to walls, pipes (under MMF lagging) and ceiling and gaskets to pipes
- Bitumen adhesives to floors under floor coverings/parquet floors
- Textured coating to walls/ceilings
- (Assumed) rope seal to the electric boards.

The Basement areas are in the Landlord's demise, and are not considered to be of heritage value but will be required to be remediated in order to facilities the project works. The remediation works will include:

- removing all the lagging to pipework
- wire brushing walls
- cleaning the area. This will need to extend to any hatches off the boiler room to ensure that all the asbestos dust has been cleared.

Regarding the other areas:

- Bitumen adhesives to floors under floor coverings/parquet floors – We do not intend to remove the parquet floors where the bitumen assumption has been made and thus removal is not required. Where works are required e.g. drilling or opening up for risers, these works will be undertaken under the appropriate controlled conditions. As mentioned in the Heritage Impact Assessment, the condition of the existing parquet flooring is unknown. The hope is that the parquet flooring can be made good, but if this is not possible due to budget, programme, health and safety constraints, the parquet flooring will be retained under a new floor covering.
- Textured coating to walls/ceilings - Our intention is to expose and retain the textured coating to the ceilings in the 1930's block (Building A). Where works are required e.g. drilling to fix new light fittings and M&E plant, these works will be undertaken under the appropriate controlled conditions.
- (Assumed) rope seal to the electric boards. – The distribution boards were "live" and therefore could not be shut down without undertaking a whole power shut down of the building; this was not achievable. The distribution boards appear to be modern and therefore should not contain any ACMS, however should Asbestos be confirmed the boards will be removed in their entirety and replaced with new.

## 4.2 Outline scope of works

The works consist of the localised internal refurbishment of the property. The existing and proposed drawings and photograph schedule can be found within the Appendices. The works have been described below.

### 4.2.1 Strip Out Works Ground Floor – 6th Floor Inclusive

#### 4.2.1.1 Phasing

The works are intended to be undertaken in 3 phases.

- Phase 1 – strip out works to 3rd to 6th floors inclusive
- Phase 2 – strip out works to 1st and 2nd floor
- Phase 3 – strip out works to ground floor

#### 4.2.1.2 Fabric Strip Out Works

1 Isolate mains services to facilitate strip-out works

2 Carefully take out and dispose of existing demountable partition systems and internal doors (excluding core areas)

3 Carefully take out and dispose of existing suspended ceiling grids, mineral fibre infill tiles and modular light fittings

4 Carefully take out and dispose of existing carpet tile floor finishes

5 Carefully take up and dispose of existing raised access floor to 6th floor office area [Note: this is the only floor currently provided with a raised floor system]

#### 4.2.1.3 Building Services Strip Out Works

1 Heating, Cooling and Ventilation

1.1 Carefully strip out and dispose of existing AHU and associated plant currently located at roof level (not including plant that serves RNIB occupancy areas)

1.2 Carefully take out and dispose of existing radiator panel heating and associated pipework etc.

2 Power - Existing distribution boards and small power arrangements will be removed in their entirety, including all containment, power poles and skirting trunking.

3 Fire Alarm - Carefully take out existing fire alarm system (on completion of installation of new fire alarm system)

4 Associated removal of existing life expired building services plant located in the basement and roof

### 4.2.2 Proposed Building Fabric Works

#### 4.2.2.1 Social Hub, Ground Floor

1 General make good of any disturbed surfaces
2 Supply and install new flooring throughout
3 Structural ceiling soffits to be left exposed and finished with spray applied egg shell
4 Construct feature ceiling with recessed lighting above proposed new tea-point & coffee bar
5 Supply and install suspended linear strip lighting fixed to exposed ceiling soffit with additional pendant lighting positioned above soft seating area
6 Construct bespoke joinery coffee bar with staff food preparation area
7 Install sinks and self-service catering appliances in base units, as required to architects proposal for the coffee bar and food preparation areas.
8 Construct bespoke joinery booths (lacquered timber) with upholstered banquette seating and tables
9 Supply and install wayfinding signage

#### 4.2.2.2 Meeting Room Suite, Ground Floor

1 General make good of any disturbed surfaces
2 Install new dry lining partitioning
3 Install single glazed partitioning and doors, including ironmongery and manifestation to glazing
4 Supply and lay new carpet throughout meeting rooms with timber flooring to corridor
5 Construct new mineral fibre ceilings with emulsion finish
6 Install feature lighting above meeting room tables
7 Install folding/sliding wall to centre of main meeting rooms
8 Supply and install blackout blinds to Video Conference room
9 Supply and install wayfinding signage

#### 4.2.2.3 Reception Area & Back of House

1 General make good of any disturbed surfaces
2 Install new dry lining partitioning and glazed walking to create meeting rooms, post room
3 Supply and lay new floor finishes
4 Construct new mineral fibre ceilings locally
5 Construct bespoke joinery reception desk (with integrated lighting and feature wall to rear)
6 Supply and install wayfinding signage
7 Supply and install manifestations to glazing

#### 4.2.2.4 Typical Open Plan Work Spaces, First to Sixth Floor Inclusive

1 General make good of any disturbed surfaces
2 Install new dry lining partitioning
3 Install single and double glazed partitioning and doors, including ironmongery
4 New floor finish throughout including propriety levelling screed / seal to existing concrete slab
5 Structural ceiling soffits to be left exposed in open plan areas and finished with spray applied egg shell
6 Construct new mineral fibre ceilings to meeting rooms and team spaces
7 Construct bespoke joinery timber lockers (full height)
8 Install blinds to external windows
9 Supply and install wayfinding signage

### 4.2.2.5 Typical Meeting Rooms / Quiet Room , First to Sixth Floor Inclusive

1 Ceiling options;
   - (1) Structural ceiling soffit to be left exposed and finished with spray applied egg shell
   - (2) Supply and fit new suspended ceiling
2 Supply and lay new carpet
3 Supply and apply acoustic wall covering to one wall
4 Supply and install chat board to one wall
5 Supply and install feature pendant lighting fixed to exposed ceiling soffit

### 4.2.2.6 Typical Breakout / Team Space, First to Sixth Floor Inclusive

1 Install raft mineral fibre feature ceiling
2 Supply and lay inset carpet finish
3 Construct timber clad dividing wall
4 Construct bespoke joinery booths (lacquered timber) with upholstered seating and table
5 Supply and install feature lighting

### 4.2.2.7 Existing Tea-Points

1 Existing tea-points to all floors left insitu
2 Renew decorations only

### 4.2.2.8 Main Staircase

1 Review floor finish – remove existing carpet and inspect terrazzo below
2 Renew decorations only

### 4.2.2.9 Existing Toilets (off Main Staircase)

1 No works proposed

### 4.2.2.10 Decorations

1 Suspended Ceilings – emulsion paint
2 Exposed soffit – spray eggshell paint
3 Walls – emulsion paint
4 Skirting – eggshell paint

### 4.2.2.11 Structural works

1 Form builder's holes to construct 1no. new vertical service riser through existing structural floor decks from ground level to structural roof level
2 Form holes in 1st & 2nd floors to accommodate the possible provision of a new accommodation stair between ground and second floors to improve circulation in the building
3 All waterproof membrane systems to be modified as appropriate to leave fully watertight following construction of new service risers

### 4.2.2.12 External Elevations and Roof

1 Windows - Existing window casements to be retained, serviced and left fully operational upon completion.

2 Roof - The 3nr new AHU's, condensing units and associated ductwork is to be located on the roof with the majority of plant located in place of existing plant behind existing screening. Some limited works may also be required to provide safe means to access to the roof plant. Roof plant will be set upon appropriate plant platforms with spread feet.

### 4.2.3 Proposed Building Services Works

#### 4.2.3.1 Heating, Cooling and Ventilation

1 Install new VRV system to provide heating and cooling service throughout building, including ceiling soffit mounted fan coil units spaced about all floors with distribution ductwork and grilles

2 Install 3nr new air handling units (AHU) to be housed at roof level set upon appropriate plant platforms with spread feet

3 Install new condensing boilers and connect to existing flue arrangements

4 Supply and install new insulated ductwork to flat roof area running from service riser exist points to plant housing position; together with associated vertical flor and return ductwork to provide mechanical ventilation to all floor areas

5 Install new boiler plant to serve retained radiator panel heating system serving core staircase and toilets. All pipework and system to be flushed through and serviced/overhauled as required leaving fully operational.

6 New pipework (in keeping with proposed interior styling) to be added to the structural soffit.

#### 4.2.3.2 Power & Data

1 Supply and install new distribution boards to each floor to accommodate new power requirements of the proposed new layout.

2 Retain mains distribution set up in basement areas and sub-mains distribution to service risers

3 Generally supply and install 3-compartment perimeter skirting trunking to office spaces containing twin socket outlets and data points; plus small amount of localised power to central areas of each floor fed via structural ceiling soffit below.

4 Install new containment system in keeping with proposed interior styling, incorporating galvanised steel trunking / cable tray / conduit affixed to structural soffit.

5 New data cables to the strapped to galvanised cable trays.

#### 4.2.3.3 Lighting

1 Generally throughout office and open plan areas, supply and install suspended lighting fixed to exposed ceiling soffit. New low energy (LED) luminaires as appropriate throughout to achieve a uniform 350-500 lux depending on proposed working environment. Emergency luminaires will be incorporated into general lighting as appropriate top meet the requirements of BS:5266.

2 Install new galvanised lighting trunking affixed to structural soffit by concealed screws

3 Supply and install feature pendant lighting positioned locally e.g. to soft seating areas, banquette seating etc.

4 Supply and install feature lighting above meeting room tables, to raft ceilings locally and new feature pendant lights over reception desk

#### 4.2.3.4 Fire Alarm System

1 Supply and install new fire alarm system comprising new panel, cabling infrastructure, detectors, sounders and call points etc

2 During period of works, existing system to be maintained at all times in order to provide on-going coverage and protection to occupants and RNIB area in basement

3 New system to be run into RNIB areas, or interfaced to existing basement infrastructure and fittings to ensure full coverage

### 4.2.3.5 Access Control System

1 Existing system to be extended to new ground floor lobby doors.

### 4.2.3.6 Hot & Cold Water Services

1 Retain existing services, test and validate

2 Install new cold water supplies to necessary points with pipework run in basement area affixed to structural soffit to serve the proposed social hub coffee bar and food preparation areas.

### 4.2.3.7 Extract Fan

1 Install new galvanised steel extract duct with in-line fan from food preparation area affixed to structural slab with an isolating spring to prevent noise / vibration being transferred into the structure. The duct will pass to the outside by way of an existing 350x350mm aperture through the building fabric (location to be determined).

### 4.2.3.8 Drainage

1 Install new drainage system to necessary points with pipework run in basement area affixed to structural soffit, to serve the proposed social hub coffee bar and food preparation areas.

### 4.2.3.9 Lifts

1 Passenger Lifts (2no) & 1no. Goods Lifts - No works proposed

# 5 Access Statement

The proposed scheme outlined above is to be fully accessible, with level thresholds throughout and designed to meet Part M of the Building Regulations, we have outlined below specific areas that have been considered in more detail;

The proposals predominantly involve minor localised refurbishment and alterations to the building, along with improvements to ensure the buildings meets modern requirements for health and safety. Access to and around the building will not be impacted upon, except temporarily during the works.

- Building Entrance - The new and existing Building entrances are to have level thresholds and designed to meet accessible guidelines.

- Vertical Circulation –
  - There are 2no. Passenger lifts that service all the floors. The lifts are accessible. All Thresholds between the lifts and circulation space are level.
  - The new staircase that linking ground, first and second floors are to be suitable for ambulant disabled and to meet Part M of the Building Regulations.

- Roof - The existing roof at 6th floor is to remain as is for mechanical plant. The existing remaining roof areas can be accessed for maintenance only via locked hatches and is to be only accessed by fully trained operatives. There is are existing guard rails to the perimeter of the roof and a mansafe system provided to these roofs for general maintenance.

- Transport - The PTAL rating for the area is 6a – very good/best. The building is within an approx. 5 minute walk of Camden town underground station (northern line).

## 5.1 Management of the works

The following conditions will be met by the appointed Main Contractor.

### 5.1.1 Considerate Constructors Scheme

- Registration: Before starting work, the contractor is to register the site and pay the appropriate fee:
- Standard: Comply with the Scheme's Code of Considerate Practice.
  - Minimum compliance level: Very good.

### 5.1.2 Occupied Premises & Phasing

- Extent: The premises will be occupied during the Contract as follows:
- Bauer staff – to be located on the Ground to 2nd floor during Phase 1, and 3rd to 6th floors during phase 2. In the final phase (Phase 3) all upper floors (1st to 6th floors inclusive) will be fully occupied with ground floor areas under construction.
  - RNIB – will continue to be located on the basement floor.

### 5.1.3 Working Restrictions

- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Noisy works will be carried out, as per the following time slots:
- Monday to Friday
  - 07:00am – 09:00am
  - 12:00pm – 14:00pm

  - 16:30pm – onwards
  - Saturday - 8:00am – 12:00pm
- Arcadis will liaise with the RNIB over the noisy works regime to minimise disruption.

### 5.1.4 Adjoining Premises

- Take all reasonable precautions to prevent damage and nuisance to adjoining premises and its occupants.