

# Design Statement for the refurbishment projects for Senate House.

**Part A-** Student Registry and Advice Centre (RAC), Ground Floor of Senate House

## CONTEXT

This office area within the grade II\* listed Senate House is on the ground floor and currently has a set of 4 separate rooms- reception, two meeting rooms and the main office. They are all separated by mixture of glass and dry wall partitions (photos attached below). The main office accommodates 23 desks and some storage cabinets. The two meeting rooms are set as standard with a meeting table and chairs.

## DESIGN PROPOSAL

The design proposes to leave the current main entrance in its current state (photo 1 and 2) however it is proposed that all the internal partition walls are removed, whilst ensuring that original features (i.e. Architraves) are maintained (photos 3 and 4). By doing this we will create open plan space that can be divided in to 3 areas. Reception, meeting rooms and office spaces.

### Area 1: Reception (photos 1 to 3)

This area will require installation of one reception desk for two receptionist and a mixture of sofas and stools.

### Area 2: Meeting rooms

The meeting rooms will have glazed panels at the front with solid doors and stud partition walls in between and at the side. Each room will be equipped with a round meeting table and some chairs.

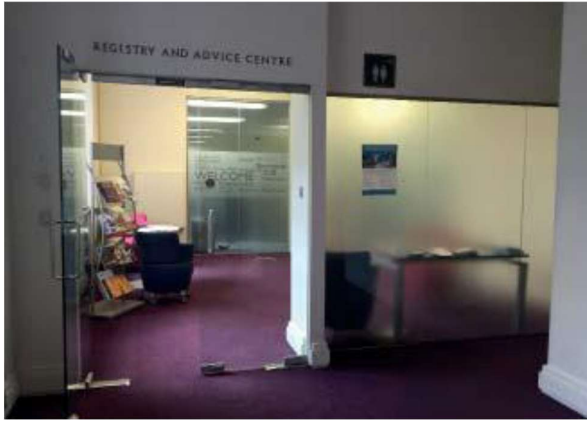
### Area 3: Main office (photos 4 to 6)

The reception and the office space will be separated by the reception desks and the small loose furniture (storage cabinets approx. 1600mm high)

In the main office there will be 20 new 1400mm desk stations installed plus some alternative working spaces such as quiet working single booths, project work table and two small meeting booths (4 people max in each). There will also be some new some new storage cabinets installed giving approximately 45 linear meters of storage.

We also intend to replace all lighting with LED lighting to ensure appropriate levels of lighting are achieved whilst also ensuring that the our sustainability targets are met.

As part of this project some minor adjustment to the current data and power supply will be made to ensure the correct location of it for the new desk layout. In addition to this the whole area will be redecorated and re-carpeted.



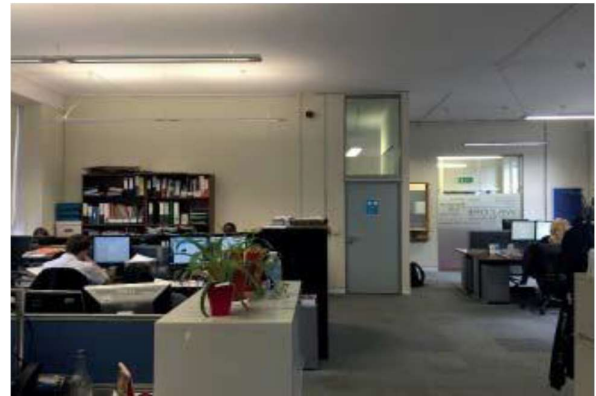
**Photo 1.** Main Entrance to the RAC to remain as it is currently).



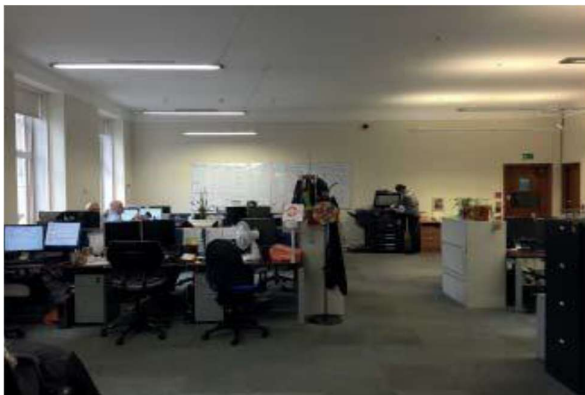
**Photo 2.** Main Entrance to the RAC (To remain as it is currently).



**Photo 3.** Partition wall dividing the reception of RAC and the office space and meeting room - To be removed



**Photo 4.** View from the inside of the office of the partition wall- To be removed.



**Photo 5.** RAC Main Office - Current



**Photo 6.** RAC Main Office – Current

**Part B- 3<sup>rd</sup> Floor Reception (shared by the Institute of Classical Studies and UCL)**

**CONTEXT**

This reception is based on the 3<sup>rd</sup> floor of Senate House. This area desks and access are shared by the Institute of Classical Studies and UCL Library services. There is a mixture of the furniture in the area starting from metal lockers through to bespoke wooden storage cabinets and desk.

There is large reception desks area in the middle of the room with some storage space and 3 turnstile all barriers allowing access in to the library space. Please photos below.

**DESIGN PROPOSAL**

This design proposes to strip out all of the existing furniture and barriers. Infilling and making good all holes and cracks made in the travertine panels during the installation of the current equipment and furniture.

Once this is completed open plan space will appear which then can be divided in to following three areas:

Area 1: Lift Lobby/Waiting Area (photos 7 and 11)

This space will require installation of:

- a) Carpet
- b) Some loose furniture (soft comfortable seating, low level coffee tables and some storage cabinets / lockers.
- c) This area may require small adjustment to the lighting to ensure the correct position.

Area 2: Institute of Classical Studies Reception (photos 9 and 10)

This area will require installation of:

- a) Bespoke 2 person desk, one small desks/workspace for the desktop scanner with some storage space underneath and some build in storage cabinets. All to be bespoke joinery to match the current building character.
- b) Turnstile barriers with 800mm clear opening width to suit current DDA regulations and security access scanner. This will require for some holes to be drilled through the current travertine panels to enable installation of the equipment above.

Area 3: UCL Library Reception (photo 8)

This area will require installation of:

- a) Security desk with some storage space underneath - bespoke joinery
- b) Installation access control system with the person counter on to the door. This may require some holes to be drilled through the travertine panels to enable supply of the data and power supply.
- c) Library assistant desk and some storage cabinets- bespoke joinery to match the rest of the joinery



Photo 7. – Current reception area.  
Location for the waiting area.



Photo 8. Current UCL area access point.  
Location for the UCL Reception.



Photo 9. Current ICS area access point.



Photo 10. Current Storage Space.  
Location for the new ICS reception desk.



Photo 11. Lift Lobby.