

British Museum Perimeter Properties
1&1A Montague Street Refurbishment

General Protection of Existing Fabric
(Including Historic Fabric and Features)

Authorised
Date: June 1st 2017
Job No: P2007246
Rev: T1

BDP.

Rev	By	Purpose	Date	Auth.
T1	RC	For Information	01.06.17	MB

Building Design Partnership
16 Brewhouse Yard
Clerkenwell
London
EC1V 4LJ

1&1A Montague Street

Protection of Existing Fabric including Historic Fabric

1.0 Requirements for Protection:

1.1 The activities associated with the building works will expose the fabric of the property to potential damage. The Contractor shall prevent any such damage occurring to specific elements of fabric as defined in the contract documents.

The conditions of the Planning and Listed Building consents is likely to prohibit the removal or disturbance of any existing ornamental features including chimney pieces, plasterwork, architraves, panelling, doors and staircase balustrades. All must be left in their present position unless changes are shown on the approved drawings (when approval is received) or are required by conditions to the permission. The contractor shall protect the fabric of the building by:

- (a) Designing, installing, maintaining and adapting (where necessary) adequate protective enclosures/finishes/coverings etc., or
- (b) Should approval be obtained in writing from the Planning Authority to any items being removed, renovated and returned to the property prior to the completion of the works, these are to be protected by the installation and maintenance of adequate protective enclosures (with the same environmental conditions) until completion of the works or as directed by the CA. This will include maintaining environmental conditions for all elements of timber or plasterwork equivalent to that before commencement of the works.
- (c) Requirements for protection also applies to the following:
 - Protection of elements not to be retained but required to remain undamaged until temporary weatherproofing is in place e.g. roof lights and lead roof coverings.
 - Protection of elements / components to be removed but set aside for possible re-use (subject to condition) e.g. roof slates.
 - Ensuring that all materials for temporary protection are flame retardant and comply with both the LPCB's (Loss Prevention Council) *Joint Code of Practice* requirements and the building insurer's requirements.

1.2 Planning and Listed Building Approvals:

The contractor is reminded that it is a criminal offence to carry out work on a listed building without consent from the Planning Authority.

The contractor shall examine all approved drawings and documents and approval letters and shall not disturb, or remove anything, or carry out any works, which are not approved by the terms and conditions of the Planning and Listed Building consents.

The contractor shall take note of, and comply with, the conditions set out in the Planning and Listed Building consent letters.

1.3 Conditions of Landlord Approval

- The contractor shall take due note of, and comply with, the Landlord Approval, Works Conditions, including, but not limited to the following:

British Museum Works Conditions
Environmental Guidelines for Working on Buildings on the British Museum Estate
The British Museum Specification

1.4 Requirements of the Building Insurer

- The contractor shall note that the Building Insurer may wish to carry out a survey when the works commence. The contractor shall provide unrestricted access for the Building Insurer to carry out surveys and inspections.

1.5 Timber Procurement

- In accordance with the Landlord Approval, Works Conditions and as follows (*TBC*):
 - *Timber (including timber for wood based products): Obtained from well managed forests and/ or plantations in accordance with:*
 - *The laws governing forest management in the producer country or countries.*
 - *International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).*
- Documentation: Provide either:*
- *Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.*
 - *Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.*

1.6 General reference information includes, but is not limited to:

- Architectural drawings P2002323 – (00) Existing Series inclusive for existing floor layouts.
- Architectural drawings P2002323 – (18) Strip Out Series
- Architectural drawings P2002323 – (20) Proposed Series
- The Outline Scope of Works – Stage E Rev ATender Issue
- All architectural specifications related to the refurbishment or renewal of roof fabric, internal plasterwork, joinery, stone work, metalwork and floor finishes.
- All architectural detail drawings related to the refurbishment or renewal of roof fabric, internal plasterwork, joinery, stone work, metalwork and floor finishes.
- All relevant structural engineer's drawings and specifications
- All other existing site record information relating to architectural fabric, structure and building services.
- Significance study prepared by BDP,
- Conditions attached to the Planning and Listed Building Consent (to be issued upon request during tender period)
- Planning and Listed Building approved drawings and documents including the structural report and design and access statement.
- Planning and Listed Building approval letters including the terms and conditions of the Planning and Listed Building consents.

2.0 Design Responsibilities:

2.1 The contractor shall be responsible for developing and completing the design in accordance with the Contract Documents. In addition to the items specifically identified in this and other contract documents, the contractor shall be responsible for identifying and appropriately protecting any further existing retained elements which he deems may also be potentially vulnerable as part of his construction site logistics and temporary works strategy.

2.2 The Contractor shall include in his Tender sufficient drawn information to illustrate the design and construction solutions he proposes. After award of Contract, the Contractor shall submit design development drawings and calculations to the CA for review prior to the development of shop drawings and fabrication drawings.

The contractor shall ensure that all materials for temporary protection are flame retardant and comply with both the LPC (Loss Prevention Council) *Joint Code of Practice* requirements and the building insurer's requirements.

2.3 The Contractor shall, with his Tender, bring to the CA's attention any discrepancies or contradictions in the Contract Documents.

3.0 Condition Surveys:

3.1 The Contractor shall provide access at the commencement of works for any additional surveys by the design team as directed by the CA and in order to confirm the condition of the surveyed fabric.

3.2 The Contractor shall record photographically the existing condition of each general item identified in the 'Schedule of Protection of Historic Fabric, and other contract documents, and provide photographic and measured survey information for all other items listed in the contract documents. The contractor shall also include a list of any significant defects for each item where applicable.

3.3 The Contractor shall note any loose, detached or defective material / elements and agree with the CA measures for secure storage of such items pending their reinstatement.

4.0 Items to be Protected in Situ:

4.1 The Contractor shall prepare method statements, drawings and details to adequately describe the form of protection, for each item of fabric defined on the schedules and submit to Structural Engineer and CA for comment prior to commencing work. Final agreement of installation of buffering and protective material shall take place on site following provision of suitable access.

4.2 Access is to be provided at each level of protection for visual inspection by the CA.

4.3 Supports are to be locally self-supporting from adjacent structure. The protective enclosure and its supports shall not bear onto or penetrate the protected fabric.

4.4 Where the protective enclosure is in close proximity to the protected fabric, the fabric should be adequately buffered.

4.5 Where the protective enclosure abuts any original fabric, the edges are to be housed in insulation material to provide adequate sealing of the protective enclosure and protection of the original fabric.

4.6 The protective enclosure shall be sealed and shall provide protection against the ingress of dust and water, where this may cause damage.

4.7 The protection of certain more significant features in and around the building are generally identified in the Schedules below and elsewhere in the contract documents, and generally include, but are not limited to the following elements;

(a) Montague Street Entrances

This includes, but is not limited to, the following items affected by the works:

- Main Cast Iron railings, gates, balustrades and supports – where potentially exposed to damage during deliveries.
- All existing external windows, doors including frames and glazing
- All existing/vulnerable stonework including paving, plinths, columns, cornices and walls etc
- All existing/vulnerable masonry walls including render finishes
- All existing vulnerable building services (above and below ground) including drainage outlets

Protection shall be defined by the main contractor as appropriate to his construction site logistics and temporary works strategy. The contractor shall ensure that all necessary measures are taken to include the necessary protection as part of the temporary works strategy. This will be dependent on the location, extent of work in the vicinity and the resultant vulnerability.

(b) **Roof Level**

This includes, but is not limited to, the following items potentially affected by the works:

- All existing retained roof finishes, gutters, flashings, cladding etc
- All existing exposed/vulnerable stonework/masonry including cornices, copings etc
- All existing vulnerable building services including rainwater outlets etc

Protection shall be defined by the main contractor as appropriate to his construction site logistics and temporary works strategy. The contractor shall ensure that all necessary measures are taken to include the necessary protection as part of the temporary works strategy. This will be dependent on the location, extent of work in the vicinity and the resultant vulnerability.

(c) **Internal - High Level**

This includes, but is not limited to, the following items potentially affected by the works:

- All existing retained plaster decorative mouldings, cornices, fireplaces and other important built in elements
- All existing retained ceilings including mouldings etc
- All existing retained timber beam linings

Protection must include the close wrapping of the decorative element, fixed with low tack tape, and the erection of buffer boxing to sufficient height to prevent damage, where applicable. This is dependent on the location, extent of work in the vicinity and the resultant vulnerability.

(d) **Internal - Medium Level**

This includes, but is not limited to, the following items potentially affected by the works:

- All existing retained pilasters including associated plinths and capitals/cornices
- All existing retained wall features including wall linings mouldings, dado rails etc
- All existing retained moulded cornices above doors
- All existing retained moulded architraves, linings and reveals to windows and doorways
- All existing retained doors

Protection must include the close wrapping of the decorative element, fixed with low tack tape, and the erection of buffer boxing to sufficient height to prevent damage, where applicable. This is dependent on the location, extent of work in the vicinity and the resultant vulnerability.

(e) **Internal – Low Level**

This includes, but is not limited to, the following items potentially affected by the works:

- All existing hearths and fireplaces
- All existing retained balustrades
- All existing retained stone floor finishes
- All existing retained timber floor finishes, including marquetry to the Salon
- All existing retained wall mouldings including skirting boards
- All existing fragile ceilings/supporting structure below floor level where vulnerable to damage during certain activities

Buffer boxing protection to balustrades required. Rigid plywood protection required to all existing and new floor finishes both during and after elements have been completed. Below floors appropriate rigid protection required to avoid accidental impact to any elements which might cause structural damage or even failure.

4.8 Buffer boxing should be formed in rigid sheet material of sufficient thickness to prevent impact damage. The sheet should be securely fixed to a softwood frame. All edges abutting existing finishes to be cushioned by non-toxic fire retardant foam.

4.9 Elements of boxing should be in manageable sections to enable periodic inspection of the feature.

4.10 Boxing around specific items such as fireplaces, must allow for a small vision panel for regular inspection.

4.11 All materials to be securely fixed so that they do not create a hazard.

4.12 Should any protection be damaged during the course of works it is to be immediately repaired or replaced, whichever is appropriate.

4.13 The protective enclosures shall remain in place for the duration of the works and be removed only as directed by the CA. Where partial removal/modification is required to execute the works, this should be limited in extent and agreed with the CA prior to undertaking the works.

5.0 Items to be Removed and Stored, should written approval be obtained from the Planning Authority to any Items / Features being removed.

- 5.1 The Contractor shall prepare and complete method statements for the removal of all items defined on the schedules, including proposals for removal identification, protection, handling / storage of items and the protection of adjacent fabric (during their removal).
- 5.2 The Contractor should not vary his methods from the agreed statement without prior agreement by the CA.
- 5.3 The Contractor shall protect adjacent fabric during the removal of items.
- 5.4 Protect items adequately to prevent damage during removal, transit and storage.
- 5.5 Materials for protection are as defined on the attached specification or equal approved.
- 5.6 The Contractor shall carefully remove items, giving due regard to their method of fixing and construction. Ensure method of removal will not damage the item or the surround fabric.
- 5.7 The Contractor shall identify each item with an individual reference as defined on the attached schedule.
- 5.8 Hard stamping will not be permitted.
- 5.9 Tag marked items:
Tag types should be included with the method statement. Identification marked shall be positioned to provide maximum visibility during storage and avoid removal during handling.
- Method of protection shall not obscure the identification tag.
- 5.10 The Contractor shall plan and carry out packing, handling and transport in a manner designed to prevent damage to the items.
- 5.11 Where items are to be removed by the Contractor and handed directly to another party, the condition of the item shall be confirmed with that party together with the CA at the time of hand over and a written record passed to the CA.
- 5.12 The Contractor shall, as required, store items in an internal environment equal to the existing environmental conditions provided within the Property.
- 5.13 Items to be stored in sequential order, with unrestricted access provided to the CA and design team to each item.
- 5.14 Provide unrestricted access for inspection of items by others during the period of storage.
- 5.15 Provide attendance during collection and removal of items by others from storage.
- 5.16 Provide a location for storage within a 25 mile radius of the Property.
- 5.17 Dispose of items at the end of the contract where not recovered from storage by others.
- 5.18 Disposal of items shall not take place without the prior consent of the CA.

6.0 Items for Removal and Sale:

- 6.1 Certain features currently forming part of the fabric of the building, and identified for strip-out will not be required in the future.
- 6.2 The Contractor is required to dismantle each element or component of the feature in such a way as to ensure the survival of the element in the best possible condition, and be responsible for storage in satisfactory condition until the sale by the Contractor of the features.
- 6.3 The Contractor is required to submit to the CA for prior agreement the names of the specialist firms who will undertake the dismantling and lifting of such components.
- *6.5 *The CA is to be kept informed of arrangements for the sale of such features and is to be advised of their ultimate destination. The Contractor is at liberty to arrange the sale of the features before dismantling.*
- *6.7 *In submitting tenders for work, tenderers are to include discount in respect of the sale of such features.*

***SUBJECT TO CLIENT COMMENTS / AGREEMENT**

7.0 Materials to be used for Protection:

RIGID SHEET - IMPACT RESISTANT

Plywood BS 6566
Plasterboard BS 8212
Fibreboard BS 4686
Hardboard

SEMI RIGID SHEET

CORREX: To be obtained from:
CORDEK LIMITED
Spring Copse Business Park
Slinfold, West Sussex, RH13 0SZ
Tel: 01403 799600
Fax: 01403 791718
For Semi-rigid enclosure

or ARROTEX
or equal and approved.

FLEXIBLE SHEET

TYVEK: To be obtained from:
DUPONT TYVEK
Unit 29, Hither Green Trading Estate, Clevedon
North Somerset BS21 6XU
Tel: 01275 879 770
Fax: 01275 879 773
Or equal and approved
For soft curtains and wrapping of joinery.

POLYESTER SHEET

MELINEX - To be obtained from:
PCC (PSG GROUP LIMITED)
49-53 Glengall Road, Peckham
London SE15 6NF
Tel: 0207 740 9740
Or equal and approved.

LOW TACK TAPE

To be obtained from:
HADLEIGH ENTERPRISES LIMITED
Unit 11, Buckingham Square, Hurricane Way,
Wickford, Essex SS11 8YQ
Tel: 01268 572255
Fax: 01268 572121
Or equal and approved.

FLOOR PROTECTION

To be obtained from:
BRITISH POLYTHENE INDUSTRIES LTD
Megafilm Sales Office, Heanor Gate
Heanor, Derbyshire DE75 7RG
Tel: 0845 302 4759
Fax: 0845 017 8663

or

ALLIGATA PROTECTION MATERIALS
Unit 3b, Sopwith Crescent, Wickford Business Park,
Wickford, Essex SS11 8YU
Tel: 01268 768 768
Or equal and approved.
For floor protection and separation.

MATS

To be obtained from:
ORAPI APPLIED LIMITED
Spring Road, Smethwick, West Midlands B66 1PT.
Tel: 0121 525 4000
Fax: 0121 525 4950
Or equal and approved.

8.0 Existing Significant Elements

The following schedule highlights certain more significant elements (including historical), both within or directly adjacent to the works, which need to be considered by the contractor when defining the final scope of protection to the existing retained structure or fabric of the building. This will generally be dependent on the location, extent of work in the vicinity and resultant vulnerability of these elements relative to the contractor's construction site logistics and temporary works strategy. *NOTE: Identification of certain elements within the following schedule does NOT exclude the contractor from further identifying and protecting all other existing retained elements which may potentially be vulnerable to damage during the works.*