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**Method Statement**  
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**Method statement for temporary removal and reinstatement of the handrails, treads, risers and metal vertical balusters to main staircases:****Research:**

- Carefully protect areas, and carry out load tests to each handrail as method statement prepared by Kiwa.
- Work to be protected including carpet, walls, and balustrade.
- Manage the tests with the Hotel, to ensure that the fire exits, and circulation routes are not affected/ alternatives offered. Manage the Guests expectations with suitable advice notes.
- Record/ identify findings on existing drawings for each balustrade length, where the handrail fails the load test

**Strategy to be adopted for timber staircases, and stairs identified where located over existing storerooms:**

- Where loose treads, risers, strings, balusters/ handrails are identified to be repaired.
- Protect the area of work. Principal Contractors method statements and Risk Assessments to be prepared and agreed prior to work being carried out.
- Carefully remove modern plasterboard and skim soffits, to expose the existing soffit of the staircase and reveal existing construction.
- Supply and fix timber seasoned bearers/ carriers using PVA or PU (wood glues), hangars and wood screw fixings to treads, landings and strings to reinforce locally.
- Carefully take away, any split/ damaged and broken tread/ risers/ kite winders and replace with seasoned timber, with PVA or PU wood glue, with timber screw fixings.
- Where risers and treads require making equal, either add seasoned timber to the face/ tread, glue and wood screw down, or replace the tread/ rise as the above strategy to ensure regular consistent dimension to both tread/ rise.
- Add extra screw fixings, PVA/ PU wood glue to risers and treads to reinforce as required.
- Where the tread/ rise/ kite winders are loose/ unstable, supply and fix centre carriers/ string with seasoned timber support blocks/ wood screw fixings were required in conjunction with the above if replacement required of localised timber.
- All screw fixings to be countersunk.
- Carefully lightly rub down, (subject to Lead review) prime, undercoat and paint timber to match existing finish.
- The balusters should be glued using a PVA/ PU wood adhesive, wood screw fixings in conjunction with the adopted fixing techniques into the stair which can then be filled before redecorating.
- The pieces will be removed either by hand or by small hand power tools (it will depend on the accessibility/ease of removing the individual piece and which method with will give the best end result - our experienced craftsmen will make that decision at the time of the work being carried out)

**Repair to existing Timber Handrail and balustrade:**

- Carefully remove existing localised paint from the balustrade, at the head, (where the balusters are fitted to the handrail), and Feet (where the balusters are fitted into the string/ stairs tread) and establish existing fixing techniques. **NOTE:** carry out test for Lead contained in the layers of paint.
- The pieces will be removed either by hand or by small hand power tools (it will depend on the accessibility/ease of removing the individual piece and which method will give the best end result - our experienced craftsmen will make that decision at the time of the work being carried out)
- It is anticipated that the balusters will be fitted into an existing/ new formed rebates.
- Reinforce the rebate fixing with new seasoned timber spaces/ wedges/ packs, and secret wood screw fixings into the handrail/ string/ tread.
- For wooden stairs, should the baluster be required to be removed and replaced, this should be eased from handrail head/ rebated feet by hand/ small hand power tool, with the existing screw/ nail fixings carefully removed, and the balusters carefully loosened so not to enlarge the mortice within the tread/ string. Carefully clean out the mortice to receive existing/ new rebated baluster.
- Where new balusters are to be installed to replace existing gaps. Form new balusters to match existing, expose the original rebate and fix into with seasoned timber spaces/ wedges/ packs/ secret screw fixings and glue. All wood screw fixings to be countersunk.
- Carefully lightly rub down, (subject to Lead review) prime, undercoat and paint all timber work to match existing finish/ colour to be confirmed.
- The timber balusters should be glued using a PVA or PU (wood glues) adhesive in conjunction with the adopted wood screw fixing techniques into the stair which can then be filled before redecorating.

**Strategy for handrail/ balusters removal, repairs to stone treads:**

- Carefully remove existing localised paint from the balustrade, at the head, (where the balusters are fitted to the handrail), and Feet (where the balusters are fitted into the stair tread) and establish existing fixing/ bedding techniques in rebate. **NOTE:** carry out test for Lead contained in the layers of paint
- Where identified by the load test, the existing handrails, and balusters require to be carefully removed and surfaces protected in situ
- Perimeter Timber Handrail - in some areas this is screw fixed to the soffit of the handrail through a continuous metal soffit plate. Carefully remove the timber handrail in existing section lengths, set aside for reinstatement after works complete.
- Drill a series of small interlocking holes around the perimeter of the baluster foot, into the existing material seating the balusters. to locally loosen the vertical balustrades, to allow movement and careful removal. **NOTE:** carry out test for Lead contained in existing seating material
- The balusters should be eased from handrail at the head, and the balusters at the feet, carefully loosened so not to enlarge the mortice within the stone tread. Carefully clean out the mortice to receive existing handrail balusters. Carefully physically lift the section out and set aside, in natural break sections within the handrail length.
- Carefully clean the existing seating/ rebated holes in stone treads and ensure all loose debris/ dust is removed, leaving the hole clean and ready to receive the epoxy Fosroc Lockfix epoxy and existing re-seated balusters. Fosroc Lockfix installed as manufacturers recommendations.
- Prime the hole, in accordance with the manufactures recommendations, and place the existing balusters in place (vertically) and temporary brace, and re-point using the Fosroc Lockfix epoxy grout.

- Carefully brace the handrail in situ, until fully set. Carry out load test to ensure the handrail is fully bedded and stable to meet Building Regulations load requirements.
- Carefully lightly rub down, (subject to Lead review) prime, undercoat and paint to match existing finish.
- The pieces will be removed either by hand or by small hand power tools (it will depend on the accessibility/ease of removing the individual piece and which method with will give the best end result - our experienced craftsmen will make that decision at the time of the work being carried out)

#### **Repairs and replacement to Staircase house 24 – second to third floor:**

- Kite winders/ treads/ risers/ handrails noted on drawings as loose or unstable, to be checked for movement and to be replaced/ reinforced with new seasoned timber angled blocks, binders and wedges to secure where required.
- Existing timber pieces will be removed either by hand or by small hand power tools (it will depend on the accessibility/ease of removing the individual piece and which method with will give the best end result - our experienced craftsmen will make that decision at the time of the work being carried out)
- It is anticipated that the balusters/ treads/ risers will be fitted into an existing/ new formed rebate.
- Reinforce any rebate fixings with new seasoned timber spaces/ wedges/ packs, and secret wood screw fixings into the handrail/ string/ tread.
- Should the baluster be required to be removed and replaced, this should be eased from handrail head/ rebated feet by hand/ small hand power tool, with the existing screw/ nail fixings carefully removed, and the balusters carefully loosened so not to enlarge the mortice within the tread/ string. Carefully clean out the mortice to receive existing/ new rebated baluster.
- Where new balusters are to be installed to replace existing gaps. Form new balusters to match existing, expose the original rebate and fix into with seasoned timber spaces/ wedges/ packs/ secret screw fixings and glue. All wood screw fixings to be countersunk.
- Carefully lightly rub down, (subject to Lead review) prime, undercoat and paint all timber work to match existing finish/ colour to be confirmed.
- The timber balusters should be glued using a PVA or PU (wood glue) adhesive in conjunction with the adopted wood screw fixing techniques into the stair which can then be filled before redecorating.
- Where possible, any existing historic fabric such as timber/ handrail/ newel posts/ balusters where removed, is to be re-used within the refurbishment strategy.

#### **Safety Window Film to existing glazed windows:**

- As identified there are a number of existing windows located either on the mid landings, or top of the stairs.
- These windows are not currently guarded.
- In some locations, the cill heights do not conform to the required dimension to respond to the Building Regulations.
- To ensure minimal intervention to the existing window, frame and beads/ putty pointing, it is proposed to apply clear window safety film to the internal surface of the glass to resist as far as possible, impact damage.
- The safety film is transparent, with transparent weather stable polyester film. Safety film to be applied into the corners of the beads, and frames, to ensure visual integrity with the overall window in context.
- The safety film reduces fading from UV light.
- Has an abrasive resistant surface to maintain a good appearance for longer life.

**Samples:**

- New handrail/ bracket sample, to match existing to be set up on site for Conservation Officer review
- New stair nosing style/ sample to be agreed with Conservation Officer
- Safety film sample to be agreed with the Conservation Officer.

**Reuse of existing Historic fabric/ materials:**

- Where possible, any existing historic fabric such as timber/ steel/ handrail/ newel posts/ balusters where removed, is to be re-used within the overall refurbishment strategy.