1 GUIDELINES FOR SERVICE REMOVAL / INSTALLATION

1.01 REMOVAL OF EXISTING FITTINGS AND SERVICES

- Screw fixings to be unscrewed not levered off surfaces.
- Plastics wall plugs to be carefully pulled out or cut off 4mm below surface.
- Cable clips etc. to be carefully levered off.
- Leave buried services in situ if their removal would cause damage to building surfaces or supports.

1.02 EVIDENCE OF EARLY SERVICES

- Gas pipes, service telegraph wires and pivots, hardwood electrical conduits and other historic service fittings should not be removed unless necessary to running new services.

1.03 FIXINGS

- Reversible fixings preferred.
- Do not use nail fixings into fragile backgrounds that may be weakened or damaged by hammering.
- Screw fixings into plain timber posts and rails of paneling acceptable if pilot holes drilled and fixings kept to the minimum necessary.
- Gun applied adhesive fixings undesirable on finished surfaces as later removal will damage substrates.
- Double sided foam tape fixings acceptable as may later be removed with solvents.
- Stand-off Unistrut fixings for pipes may be undesirable as running piped services vertically on out of plumb backgrounds may make sized of boxings excessive.

1.04 EXISTING RADIATOR POSITIONS

- Re-use of existing locations may be preferable as this may allow existing pipe routes to be reused without the need to create further routes.

1.05 EXISTING SWITCH AND SOCKET OUTLETS

- Re-use of existing recesses for switch and socket outlets is preferable to cutting out new recesses.
- Careful enlargement of existing recesses will be preferable to cutting new.
- Use shallow surface mounted patresses or timber patresses where necessary.

1.06 ELECTRICAL SOCKET OUTLETS: COMPLIANCE WITH B REGS PART M

- Notwithstanding Building Regs Part M, Listed Building Consent would not be given for cutting of existing original panels in order to achieve 450mm height above floor level.

1.07 CHASING INTO LATH AND PLASTER ON TIMBER SUPPORTS

- Breaking through lathes with a bolster and hammer will destroy the integrity of the bay of plaster between supports and is not allowed.
- Use of a depth limited angle grinder set not to cut into lathes, will allow denudation of a shallow chase and may be used if no alternative route can be found.
- Do not cut through dado rails but leave in situ and thread behind.
- Chases to be made good with hair reinforced lime-sand coarse stuff and gypsum-gauged lime fine stuff by the plastering sub-contractor.

1.08 CHASING INTO PLASTER LAID ON MASONRY

- Where no alternative routes are possible chases may be carefully cut using hand tools.
- Do not cut through dado rails but leave in situ and thread behind.
- Chases to be made good with lime-sand coarse stuff and gypsum-gauged lime fine stuff by the plastering sub-contractor.

1.09 CUTTING HOLES IN PANELING

- Cutting into existing original panels shall not be allowed unless explicitly shown on drawings approved for Listed Building Consent.

1.10 RE-USE EXISTING PIPE ROUTES
- In preference to forming new.

1.11 ROUTE WIRED AND FLEXIBLE PIPED SERVICES THROUGH EXISTING WIRE-WAYS
- Where possible

1.12 VERTICAL DISTRIBUTION USING EXISTING FLUES
- Flues may accommodate wired and flexible piped and ducted services

1.13 EXTERNAL PIPEWORK
- Cast metal pipes with ear fixing and lead wool caulked joints to be used on historic brickwork.

2 DETAILS OF NEW OPENINGS

- New joinery sections to be profiled from existing examples.
- Skirting to be cut-through with vibro-saw guided on temporarily fixed timber battens.
- Background finishes to be cut through with depth-limited grinding disk and substrate verified.
- Any brickwork to be carefully removed by hand tools.
- Brickwork to be toothed in to form opening.
- Door lining fixed back to brick edges, door hung, stops fixed and architraves fixed.

3 DETAILS OF INFILLING OPENING WITHIN MASONRY

- Brickwork to be cut out with hand tools as necessary.
- Matching / salvaged brickwork to be toothed in.
- Mortar to be tinted during mixing as necessary to match existing, with yellow, red or black oxide pigments.
- Pointing to be distressed by rubbing over with dry sacking at 24 hour set.
- New brickwork to be toned into existing with sootwash as necessary.

4 METHOD STATEMENT FOR REPAIRS TO PANELLING

- Panelling to be repaired in situ. Splits in panels arise generally from the panel becoming stuck in the framing rebates and thus being unable to accommodate shrinkage when moisture content is reduced in a continuously heated interior. Repair requires that the panel edges be freed-up to move as necessary in expansion or contraction.
- Remove paint around rebates as necessary, using proprietary pH neutral paint-stripper.
- Run a sharp blade into the rebate all around the panel to free it.
- Meeting surfaces of cracks to be carefully cleaned out with a shape blade or scraper.
- Softwood battens to be screwed either side of the cracks or fixed with cavity toggles.
- Run WBP grade synthetic adhesive into the cracks and clamped battens together. Remove adhesive residue of panel faces whilst glue is liquid. Retain cramps in place until glue is well set.
- Unscrew battens or remove cavity toggles. Fill screw holes with two-pack styrene filler or glue in dowel plugs where cavity toggles used. Rub down smooth to surface.
- Redecorate with low strength acrylic or vinyl matt or eggshell paint taking care not to run excess paint into rebates.

5 DETAILS OF FIREPLACES AND SURROUNDS

- Existing timber fire surrounds to be prepared for redecoration as general decorator's preparation for paneling.
- Marble slips to be cleaned with pH neutral anionic surfactant and polished to light sheen with talc.
- Cast iron fireplace inserts to be wire brushed by hand to remove loose and flaking material. Apply Zebo graphite paste and polish to light sheen with fine wire wool.

6 PAINT STRIPPING AND PREPARATION FOR REDECORATION

6.01 HISTORIC PAINT

- Historic paint is likely to include lead products. Ingestion of lead as dust or vapour is harmful to health and appropriate protective measures should be taken:
  - Do not strip paint internally with blow lamps or heat guns,
  - Do not dry-abrade historic paint: rub down with wet and dry paper, used wet and dispose of used paper appropriately.
- Stripping of painted timber should only be undertaken where paint build is excessive and drips, runs, curtains etc. are disfiguring, or where path-in repairs are necessary.

6.02 STRIPPING PAINT

- Where historic paint must be stripped carry out a test area.
- Non toxic, pH neutral, low odour, water-based, bio-degradable Peel Away paint remover. Use in accordance with the manufacturer's recommendations. Do not use neutralising chemicals: wash down with clean cold water.
- Test patch: In an area of lesser visual prominence apply a 200mm long strip of paste 1mm thick gradually increasing to a depth of 4mm: results will indicate the necessary quantity of stripper and dwell time to remove no more paint layers than intended.

6.03 RE-SURFACING TIMBER AND MAKING GOOD PROFILE BLEMISHES

- Prime/patch-prime bare timber.
- Large surface areas may be bodied-up with application of acrylic gesso, brush applied in thin coats that should not require substantial abrasion for smoothing.
- Small blemishes and damaged arises, including paint chips on timber, to be filled with proprietary two-pack styrene filler applied proud and abraded smooth when set.

7 PLASTER CORNICE REPAIRS

7.01 STRIPPING PAINT FROM PLASTER MOULDINGS:

- Accumulated oil and emulsion paint to be stripped using Peel Away paint remover: used in accordance with the manufacturer's recommendations.
- Carry out initial test starting with 1mm application and grading thickness to 3-4mm to identify necessary thickness of paste and minimum dwell time.
- Loosened paint may be carefully removed with blunt scrapers taking care not to scratch plaster surfaces.

7.02 REPAIR OF WIDE CRACKS:

- Carefully undercut to form a dovetail key: clear dust and control suction:
  Fill with Course Stuff to 3mm from surface: face-fill with Fine Stuff.

7.03 REPAIR OF HAIRLINE CRACKS:

- Face-fill with cellulose spackle and rub off with a damp cloth.

7.04 RE-RUN MISSING PLAIN PLASTER CORNICES

- Fix/re-fix timber or EML raking lathes as necessary.
  For lengths less than 300mm:
  Build up by hand modeling Couse Stuff.
  Finish with Fine Stuff.
- For lengths longer than 300mm:
  Make accurate profile from section of existing moulding.
  Temporarily fix grounds parallel with moulding.
  Control suction to raking lathes.
  Run profile in situ on horse and bridle in Coarse Stuff, using muffle to reduce profile.
  Remove muffle and run 3mm set coat with Fine Stuff.
  Hand-model corners with Fine Stuff.

7.05 CAST REPRODUCTION OF EXISTING PLASTER MOULDINGS

- Remove accumulated paint from moulding to be matched to achieve bare plaster master for mould-making.
- Form reverse mould with RTV silicone rubber, supported with Plaster of Paris backing as necessary.
  Make sufficient moulds to complete the required number of casts and maintain a consistent appearance.
- Cast reproductions using Class A plaster and include all necessary inserts to give strength and rigidity to the moulding section and allow secure fixing to the background.

7.06 FIXING PLASTER MOULDINGS:

- Mechanical fixings into sound substrate as recommended by manufacturer of mouldings.
- Ensure that noggings, bearers, etc. required to support mouldings are accurately positioned and securely fixed.
- Fix securely, true to line and level.
- Reinforce framing, fixing points and joints with wads of scrim soaked in Class B plaster.
  Fill all joints and holes and finish flush and smooth to correct profile.

8 REFURBISHMENT OF EXISTING WINDOWS

- Existing sashes and boxes: unhang sashes and remove of sash catches.
- Stripping of paint as per above method.
- Timber softened by wet rot but retaining original shape and dimensions:
  Hardened and preserve with proprietary methacrylate resin incorporating a fungicide, brush applied.
- Small areas of degraded timber: Cut back to sound substrate and build up to original profile with two-part styrene resin filler.
- Large areas of degraded timber: cut back to sound substrate, maintaining anatomy of any joints: piece-in and new timber for equal species, growth, moisture content and conversion.
  Fix with MR PVA adhesive and mechanical fixings as necessary.
- Repairs should be completed before routing for draught stripping.
- Bare wood and empty glazing rebates should be patch primed before re-glazing.
- Putty-fix new glass and replace cracked or missing putties with linseed oil putty.
- Running styles, head and cill and meeting styles to be rebated for draught stripping and draught-stripped before re-hanging.
- Pulleys to be eased and oiled as necessary and sashes re-hung.
- Existing sash catches in good condition to be re-fixed or replacements fixed to match originals.
- Final decorator's preparation and re-decoration to be carried out when windows are re-hung and draught stripped.