



BRITISH MUSEUM PERIMETER PROPERTIES

**38 RUSSELL SQUARE**

DESIGN AND ACCESS STATEMENT AND ARCHITECTURAL PROPOSALS  
August 2018



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1.0 INTRODUCTION

Dannatt, Johnson Architects have been appointed by the British Museum to undertake design development for the refurbishment of the Perimeter Property 38 Russell Square. The aim is to bring the building into a commercially viable condition in a way that respects the heritage significance of the listed building and conservation area.

The Grade II listed property is currently utilised as low grade staff office accommodation and is occupied by circa 20 staff. The Museum wishes to refurbish this office for commercial lease to generate an annual rental income.

This Report outlines the design proposal and associated scope of repair and refurbishment works.

Project Brief

Refurbishment of the building will demonstrate the Museum’s continuing commitment to maintaining the upkeep of its historic estate. The Grade II listed building must therefore retain its historical character whilst appealing to the marketplace and achieving a reliable income stream.

The proposal is to create an office environment within the original proportions of the listed building, where possible. The level of specification proposed is based on ‘basic refurbishment’ benchmark (set by Montagu Evans). All existing services are to be carefully removed and replaced. Electrical distribution is to be surface mounted on Basement level and recessed in walls and floors at the principal ground and first floors as well as Second and Third floors. A discreet distribution strategy is to be developed for principal spaces of historic significance at ground and first floor levels. Kitchenette service provision, toilets and shower facilities are to be distributed throughout the property to allow suitable provision in accordance with current standards. Comfort cooling is also to be provided and units contained within bespoke joinery. The annexe is built over 3 storeys and is to be separated from the main property, with a separate access provided from the British Museum site and the rear Basement yard.

Team

Dannatt, Johnson Architects	Architects and Lead Consultant
Alan Baxter	Structural Engineers
Frankham	Mechanical, Electrical and Environmental Engineers
Stace	Quantity Surveyors
Lendlease	Project Managers and Principal Designer
Montagu Evans	Planning Consultant and Property Advisor

**Background Information**

Perimeter property 38 Russell Square is a five storey end of terrace property located on the corner of Montague Place and Russell Square and is currently accessed through a ground level entrance lobby construction to the north, Montague Place facing elevation. The area is well served by public transport and it is considered that there is good demand for commercial letting.

The perimeter properties backing onto the Museum in the five surrounding streets were purchased by the Museum Trustees in 1895 with the plan to demolish them to extend the Museum site. Only the north front area was realised in this plan, and the remaining properties remain in the Museum’s ownership today.

The properties are Grade II listed Georgian town houses, dating around the early nineteenth-century. They were built by James Burton, considered probably the most significant builder of Georgian London and responsible for large areas of Bloomsbury.

Background information or record drawings about the property are very limited. It is however evident that the internal plan form of the property has been subject to a series of changes over the years to accommodate office use. This is demonstrated by the subdivision of the majority of spaces with modern lightweight construction. The Third floor has been replaced with concrete slab and access floor system to serve as a computer room in the 1980’s. A modern electrical supply and trunking distribution is also evident throughout.

The property has a central main staircase that connects the Basement level to the Third floor. A separate secondary staircase adjacent to this connects the Ground and Second floor levels. This stair also provides connection to spaces in the Annexe that are set at alternative finished floor levels. This stair also enables access to the flat roof above the Annexe. Access to the main house roof is gained via a roof hatch at the top of the main stair.

Generally the properties have been used as office space. The rooms at Ground and First floor are considered rooms with a high level of significance with high ceilings, cornicing, window shutters, boxed in fireplaces and original plasterwork. The level of significance decreases at upper levels and at the Basement level where a series of columns run through the centre of the space.

British Museum have advised that the properties already have Certificate of Lawful use as B1 Offices and will therefore not require application for change of use. Planning consent will be required for providing external plant on roof level to replace cooling units that were removed when they reached the end of life and offices no longer required cooling. Internal alterations associated with the refurbishment proposal will require Listed Building consent.

Record information of the existing building is limited. There is a measured survey with General arrangement floor plans, sections and elevation drawings. This information was received from the British Museum and has formed the basis of any drawn work and proposals in this report.

The building currently accommodates offices for museum staff who are to be relocated into the main museum building as part of a larger overarching project to refurbish the museums perimeter properties and let them to the market place for a rental income.

**Existing Condition of The Buildings**

A visual inspection of the property has been undertaken and an initial assessment of historic significance developed by Montagu Evans to illustrate the general condition of the property and to inform the development of the proposal. This report is included with the Planning documentation.

The principal existing characteristics of the property include:

- Currently occupied by circa 20 staff.
- In need of a medium level of refurbishment.
- High level of significance in rooms at Ground and First Floor level.
- Level of significance decreases at high levels.
- Modern electrical supply and trunking throughout.
- Initial investigations suggest an existing and modern category L1 fire alarm system.
- Evidence of mechanical ventilation at the Basement level, however it is currently non-operational.
- There is no lift in the property.
- The building contains two staircases.
- Services are generally in need of replacement.
- West facing rooms are susceptible to overheating.
- Currently insufficient toilet provision for fully occupied office spaces.

**Surveys And Investigations**

The following surveys and investigations have been carried out:

- Asbestos survey outlining presence of some asbestos containing material in the loft space, skylight, and in the Basement.
- Damp survey to Basement and Ground floor identifying issues with dry rot and raising damp.
- Drainage and roof survey
- Roof condition survey
- Passive ventilation survey
- Noise assessment
- Door and Window condition survey
- Opening up works carried out informing of further detail on the construction of the building.
- Condition of the structural stability of the building
- Structural stability and condition of the balconies/ flat roofs
- Structural capacity and condition of the ceiling
- Structural capacity and condition of the floor structure and floor boards

The following surveys and investigations are envisaged to verify the proposals and inform the scope of refurbishment, repair work and cost:

- Condition surveys- a number of specialist condition surveys will be required:
  - Condition of brickwork to external facades
  - General condition survey following the strip out
  - Condition and level repair of ceilings and plasterworks
  - Condition of the waterproofing of basement and vaults
  - Characteristics of floors and ceilings in staircase enclosure to comply with the fire strategy.
  - Blocked up fireplaces to be assessed.
- Survey of the existing risers and services routes to determine the extent of removal/ reduction.

**Site Boundary Proposals**

The boundary properties to the rear of the Montague Street and Russell Square houses form an important line of protection to the Museum; its site, buildings, operations and security measures.

It has been advised that the site boundary to 38 Russell Square is to be amended to reflect the altered scope of refurbishment. The Annexe is to be separated from the main property. The boundary line follows the external walls of the main house rear bay and secondary stair enclosure. The boundary line extends to include perimeter street railings and front and side Basement yards, ensuring a programme of repair and redecoration that covers all visible elements of the main property.

**Consultation**

Planning Pre-application Advice

A planning pre-application was submitted in February 2018 (2018/0707/PRE) and advice from planning officer Elaine Quigley was received in June 2018 following a site visit to review the proposals. The advice was largely in support of the proposals and requests for further detailed information were made. The advice has been incorporated into the design and additional drawings, method statements and condition schedules have been submitted.

2.0 DESIGN AND ACCESS STATEMENT

Scope of Proposals

The following proposed scope of works is based on essential works required to bring the property into a commercially viable condition for a 10-15 year leasing period whilst maintaining its historic character. Key improvements to the listed building fabric include:

- Reinstatement of historic planform at the ground, first, second and third floor levels.
- Refurbishment and reinstatement of historic features where these have been lost or affected by later alteration.
- Removal of later harmful additions to the rear of the property.
- Repair and refurbishment of the external brickwork and stucco render at the ground floor level.
- Repair and refurbishment of the fenestration and historic metalwork.
- Upgrade of the existing office spaces to secure viable tenants and ensure the ongoing management and maintenance of the listed building.

The scope described is applicable to 38 Russell Square. The following points set out the base design proposals:

Use

British Museum have advised that the properties already have Certificate of Lawful use as B1 Offices and will therefore not require application for change of use.

Generally the properties have been used as office space since at least 1960s. Various interventions have been carried out over the years mainly changing the subdivision and arrangement of the floors. In 1987 a planning consent has been granted for the creation of a new computer suite at third floor level and a modern raised access floor has been provided.

The proposal is to restore the historic planform of the Georgian property by introducing open plan office layout.

Additional WCs, shower and larger kitchenette are to be provided to meet the requirements for increased staff occupancy.

Amount

No additional floor area is created by the proposals.

Lettable area is to be maximised throughout with the removal of modern non-load bearing partitions where possible and the creation of structural openings as indicated in plans. These openings remain subject to further investigations as noted above.

Layout

- The ground, first, second and third floor levels would benefit from reinstatement of historic planform by removal of modern 20<sup>th</sup> century partitions.
- Where terrace area is proposed at ground level as illustrated in the drawings, provide new timber/ composite timber decking and new building control compliance railings in design to match existing metal perimeter railings. Allow for necessary associated roof straightening works.
- The WC under the stairs on Ground floor is relocated to mid level on Second floor in order to utilise space and improve the Ground floor layout.
- The WCs suite on the Third floor is relocated to the ancillary area adjacent to the main office in order to achieve open plan arrangement.

Scale

There are very few external alterations as part of the proposed refurbishment. The rear basement yard and Annexe are to be separated from the main property and remain occupied by the British Museum.

- Two existing Annexe windows on Ground and Basement levels are to be converted into doors in order to provide access and emergency egress from the building. Proportions of the openings are to be in keeping with the existing elevation.
- The existing external stair and walkway to be replaced by a new metal stair of smaller footprint serving the Annexe only.
- It is proposed to install a timber deck above the existing lead roof over the basement plant room. The new metal balustrade will be designed to suit the style of the existing railings. It will be 1100mm high to comply with building regulations.
- New rooftop cooling unit to be located in the proximate position of the cooling unit removed in earlier work.

Internally, some of the proposed elements include:

- A new timber utility stair is to be provided in the Annexe connecting all floors. The footprint of the stair is kept to a minimum whilst satisfying the building regulations requirements.
- The main property will receive a sensitive replacement and upgrade of services to preserve the proportions and features of the significant spaces. Surface mounted trunking to Basement level and recessed services in walls and floors at the principal ground and first floors as well as Second and Third floors.

Landscaping

No changes are proposed to the existing landscape. New cycle storage is to be included within the front basement yard off Russell Square.

Appearance

Work to the external facades of the building is proposed, which will include:

- Repairing brickwork and repointing.
- Repairing stucco/ render finish on Ground floor level. Colour to match existing.
- Cleaning of brickwork to achieve consistent tone with adjacent properties.
- Repainting of brickwork to front and side Basement yards.
- Redecoration of existing pipework and services.
- Restoration of the existing windows.
- Redecoration of existing metal railings around the property and on First floor balcony.

External condensing unit will be required for cooling. It is to be located discreetly at roof level to minimise its impact on distant views of the building.  
A background noise assessment has been carried out informing that acoustic screening to the plant would not be required.

Access

Access to the property

38 Russell Square is well served by public transport, a 5 min walk from Russell Square underground station through Russell Square park and 10min walk from Holborn, Goodge street and Tottenham Court Road stations. There are also several bus routes around Russell Square short walk from the site. Generous on-street public bicycle storage is provided on the corner of the park and opposite the property. There is limited on street parking available for short-term stay. Alternatively, there are a number of car parks nearby such as Bloomsbury Square and Imperial Hotel. The site is within London Congestion charge zone.



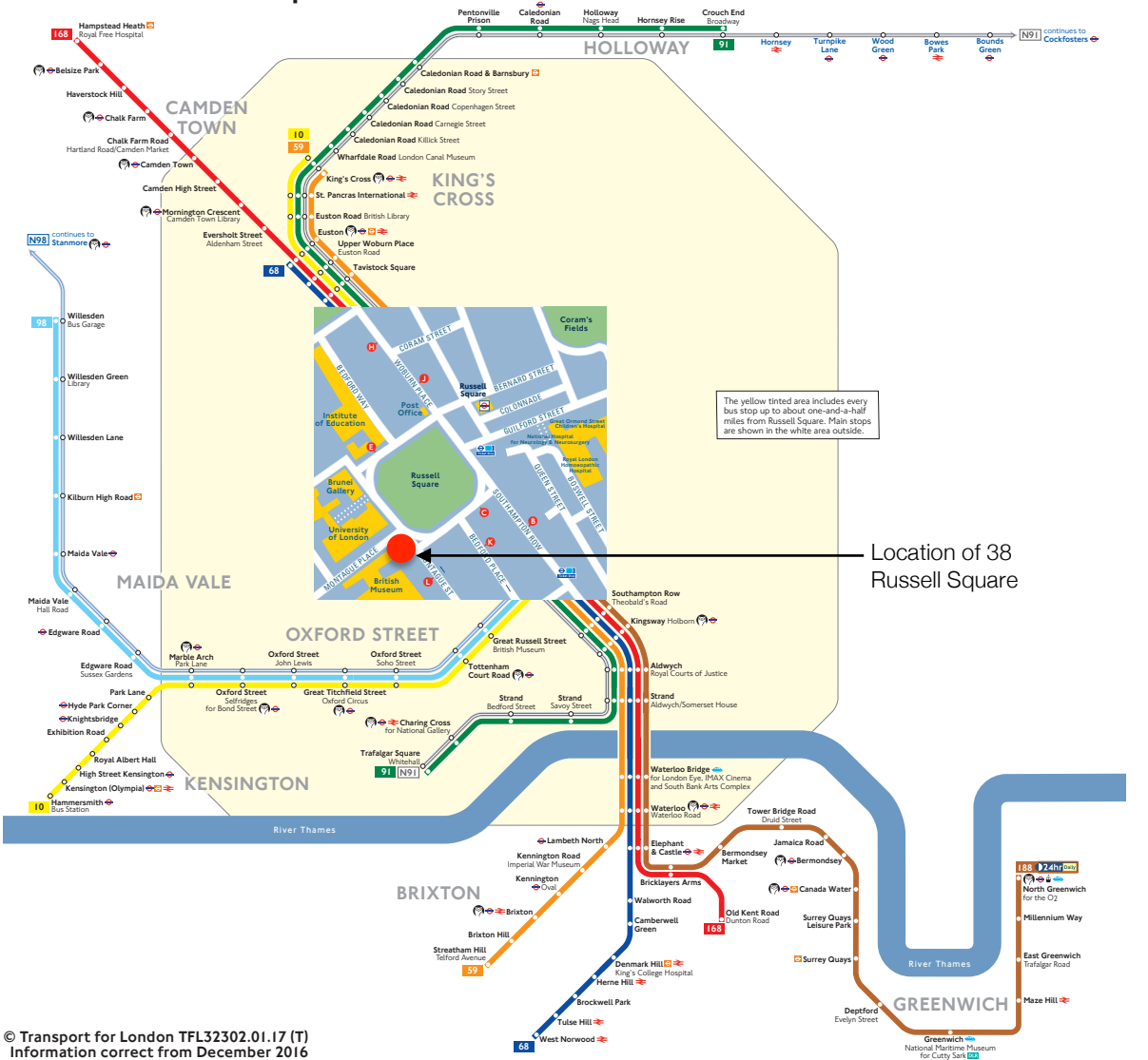
Public bicycle storage outside the property. Image from Google street view.

Access within the property

Currently, there is no step-free access or a lift available in the property, which makes it unsuitable for wheelchair users. On this occasion, making the site fully accessible is not in the project’s scope. However, the British Museum is committed to improving their estate’s accessibility and the property on 38 Russell Square will benefit from new ambulant WC facilities, induction hearing loop, and contrasting finishes.

Alterations to the current access and circulation within 38 Russell Square and the Annexe include:

- Access to the Annexe is physically separated from the main property. Rooms within the Annexe will be used by the Museum and will not be considered as lettable office area. This is reflected in the boundary line of the relevant plan drawings.
- All access to the main property will be via the entrance on Montague Place. The existing alternative access at the rear of the properties will be locked shut and door opening infilled in order to separate the Museum site from the main property.
- The metal walkway and stair in the rear basement yard is to be replaced with new stair of similar materiality but smaller footprint. The stair is to provide access and emergency egress from the Annexe on Ground and Basement levels.
- The escape stair in the front Basement yard is to be refurbished as necessary to ensure provision of a safe alternative means of escape is retained.
- A fall restraint system is provided to the Russell Square elevation at the main roof level. It is proposed to replace the existing rusted and damaged balustrade to Montague Place elevation with new which will allow safe access to the roof for maintenance and maintain current visual appearance.



Map showing the location of 38 Russell Square in relation to local public transport links

Route finder

Bus route	Towards	Bus stops
10	Hammersmith	1 3
	King's Cross	3 7 1
59	King's Cross	1
	Streatham Hill	1 1
68	Euston	1
	West Norwood	1 1
91	Crouch End	1
	Trafalgar Square	1 1
98	Willesden	1 1
168	Hampstead Heath	1
	Old Kent Road	1 1
188 24hr Daily	North Greenwich	1 1

Night buses

Bus route	Towards	Bus stops
N91	Cockfosters	1
	Trafalgar Square	1 1
N98	Stanmore	1 1

Other buses

Bus route	Towards	Bus stops
X68	West Croydon ▼	1

▼ Monday to Friday peak hours

### 3.0 ARCHITECTURAL PROPOSALS

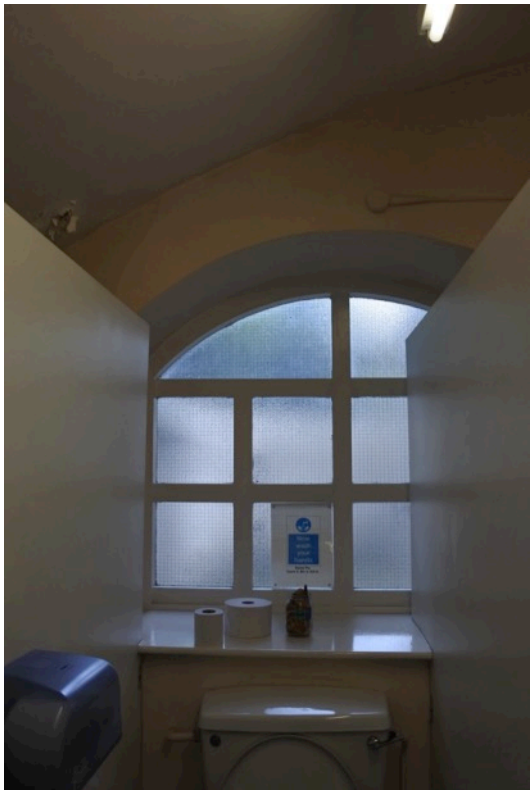
#### Summary of Proposals

Proposed repairs are to be undertaken in line with the following scope of works on the basis that fixtures and fittings have already been carefully removed and specific defects, damage and unsound structure identified. All repairs and making good include the base preparation works required to take new finishes.

#### 38 Russell Square

##### Basement Level

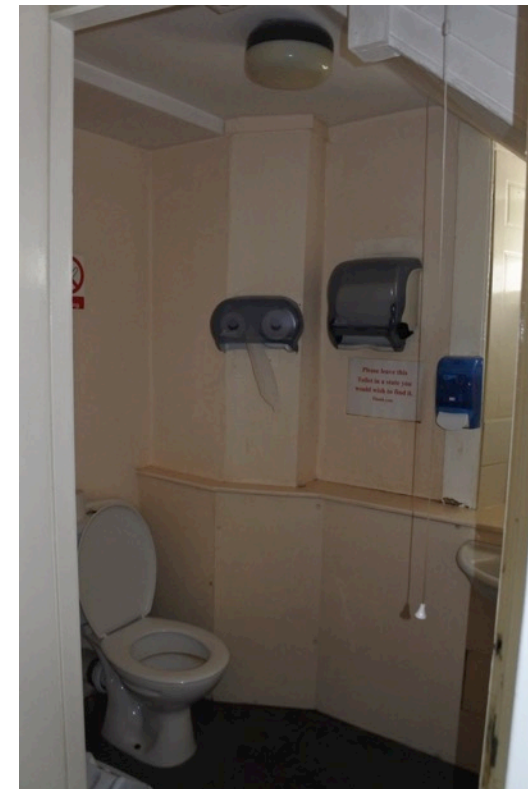
- Existing tiled suspended ceiling to be removed and replaced with new plasterboard painted ceiling on galvanised steel framework.
- Existing floor finishes to be replaced with carpet tile on ply substrate in office areas and linoleum on ply substrate in circulation areas, and vinyl or similar on ply substrate in wet areas.
- Walls to be made good where wall mounted accessories have been removed and redecorated throughout. Conservation grade wall paint.
- New lightweight metal stud partitions to WC cubicles, kitchenette and plant room.
- Existing redundant risers to be reused or removed where possible.
- Existing electrical intake cupboard to be reduced in size if possible in order to clear the existing window.
- Data and power to be distributed via trunking at low skirting level.
- New lighting throughout.
- New kitchenette with bespoke joinery.
- Existing internal stair to be refurbished, redecorated and to receive new commercial grade carpet tile finish on ply substrate. Paint finish to stairwell.
- Existing raised and fielded panel doors to be retained where possible. All existing doors to be repaired and decorated.
- Vision panels required to doors opening into circulation areas and offices. To be integrated into the door profile.
- Where new doors are required, door leaf and frame profiles are to match the style and profile of existing.
- Door ironmongery to be replaced where necessary.
- Existing windows to be overhauled, repaired and redecorated. Existing Georgian wire glass to be replaced with clear in offices and circulation areas, and with frosted glass in WCs.
- Window roller blinds.
- Refurbishment of the toilets including construction of full height WC cubicles, shower, new sanitary ware, part tiled wall finish, vinyl or similar floor finish on ply substrate to wet areas, and painted ceilings.
- New heating and cooling system in offices. Fancoil units to be integrated within ceiling void.
- Mechanical ventilation required in office as space has only one external window and door. System to be integrated within suspended ceiling void.
- Existing plant room to be enlarged to contain new M+E equipment.
- Existing door to Annexe to be removed and opening infilled. Plaster finish to match existing adjacent finishes.
- Existing external door to rear basement yard to be removed. External brick infill to match existing external brickwork. Infill recessed into door opening. Plaster finish to infill internally to match existing adjacent finishes.
- Allow for damp proofing to 25% of the external walls at basement level.



**Above:** Main office in Basement. Suspended tiled ceiling to be replaced with MF plasterboard MF painted ceiling with integrated lighting, heating, cooling and ventilation systems.  
**Left:** Existing WC cubicles obstructing the window to be removed. Repairs to surfaces affected by damp. Proposed improved WC layout and finishes. Georgian wire glass to be replaced with frosted.  
**Right:** Glazed modern partitions and kitchenette in corridor to be removed. New kitchenette with bespoke joinery to be provided to comply with fire regulations.

## Ground Floor

- Existing carpet floor finish to be replaced with new commercial grade carpet tile on ply substrate across office, stairs, landings, and reception area.
- Existing mat well floor finish on ply substrate to entrance lobby to be replaced with new.
- Walls to be cleared of redundant wall mounted accessories and wallpapers. Plaster finish and wall surfaces to be made good and redecorated throughout. Conservation grade wall paint.
- Existing services risers to be reused or removed where possible.
- Existing modern partitions in office area to be carefully stripped out to reinstate the open plan form of the space.
- New lightweight timber stud partition to cupboard under the secondary stair 2.
- Infill panel to existing door from entrance corridor to be removed. Existing door frame and leaf to be repaired, made good and redecorated.
- Existing raised and fielded panel doors to be retained where possible. All existing doors to be repaired and decorated.
- Where new doors are required, door leaf and frame profiles are to match the style and profile of existing.
- Doors to fire compartments to be uprated if practicable or replaced as necessary to achieve FD30s.
- Vision panels required to doors opening into circulation areas and offices. To be integrated into the door profile.
- Door ironmongery to be replaced where necessary. Where original ironmongery is found it is to be retained where possible.
- Cornices and skirtings to be reinstated where interrupted by partitions. Profiles to match existing.
- Existing blocked up fireplaces to be revealed if historic features still remain behind boxing. Please refer to accompanying method statement appended to this document.
- Data and power in main office to be distributed through floor boxes with cable runs in floor void. Other spaces to have recessed flush wall services such as sockets, switches, etc.
- New lighting scheme throughout offices, stair, reception area, and corridors. Sympathetic approach to original features and decorative elements e.g. ceiling suspended lighting.
- Existing metal glazed conservatory balcony to be repaired and refurbished as identified by condition survey. Paint to be stripped to bare metal, surfaces repaired, anti corrosion treatment, primed and painted. Broken glass to be replaced. Refer to the method statement appended to this document.
- Existing Georgian wire glass to be replaced with clear in offices and circulation areas, and with frosted glass in WCs.
- Existing windows to be overhauled, repaired and redecorated.
- Window roller blinds.
- Existing WC under secondary stair to be removed. Walls and existing window to be repaired and redecorated.
- Mechanical and electrical risers concealed within joinery in 'nibs' in the main office space.
- New heating and cooling system in main office. Fancoil units to be integrated within bespoke joinery.
- Corridors and ancillary spaces to be fitted with radiators.
- Passive ventilation strategy in office via existing windows.
- Existing door to Annexe to be removed and opening infilled. Plaster finish to match existing adjacent finishes.



**Top:** Main office space on Ground Floor. Existing lighting to be removed. New ceiling suspended LED lighting to minimise visual impact in room.

**Left:** WC under secondary stair to be removed. Existing window to be repaired and redecorated.

**Right:** Low level trunking in principal rooms. New power and data services distributed through floor boxes with cable runs in floor void. Existing trunking to be removed and skirting repaired and redecorated.

First Floor

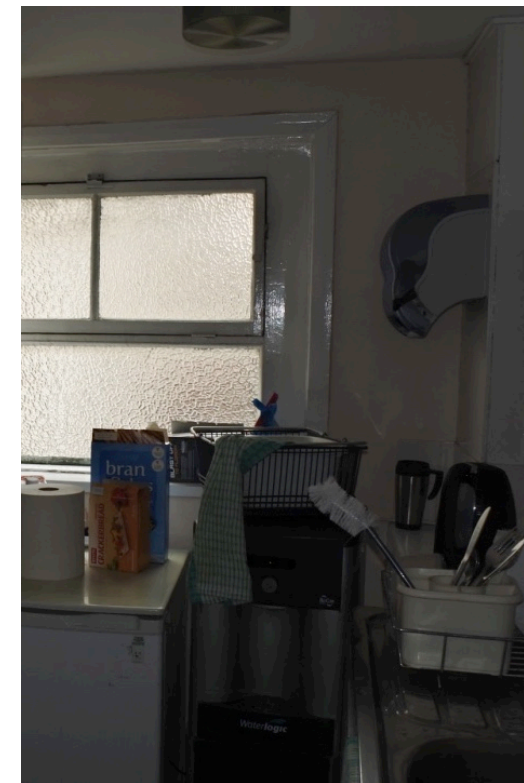
- Existing carpet floor finish to be replaced with new commercial grade carpet tile on ply substrate across office, stairs, and landings.
- Walls to be cleared of redundant wall mounted accessories and fittings. Wall surface plaster finish to be made good and redecorated throughout. Conservation grade wall paint.
- Existing services risers to be reused or removed where possible.
- Existing modern partition with doors between offices to be carefully stripped out to reinstate the open plan form of the space and the historic decorated opening.
- Existing raised and fielded panel doors to be retained where possible. All existing doors to be repaired and decorated.
- Where new doors are required, door leaf and frame profiles are to match the style and profile of existing.
- Doors to fire compartments to be uprated where practicable or replaced as necessary to achieve FD30s.
- Vision panels required to doors opening into circulation areas and offices. To be integrated into the door profile.
- Door ironmongery to be replaced where necessary. Where original ironmongery is found it is to be retained where possible.
- Cornices and skirting boards to be reinstated where interrupted by partitions. Profiles to match existing.
- Existing blocked up fireplaces to be revealed if historic features still remain behind boxing. Please refer to accompanying method statement appended to this document.
- Data and power in main office to be distributed through floor boxes with cable runs in floor void. Other spaces to have recessed flush wall services such as sockets, switches, etc.
- New lighting scheme throughout offices, stair and corridor. Sympathetic approach to original features and decorative elements e.g. ceiling suspended lighting.
- Existing windows to be overhauled, repaired and redecorated.
- Window roller blinds.
- Mechanical and electrical risers concealed within joinery in 'nibs' in main office space.
- New heating and cooling system in main office. Fancoil units to be integrated within bespoke joinery.
- Corridors and ancillary spaces to be fitted with radiators.
- Passive ventilation strategy in office via existing windows.



**Top:** Boxing to existing fireplace in First Floor. Discreet opening up works to determine if original features remain behind boxing. Mantelpiece to be revealed, repaired and redecorated if existing.  
**Left:** Modern partition infill within decorative opening to be removed to reveal open plan form. Skirting and decorative features to be repaired and reinstated.  
**Right:** Door leaves and ironmongery appear to have been altered over time. New design scheme for doors and ironmongery to comply with fire regulations and improve the look and feel.

## Second Floor

- Existing carpet floor finish to be replaced with new commercial grade carpet tile on ply substrate across office, stairs and landings.
- Walls to be cleared of redundant wall mounted accessories and fittings. Wall surface plaster finish to be made good and redecorated throughout. Conservation grade wall paint.
- Existing services risers and ducts to be reused or removed where possible.
- Existing modern partitions in office area to be carefully stripped out to reinstate the open plan form of the space.
- New lightweight timber stud partition between main stair lobby and office.
- Existing suspended ceiling to be repaired and redecorated.
- Where new doors are required, door leaf and frame profiles are to match the style and profile of existing.
- Doors to fire compartments to achieve FD30s.
- Vision panels required to doors opening into circulation areas and offices. To be integrated into the door profile.
- New door ironmongery as necessary. Where original ironmongery is found it is to be retained where possible.
- Data and power in office to be distributed through floor boxes.
- New lighting scheme throughout.
- Existing windows to be overhauled, repaired and redecorated.
- Window roller blinds.
- Existing fireplace to be refurbished and redecorated.
- Existing WC and fittings to be removed.
- Existing kitchenette at mid level to be removed and replaced with new WC fit out, part tiled walls and painted ceiling.
- Mechanical and electrical risers concealed within joinery in 'nibs' in main office space.
- New heating and cooling system in main office. Units to be integrated within bespoke joinery.
- Corridors and ancillary spaces to be fitted with radiators.
- Passive ventilation strategy in office via existing windows.



**Top:** Existing modern glazed partitions and suspended ceiling to be removed to reinstate the open plan form of the space.

**Left:** Existing kitchenette on second floor mezzanine to be removed and space converted into a WC.

**Right:** Existing fireplace to be repaired and redecorated.

### Third Floor

- Existing carpet floor finish to be replaced with new commercial grade carpet tile on ply substrate across office, stairs and landings.
- Walls to be cleared of redundant wall mounted accessories and fittings. Wall surface plaster finish to be made good and redecorated throughout. Conservation grade wall paint.
- New lightweight timber stud partitions to WCs and between main stair lobby and office.
- Existing services risers and ducts to be reused or removed where possible.
- Existing acoustic ceiling tiles to be removed to reveal existing soffit. Condition of existing soffit behind is unknown. Plaster repairs and redecoration is envisaged.
- Existing door to 39 Russell Square to be removed. Opening to be infilled.
- Where new doors are required, door leaf and frame profiles are to match the style and profile of existing.
- Doors to fire compartments to achieve FD30s.
- Vision panels required to doors opening into circulation areas and offices. To be integrated into the door profile.
- New door ironmongery as necessary. Where original ironmongery is found it is to be retained where possible.
- Data and power in office to be distributed through floor boxes in existing raised access floor.
- New lighting scheme throughout.
- Existing windows and secondary glazing to be overhauled, repaired and redecorated.
- Existing Georgian wire glass to be replaced with clear in offices and circulation areas, and with frosted glass in WCs.
- Window roller blinds.
- Existing WC, kitchenette and fittings to be removed.
- New balustrade to top of main staircase extended to match existing profile.
- New WC suite, cleaner's cupboard, services riser within joinery to be provided in ancillary space adjacent to main office. Vinyl or similar floor finish on ply substrate to wet area, painted ceilings.
- Mechanical and electrical risers concealed within joinery in 'nibs' in main office space.
- New heating and cooling system in main office. Units to be integrated within bespoke joinery.
- Corridors and ancillary spaces to be fitted with radiators.
- Passive ventilation strategy in office via existing windows.



**Above and Below:** Existing soffit mounted ceiling tiles and redundant services to be removed. Damp issues to ceiling to be rectified. Existing soffit to be repaired and redecorated.



## Windows generally

Existing sliding sash and casement timber windows/ French windows to be refurbished as follows:

- General overhaul of all windows and doors including easing all opening elements.
- All ironmongery to be removed prior to preparation for repairs and repainting; reinstate upon completion, replace if cannot be re-used. Provide height restrictors.
- Where identified, remove defective, infested or rotted timber to match existing finish and profile, fixed to sound faces.
- Local repairs cut back to sound surface and prepared for re-finishing.
- All sashes, pulley cords, chains and weights to be assessed, re-used where feasible or otherwise replaced; adjusted to ensure all are fully operational and sashes are balanced upon completion.
- Replace missing/ loose putty.
- Timber frames to be sanded/ rubbed down and prepared for refinishing.
- Final paint decorations: base coat with minimum two coats micro-porous satin paint finish internally and externally, including timber cills.

For individual window specific repairs, please refer to the Door and Window Schedule appended to this document.

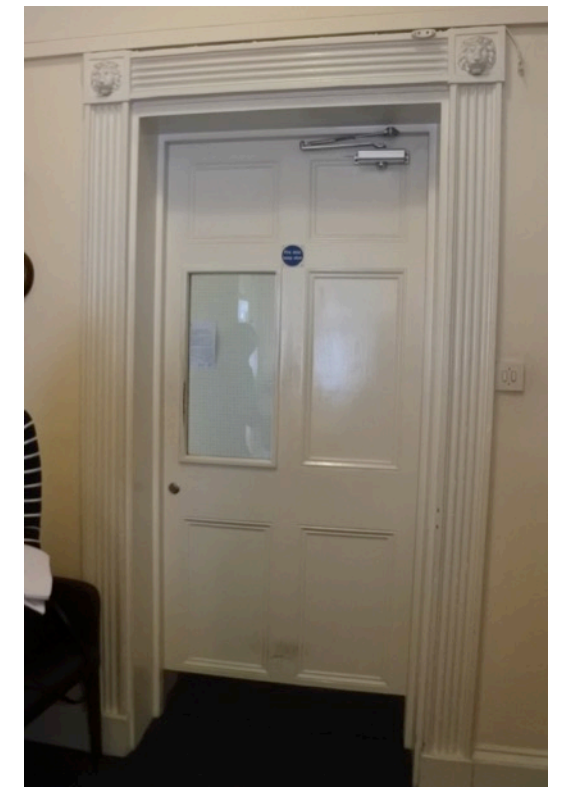
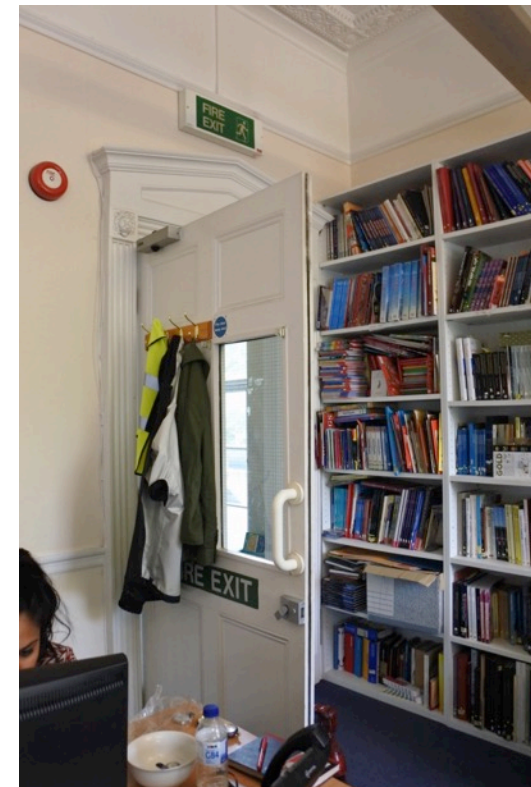


## Joinery

- Undertake localised repairs to doors, timber wall linings and panelling, window shutters, skirtings, architraves and dados.
- Re-fit and re-hang doors as necessary.
- Undertake enhancement to doors to comply with fire strategy.
- Stair handrails to be locally repaired and refinished to match existing.
- Architraves: where retained, to be rubbed down to sound surface, locally repaired to match existing and redecorated.
- Window shutters: to be retained, rubbed down to sound surface, locally repaired to match existing, redecorated and mechanisms/ hinges repaired/ replaced to ensure fully operational.
- Existing dado and picture rails to be made good redecorated, paint finish.
- Existing timber skirtings to be made good and redecorated, paint finish.

## Ironmongery

- Refurbish historic ironmongery to principal levels (ground and first floors) and replace throughout basement level, second and third floor and where missing on other floors.



**Top:** Essential repairs to existing timber windows to be undertaken as part of the project.

**Left:** Evidence of altered door leaf and ironmongery within historic door frame and architrave. Appropriate type ironmongery to be provided to compliment the look and feel of the rooms.

**Right:** Where vision panels to doors are required, profile to match existing.

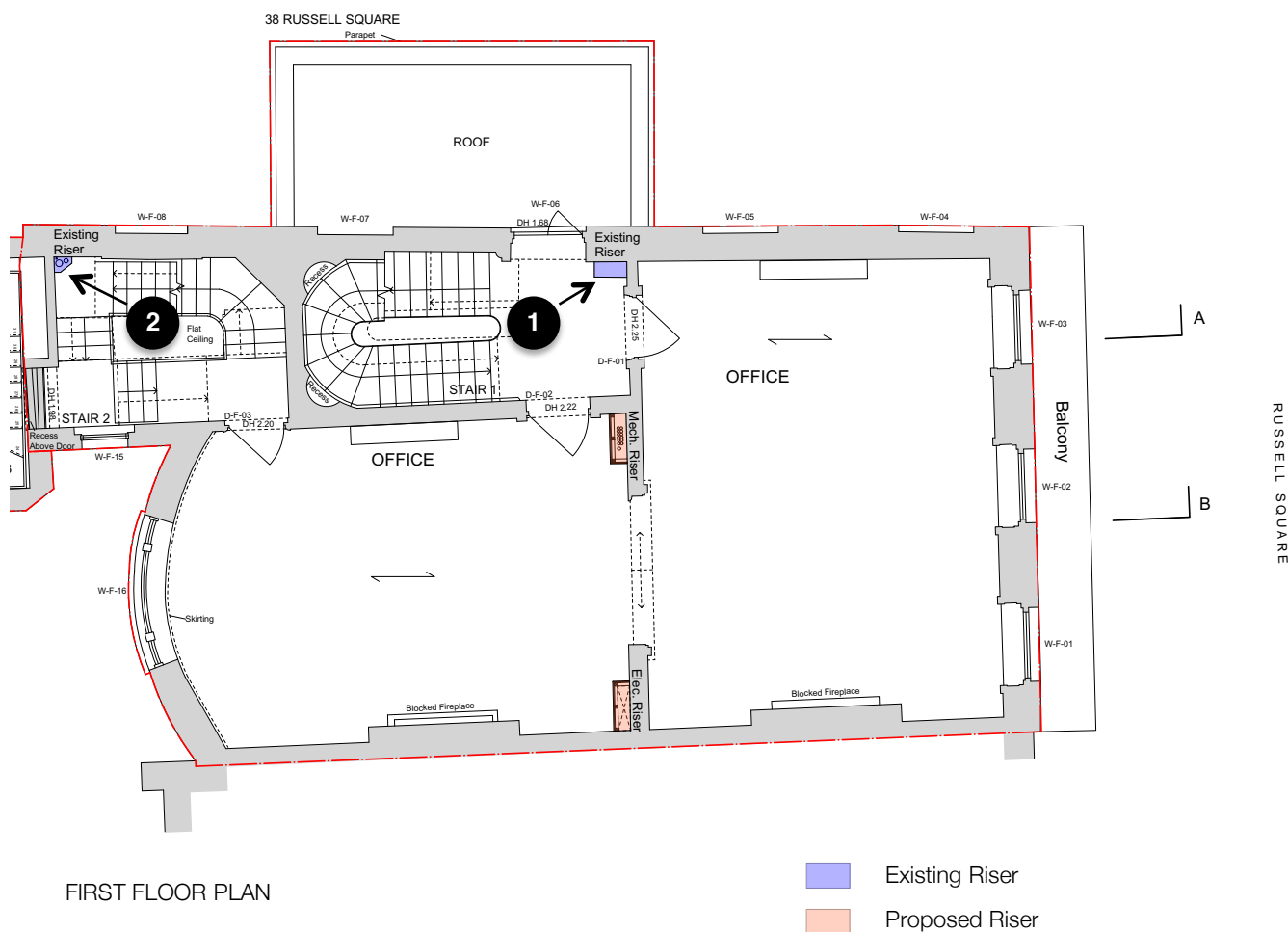
### Existing Services Risers

Existing vertical risers throughout the building are to be reused where possible and all redundant services are to be stripped out. It is not envisaged to enlarge any of the existing enclosures or alter the existing openings in the floors. Access panels may be required for maintenance and inspection of services.

There are two existing vertical risers, which run in the stairwells of the main Stair 1 and secondary Stair 2. It is not known exactly when these risers have been formed although it is likely to have been a part of the 1980s alterations which included conversion of the Third floor to a computer room and providing a roof top plant for mechanical cooling to Third and Second floors.

The riser in Stair 1 stairwell has interrupted the existing cornices on Ground and First floor. The decorative plasterwork has been reinstated around the risers to match existing. See photograph 1.

The vertical riser in the corner of secondary Stair 2 also runs from Basement to Third floor and part of the services are diverted horizontally on Second floor mezzanine. This riser is smaller in size and does not have any decorative features. See photograph 2.



**Top:** Photograph 1. Ceiling view of Stair 1 landing on First floor.

**Right:** Photograph 2. Riser in the corner of the landing of secondary Stair 2.

