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UCL SCHOOL of ECONOMICS & PUBLIC POLICY + INSTITUTE for FISCAL STUDIES  
COLLABORATIVE HUB at 36-38 GORDON SQUARE, LONDON

OUTLINE SCHEDULE OF WORKS

SEPP-NHA-XX-XX-PL-SH-A-42030-00

## REVISIONS

00	24.05.19	Issued for Planning.
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## DESCRIPTION OF WORKS

All works to be in accordance with Building Regulations, relevant British Standards / Euro Codes, project SKA requirements, and good building practice.

### 0.00 ALTERATIONS, STRIP OUT & PREPARATION

Note Pre-refurbishment audit

An experienced member(s) of the client or design team (or other competent person) is to carry out a pre-refurbishment audit to identify opportunities for retaining and reusing existing materials from the proposed refurbishment. The audit must cover the key refurbishment waste streams including:

- Gypsum (including plasterboard)
- Ceiling systems
- Floor finishes
- Workstations and tables
- Specialist workbenches
- Chairs
- Storage units
- Other loose furniture
- Doors
- Mechanical and electrical services
- Raised access floors
- Relocatable solid and glazed partitions

and

Include a measure of the actual number of items / m<sup>2</sup> / volume / tonnage of material along with an estimate of the waste quantities if all material were discarded.

The targeted amounts of material reuse and recycling is to be identified as part of the SKA Environmental Impact Assessment and may include:

- Segregation on site for disposal via specialist waste company or manufacturer's take back scheme
- Reuse on or off site or recycled through a closed loop scheme (e.g. manufacturer's take back scheme)
- Remaining material is to be diverted from landfill.

*Note: a product can be considered to have been reused where it is salvaged and used for its original intended purpose, or where the majority of component parts of the product are remanufactured into new products without significant reprocessing.*

Salvage: It is suggested that selected materials, such as skirtings to removed walls, be retained for salvage and reuse.

### 0.01 Structures Complete

0.01.01 Remove single storey one brick thick lean-to structure including roof construction and roof covering complete. Grub up ground floor construction and foundations to below paving level. Remove any internal wall finishes

exposed externally by removal. Dispose all demolition materials off site. Making good of external brickwork covered in section 5.01.01.

0.02 Floors

0.02.01 Carefully take up section of existing solid floor to seminar room B03 to facilitate insertion of new foundation and steelwork for support of removal of party wall and chimney breast between nos. 36 + 37, and make good on completion. All work in accordance with Structural Engineer's details.

0.02.02 Existing floor boards to be carefully taken up and relayed sufficient to remove existing services – see also section 0.10.03.

0.02.03 Carefully remove existing raised floor to room 305. Make good existing floor as necessary.

0.02.04 Carefully remove existing timber floor lining and substrate to western half of seminar room B03. New timber floor lining covered in section 2.01.04.

0.02.05 Carefully remove recent timber floor lining to room G01. Replacement exposed timber boarding covered in section 2.01.05.

0.03 Roof Finishes

0.03.01 Remove existing flat roof finishes to rear two-storey wing buildings complete back to existing substrate. Include for removing steel plant support to no. 38 and removing existing rooflights to nos. 37 + 38. Remove perimeter upstands and abutment flashings. Make good all existing surfaces and leave sound to receive new roof system as covered in item 3.04.01. Dispose of unwanted material offsite.

0.03.02 Clause omitted.

0.03.03 Clause omitted.

0.03.04 Clause omitted.

0.04 Stairs

0.04.01 Carefully remove later-phase fabric stair flight and extended landing with associated balustrading at third floor level to no. 37. Making good of disturbed fabric and finishes covered in item 6.01. Balustrade extended as described in section 4.03.05.

0.05 External Walls, Windows & Doors

0.05.01 Carefully remove concrete upstand bunds to the rear garden external doors of nos. 36 + 37 + 38. Make good disturbed surfaces. Remedial works to doors covered in section 5.06.02.

0.05.02 Carefully remove window to front elevation of no 37 at ground floor level including internal linings. Remaining remedial work / making good and formation of new door covered in item 5.06.01.

0.05.03 Carefully remove 2 no. windows to rear elevation including internal linings. Remaining remedial work / making good and formation of window covered in item 5.02.

- 0.05.04 Clause omitted.
- 0.05.05 Carefully remove existing security bars to 5 no. front elevational windows at lower ground floor level to seminar room B03. Make good wall and window surfaces on removal.
- 0.05.06 Carefully remove 2 no. windows to side elevation of wing building to no. 37 at lower ground floor level. Remaining remedial work / making good and formation of window covered in item 5.01.19.
- 0.06 Internal Walls and Partitions
- 0.06.01 Carefully remove existing party wall and chimney breast to seminar room B03 ready for installation of new support steelwork. Prepare method statement and submit to Structural Engineer for comment. Undertake all necessary temporary works to ensure integrity of the building(s). Fully fill brick pockets to leave a flush wall surface, with joints raked ready for plastering and / or boxing out. Leave adjacent surfaces ready for new work/making good. Dispose of unwanted material offsite. Remaining remedial work / making good covered in item 1.01.01 and 6.01.15.
- 0.06.02 Carefully remove load bearing wall. Prepare method statement and submit to Structural Engineer for comment. Undertake all necessary temporary works to ensure integrity of the building(s), Fully fill brick pockets to leave a flush wall surface, with joints raked ready for plastering and / or boxing out. Leave adjacent surfaces ready for new work/making good. Dispose of unwanted material offsite. Remaining remedial work / making good covered in item 1.01.02 and 6.01.15.
- 0.06.03 Carefully remove existing non-loadbearing wall. Ensure minimal damage to existing cornices, ceiling finishes, wall finishes, skirtings and floors. Dispose of unwanted material offsite. Leave adjacent surfaces ready for new work/making good. Remaining remedial work / making good covered in items 6.01.10 + 6.02.01 + 7.01.10.
- 0.06.04 Carefully remove existing non-loadbearing partition. Ensure minimal damage to existing cornices, ceiling finishes, wall finishes, skirtings and floors. Dispose of unwanted material offsite. Leave adjacent surfaces ready for new work/making good. Remaining remedial work / making good covered in items 6.01.10 + 6.02.01 + 7.01.10.
- 0.06.05 Carefully remove existing non-loadbearing partitions at ground floor level below cantilevered stone stairs to nos. 36 + 37 + 38. Ensure no damage to stairs and floors. Dispose of unwanted material offsite. Leave adjacent surfaces ready for new work / making good. Remaining remedial work / making good covered in items 4.01.01 + 6.01.05.
- 0.07 Internal Doors
- 0.07.01 Remove indicated existing internal door, lining and architrave.
- 0.07.02 Remove indicated existing internal door leaf. Retain frame + architrave to accept new door.
- 0.07.03 Remove door side screens to former ground floor entrance lobby of no. 38 within G95. Retain fan light above.

- 0.08            Internal Finishes
- 0.08.01        Remove existing wall tiling to kitchens and bathrooms. Leave adjacent surfaces ready for new work / making good.
- 0.08.02        Carefully remove existing floor finishes, underlays and adhesives throughout, including to staircases. Note intention to expose stone staircases and timber floor boarding. Include for removing carpet grippers, edge threshold trims etc. Dispose of unwanted material offsite.
- 0.08.03        Carefully remove existing later-phase wall panel moulding to room 103. Leave adjacent surfaces ready for new work / making good.
- 0.09            Fixtures and Fittings & Storage Items:
- 0.09.01        Remove all fixture and fittings, including sanitary fittings, kitchen fittings, all fixture and fittings, including furniture and shelving etc, and all extraneous items remaining in internal and external stores. Dispose of unwanted items off site.
- 0.10            Services
- 0.10.01        Retain and protect existing fibre infrastructure containment as described in Mechanical & Electrical Engineers specification.
- 0.10.02        Retain boiler plant as described in Mechanical & Electrical Engineers specification.
- 0.10.03        Remove all services as described in Mechanical & Electrical Engineers specification. Include for all builders work in connection. Work to include removal of all surface boxing out and bulkheads, lifting and re-fixing floorboards, and carefully removing existing wall and ceiling plaster where necessary. Leave adjacent surfaces ready for new work / making good. Remaining remedial work / making good covered in items 2.00, 3.00 + 8.00. Dispose of unwanted material offsite.
- 0.11            Asbestos
- 0.11.01        Asbestos removal to be carried out by specialist in accordance with specialist survey.
- 0.12            Damp & Timber Treatment to Existing Walls
- 0.12.01        Carefully remove existing wall finishes affected by damp. Plaster removal scope in accordance with specialist damp and timber treatment survey. Dispose defective material offsite.
- 0.12.02        Damp proof treatment to be carried out in accordance with specialist damp and timber treatment survey to achieve grade 3 waterproofing under BS 8102, including to room B10 to no. 37 where external ground floor level reinstated.
- 0.13            Treatment of Existing Timber Affected by Damp
- 0.13.01        Remove sections of existing timber affected by Damp. Timber removal scope in accordance with specialist damp and timber treatment survey. Dispose defective material offsite.

- 0.13.02 Timber treatment: as required in accordance with specialist damp and timber treatment survey.
- 0.14 External Works
- 0.14.01 Remove existing brick steps to rear gardens. Grub up existing brick steps sufficient only to accommodate new external gravel finish with substrate.
- 1.00 **FRAME**
- 1.01 Steelwork
- 1.01.01 Insert new steelwork frame to seminar room B03, including foundation, where party wall and chimney breast removed in accordance with Structural Engineer's details. Prepare method statement and submit to Structural Engineer for comment. Undertake all necessary temporary works to ensure integrity of the building(s) and allow for all builders work in connection with installing new steelwork. New wall lining to cover steelwork covered in section 6.01.15 and ceiling lining to cover steelwork as covered in section 6.02.09. 60-minute fire-rated protection to steelwork as section 8.04.16.
- 1.01.02 Allow for new steelwork to seminar room B03 to support lobby wall above. Steelwork to be installed at a level so no downstand exists. (Note: requires further site investigation to determine if down stand currently exists - if no downstand exists and support exists within floor construction zone, steelwork will not be required). All work in accordance with Structural Engineer's details. Prepare method statement and submit to Structural Engineer for comment. Undertake all necessary temporary works to ensure integrity of the building(s) and allow for all builders work in connection with installing new steelwork. Make good disturbed surfaces as sections 6.01.10 and 6.02.01. 60-minute fire-rated protection to steelwork as section 8.04.16.
- 1.01.03 Provisionally allow for (subject to site investigation to determine structural condition) new steelwork to G03 and G09. If needed, steelwork to be installed at a level so no downstand exists. All work in accordance with Structural Engineer's details. Prepare method statement and submit to Structural Engineer for comment. Undertake all necessary temporary works to ensure integrity of the building(s) and allow for all builders work in connection with installing new steelwork. Make good disturbed surfaces as section 6.02.11.
- 1.01.04 New foundation to support new brickwork as Structural Engineer's between room B09 and corridor B94. Make good sections of disturbed floor as required.
- 2.00 **FLOORS**
- 2.01 Timber Suspended Floors
- 2.01.01 Allow for replacement joists with noggins, bearing pockets as directed following opening up where joist affected by damp or excessive service notching. Structural grade as Structural Engineer's details.
- 2.01.02 Insert trimmer joist to form service riser aperture. Make good floor boarding.
- 2.01.03 Existing floor finishes and soft or hard underlays to be carefully removed for either exposing of existing floor boards or replacement with new finishes.



Existing floor boards to ground and first floors to be inspected following removal of finishes and non-load bearing partitions to confirm if suitable for exposed finish or if subsequently needing to be covered by a floor finish, with the preference of exposure. Make good all disturbed floor boarding following removal of finishes described in section 0.00, Allow for salvaged or new floor boarding to replace damaged or damp affected boarding. Species, widths and thickness to match existing. Sand and prepare ground and first floor floor boards ready for decoration. Decoration covered in section 8.04.06.

- 2.01.04 Install new 18mm plywood floor lining and substrate battens to western half of seminar room B03 where existing timber lining removed and plywood floor lining over existing solid floor to eastern half of seminar room B03.
- 2.01.05 Allow for salvaged or new floor boarding to replace recent floor lining in room G01. Species, widths and thickness to match existing in property. Sand and prepare ready for decoration. Decoration covered in section 8.04.06.
- 2.01.06 Acoustic quilt to be installed between the floor joists of rooms G01 and part G97 + G03 where over seminar room (note floor boards removed in section 2.01.05).

### 3.00 ROOF

#### 3.01 Pitched Slate Roofs

- 3.01.01 Replace damaged slates to existing pitched roof with salvaged or new slates - provisional allowance pending condition survey.

#### 3.02 Parapet Gutters and cover flashings, including projecting bay to rear of no. 36

- 3.02.01 Spot repairs to parapet gutters, hip rolls and abutment flashings to main roofs where damaged / defective – provisional allowance pending condition survey.
- 3.02.02 Spot repairs to outlets and overflows to main roofs where damaged / defective – provisional allowance pending condition survey.
- 3.02.03 Adapt extended width gutter of projecting bay to rear of no. 36 to accommodate mushroom ventilator from wc below.

#### 3.03 Party parapets, chimneys, cover flashings & stepped flashings

- 3.03.01 Spot repairs to cover and stepped flashings to party wall projecting parapets where damaged / defective – provisional allowance pending condition survey.

#### 3.04 Flat Roofs and cover flashings to rear two-storey wing buildings

- 3.04.01 Replace the 3 no. existing flat roofs to the rear two-storey wing buildings. Supply and install new mastic asphalt flat roof system, including rigid insulation and exterior grade plywood decking to falls, complete with new lined outlets, lead cover flashings to perimeter abutments, pebble ballast finish, and upstand flashings to mushroom ventilators to wcs. Include for installing new joist sections to fill apertures where rooflights removed and for adapting existing roof joist layout to form new aperture for new rooflight to room G08 to the wing building to no. 37. Make good existing and replace missing bitumous coating to wing building copings to ensure continuous weathertight covering.

#### 3.05 Flat Roof and cover flashings to entrance porch

- 3.05.01 Patch repairs to existing mastic asphalt to entrance porch roof where damaged / defective – provisional allowance pending condition survey.
- 3.05.02 Spot repairs to cover flashings to entrance porch roof where damaged / defective – provisional allowance pending condition survey.
- 3.06 Flat Roofs and cover flashings to single-storey side extension over B02
- 3.06.01 Patch repairs to existing mastic asphalt to side extension roof where damaged / defective – provisional allowance pending condition survey.
- 3.06.02 Spot repairs to cover flashings to side extension roof where damaged / defective – provisional allowance pending condition survey.
- 3.07 Flat Roofs and cover & stepped flashings to dormer roofs
- 3.07.01 Patch repairs to existing dormer roofs where damaged / defective – pending condition survey.
- 3.07.02 Spot repairs to cover and stepped flashings to dormer roofs where damaged / defective – pending condition survey.
- 3.08 Roof flashing over projecting bay to first floor window of wing building to no. 38
- 3.08.01 Replace head flashing over projecting bay window to first floor window of wing building to no. 38 with new lead flashing.
- 3.09 Finishes to external balconies
- 3.09.01 Patch repairs to existing mastic asphalt balcony finish where damaged / defective.
- 3.10 Rainwater Goods
- 3.10.01 Existing rainwater goods and hoppers to be refurbished, including replacement of damaged sections and support brackets, and assessing existing fixings and repairing as necessary. Preparation and redecoration included in section 8.04.12.
- 3.10.02 Rainwater goods to be adapted to front elevation to accommodate new door opening to no. 37. New sections and brackets to match existing. Preparation and redecoration included in section 8.04.12.
- 3.11 Insulation quilt
- 3.11.01 Lay 100mm insulation quilt to perimeter of 3<sup>rd</sup> floor ceilings where within roof void. Ensure eaves ventilation not compromised.
- Note Insulation of forth floor adjacent roof structure covered in section 6.01.14 + 6.02.17.
- 4.00 STAIRS & BALUSTRADES**
- 4.01 Internal stone staircases
- 4.01.01 Renovate existing stone staircases. Strip existing floor finish. Remove stair rod retainers. Prepare existing surface, making good and/or filling any damaged

areas. Seal stone surfaces to remain unpainted. Painting of stair margin, sides and underside covered in section 8.04.07.

- 4.01.02 Form new stone step and landing at head of lower ground floor stair flight to no. 36 where existing step under door relocated. Dimension and profile of riser to match existing.
- 4.01.03 Allow for making good arris of stair edges of lower ground floor stair flights to nos. 36 + 37 + 38 at junction of tread and risers with wall finish. Install new timber cover moulding to edge, mitred and scribed to goings and risers.
- 4.02 Internal timber staircases
- 4.02.01 Repair existing timber staircases as required.
- 4.03 Internal stair balustrading and handrails
- 4.03.01 Renovate existing cast iron balustrade and hardwood handrail. Decoration as section 8.04.04 + 8.04.05.
- 4.03.02 Renovate existing timber balustrade and hardwood handrail. Decoration as section 8.04.02 + 8.04.05.
- 4.03.03 Install new metal balustrading and timber handrail at head of no. 36 lower ground floor stair flight level where under stair partition removed.
- 4.03.04 Form new 150mm wide x 1100mm high dwarf balustrade wall to no. 36 at third floor level encompassing existing handrail and balustrading where section of balustrade is approx. 900mm high. Existing handrail to penetrate end face of dwarf balustrade wall. Extend stringer profile at base of dwarf balustrade wall, profile to latch existing. Top of dwarf balustrade wall to be terminated with 15mm full width cill board separated by shadow groove.
- 4.03.05 Form new 150mm wide x 1100mm high dwarf balustrade wall to no. 37 at third floor level where section of modern fabric stair and landing removed. Adapt existing handrail to abut end face of dwarf balustrade wall. Extend stringer profile at base of dwarf balustrade wall, profile to latch existing. Top of dwarf balustrade wall to be terminated with 15mm full width cill board separated by shadow groove.
- 4.03.06 Form new 150mm wide x 1100mm high dwarf balustrade wall to no. 38 at third floor level where section of wall removed. Adapt existing handrail to abut end face of dwarf balustrade wall. Extend stringer profile at base of dwarf balustrade wall, profile to latch existing. Top of dwarf balustrade wall to be terminated with 15mm full width cill board separated by shadow groove.
- 4.04 External Stairs / steps
- 4.04.01 Patch repair front entrance steps to no. 36, secondary entrance steps to nos. 37 + 38, and 3 no. external stairs to lower ground floor, leaving in sound and matching condition.
- 4.05 External stair balustrades to 3 no. lower ground floor escape stair
- 4.05.01 Renovate existing external stair balustrades to 3 no. lower ground floor escape stairs. Decoration as section 8.04.12.

- 4.06            External balcony balustrading
- 4.06.01        Renovate existing external balcony balustrading, including repairs where necessary. Decoration as section 8.04.12.
- 4.07            External railings and gates at pavement level
- 4.07.01        Renovate existing external railings and gates at pavement level. Ensure latches in working order to 3 no. gates. Decoration as section 8.04.12.
- 4.08            Parapet level edge protection balustrading
- 4.08.01        Renovate existing parapet level edge protection balustrading to nos. 37 + 38. Ensure all fixings sound and secure. Decoration as section 8.04.12.
- 4.08.02        Install new mild steel parapet level edge protection balustrading to no. 36, extending and matching the existing guarding to nos. 37 + 38. Decoration as section 8.04.13.
- 5.00            EXTERNAL WALLS, EXTERNAL WINDOWS & DOORS, & ROOFLIGHTS**
- 5.01            External Walls
- 5.01.01        Make good existing wall where single storey out building removed – bricks to match existing, tooth and gauged to existing, maintaining brick bond and perpend and bed joint widths. Incorporating new window opening, brick arch and concrete cill, profiles to match existing.
- 5.01.02        Cut out and replace damaged brick and replacement of corroded structural ties, with bricks to match existing to rear façade, parapet projections through roof, and chimneys. Tooth and gauged to existing, maintaining brick bond and perpend and bed joint widths.
- 5.01.03        Form new window opening + arch to rear facade, tooth and gauged to existing, maintaining brick bond and perpend and bed joint widths.
- 5.01.04        Brick up existing window, including removing existing brick arch and reinstating brickwork. Bricks to match existing, tooth and gauged to existing, maintaining brick bond and perpend and bed joint widths.
- 5.01.05        Repoint damaged / perished mortar to rear façade and parapet projections through roof and chimneys.
- 5.01.06        Re-point existing brick copings to wing buildings and main roof, mortar to match existing – provisional allowance pending condition survey.
- 5.01.07        Clause omitted.
- 5.01.08        Clean stained brickwork, including rear façade, wing buildings, and projecting party parapets at roof level and chimneys.
- 5.01.09        Reinstate former door opening to front elevation to no. 37 at ground floor level, utilizing existing window opening. Door opening to match existing adjacent. New door and frame covered in 5.06.01.

- 5.01.10 Brush down existing stucco facades and mouldings to remove friable material ready for redecoration, including projecting cornices and stone balconies, wall faces surrounding lower ground floor light wells, and side elevational boundary wall to road. Decoration included in section 8.04.14.
- 5.01.11 Make good any defective sections of existing stucco facades and mouldings where hollow / defective / cracked including projecting cornices and stone balconies and side elevational boundary wall to road – provisional allowance pending condition survey. Decoration included in section 8.04.14.
- 5.01.12 Make good any defective sections of window cills to front, side and rear elevations – provisional allowance pending condition survey.
- 5.01.13 Make good any defective sections of stucco window reveals to rear elevation – provisional allowance pending condition survey.
- 5.01.14 Make good any defective chimney pot flaunching where damaged / defective – provisional allowance pending condition survey.
- 5.01.15 Make good existing brickwork where redundant drainage pipework removed – bricks to match existing.
- 5.01.16 Clause omitted.
- 5.01.17 Remove 4 no. low-level ventilation grilles to the external wall of seminar room B03. Block up apertures. Make good internal and external finishes.
- 5.01.18 Clause omitted.
- 5.01.19 Brick up existing windows 2 no. windows to side elevation of wing building to no. 37 at lower ground floor level, including removing existing brick cill and reinstating brickwork. Bricks to match existing, tooth and gauged to existing, maintaining brick bond and perpend and bed joint widths.
- 5.02 Windows in external facades
- 5.02.01 Overhaul existing timber window in existing opening. Cut out damaged sections and reinstate with matching materials of matching profile. Ensure all window sashes and casements are operable, replacing existing weights and cords if required. Replace cracked or broken panes of glass. Renew all bottom putties. Replace all existing ironmongery with new, making good where former ironmongery removed. Fit draught excluders to opening casements and sashes. Rake out and repoint defective perimeter pointing. Decoration as section 8.04.10.
- 5.02.02 Supply and fit new window in new opening to rear elevation to the stair half landing at third floor level to no. 37, matching the adjacent existing sectional sizes and profiles. Fit draught excluders to opening sash. Decoration as section 8.04.10.
- 5.02.03 Replaced existing frosted / patterned glass panes with clear glass to windows in room 104 and stair areas 197, 198, 298, 395 + 397.
- 5.02.04 Overhaul existing metal window in existing opening. Ensure all window casements are operable. Replace cracked or broken panes of glass. Renew all bottom putties. Replace all existing ironmongery with new, making good where

former ironmongery removed. Fit draught excluders to opening casements. Rake out and repoint defective perimeter pointing. Decoration as section 8.04.15.

- 5.02.05 Install new patterned glass to wc rear elevational window to no. 37 lower ground floor to area B10 – pattern to match no. 38.
- 5.02.06 Reinstate missing glazing bars to opening casement of rear elevational window to room 308 and reglaze.
- 5.02.07 Remove modern window ventilators to rear elevational window of B11. Reglaze affected 4 window panes.
- 5.02.08 Install new single glazed timber window to B08 at lower ground floor level in the wing building of to no. 38 in new opening described in item 5.01.01. Decoration as section 8.04.10.
- 5.02.09 Supply and fit new window in existing opening to replace modern window, in B10 at lower ground floor level to the wing building of to no. 37, matching original Georgian sectional sizes and profiles. Decoration as section 8.04.10.

#### 5.03 Dormer Windows

- 5.03.01 Overhaul existing timber window in existing opening. Cut out damaged sections and reinstate with matching materials of matching profile. Ensure all window sashes and casements are operable, replacing existing weights and cords if required. Replace cracked or broken panes of glass. Renew all bottom putties. Replace all existing ironmongery with new, making good where former ironmongery removed. Fit draught excluders to opening casements and sashes. Rake out and repoint defective perimeter pointing. Decoration as section 8.04.10.

#### 5.04 Clerestory Window

- 5.04.01 Overhaul existing clerestory window in existing opening. Cut out damaged sections and reinstate with matching materials of matching profile. Ensure all glass louvres are operable and replace seals. Replace cracked or broken panes of glass. Renew all bottom putties. Provide new operating pole for glass louvres. Fit draught excluders to opening lights. Rake out and repoint defective perimeter pointing. Decoration as section 8.04.10.

#### 5.05 Rooflights

- 5.05.01 Renovate existing rooflight to no. 37 above stairs at fourth floor level. Remove existing glazing. Overhaul existing rooflight framing suitable for repainting. Supply and install new toughened and laminated solar control and obscured glass. Decoration included in section 8.04.15.
- 5.05.02 Install new non-fragile single slope rooflight with toughened and laminated glass to wing building to no. 37.

#### 5.06 External Doors

- 5.06.01 Install new timber panelled external front door, fanlight and frame in new reinstated opening to no. 37, complete with ironmongery – including concealed

electrical strike plates for electronic release to external card operated doors and fire escape doors. Fit draught excluders. Door, fanlight and frame to match no. 38. New perimeter pointing. Decoration included in section 8.04.10.

5.06.02 Overhaul existing external timber doors, fanlights and frames in existing opening. Cut out damaged sections and reinstate with matching materials of matching profile. Ensure all doors fully operable. Replace cracked or broken glass to doors and fanlights, including grillage to no 38. Reform missing glazing bars to fanlight of rear garden external door to no. 37 at lower ground floor level. Replace all existing ironmongery with new, including new hinges, making good where former ironmongery removed - including concealed electrical strike plates for electronic release to external card operated doors and fire escape doors. Fit draught excluders. Rake out and repoint defective perimeter pointing. Install new weather bar to 3 no. external doors to wing buildings where concrete bunds removed. Install compressible draught strip to frame rebates. Decoration as section 8.04.10.

5.06.03 Existing coal drop doors and frames to be cleaned down. Ensure locks are working.

5.06.04 Adapt 2 no. existing external doors at lower ground floor level to B83 and B99 to open outwards within existing adapted frames, adapting frame as necessary, and with making good of former hinge and lock recesses as necessary. Decoration as section 8.04.10.

5.06.05 Existing timber rear garden external doors to nos. 36 + 37 + 38 at lower ground floor level to be adapted to replace timber solid panels with new glazed panels.

5.07 External louvres

5.07.01 Clause omitted.

5.07.02 Clause omitted.

5.07.03 Install 1 new replacement louvre panel to B12 lower ground floor plant room in wing building to no. 36.

## 6.00 INTERNAL WALLS & CEILINGS

6.01 Walls

6.01.01 New solid / non-loadbearing non-fire-rated partition where indicated. Plaster + skim finish both sides.

6.01.02 New solid / load bearing 30 minutes fire-rated partition where indicated. Plaster + skim finish both sides.

6.01.03 New non-loadbearing non-fire-rated partition where indicated. Plasterboard + skim finish. Acoustic quilt within stud zone.

6.01.04 New non-loadbearing 30 minutes fire-rated partition where indicated. Fire rated plasterboard + skim finish. Acoustic quilt within stud zone.

6.01.05 New non-loadbearing 30 minutes fire-rated partition under stairs at ground floor level to nos. 37 + 38. Fire rated plasterboard + skim finish. Acoustic quilt within

stud zone. Partition set back from face of cantilevered stairs to express stair edge mouldings and to accept new dado rail described in section 8.01.02.

- 6.01.06 Clause omitted.
- 6.01.07 Brick up doorway, tying in to existing brickwork jambs. Plaster finish both sides, keyed in and finished to align with existing.
- 6.01.08 Adapt existing door opening, tying in to existing brickwork jambs. New lintel as Structural Engineer's details. Plaster finish both sides, keyed in and finished to align with existing.
- 6.01.09 Form new door opening. New lintel as Structural Engineer's details.
- 6.01.10 Make good all disturbed wall plaster following alteration work described in section 0.00, including where disturbed as part of services removal.
- 6.01.11 Replace removed plaster following dampproofing work in connection with section 0.12.01.
- 6.01.12 Apply new plaster wall finish where missing to cross wall of B09.
- 6.01.13 Areas of hollow and defective or cracked plaster to be cut back and replaced with new plaster, finished to align with existing.
- 6.01.14 Install new drylining composite insulated foilbacked plasterboard to fourth floor external wall vertical wall faces (approx. 1m high) on top of existing plaster finish where abutting the roof void. Include for removing and reinstate existing skirting.
- 6.01.15 Form plasterboard lined wall nibs where indicated new steel frame installed to seminar room B03.
- 6.01.16 Clause omitted.
- 6.01.17 Form plasterboard lined service routes risers where indicated, fire stopped at floor levels. New skirting to match existing as section 7.01.10.
- 6.01.18 Wing building arched recesses at ground floor to no. 36 to be infilled with new plasterboard lining to accommodate wc fit out (to allow later removal if required).
- 6.01.19 Nominal making good required to existing retained brick and concrete storage vaults to store B06.
- 6.01.20 Clause omitted.
- 6.01.21 Clause omitted.
- 6.01.22 Clause omitted.
- 6.01.23 Adapt existing door opening width and height in party wall, tying in to existing brickwork jambs. New lintel as Structural Engineer's details. Plaster finish both sides, keyed in and finished to align with existing.
- 6.01.24 New twin-skin non-loadbearing non-fire-rated partition to third floor half landing wcs, incorporating sliding door as 7.01.17, below new fanlight to no. 37, as



7.01.16, and below existing fanlight to no. 38. Plasterboard + skim finish. Acoustic quilt within stud zone.

## 6.02 Ceilings

- 6.02.01 Make good all disturbed ceiling plaster / stair soffits following alteration work described in section 0.00, including where disturbed as part of services removal, finished to align with existing.
- 6.02.02 Make good / extend cornices where wall / partition removed.
- 6.02.03 Install new cornices etc / fibrous plaster mouldings to match existing profile within the same room – as indicated on reflected ceiling plans.
- 6.02.04 Make good lath and plaster ceiling where damaged / detached.
- 6.02.05 Defective areas of existing ceilings to be replaced with new plasterboard + skim ceiling, finished to align with existing.
- 6.02.06 Areas of new ceiling to be 1hr rated (as fire safety design brief) unless noted. New ceilings to wc areas in wing buildings to be foil backed plasterboard + skim and set approximately 200mm lower than existing ceilings to accommodate services and ventilation ductwork. Where completely new ceilings are indicated, existing ceilings are to be removed.
- 6.02.07 Install new drylining composite insulated foilbacked plasterboard to fourth floor inclined and flat ceilings on top of existing plaster finish where abutting the roof void and roof.
- 6.02.08 Form plasterboard lined service routes ceiling downstands / bulkheads where indicated, fire stopped where passing through party walls. Bulkhead to lower ground floor corridor B97 to have removeable side face forw entire length where enclosing existing fibre infrastructure containment duct.
- 6.02.09 Form plasterboard lined ceiling downstand on line of original party wall where new steel frame installed to Seminar room B03.
- 6.02.10 New acoustic mass ceiling to seminar room B03 installed below existing ceiling.
- 6.02.11 Provisionally allow for making good all disturbed ceiling plaster and cornices if alteration work described in section 1.01.03 is required. Cornice profile to match existing.
- 6.02.12 New non-fire rated plasterboard ceiling.

## 7.00 INTERNAL DOORS & JOINERY

- 7.01.01 Overhaul existing panelled door, frame and architrave in existing opening, upgraded to FD30(S) where indicated (surrounding stair circulation areas), including smoke seals and door closer. Supply and fit new ironmongery complete, including rehanging on new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Rehang door in alternative handing where indicated, adapting frame as necessary, and with making good of former hinge and lock recesses as

necessary. Decoration as section 8.04.02. (Note: existing doors subject to survey for asbestos content in linings).

- 7.01.02 Overhaul existing flush door, frame and architrave in existing opening, upgraded to FD30(S) where indicated (surrounding stair circulation areas and to seminar room), including smoke seals and door closer. Supply and fit new ironmongery complete, including rehanging on new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Rehang door in alternative handing where indicated, adapting frame as necessary, and with making good of former hinge and lock recesses as necessary. Decoration as section 8.04.02. (Note: existing doors subject to survey for asbestos content in linings).
- 7.01.03 New panelled door within existing frame and architrave in existing opening, FD30(S) where indicated (surrounding stair circulation areas), including smoke seals and door closer. Supply and fit new ironmongery complete, including new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Decoration as section 8.04.02.
- 7.01.04 New flush door within existing frame and architrave in existing opening, FD30(S) where indicated (surrounding stair circulation areas), including smoke seals and door closer. Supply and fit new ironmongery complete, including new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Decoration as section 8.04.02.
- 7.01.05 New panelled door, frame and architrave in new / adapted opening. Architrave to match existing adjacent profiled architraves. FD30(S) where indicated (surrounding stair circulation areas), including smoke seals and door closer. Supply and fit new ironmongery complete, including new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Make good skirtings and dado mouldings where affected by new / altered opening. Decoration as section 8.04.02.
- 7.01.06 New flush door, frame and architrave in new / adapted opening. Architrave to match existing adjacent profiled architraves. FD30(S) where indicated (surrounding stair circulation areas), including smoke seals and door closer. Supply and fit new ironmongery complete, including new hinges, suited locks to academic and post graduate rooms and meeting rooms not on hold open circulation, magnetic hold open where indicated (where forming circulation areas through rooms). Make good skirtings and dado mouldings where affected by new / altered opening. Decoration as section 8.04.02.
- 7.01.07 New timber architrave where missing or affected by damp. Size and profile to match existing – noting different sizes / profiles exist at different floor levels. Decoration as section 8.04.02.
- 7.01.08 Overhaul metal door to B06 to ensure left in working order. Decoration as section 8.04.08.
- 7.01.09 Existing timber skirtings retained. Decoration as section 8.04.02.
- 7.01.10 Insert new section of timber skirting where missing following removal of walls or where removed following damp remedial works. Size and profile to match

existing – noting different sizes / profiles exist at different floor levels. Decoration as section 8.04.02.

- 7.01.11 Install timber lined splayed reveals to full depth of external wall with new architraves to 3 no. existing windows over new window seats to the half landings at third floor level to nos. 37 + 38.
- 7.01.12 Form 2 no. new windows seats adjacent to windows to the half landings at third floor level to nos. 37 + 38, full width of stair landing.
- 7.01.13 Clause omitted.
- 7.01.14 Relocate mantel piece from chimney breast to be removed at lower ground floor level to B03 (party wall between nos. 36 + 37) to the retained chimney breast to the rear wall in seminar room B03 (party wall between nos. 37 + 38).
- 7.01.15 Nominal making good to existing fire place surrounds. Redecoration covered in section 8.04.02.
- 7.01.16 Form new glazed clerestory window over new partition to third floor half landing wc to no. 37 to match existing clerestory window to no. 38.
- 7.01.17 New sliding door with acoustic seals within new twin-skin non-loadbearing non-fire-rated partition to third floor half landing wcs as 6.01.24.
- 7.01.18 Form new glazed fanlight over new door to ground floor lobby door to no. 37 to match existing fanlight no. 38.

## 8.00 INTERNAL FINISHES & INTERNAL & EXTERNAL DECORATION

### 8.01 Wall Finishes

- 8.01.01 Remove embossed wall paper below dado rail to walls surrounding staircase to no. 38. Prepare surface for decoration.
- 8.01.02 Install dado rail to new under stair partitions at ground floor level to nos. 37 + 38. Profile and height to match existing adjacent.
- 8.01.03 Fabric backed timber slatted acoustic panels to seminar room B03 – extent to be advised by acoustician.
- 8.01.04 Fabric faced acoustic panels to media room B07 – extent to be advised by acoustician.
- 8.01.05 Ceramic wall tiling to wc wash hand basin splashbacks, to shower cubicle, and to cleaner cupboard sinks.
- 8.01.06 Glazed splash back, coloured on rear face, to kitchens B09, G07, 107 + 308.
- 8.01.07 Adapt and extend existing later-phase wall panel moulding to room G01 where disrupted by removal of 2 no. door openings. Make good wall finishes where disturbed.

### 8.02 Floor Finishes

- 8.02.01 Make good ground floor entrance area G98 floor tiling, including following removal of under stair partition and formation of new balustrade
- 8.02.02 Make good entrance lobby tiling to G99, including reforming mat well aperture to maintain symmetrical tile pattern.
- 8.02.03 New coir matting to aperture in lobby tiled floor.
- 8.02.04 Central island carpet / rug (with exposed timber board margin) to areas:  
 - meeting room G01  
 - meeting room G04  
 - reception room G09  
 - meeting room 101
- 8.02.05 Clause omitted.
- 8.02.06 Clause omitted.
- 8.02.07 Rubber flooring on plywood sheathing over existing timber boards and over levelling screed to solid floors to areas:  
 - seminar room B03.  
 - lower ground floor circulation areas B09, B83, B84.B89, B90, B94, B95, B97, B99  
 - ground floor circulation areas G95, G97  
 - kitchens / break out spaces B09, 107, 308  
 - wc areas B08, B10, G06, G10, 311
- 8.02.08 Carpet and underlay on prepared and sealed solid floors or on plywood sheathing over existing timber boards to areas:  
 - lower ground floor solid floors B05, B07, B11.  
 - second floor throughout  
 - third floor throughout, excluding the non-circulation section of 308 and 311.  
 - fourth floor throughout.
- 8.02.09 Carpet tile on prepared and sealed solid floors to areas:  
 - storage areas B01, B02, B06, B85, B86, B87, B91, B92, B93, B96.
- 8.02.10 Provide recess in floor to accept new coir matting to 6 no. lower ground floor external doors.
- 8.02.11 Seal existing solid floor to plant room B12.
- Note Exposed floor boards - work to areas of exposed floor boards covered in section 2.01.03 and varnishing in section 8.04.06 to areas:  
 - ground floor throughout, excluding lobby G99, corridor G98, social space G07, and the wing buildings complete.  
 - first floor throughout, excluding the non-circulation section of 107.
- 8.03 Ceiling Finishes
- 8.03.01 Fabric backed timber slatted acoustic panels to seminar room B03 – extent to be advised by acoustician.
- 8.03.02 Fabric faced acoustic panels to media room B07 – extent to be advised by acoustician.
- 8.04 Decoration
- 8.04.01 Prepare and decorate internal walls and ceilings with emulsion paint.

- 8.04.02 Prepare and decorate internal joinery, including wall panelling, dado rails and fireplaces, with eggshell / satin paint.
- 8.04.03 Prepare and decorate fibrous plaster cornices and ceiling roses.
- 8.04.04 Prepare and decorate internal metal balustrades with gloss paint.
- 8.04.05 Prepare and apply clear finish to internal stair handrails.
- 8.04.06 Prepare and apply clear varnish to exposed internal timber floor boards.
- 8.04.07 Prepare and decorate internal stair margins, side faces and undersides.
- 8.04.08 Prepare and decorate existing metal door to store B06 and metal gate within store B06.
- 8.04.09 Prepare and decorate radiators and associated pipework.
- 8.04.10 Prepare and decorate external joinery finishing with gloss paint.
- 8.04.11 Stain finish to 1 no. garden gate.
- 8.04.12 Prepare and redecorate existing external metalwork, including existing pavement and stair railings, existing balcony balustrading, existing rear elevational window security bars, existing parapet roof edge guarding, and existing soil & vent pipes and rain water pipes + hoppers.
- 8.04.13 Prepare and decorate new parapet roof edge guarding to no. 36.
- 8.04.14 Prepare and redecorate external stone and stucco, including façade, window cills, window reveals, projecting stone balconies, and projecting cornices, wall faces surrounding lower ground floor light wells, and side elevational boundary wall to road - to include cleaning / preparing front coping at base of pavement railings.
- 8.04.15 Prepare and redecorate existing metal windows and metal rooflight to no. 37 to NHA 10.04.19: B12 side. 199 rear + side. 299 rear + side.
- 8.04.16 Apply onsite intumescent coating for fire protection of new pre-primed steelwork to seminar room B03. To achieve 60 minutes protection.
- 8.04.17 Repaint the bottom half of wing buildings to 37 + 38, including where sections of paint are currently missing.

## 9.00 FURNITURE, FIXTURES & EQUIPMENT

### 9.01 WCs

- 9.01.01 New internal cubicle & IPS system
  - Full height door and wall system
  - Full height IPS duct lining
  - Full height accessible cistern housing
  - Integral vanity unit housing + top to receive wash hand basins
- 9.01.02 Sanitary appliances and fittings

- WCs And Cisterns
- Wash Basins
- Shower tray and pivot doors
- Toilet Paper Holders
- Hand Driers
- Mirrors
- cleaners sinks

9.02            Kitchens

- 9.02.01        Purpose-Made Kitchen range
- Purpose-Made Worktops
  - Purpose-Made Fitted Base Units
  - Purpose-Made Fitted Wall Units
  - Sinks, Taps, Traps & Wastes
  - Zip Tap
  - Integrated refrigerator
  - Integrated dishwasher

9.03            Cupboards

9.03.01        Clause omitted.

9.03.02        Clause omitted.

- 9.03.03        22 new 900mm high (tbc) timber cupboards with access doors to accommodate (where equipment not housed in cupboards or kitchen units):
- Incoming service supplies – 2 no.
  - Distribution boards – 2 no.
  - Commissioning modules – 18 no.

9.04            Signage

9.04.01        Provide and install internal wayfinding signage system.

9.04.02        Provide and install fire safety signage. The general principle is to include phosphorus fire signage generally and illuminated fire signage at the final exits only.

9.05            Sundry items

9.05.01        Micro perforated heat reflective roller window blinds with manual metal bead chain operation to all windows and glazed balcony doors, excluding external window and doors to non-workplace circulation areas.

9.05.02        Provide and install 1 no. 1200mm x 900mm framed pinboards to each academic and postgraduate room.

10.00          **SERVICES**

10.01          Mechanical / heating / cooling

10.01.01        New mechanical and heating services installation in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation.

- 10.01.02 New condenser and acoustic enclosure in rear garden of no. 36 in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation.
- 10.01.03 Clause omitted.
- 10.02 Electrical
- 10.02.01 New electrical services installation in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation.
- 10.02.02 For lighting installation refer to Architects reflected ceiling plans.
- Note Electrical cables are to be concealed within floor / ceiling zones or behind plaster – refer Mechanical & Electrical Engineers details.
- 10.03 IT
- 10.03.01 New IT services installation in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation.
- 10.04 Existing fibre infrastructure containment
- 10.04.01 Existing fibre infrastructure containment to be retained and protected during renovation works in accordance with Mechanical & Electrical Engineers details.
- 10.05 Audio Visual
- 10.05.01 New electrical services installation in support of AV equipment in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation. Audio visual monitors / equipment (display screens etc) does not form part of the main renovation works and are to be provided by others.
- 10.06 Drainage / Public Health
- 10.06.01 Below ground drainage repairs in accordance with Structural Engineers details. Allow for all builders work in connection with repairs.
- 10.06.02 New above ground internal drainage installation in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation.
- 10.06.03 Existing external soil and ventilation pipework to be refurbished, including removal of redundant sections and subsequent making good, replacement of damaged sections and support brackets, and assessing existing fixings and repairing as necessary. Preparation and redecoration included in section 8.04.12.
- Note Works to above ground rainwater good covered in section 3.10.
- 11.00 **UTILITY CONNECTIONS**
- 11.01 Utility Connections

- 10.01.01 Works in connection with utility connections in accordance with Mechanical & Electrical Engineers details. Allow for all builders work in connection with installation
- 12.00 **EXTERNAL WORKS**
- 12.01 Boundary walls
- 12.01.01 Clause omitted.
- 12.01.02 Form opening in rear garden boundary to no. 38 to link with adjacent UCL property on Tavistock Square. Tooth and gauged jambs maintaining brick bond and perpend and bed joint widths.
- 12.01.03 Rake out an repoint defective mortar to boundary walls to match existing mortar.
- 12.01.04 Clean stained brickwork to rear boundary walls.
- Note Work to stucco faces of side elevational boundary wall to road covered in section 5.01.11.
- 12.02 Retaining walls and steps
- 12.02.01 Construct one brick thick salvaged brick dwarf retaining walls between upper and lower rear gardens with brick coping course flush with stone paving, with salvaged stone pavior steps and salvaged brick risers.
- 12.02.02 Clause omitted.
- 12.02.03 Construct one brick thick salvaged brick dwarf retaining wall to the upper rear garden of no. 38 to accommodate existing level change where new gate opening formed to link with adjacent UCL property on Tavistock Square (and to achieve sufficient headroom below existing fibre infrastructure containment), with brick coping course flush with stone paving, and with salvaged stone pavior steps and salvaged brick risers.
- 12.02.04 Retain existing planting bed to upper garden of no. 37.
- 12.03 Paving
- 12.03.01 Existing paving to front and side light wells to be patch repaired and cleaned, including removing all moss / plant growth and treating with weed killer. Include for making good following drainage repairs indicated by Structural Engineer.
- 12.03.02 Existing paving to lower portions of rear gardens to the sides of rear wing buildings to be patch repaired and cleaned. Include for making good following insertion of channel drains at door thresholds and include for making good following drainage repairs indicated by Structural Engineer.
- 12.03.03 Existing paving to upper portions of rear gardens to the sides of rear wing buildings to be patch repaired as far as practically possible and cleaned, including removing all moss / plant growth and treating with weed killer. Shortfall of paving where missing or needed for patch repairs to be accommodated by the formation of gravel margins as indicated on drawings, with paving cut as necessary to form straight edges.



- 12.03.04 Re-bed north-eastern end of raised paving slabs where dislodged to side boundary adjacent bicycle parking hoops.
- Note Front entrance steps to 36, secondary entrance steps to 37 + 38 and 3 no. external stairs to lower ground floor covered in section 4.04.01.
- 12.04 Gravel margins
- 12.04.01 40mm deep gravel margins on concrete substrate where indicated on drawings.
- 12.05 Gates
- 12.05.01 Clause omitted.
- 12.05.02 Install timber gate and frame to new opening in rear garden boundary wall to no. 38. Frame plugged. Boarded door with top, side, bottom and mid rails. Decoration as section 8.04.11. Hinges, finger latch and mortice lock.
- 12.06 Furniture
- 12.06.01 5 no. bicycle hoops on new secured concrete base. Stainless steel finish.
- 12.07 Planting
- 12.07.01 Cut back existing Holly tree in the rear garden of no. 38 sufficient to allow 2m headroom to new path + gate.
- 12.07.02 Remove all redundant planting and weeds from rear gardens of nos. 36 + 37 + 38 and treat with weed killer. Rotavate existing soil raised planting bed to upper rear garden of no. 37 and leave in condition ready for replanting.
- 12.08 Railings
- Note Remedial works to railings covered in section 4.00.