



BRITISH MUSEUM PERIMETER PROPERTIES

38 RUSSELL SQUARE

DESIGN AND ACCESS STATEMENT AND ARCHITECTURAL PROPOSALS
Addendum February 2020

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1.0 INTRODUCTION

Following extensive review with the Conservation Officers at the London Borough of Camden the following addendum covers omissions and changes to the original design and access statement of August 2018. This addendum should be read with the original design and access statement.

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

Summary of changes and alterations to the original proposals

The following changes to the original proposals have been agreed with the conservation officers:

- 1. Omit central spine risers, form new riser in stairwell and increase the size of the existing in that area, cornice to be reinstated around new risers.
- 2. Omit cycle storage and cycle track to the side of the metal stairs.
- 3. Rework brickwork cleaning to state that new bricks, joints and lighter areas would be soot washed to match the patina of the existing facades.
- 4. Rooftop VRF unit moved basement level to rear yard of the property
- 5. Joinery casings to VRF units internally to be omitted standard products and casings to be used.
- 6. Location of emitters in front office to Russell Square adjusted to rear wall behind new risers
- 7. additional method statement 11 for works to timber floors
- 8. Updated acoustic report

2.0 DESIGN AND ACCESS STATEMENT

There have been no changes to the scope, use, Amount, layout, scale, landscaping, appearance or access in the original statement

3.0 ARCHITECTURAL PROPOSALS

There are no changes to the architectural proposals except where noted below.
38 Russell Square

Basement Level

- Add: external VRF unit for heating system to be located in rear yard.

Ground Floor

- Change: existing services risers to be reused and required enlargement to be kept to a minimum.
- Change: cornices and skirtings to be reinstated where interrupted by removed partitions and new riser. Profiles to match existing.
- Omit: reference to mechanical and electrical risers concealed within joinery in ‘nibs’ in the main office space.
- Add: new riser to be run within the stairwell symmetrically with the adapted riser on the opposite wall.
- Omit reference to bespoke joinery covers to heating and cooling system.

First Floor

- Change: existing services risers to be reused and required enlargement to be kept to a minimum.
- Change: cornices and skirtings to be reinstated where interrupted by removed partitions and new riser. Profiles to match existing.
- Omit: mechanical and electrical risers concealed within joinery in ‘nibs’ in main office space.
- Add: new riser to be run within the stairwell symmetrically with the adapted riser on the opposite wall.
- Omit reference to bespoke joinery covers to heating and cooling system.

Second Floor

- Change: existing services risers to be reused and required enlargement to be kept to a minimum.
- Omit: reference to mechanical and electrical risers concealed within joinery in ‘nibs’ in the main office space.
- Add: new riser and access for distribution boards to be run within the new wall construction between the stairwell and front office
- Omit reference to bespoke joinery covers to heating and cooling system.

Third Floor

- Change: existing services risers to be reused and required enlargement to be kept to a minimum.
- Omit: reference to mechanical and electrical risers concealed within joinery in ‘nibs’ in the main office space.
- Add: new riser and access for distribution boards to be run within the new wall construction between the stairwell and front office
- Omit reference to bespoke joinery covers to heating and cooling system.

Windows generally
No amendments

Joinery
No amendments

Ironmongery
No amendments

Services Risers
Amendments to Pages as below
Omit pages on riser options

Roof and Loft Level
See amended pages omit, pages on visibility of rooftop plant that is no longer exposed.

External works
See amended page

British Museum Annexe Building
No Amendments

Toilet Provision
No amendments

Fire Strategy
No amendments

Existing Services Risers

Existing vertical risers throughout the building are to be reused where possible and all redundant services are to be stripped out. There will be small enlargements to the services riser in the main stairwell to accommodate the new services. Access panels may be required for maintenance and inspection of services.

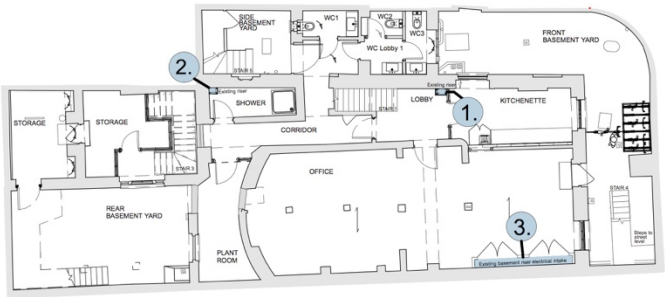
There are two main vertical risers, which run in the stairwells of the main stair 1 and secondary stair 2. It is not known exactly when these risers have been formed although it is likely to have been a part of the 1980s alterations which included conversion of the third floor to a computer room and 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.

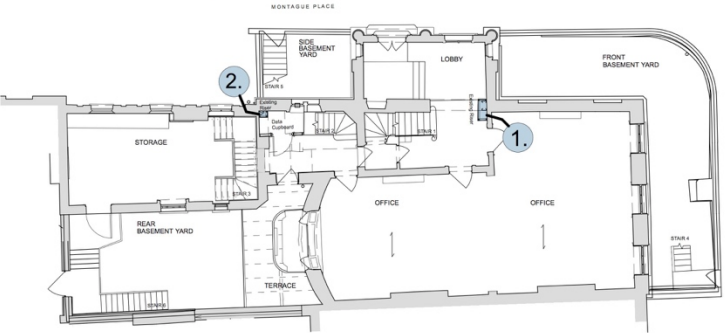
The vertical riser in the corner of secondary stair 2 also runs from basement to third floor and part of the services are diverted horizontally on second floor mezzanine. This riser is smaller in size and does not have any decorative features. See photograph 2.



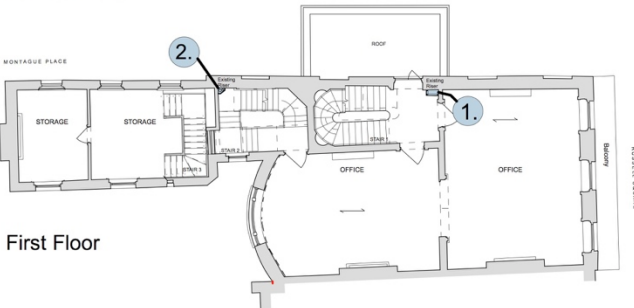
Top: Photograph 1. Ceiling view of Stair 1 landing on first floor.
Right: Photograph 2. Riser in the corner of the landing of secondary stair 2.



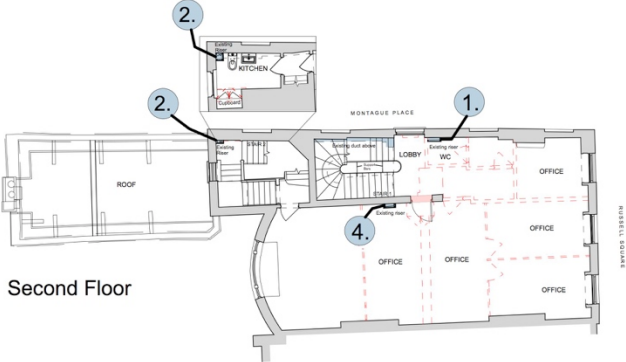
Basement Level



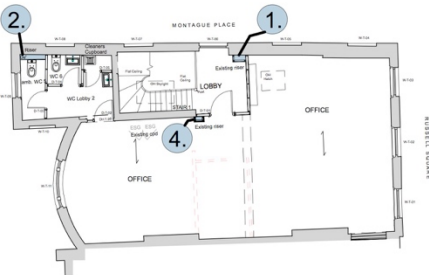
Ground Floor



First Floor



Second Floor



Third Floor

Plans show locations of existing service risers and cupboards, Risers 1 and 2 are the only positions that are consistent on all floors

Overheating analysis was carried out and the results determined that the existing building has very limited provision for controlling the internal environmental conditions and tends to overheat during the summer months.

The cooling requirements and energy reduction will be met by providing new VRF heat recovery, heat pump systems with the external unit being located in the rear yard of the basement level; where previously refrigeration condensing units were located. The VRF indoor units will comprise floor mounted fan coil unit of modern design. The VRF system external units will be positioned in the basement yard to comply with the external noise criteria in the most discreet location possible.

In order to optimize the arrangement of mechanical services risers consideration has been given to the location of the plant. It is proposed that by utilising the basement plant room for cold water services and the using a two pipe supply to distribute to from the VRF condensing plant to a distribution point in the roof void the most effective use can be made of the capacities of the existing and new risers to accommodate the mechanical pipework and provide the minimum width and depth riser arrangement.

The key considerations for the new risers location are:

- Preserve the character and historic value of the spaces;
- Minimise loss of historic fabric;
- Provide uninterrupted vertical services distribution;
- Keep the footprint of the risers to a minimum;
- Make the risers an integral part of the space they are in.

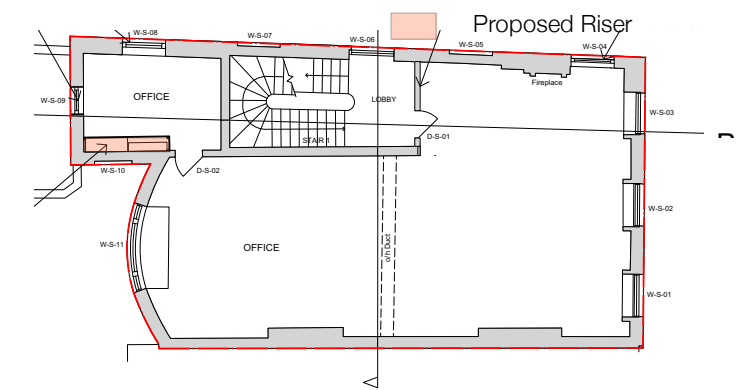
SECTION BB

Above: Spine wall distribution showing avoidance of beams and existing cornice, discounted during consultation with LB Camden Conservation Officers

[illegible]

Another option was considered where the secondary stair 2 was removed and the floors on all levels reinstated. This provided opportunity for locating the vertical risers in the stairwell. Please see image 2.

Top: Image 1. Riser reflecting the chimney breast opposite.
Below: Image 2. Riser located in the former stair 2 stairwell.



The design team has worked with Camden conservation officers and developed the preferred proposal for a new riser location. This option consolidates all risers within the stair cores the enlargement of the existing risers and the installation of a new riser only affects cornice work already disturbed and replaced during the 1980s alteration works.

A benefit of this layout is that it preserves the character of the historic spaces, which with the reintroduction of nib walls along the line of the old spine wall on the ground floor enhances the perception of having a primary and secondary room on each level.

Another advantage is that the services distribution can be provided in a fairly straightforward way without having to divert services in floor or ceiling voids, which would minimise the amount of structural interventions for openings.

The proposed mechanical services route runs from the basement yard condenser and along the annexe wall into the new plant room (through a penetration in the newly bricked up doorway).

From the plant room the pair of primary pipes are transferred via the basement suspended ceiling to the stairwell riser and then through the existing riser to the roof void where they are split to serve individual units and re-run in the same riser through the building. The number of pipes required in the riser reduces at each floor level from the top down allowing best use of riser arrangements which can be larger on the upper floors with the smallest and leas conspicuous on the primary ground and first floor levels.

The new internal VRF units will as also located as close as possible to the risers to minimise the formation of mew routes within the floor zones.

The new and existing risers will be constructed in fire rated plasterboard with access panels where required. The skirtings around the risers will be reinstated to match existing. The cornice on the primary levels will also be re run in the existing profiles

The proposed electrical services route begins at basement level where the existing electrical intake cupboard is located.

The services are diverted within the basement ceiling void to the basement electrical riser (which contains the distribution boards fro both basement and ground floor and then vertically through the ground and first floor risers in the stairwell.

The second and third floor risers are contained within the new walls separating the front office from the stairwell and also contain the mechanical pipework. Access doors are provided fro the distribution boards. The second floor riser will also contain the distribution boards fro the first floor allowing the primary levels to have a minimum riser space.

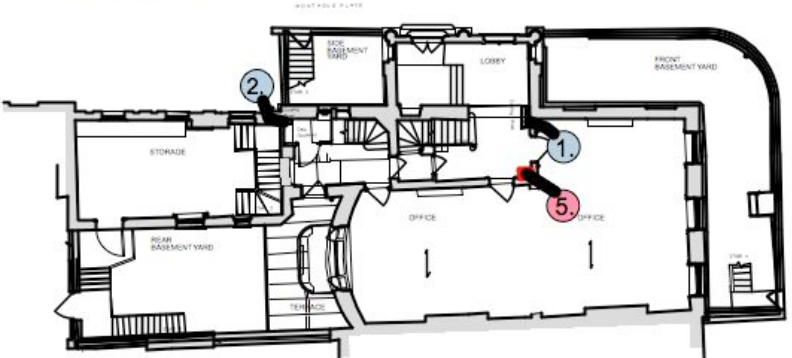
The electrical riser contains cable trays for lighting, power, fire alarm, access control and security. A discreet access panel will be provided to each riser for maintenance and inspection.



Basement Level

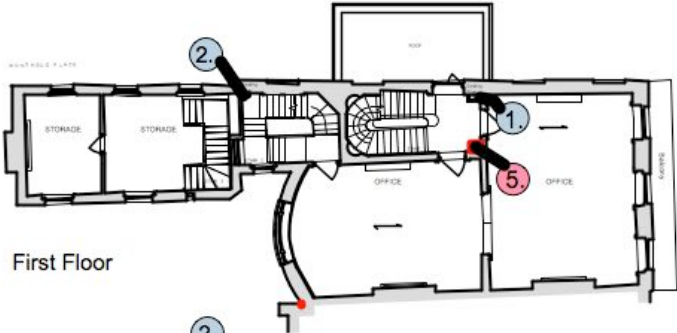
Proposed service routes running externally and in basement suspended ceiling void

Existing service risers: Blue
New service cupboard: Red



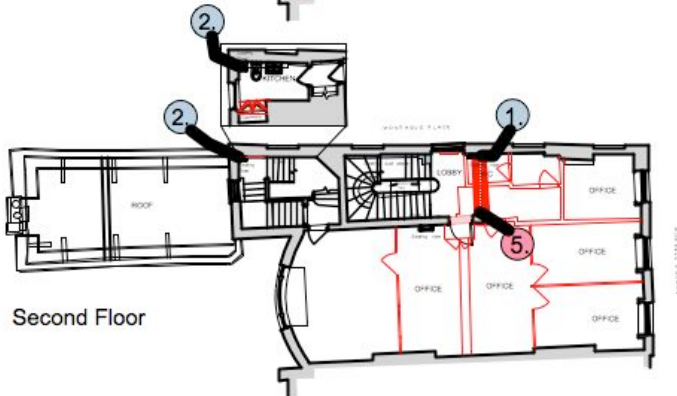
Ground Floor

Existing service risers: Blue
New service riser: Red



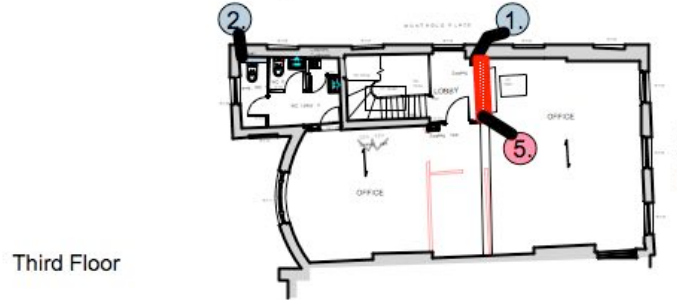
First Floor

Existing service risers: Blue
New service riser: Red



Second Floor

Existing service risers: Blue
New service riser & Cupboard: Red



Third Floor

Existing service risers: Blue
New service riser & Cupboard: Red

Roof and Loft Level

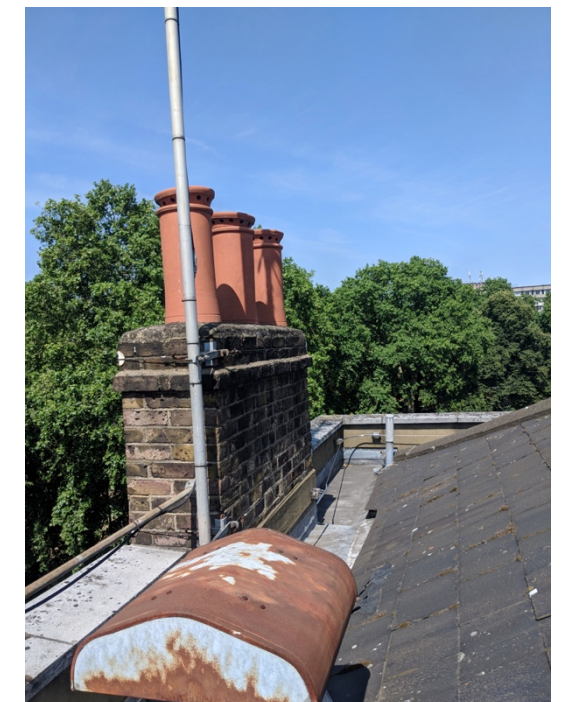
- The main roof is accessible via a hatch in the ceiling on the 3rd floor at the top of the main stair hall. It is recommended that a new retractable ladder is fitted to improve access. It is advisable to improve safe access to the outer edges of the roof by extending and refurbishing a Man Safe cable-based fall protection system. This should afford safe access to all areas of the roof. Where the system is fixed, strengthening of the roof/ parapet wall structure may be required.
- Repair works are subject to a specialist condition survey of pitched roofs at roof level and flat roofs at ground and first floor levels.
- New insulation is to be incorporated in the ceiling of the third floor between the existing joists, with new crawl boards incorporated to maintain access.
- New ventilation slates are to be included on the inner pitches of the roof to match the existing vent slates on the outer pitches and provide suitable cross ventilation in the roof void which currently is non-existent.
- The main roof is leaking significantly and needs a structural survey/ roofing survey.
- The slate roofs appear to have been re-roofed relatively recently. Minor repair works are proposed to chimney pots, chimney stacks, flashings, ridge tiles, ridge pointing, slates, valley gutters, copings and render to parapet walls, localised mortar repairs, lead coverings and flashings. Generally the main concerns are slipped tiles, degrading mortar, general debris, discarded cables and removal of redundant roof mounted plant. For more information, please refer to the Roof Condition Survey attached to this document.
- General clean up of the roof will be required to remove moss and general debris.
- All redundant services, plant and cable trays are to be removed.
- Existing joinery is to be refurbished (i.e. roof access hatch)
- Lightning protection may be required. To be advised.
- Existing skylight to be refurbished, repaired, and redecorated. Cracked glass to be replaced. Weather seals and ventilation filters to be replaced with new.
- Remaining plant footings to be removed. Flat roof surface to be repaired or overlaid with new membrane applied over asphalt flat roofing surface.
- Perimeter metal balustrade to be replaced with new.
- Damp repairs to roof structure within loft void to structural engineer's details.
- Repairs and essential maintenance to rain water drainage system as required.
- Render and pointing repairs following results of condition survey.



Above: Existing concrete plinths on flat roof area to be removed.

Below Left: Repair works to skylight and roof are essential to achieve waterproofing.

Below Right: Existing man safe system to be tested. If upgrading is required, new system to be provided as a like-for-like replacement.



External works

- Basement yard stone floor and brickwork walls to be cleared of organic growth and debris.
- Painted brickwork walls to be repaired, cleaned and repainted. Silicate based paint in cream colour to match existing.
- York stone paving to be cleaned and replaced/ repaired where slabs have cracked.
- Replacement of external metal walkway and stair in rear yard to suit new circulation.
- Stone paving to be repaired where concrete bases for walkway removed in rear yard.
- Drainage gullies to be cleared of debris and unblocked where necessary.
- Existing metal escape stairs to be refurbished, repaired, and painted.
- Existing stone escape stair to be cleaned and repaired if necessary.
- New terrace decking on ground floor to be fitted externally above existing lead roof.
- New metal handrail and balustrade to external terrace.
- Flat roof over entrance portico to be cleared of debris and organic growth. Any necessary repairs for weather tightness and integrity to be carried out as recommended following condition survey.
- Brickwork to be repaired and repointed as required. Repair of cracking, minor stitching and missing bricks (to be reviewed with Structural Engineer's input)
- Brickwork to main elevations new repairs and area of previous lighter brickwork to be toned down to achieve a consistent tone with the existing patina while retaining its character. The level toning down (soot wash) is to be agreed with the Conservation Officer.
- All external windows, reveals and cills and doors to be repaired and redecorated to both front and rear facades. Apply an exterior grade paint finish. Part replacement may be required in some locations. For individual window specific repairs, please refer to the Door and Window Schedule appended to this document.
- Balcony on first floor Russell Square facing elevation to be refurbished. Stonework to be cleaned and repaired. Cast metal balustrade and support brackets to be repaired and redecorated.
- Exposed existing rainwater pipework to be redecorated.
- Stone stairs and plinth of portico to be cleaned and repaired.
- Ground level stucco to front elevation to be repaired and redecorated, breathable mineral paint finish.
- Existing railings to be repaired and redecorated. External grade paint for metal surfaces.

For proposed methodologies for window repairs and external brickwork, stonework and render cleaning and repair, please refer to the method statements appended to the Design and Access Statement.



Top: Front Basement yard. Brickwork walls to be cleaned, repaired and repainted.
Left: Side Basement yard. Existing stone staircase and York stone paving to be cleaned and repaired. Essential maintenance works to be carried out to unblock drainage gullies.
Right: Entrance portico to be cleared of organic growth, repaired and redecorated. Brickwork to main elevations to be toned down to match existing patina..

4.0 ADDITIONAL INFORMATION

Documents

Door and Window Schedule no amendments to original issue
Method Statements as original Issue, plus method statement for works to timber boards attached
Acoustic report updated

Drawings

As new drawings issue sheet.

Drawings for new cycle storage and Joinery casings withdrawn.

METHOD STATEMENT 11 WORKS TO TIMBER FLOORS

1.0 NONCOMPLIANCE

1.1 The Contractor will not be paid for any works to floorboards not in accordance with this method statement unless specifically instructed to do so in writing, and will also be liable for the costs of rectification works by others if necessary if these are required as a result of non-compliance.

2.0 OBJECTIVES

- 2.1 The primary conservation objective is to retain, wherever possible, historic materials (floorboards, timber, sealing strips, pugging boards) in the original constructions (e.g. re-incorporation of sealing strip detail) in the original locations.
- 2.2 Record areas to be worked on before commencement, and during the works. Consider the level of photography or other recording appropriate to the task.
- 2.2.1 As a minimum record:-
a) Photograph prior to commencement.
b) Photograph any structure or defects revealed during the works.
Photograph completed work at practical completion inspection
- 2.3 Protect windows, doors, and decorative features against ingress of dust.
- 2.4 Protect floors and adjacent surfaces, decorations, and decorative features from the works.
- 2.5 Assess any known information on possible hidden ducts or services.
- 2.6 Prior to commencement assess any known information on possible asbestos contamination of concealed voids, ducts or services.
- 2.7 Assess any known information on the floor structure.
- 2.8 Assess any known information on double-boarding to the floor.
- 2.9 Assess any known information on service runs in floor void.
- 2.10 Lift floor coverings back, and if essential store safely (otherwise protect).
- 2.11 If any concern regarding delicacy of ceiling below install temporary dead-shore support to gently support ceiling below prior to lifting and relaying floorboards. Soft-pack support to ceiling, spread load onto floor below.

3.0 FLOORBOARDS

3.1 Floorboards may be lifted for 3 reasons:

3.1.1 To the extent that certain existing boards are deemed by the CA IN consultation with the conservation officer to be defective and in need of replacement.

Defective boards will be identified and marked up on site by the Architect following removal of floor coverings. The Contractor is to allow a sufficient period of time for this exercise to be completed.

3.1.2 To allow investigation of possible services routes and for installation of services. Floorboard lifting is to be kept to the absolute minimum necessary.

The extent of investigative opening up to allow services installation should be marked up on floor plans for submission to the Design Team for approval before proceeding, but may be agreed with the CA by other means. An assessment of all investigations for the entire works should be made at this time so that subsequent additional approvals are minimal: the Contractor is to allow sufficient time for the design team and conservation officer to confirm this opening up noting that additional time will be required for every additional request. Following completion of any investigative opening up, the Contractor is to provide the CA with sufficient information, following discussions with all subcontractors, to confirm the extent of floorboard lifting required to install all underfloor services routes. A sufficient time period is to be allowed for approval of this and for any subsequent additional proposals to be approved.

3.1.3 Structural repairs: To allow floors to be leveled and/or strengthened, and for investigation of existing construction.

Specific areas may be identified by the Design Team during the contract period.

3.2 When unscrewed, or if nailed, gently ease up short individual board using wide bolsters to avoid risk of splitting the board, levered over wooden battens and blocks, and never levered against the ends or sides of adjacent boards. Screwdrivers, crowbars, wrecking bars or nail pullers are never to be used for lifting floorboards.

3.2.1 Remove screws where short individual board has previously been screw fixed.

3.2.2 Watch out for 'double boarding'. Lower layers of boards will generally be historically significant, fragile, laid 90° to the top layer. If they are encountered then in liaison with CA refer to the conservation Officer

3.3 Floorboards must be lifted with care to minimise splitting and breakage. A reasonable allowance (15%) will be made for replacement of boards broken during lifting. The assumption will be that any broken boards will be replaced with a new board of suitable thickness and identical size, shape and species. In the case of long boards (those over 8 joist widths) with damaged, broken or split ends, these should be cut back to limit the extent of replacement boarding to four joint widths.

3.3 Upon lifting, each floorboard is to be numbered on the underside and the joist below numbered using chalk so that each and every floorboard can be relaid in its original location. There will be no kerfing allowed to existing boards unless specifically instructed, for example, in order to improve leveling of existing boards or in order to re-use existing boards elsewhere

Any additional works, e.g. requirement for addition kerfing or replacement boards arising out of the Contractors failure to systematically label boards and joists on lifting will be at the Contractors own cost.

3.4 Once a board has been lifted, nails are to be eased out, straightened and re-used. If in lifting they do not come out with the board they should be extracted from the joist, or if they cannot be moved then punched down with a nail punch or cut off using a hacksaw.

3.4.1 All boards stacked flat, vertically and neatly

4.0 CUTTING EXISTING FLOORBOARDS

4.1 Existing floorboards must not be cut into lengths shorter than 4 joist widths unless forming an access trap for services valves or drawing boxes.

4.2 Cuts must be made centrally over the joints and cuts to adjacent boards must be staggered.

5.0 ACCESS PANELS

5.1 New access panels are to be sized to be multiples of whole board widths.

6.0 FIXING OF FLOORBOARDS

6.1 Except where over services routes. Previously nailed boards are to be re-nailed re-using the same nails and nail holes, unless the nails are not re-useable in which case new nails of same size and detail, if necessary blacksmith's nails, to be used. Previously screwed boards are to be screwed re-using the same screws and holes unless the screws are not re-useable in which case new screws of same size and detail.

6.1.1 New nail or screw holes are not to be made, and boards previously nailed are not to be screwed without prior liaison with CA with the agreement of the conservation officer..

6.2 Floorboards and access traps routes services runs are to be fixed down with slotted head countersunk mild steel traditional woodscrews.
Method Statement for lifting and relaying of existing floorboards in heritage properties