



## UCL REFURBISHMENT @ IOE WOBURN SQUARE WORKS



# PLANNING APPLICATION No. WS01 – SCHEDULE OF WORKS

Prepared by



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# 1.0 INTRODUCTION

The purpose of this document is to assist all parties in understanding the Scope of Works and RIBA Stage 4 Contractor's Proposals for Zone C areas on Level 5 within the Woburn Square package of work at the Institute of Education, 20 Bedford Way.

The location of the Works is defined by the Location and Site Plans as follows:

3147 – WS1 – 0001	Location Plan
3147 – WS1 – 0002	Site Plan

The Area of Works for this Planning Application are defined by the 'As Existing' Plans for all floors of the building as follows:

3147 – WS1 – 0501	L5	Plan as Existing
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The revised internal layouts within the Area of Works for this Planning Application are indicated on the 'As Proposed' Plans for the floors of the building as follows:

3147 – WS1 – 0505	L5	Plan as Proposed
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All works to be in accordance with Building Regulations, relevant British and International Standards and Codes, UCL project requirements for BREEAM and good building practice.

For details of all structural works associated with the proposed Woburn Square works for this Planning Application, please refer to TAK Structural Assessment.

For details of all building services and infrastructure upgrade works associated with this application – please refer to Long and Partners Building Services Description of Systems.

The following sections detail the architectural scope of works associated with this Woburn Square Planning Application.

## 2.0 DEMOLITION AND STRIP OUT WORKS

### 2.1 PROPOSALS

This document should be read in conjunction with the following architectural drawings:

3147 – WS1 – 0502                      L5              Demolition Plan

Demolition and strip out proposals will be further developed and coordinated to reflect the latest project requirements but, in principle, are as detailed below.

Additional strip out / builders work may be required in connection with the strip out and isolation of M&E services above the suspended ceilings and through existing / retained walls. Refer to Long and Partner proposals for final details.

NOTE: Ensure no strip out / demolition works are undertaken without the required Listed Building Consent from the Local Authority as it is an offence to carry out any works requiring Listed Building Consent without such consent being obtained. UCL to provide copy of Listed Building Consent formal approval to the Main Contractor prior to commencement of demolition works detailed below.

### 2.2 SCOPE OF WORKS

Demolition Contractor to provide all appropriate RAMS for the required demolition and strip out works. Demolition and strip out works are to include the following:

#### 2.2.1 ENABLING WORKS

- The Area of the Works is to be cleared of all staff / student work, materials and supplies in advance of handover to the Main Contractor.
- The Area of the Works is to be cleared of all loose furniture, e.g. desks, tables, chairs, coat racks, storage, etc. in advance of handover to the Main Contractor.
- Any items remaining in the area at time of handover are to be disposed of by Main Contractor.

#### 2.2.2 ASBESTOS REMOVAL

- A Refurbishment and Demolition survey will be undertaken before any demolition work is carried out. This survey should locate and describe, as far as reasonably practicable, all ACMs in the Area of the Works and adjacent areas if additional access for building services connections is planned. The survey should be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.
- The Demolition Contractor should review the latest Asbestos R&D Survey Report and make sure they are aware of all potential locations for asbestos within the Area of the Works.
- Limited soft strip of items may be undertaken, and/or may be required, by the Demolition Contractor prior to the Asbestos Removal Specialists commencing works.
- HSE F10 Notification of Asbestos Removal is to be submitted prior to asbestos removal works and all works are to be undertaken by an approved Asbestos Removal Specialist in accordance with the agreed ACoP compliant plan.
- The Demolition Contractor should ensure that the required clean air testing and certification is in place prior to re-commencement of demolition and strip out works.

#### 2.2.3 BUILDING SERVICES

- The Building Services Contractor should identify all live services and services routes within the Area of the Works and arrange isolations and terminations of all services that are to be stripped out / cut back / capped off prior to any demolition and strip out works being undertaken.
- The Building Services Contractor should identify any services and services routes within the Area of the Works that are to remain live throughout the works, i.e. if servicing floors above / below and/or required for life safety systems.
- The Building Services Contractor should confirm scope of works / provide strip out drawings identifying all building service elements that are to be stripped out within the Area of the Works. This should include, but not be limited to, the following:
  - All light fittings,
  - All power and data (in walls and in floor boxes),
  - Fire alarm systems (except where needed / modified to provide temporary construction site cover)
  - All radiators (note: Building Services Contractor to advise extent of associated pipework strip out works).
  - All sanitaryware, inclusive of associated supply and drainage pipework (note: UCL / Building Services Contractor to advise extent of pipework strip out works to avoid dead-legs).
  - All supply and extract grilles and associated ductwork
  - Any internal and external mechanical plant

- The Building Services Contractor should liaise with the Demolition Contractor and set out accurately on site all openings through existing concrete walls and slabs as detailed on the demolition drawings and in accordance with L&P strip out proposals and specifications. Structural Engineer is to approve any and all openings larger than 100mm diam. No openings are to be formed through structural members. Detailed method statement is to be provided for comment. Openings at high level, i.e. above ceiling, are indicated dashed on the drawings.

#### **2.2.4 FLOORS**

- Carefully remove existing carpet tiles throughout the Area of the Works.
- Carefully remove existing sheet vinyl flooring from kitchenette and toilet areas, inclusive of any plywood underlays.

#### **2.2.5 WALLS AND DOORS**

- Make safe / disconnect and remove all M&E services that are wall-mounted / within partitions that are to be removed, e.g. dado trunking, electrical outlets, light switches, data outlets, ventilation controls, etc. in accordance with L&P strip out proposals and specifications.
- Remove all wall-mounted notice boards, white boards, etc..
- Remove any glazed partition system and associated doorsets to offices / meeting rooms.
- Remove existing metal stud and plasterboard partitions, together with associated doorsets.
- Remove existing blockwork partitions, together with associated doorsets.
- Subject to approval and Main Contractor's programme (i.e. with regard to retaining fire separation and security) carefully remove existing double doors leafs to main entrance doorsets onto each level to allow replacement with new. Retain and protect existing frames – unless advised to the contrary.

#### **2.2.6 WINDOWS**

- Carefully remove existing secondary glazing system.
- Carefully remove all existing window blinds.
- Make safe / disconnect and cap off existing radiators and remove, in accordance with L&P strip out proposals and specifications, to facilitate removal of existing window cill boards and back-panels in order for Specialist Asbestos Contractor to remove the AIB panels below the windows.

#### **2.2.7 CEILINGS**

- Make safe / disconnect and remove all M&E services that are ceiling-mounted / within suspended ceiling grid / plasterboard margins that are to be removed, e.g. lights, PIR controls, fire / smoke detectors, speakers, etc. in accordance with L&P strip out proposals and specifications.
- Take down the existing 600x600mm ceiling tiles, any associated acoustic bags, suspended ceiling grid, trim and hanger systems throughout the Area of the Works.
- Carefully remove the existing perimeter plasterboard margins to ensure minimal remedial works to the structural soffit.

#### **2.2.8 FIXTURES AND FITTINGS**

- Carefully remove existing kitchenettes and toilets. Make safe / disconnect and cap off all M&E services that are within the units / IPS panelling / vanity units / etc. that are to be removed, e.g. sink, zip taps, fridges, etc. in accordance with L&P strip out proposals and specifications. Carefully strip out sanitaryware, plinths, sink units, worktops, IPS, vanity units, integral equipment, base units and wall units.
- Carefully remove any shelves and spur shelving brackets.
- Carefully remove existing fire shutter where applicable.

## 3.0 WINDOW WORKS

### 3.1 PROPOSALS

The proposals covered by this document relate to the following elements of internal and external façade modification works:

- A. The provision of new secondary glazing generally throughout.
- B. The provision of new blinds generally.

This document should be read in conjunction with the proposed plans and the following architectural typical detail drawings:

3147 – WS1 – 0073	Detail – Low Level Casing
3147 – WS1 – 0074	Detail – Secondary Glazing

### 3.2 SCOPE OF WORKS

Secondary Glazing and Window Blind Contractors to provide all appropriate RAMS for the required window works. Window works are to include the following:

#### 3.2.1 **WORKS BY, AND COORDINATION WITH, OTHERS**

- Asbestos removal will have been completed by Specialist Contractor prior to Window Contractors commencing on site. However, the Window Contractors should ensure that the required clean air testing and certification is in place prior to commencement of any additional strip out works associated with the perimeter glazing systems.
- Existing window blinds and secondary glazing units are to be removed by the Demolition Contractor.
- New internal window cills and associated panelling and new insulation below windows are to be provided by others / the Joinery Contractor.
- Any making good and decoration works internally are to be completed by the Decorations Contractor in advance of final fix items.

#### 3.2.2 **BUILDING SERVICES**

- The Building Services Contractor should identify any services and services routes associated with the perimeter glazing / windows that are to remain live throughout the works, i.e. if servicing floors below and/or required for life safety systems.

#### 3.2.3 **SECONDARY GLAZING**

All as indicated on Window Treatment drawings and within the Specification. Secondary Glazing Subcontractor to:

- Survey, design, manufacture and install new vertical sliding sash secondary glazing modules, to match existing window module and colour / finish.
- Installation to be undertaken following completion of new perimeter low level boxings by Others.

#### 3.2.4 **INTERNAL WINDOW TREATMENTS**

Subcontractors to:

All as indicated on wall and window finishes drawings and within specification. Specialist sub-contractors to:

- Survey, manufacture and install new window blinds to external windows as required.

# 4.0 PARTITION & CEILING WORKS

## 4.1 PROPOSALS

The proposals covered by this document relate to the following elements of internal construction works:

- A. The construction of new metal stud and plasterboard partitions, inclusive of shaft-walls and wall lining systems with associated insulation in accordance with fire, acoustic and thermal requirements, together with timber skirtings where applicable.
- B. The installation of new solid doorsets throughout.
- C. The provision of suspended ceiling systems, inclusive of plasterboard soffits and acoustic rafts as indicated on RCPs.
- D. Decoration of all walls, ceilings, soffits and skirtings as appropriate.

This document should be read in conjunction with the proposed plans and the following architectural typical detail drawings:

3147 – WS1 – 0070		Partition Details
3147 – WS1 – 0072		Door Elevations
3147 – WS1 – 0507	L5	Partition Types
3147 – WS1 – 0508	L5	Wall and Window Finishes
3147 – WS1 – 0511	L5	RCP as Proposed

## 4.2 SCOPE OF WORKS

Partition and Ceiling Contractors to provide all appropriate RAMS for the required fit out works. Partition and ceiling works are to include the following:

### 4.2.1 WORKS BY, AND COORDINATION WITH, OTHERS

- Asbestos removal will have been completed by Specialist Contractor prior to Partition and Ceiling Contractors commencing on site. However, the Partition and Ceiling Contractors should ensure that the required clean air testing and certification is in place prior to commencement of any works associated with the perimeter glazing systems.
- New internal window cills and associated panelling are to be provided by the Joinery Contractor. Allowance may however need to be included for new insulation below windows.

### 4.2.2 BUILDING SERVICES

- The Building Services Contractor should identify any services and services routes that are to remain live throughout the works, i.e. if servicing floors below and/or required for life safety systems.
- The Building Services Consultant should identify all new services and containment routes and confirm extent of BWIC mechanical and electrical services.
- Partition and Ceiling Contractors to allow for full coordination with Building Services Contractors for integration of power, data, ductwork, etc..

### 4.2.3 SOLID PARTITIONS

- Construct new metal stud and plasterboard partitions, inclusive of plywood pattresses where required for fixings and insulation for acoustics in accordance with specifications.
- Construct new shaft wall risers / wall infills inclusive of plywood pattresses where required for fixings and insulation for acoustics in accordance with specifications.
- Form new door openings where indicated and to coordinated structural opening sizes.
- Allow for all builder works in connection with services, such as first fix conduits / cut outs for back boxes / openings for ductwork. All to be coordinated with Building Services Contractor and made good to maintain fire and acoustic ratings.
- All new partitions to be taped, filled and skimmed in preparation for decorations as detailed within specifications and similar to Phase 1.
- Supply and install new 100mm high timber skirtings. All fixings to be recessed and pelleted. Skirting be prepared for decorations as detailed within specifications and similar to Phase 1.

#### **4.2.4 DOORS**

- Design, manufacture, supply and install new internal door sets as indicated on proposed plans, door details drawings and Door Schedule. Particular care should be taken with installation of all doors where fire certification is required, and also acoustics – i.e. drop seals should fully engage with floor.
- Provide sample of proposed door finish laminate, together with lippings and frame.
- Supply and install, in accordance with manufacturers recommendation and required fire certification works, all new door ironmongery as indicated for each doorset on Door and Ironmongery Schedules.
- Provide technical submissions for all ironmongery elements proposed together with sample board for UCL approval and retention on site.
- Where indicated doorsets are to be undercut by 10mm for ventilation as part of manufactured leaf.
- Where indicated some doorsets will need to incorporate access control systems. Allow for cable ways in / behind framing to suit the magnet locking devices and coordinate works with security Contractor.
- Liaise with Main Contractor to obtain UCL cylinders for all plant area doorsets prior to handover.

#### **4.2.5 SOLID CEILINGS**

- Design, manufacture, supply and install new plasterboard MF ceiling systems Toilets and Core Areas as indicated on the Proposed Reflected Ceiling Plans. Tape, fill and skim and prepare ready for decorations within specifications and on Finishes Schedule. Fully coordinate with lighting, smoke detection / sounders, emergency lighting and any other services in accordance with L&P design proposals. Fully coordinated ceiling plans to be prepared and agreed by all parties prior to installation.
- Design, manufacture, supply and install new plasterboard down-stand bulkheads where required and as indicated on the Proposed Reflected Ceiling Plan. Tape, fill and skim and prepare ready for decorations as within specifications and on Finishes Schedule. Fully coordinate with recessed lighting and other services in accordance with L&P design proposals, i.e. include for installation of access panels where required.
- Design, manufacture, supply and install new 1200mm x 300mm metal plank ceilings tiles with support system and perimeter trims to central corridor areas for access as indicated on the Proposed Reflected Ceiling Plan.
- Design, manufacture, supply and install new 600mm x 600mm metal ceilings tiles with support system and perimeter trims to toilet lobby areas for access as indicated on the Proposed Reflected Ceiling Plan.

#### **4.2.6 SUSPENDED ACOUSTIC CEILING SYSTEMS**

- Design, manufacture, supply and install new acoustic integrated ceiling systems as indicated on the Proposed Reflected Ceiling Plans and to match similar systems installed in Phase 1. Fully coordinate within acoustic tiles the strip lighting, smoke detection / sounders, emergency lighting and any other services in accordance with L&P design proposals. Fully coordinated ceiling plans to be prepared and agreed by all parties prior to manufacture.
- Design, manufacture, supply and install new suspended acoustic rafts to as indicated on the Proposed Reflected Ceiling Plans and to match similar 40mm thick product installed in Phase 1. Fully coordinated ceiling plans to be prepared and agreed by all parties prior to manufacture.

#### **4.2.7 DECORATIONS**

- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to new plasterboard partitions and existing plastered walls, as appropriate. Complete full decorations works, to suit construction programme, as detailed in the following M60 specifications.
- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to new skirtings and/or other timber surfaces, as appropriate. Complete full decorations works, to suit construction programme, as detailed in the following M60 specifications.
- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to existing and new soffits, as appropriate. Complete full decorations works, to suit construction programme, as detailed in the following M60 specifications.
- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to new pipework and/or other metal surfaces, as appropriate. Complete full decorations works, to suit construction programme, as detailed in the following M60 specifications.



5.0 FLOORING WORKS

5.1 PROPOSALS

The proposals covered by this document therefore relate to the new floor finishes throughout which will generally match the standard and specifications provided in Phase 1. This document should be read in conjunction with the proposed plans.

3147 – WS1 – 0506                      L5            Floor Finishes

5.2 SCOPE OF WORKS

Flooring Contractors to provide all appropriate RAMS for the required flooring works. Flooring works are to include the following:

5.2.1 WORKS BY OTHERS

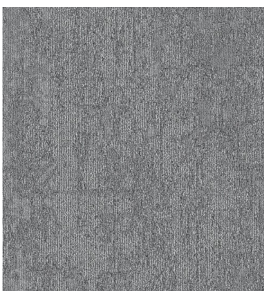
- Existing flooring materials (carpet and vinyl) and underlays are to be removed by the Demolition Contractor.
- Asbestos removal will have been completed by Specialist Contractor prior to Flooring Contractor commencing on site. However the Flooring Contractor should ensure that the required clean air testing and certification is in place prior to commencement of any additional strip out works associated with raised floors.

5.2.2 FLOOR FINISHES

- New floor finishes are to be supplied and installed throughout as detailed on the Proposed Floor Finish Plans and Finishes Schedule. Provide technical submission with samples of all finishes.
- Allow for matching 100mm high coved vinyl skirtings where indicated.
- Allow for stainless steel trims between carpet and vinyl floor finishes as detail.



SF-08  
Teaching rooms



SF-05  
Circulation  
Meeting room



SF-06  
Common room



SF-02  
Core Circulation  
Tea point/ ramps