



UCL REFURBISHMENT @ IOE WOBURN SQUARE WORKS LEVEL 5 ZONE C



PLANNING APPLICATION WS05 – SCHEDULE OF WORKS

Prepared by



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1.1 PURPOSE

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1.2 **SCOPE**

This document provides detail around the proposed Scope of Works and should be read in conjunction with current drawings.

The Scope of Work proposals covered by this document are divided into packages and contain the following sections for the refurbishment works:

- A. Demolition and Strip Out works.
- B. Window treatment works.
- C. Partitions, ceilings, door and decoration works.
- D. New Toilet works, inclusive of IPS and sanitaryware.
- E. Flooring works.
- F. All other fixture and fitting works, inclusive of miscellaneous joinery, etc.

1.3 **COORDINATION**

The Main Contractor is to ensure that no strip out, demolition or builders works are undertaken without the required Listed Buildings and Planning Consents.

No fixings are to be made into concrete columns, fins, beams or soffits without formal approval of the fixing details in advance.

All architectural scope detailed above is to be fully coordinated with structural and building services design requirements. All new works are to be undertaken in accordance with Building Regulations, BREEAM requirements to achieve the excellent rating that is targeted, Fire Strategy documents as prepared by Osborn’s and Acoustic Performance criteria as set out by Buro Happold.

All Sub-Contractors will be required to carry out detailed site surveys that are appropriate to their installation and confirm critical setting out points on site against checked site dimensions.

All Sub-Contractors to provide, at appointment, samples as required of all key components of their installations. In principle, all finishes are to match the other Phase 1 and Phase 2 works, unless agreed to the contrary. Where different, samples are to be submitted to UCL, (and their consultants, as appropriate), for approval and retained on site for reference.

1.4 **STANDARDS**

All Architectural elements shall be designed and installed in accordance with, but not limited to, the latest and current versions of the following design standards and codes:

Building Regulations, including:	AD Part B	Fire Safety
	AD Part F	Means of Ventilation
	AD Part K	Protection from falling, collision and impact
	AD Part L2	Conservation of fuel and power
	AD Part M	Access to and use of buildings

CDM Regulations 2015

Chartered Institution of Building Services Engineers (CIBSE) Guides & IEE Wiring regulations, BS 7671, and associated guidance notes.

COSHH (Control of Substances Hazardous to Health) Regulations

British Standards and European Norms

UCL Design Standards

The Equality Act

2.0 SCOPE OF WORKS - DEMOLITIONS

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

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 Principal 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 Principal Contractor.
- Any items remaining in the area at time of handover are to be disposed of by Principal Contractor, unless advised / agreed to the contrary.

2.2 ASBESTOS REMOVAL

- A Refurbishment and Demolition survey must 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 demotion and strip out works.

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 deadlegs).
 - All supply and extract grilles and associated ductwork
 - Any internal and external mechanical plant

2.4 FLOORS

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

2.5 WALLS AND DOORS

- Make safe / disconnect and remove all MEP 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 services contractor strip out proposals.
- Remove all wall-mounted notice boards, white boards, etc..
- Carefully remove blockwork partitions, as indicated, together with associated doorsets.
- Remove all other partition systems, wall linings and associated doorsets to offices, meeting rooms, stores, toilets, etc., as indicated on architects drawings.
- Remove doorsets in locations where infills are requested and/or doorsets are to be replaced to comply with Fire Strategy.
- Subject to approval and Main Contractor's programme (i.e. with regard to retaining fire separation and security) carefully remove existing double doors leafs into the Area of the Works to allow replacement with new.
- Carefully form new openings in concrete walls (subject to obtaining Listed / Planning Consents and validation by Structural Engineer) for new doorsets and as required for building services.

2.6 WINDOWS

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

2.7 CEILINGS

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

2.8 FIXTURES AND FITTINGS

- Carefully remove existing built-in kitchenettes (i.e. sink units, worktops, integral equipment, base units and wall units). Make safe / disconnect and cap off all MEP services that are within the units to be removed, e.g. sink, zip taps, fridges, etc. in accordance with services contractor strip out proposals.
- Carefully remove any shelves and spur shelving brackets throughout.
- Carefully remove existing sanitaryware, IPS panelling systems, tiling, etc. Make safe / disconnect, remove and/or cap off water and waste services that are to be removed and/or reused in accordance with services contractor strip out proposals.

2.9 STRIP-OUT ASSOCIATED WITH INSTALLATION OF NEW CORE C STAIR

- Allow for all strip-out works required to enable the installation of new stair and landing connecting Core C lobby R599 with Observation Room 589. This is to include but not be limited to:
 - Careful adjustment / removal of all existing building services, as appropriate, as per 2.3
 - BWIC in connection with new building services, as appropriate.
 - Careful removal of all floor finishes and skirting boards, as appropriate, as per 2.4
 - Careful removal of all walls, doors, wall linings, etc, as appropriate, as per 2.5
 - Careful removal of all ceiling systems and associated services, bulkheads, etc. as appropriate as per 2.7
 - Careful removal of all fixtures and fittings, as appropriate, as per 2.8.

3.0 SCOPE OF WORKS – WINDOWS

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

3.1 WORKS BY, AND COORDINATION WITH, OTHERS

- Asbestos removal will have been completed by Specialist Contractor prior to Facades / Window Contractors commencing on site. However the Facades / 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 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 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 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.
- The Building Services Consultant should identify all new services and containment routes required by the perimeter glazing / windows, e.g. containment routes.

3.3 SECONDARY GLAZING

All as indicated on Window Treatment drawings. Secondary Glazing Subcontractor to:

- Survey, design, manufacture and install new vertical sliding sash secondary glazing modules, to match existing window module and colour / finish, of Phase 1 areas.
- Installation to be undertaken following completion of new perimeter low level boxings by Others.

3.4 INTERNAL WINDOW TREATMENTS

All as indicated on Window Treatment drawings, Subcontractors to:

- Clean, prepare and install opaque and/or obscure film where indicated.
- Design, manufacture and install manual roller blinds to all office and breakout areas.

4.0 SCOPE OF WORKS – PARTITIONS & CEILINGS

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

4.1 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 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. e.g. fire-rated putty packs to any outlets in PR partitions.
- Partition and Ceiling Contractors to allow for full coordination with any AV / security equipment and services including for integration all power, data, containment, bracketry, etc. as appropriate.

4.3 SOLID PARTITIONS

- Construct new metal stud and plasterboard partitions, inclusive of plywood pattresses where required for fixings and insulation for acoustics, as shown on the Wall Types plans.
- Construct new shaft wall risers / wall infills/wall linings, inclusive of plywood pattresses where required for fixings and insulation for acoustics and thermal upgrades, as shown on the Wall Types.
- Allow for making good existing walls and partitions around existing elements / to infill following demolitions, as appropriate.
- Form new door openings where indicated and to coordinated structural opening sizes.
- Allow for all builders work 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.
- Supply and install new 100mm high timber skirtings. All fixings to be recessed and pelleted. Skirting be prepared for decorations.
- Supply and install new 100mm high oak skirtings. All fixings to be recessed and pelleted, as appropriate. Skirting be prepared for finishing.

4.4 GLAZED PARTITIONS

- Design, manufacture and install new glazed acoustic partition systems, inclusive of glazed doorsets, to new consulting and quiet rooms to match Phase 1 Level 5 and other Phase 2 works. Glazed partition doorsets to include hinges, latch lock and door closer, as well as drop down seals. Provide technical submission for approval.
- Allow for coordination with Window Film Installer for the installation of manifestations in accordance with Building Regulations Part M. Final design to be agreed with UCL.

4.5 DOORS

- Design, manufacture, supply and install new internal door sets as indicated on proposed plans, door details drawings. 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.
- Door finish laminate, together with lippings and frame, to match approval Phase 2 samples.
- Supply and install, in accordance with manufacturers recommendation and required fire certification works, all new door ironmongery.
- All ironmongery elements proposed to match approved Phase 2 sample board.
- 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 Principal Contractor to obtain UCL cylinders for all plant area doorsets prior to handover.

4.6 **SOLID CEILINGS**

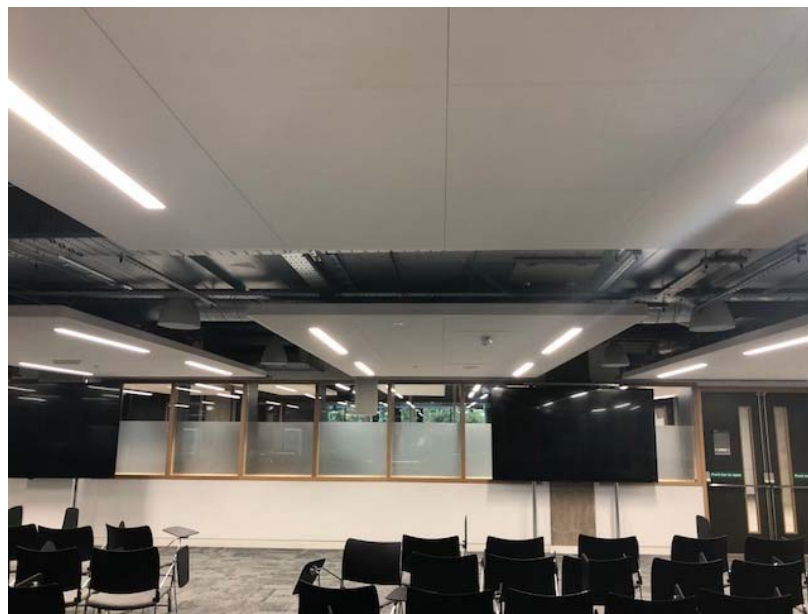
- Design, manufacture, supply and install new plasterboard/acoustic plasterboard. MF ceiling systems as indicated on the Proposed Reflected Ceiling Plans.
Tape, fill and skim and prepare ready for decorations.
Fully coordinate with lighting, smoke detection / sounders, emergency lighting and any other services in accordance with L&P and Fire Consultant 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 and soffits, where required.
Tape, fill and skim and prepare ready for decorations.
Fully coordinate with recessed lighting and other services in accordance with L&P design proposals, i.e. include for installation of access panels where need for services above.

4.7 **SUSPENDED ACOUSTIC CEILING SYSTEMS**

- Design, manufacture, supply and install new acoustic integrated ceiling systems to Offices as indicated on the Proposed Reflected Ceiling Plans and to match similar system 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 and Fire Consultant 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 Informal Breakout Area 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.

4.8 **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 decoration works.
- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to new and existing skirtings and/or other timber surfaces, as appropriate. Complete full decoration works.
- Decorations Contractor to satisfy themselves on condition of substrate prior to decoration works and undertake all preparation works to existing and new soffits and bulkhead, as appropriate. Complete full decoration works.
- 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 decoration works.



4.9 **MESH SCREEN AND GATE**

- Design, manufacture, supply and install new mesh screen and door as indicated on architect's drawings, within new Communications Room, in accordance with manufacturer's recommendations.
- Requirements for additional restraint to soffit / side walls to be confirmed to suit manufacturer recommendations.

5.0 SCOPE OF WORKS - TOILETS

Subcontractors are to provide all appropriate RAMS for the required toilet construction and fit out works. Works are to include the following:

5.1 WORKS BY OTHERS

- New partitions and wall lining system to window wall are to be undertaken by Partition Contractor.
- New plasterboard suspended ceiling system to be undertaken by Partition / Ceiling Contractor.
- New flooring to be installed by Flooring Contractor. Programming / coordination of IPS and flooring to be confirmed.
- All mechanical, electrical and public health plumbing works to be undertaken by Building Services Contractor.

5.2 SANITARYWARE / FIXTURES & FITTINGS

- Toilet Works Contractor is to supply and install all new accessible toilet components (including grab rails) to Part M requirements and to match phase 2 installations. Fully coordinate with the Building Services plumbing contractors for installation of sanitaryware associated services.
- Toilet Works Contractor is to supply and install new unisex WC components to match Phase 2 installations. Fully coordinate with the Building Services plumbing contractors for installation of sanitaryware associated services
- Toilet Works Contractor is to install new IPS systems as detailed on architect's drawings.
- Toilet Works Contractor is to install new hand drier. Fully coordinate with the Building Services electrical contractors for installation of associated services.
- Toilet Works Contractor is to install new towel dispensers, soap dispensers and toilet roll holders. Items to be provided 'free issue' by UCL.
- Toilet Works Contractor is to install new wall mounted mirrors. To fully coordinate with all wall mounted item, building services, IPS and hygienic wall cladding.

6.0 SCOPE OF WORKS - FLOORING

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

6.1 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.

6.2 FLOOR FINISHES

- New floor finishes are to be supplied and installed to match phase 2 installations.
Provide technical submission with samples of all finishes.
- Allow for plywood substrate below areas of new vinyl, if required, or latex to ensure smooth and level finish.
- Allow for stainless steel trims between different floor finishes as indicated / as appropriate.
- Allow for stainless steel nosings with contrast colour inserts to new stair and landing, to suit floor finishes as appropriate.
- Allow for decoupling membrane below new floor tiling, as appropriate.
- Allow for new acoustic matting below vinyl areas, as appropriate in accordance with Buro Happold report.

7.0 SCOPE OF WORKS – FIXTURES & FITTINGS

Subcontractors are to provide all appropriate RAMS for the required fit out / finishing works. Works are to include the following:

7.1 WORKS BY, AND COORDINATION WITH, OTHERS

- Asbestos removal will have been completed by Specialist Contractor prior to Joinery Contractor commencing on site. However the Joinery Contractor should ensure that the required clean air testing and certification is in place prior to commencement of any works associated with the low level casings to the perimeter.
- New secondary glazing to be provided by the Window Contractor. Allowance for coordination.
- New radiators to be provided by Building Services Contractor. Allowance for coordination.

7.2 BUILDING SERVICES

- The Building Services Consultant should identify all new services and containment routes and confirm extent of BWIC mechanical and electrical services, as appropriate.
- Joinery Contractor to allow for full coordination with Building Services Contractors for integration of power, data, water services, waste connections, radiators, etc..

7.3 WINDOW CASINGS

- Design, manufacture, supply and install support framework and finished window cill and laminated low level casings to all windows as indicated on architect's drawings.
Include within package for enhanced thermal insulation to existing facade / low level plinths
Include within package for any required fire stopping between floor levels
Include within package for all necessary additional acoustic insulation and packs to prevent transfer of sound between floor levels and, where applicable, between rooms.
- Coordinate installation of casings with other contractors who may need access behind to install services.
- Programme installation with Main Contractor to suit installation of new secondary glazing systems.
Coordinate with secondary glazing manufacturer to ensure appropriate fixings can be achieved at cill level and the support framework is appropriate for both casing and glazing.
- Coordinate with mechanical engineer with regards to apertures and fixings for new radiators.
Ensure support framework is suitably located to take radiator brackets and structurally suitable for supporting radiators.

7.4 KITCHENETTE

- Design, manufacture, supply and install new kitchenettes as indicated on the design intent drawings.
Kitchenette to comprise tall units for appliances and base unit supporting new 600mm deep and 32mm thick Corian worktop.
Wall units to be provided over.
Space to be left below sink to comply with EA (DDA) access requirements.
Worktop to also include sink and tap, together with a zip tap unit.
Kitchen area design to be coordinated with associated electrical services for zip tap, microwave, fridge and dishwasher.
Kitchen area design to be coordinated with associated water and waste services for dishwasher and sink.
- Coordinate installation of kitchenette with Partition Contractor who may be providing new wall lining system adjacent to box in services.
- Coordinate installation of kitchenette with Ceiling Contractor who may be providing new plasterboard bulkhead over.
- Coordinate installation of kitchenette with Mechanical Contractor who may be providing new extract ductwork in bulkhead over.
- Coordinate installation of kitchenette with Electrical Contractor who may be providing new recessed lighting in bulkhead over, pelmet lighting to wall.
- Coordinate installation of kitchen with PHE Contractor / Plumber who will be providing water / waste pipework connections to taps, sink, dishwashers, etc..

7.5 STAIR AND LANDING

- Design, manufacture, supply and install new stair and landing as indicated on architect's drawing / in accordance with all relevant Approved Documents.
Stair construction type / framework to be determined by Joinery Contractor to suit extent required and interface / fixing into existing construction.
- Design, manufacture, supply and install new edge protection, (handrail and balustrade), to new stair and landing as appropriate / in accordance with all relevant Approved Documents.
Edge protection design to match phase 1 installations and those being installed as part of Phase 2 main works.
Construction to be determined by Joinery Contractor to suit extent required and interface / fixing into existing construction.
- Coordinate with Flooring Contractor to ensure / enable laying of all finishes and installation of new nosings and trims.
- Allow for coordinating installation with new platform lift, (inclusion to be confirmed), as appropriate.

7.6 **SHELVING AND PANELLING**

- Design, manufacture, supply and install new bespoke shelving as indicated on architect's drawings. Construction type / framework to be determined by Joinery Contractor to suit extent required and interface / fixing into new and existing construction.
Design to include coloured laminate panelling to rear of shelving – allow for 4no. additional colours
Design to include fin detailing to match adjacent areas, incorporated into return at the open edge of the side of the new shelf.
Coordinate design with new oak skirting
Coordinate design with Partitions Contractor to enable fixing into new partition walls and solid ceilings, as appropriate.
- Design, manufacture, supply and install new perforated oak acoustic panelling to be face fixed to walls as indicated on architect's drawings.