



NICHOLSON INSTITUTE
Scope of works - Planning Issue
Previous Issue; Rev. 3 04.02.2025

Issued for the purposes of Planning.

ITEM	DESCRIPTION
1.00	Lower Ground Floor - Generally
1.01	Check available power capacity to wider Nicholson Institute building. If sufficient capacity; Existing Electrical connection to College supply to be terminated. Allow to provide new power connection to Lower Ground Floor, in accordance with MEP consultant's design. DB location to be proposed for approval.
1.02	Allow for reconnection of heating and water pipework in the works. Previously shut off during strip out of Lower Ground Floor area.
1.03	Cast Iron raidators were drained and set aside during strip out works. All radiators to be checked, tested and refurbished prior to reinstallation in original locations. Radiators, all pipework (existing and new), and associated bracketry and fixings to be redecorated. Colour TBC.
1.04	All doors to be redecorated and refurbished. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
1.05	All existing ironmongery to be retained. Allow to clean and refurbish, incl. hinges.
1.06	All Internal windows to be checked and redecorated. Windows should be inspected for loose panes or damaged leadwork, allow to replace any broken glazing or leadwork, specification to match existing. Where repairs are obvious from visual inspection, they have been noted within the applicable room. If no repairs are needed, window to be redecorated in situ. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
1.07	Allow for new illuminated fire signage. To be ceiling mounted. Positions and design as per the Fire Engineers proposed strategy.
1.08	Large dehumidifiers likely required to assist the drying of the space following long periods of disuse without heating.
1.09	All walls are existing painted brickwork. See notes on condition and efflorescence per room in following scope. General scope for internal brickwork walls in included as items 1.10-1.14.
1.10	Existing paint to brickwork walls to be carefully stripped back to reveal as much brickwork as possible without damage to face. Method statement for removal to be provided by Architects and approved by Conservation Officer, refer to DAS. Preferred removal method is careful shot blasting with Walnut shell media.
1.11	Following paint removal, remaining salt deposits to be carefully removed with stiff bristle brush. Rinse thoroughly and dry the area promptly.
1.12	Allow provisional sum to repair brick mortar joints following paint removal. Conservation lime mix.

Scope of Works

- 1.13 Walls to be brushed down to clear all loose materials. Salt neutralising product to be applied.
- 1.14 Redecorate walls with lime based breathable paint. Suggested specification 1 coat Earthborn Bonding Primer, followed by 2 coats of Silicate Masonry Paint.
- 1.15 All ceilings to be cleaned to provide clear surface for redecoration. Where mold or mildew are present apply Zinsser Mold Remover, following manufacturers recommendations.
Make good following removal of electrical fittings.
- 1.16 Repaint all ceilings with Zinsser Grade 1 Paint in White.
- 1.17 Fixing of misc. client supplied signage. Assumed 1-2 items per room.
- 1.18 Parquet flooring to be refurbished.
Replace damaged or missing blocks. Allow to lift and relay significantly uneven areas.
Floor sanding with medium grit, followed by filling of any holes. Final sanding with a fine grit prior to applying a new protective lacquer to protect the floor from further water damage.
- 1.19 New Fire Extinguishers to be supplied and installed by client. To be confirmed with SCC and SMDC.

2.00 B0025 Porch / Entrance Lobby

- 2.01 No works proposed at this time - to be submitted in a separate application.

3.00 B0024 Circulation

- 3.01 Existing and historic features to be adequately protected and retained:
 - Gas lamp fittings and pipework (note potential lead materials)
 - Existing ironmongery
 - Existing glazing
 - Existing Floor finishes.
- 3.02 Remove/clean residues of expanding foam around window and door frames. Care must be taken to avoid damage to window frames, leadworks and glazing.
- 3.03 Fit new threshold strip between new external paving and existing quarry tile finish.
- 3.04 Refurbish existing quarry tile flooring
 - Lift loose or hollow sounding tiles. Refix, or replace subject to tile condition.
 - Reuse existing quarry tiles where possible.
 - Replacing badly damaged tiles with carefully selected reclaimed quarry tiles.
- 3.05 Quarry Tiles with damage to 50-90% of surface area = 25 approx.
Quarry Tiles with damage to 90-100% surface area = 10 approx.
Approximate replacement, allow 50% of 25nr and 100% 10nr = total 22 quarry tiles.
- 3.06 Clean all terracotta tiles thoroughly with a damp sponge or cloth, taking care to avoid stains from excessive water. Avoid using cleansers with harsh chemicals before a sealant has been applied. Treat tiles with an efflorescence remover product, if necessary. Allow tiles to air-dry completely. Coat tiles evenly with several layers of boiled linseed oil.
Any alternative methods to be approved by architect prior to works.
- 3.07 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 3.08 Minimum 5nr broken panes on leaded light above EXD3. To be replaced with obscure single glazing to match existing locally.
- 3.09 All walls are existing painted brickwork. Heavy efflorescence present in lower 5 courses. Medium deposits also present to the mortar for a further 4 courses. Allow to redecorate as per items 1.10-1.14.
- 3.10 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.

Scope of Works

- 3.11 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 3.12 Make allowance to fit intercom, automatic door opener and mag release door lock to LGD6. Final requirements and spec to be confirmed with client.
- 3.13 Internal glazing above LGD6 appears to be in fair condition. No replacements required, subject to site inspection and confirmation, allow to check/redecorate as 1.06.

4.00 B0022 Circulation

- 4.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
- Existing glazing
- Existing Floor finishes.
- 4.02 Remove/clean residues of expanding foam around window and door frames. Care must be taken to avoid damage to window frames, leadworks and glazing.
- 4.03 Refurbish existing quarry tile flooring
- Lift loose or hollow sounding tiles. Refix, or replace subject to tile condition.
- Reuse existing quarry tiles where possible.
- Replacing badly damaged tiles with carefully selected reclaimed quarry tiles.
- 4.04 Quarry tiles in fair condition. No replacements anticipated.
- 4.05 Clean all terracotta tiles thoroughly with a damp sponge or cloth, taking care to avoid stains from excessive water. Avoid using cleansers with harsh chemicals before a sealant has been applied. Treat tiles with an efflorescence remover product, if necessary. Allow tiles to air-dry completely. Coat tiles evenly with several layers of boiled linseed oil.
- 4.06 Refurbish parquet flooring as per items 1.18.
Quarry tiles to be protected to prevent damage when sanding or refinishing.
- 4.07 New Flooring to stairs to library basement. Allow for vinyl with new stair nosings (6 steps).
- 4.08 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 4.09 All walls are existing brickwork, 70-80% painted. Heavy efflorescence present in isolated area approx. 3m². Medium desposits also present to the mortar for a further 3m². Allow to redecorate as per items 1.10-1.14.
- 4.10 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
- 4.11 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 4.12 Door to library basement (not currently numbered on plan) to be redecorated and locked shut.
- 4.13 Fire seperation would be difficult to acheieve between Library Basement and Lower Ground Floor.
Ensure adequate fire detection is allowed for rooms at top of stairs. Option to fit new FD30S door to opening into main Library Basement area.
- 4.14 Repairs to Windows.
6nr Internal windows appear to be in fair condition, allow to check/redecorate as 1.06.

5.00 B0019 Studio

Scope of Works

- 5.01 Existing and historic features to be adequately protected and retained:
- Ornate writing at head of wall to office B0020
 - Existing ironmongery
 - Picture rails and wall mouldings
 - Existing glazing
 - Existing Floor finishes.
- 5.02 Refurbish parquet flooring as per items 1.18.
- 5.03 Refurbish original cabinetry. Lightly sand to remove light surface damage and stickers, taking care to avoid damage to profiles. Redecorate with new stain/paint finish, to be agree.
Glazing appeared to be intact prior to strip out, no glazing replacements anticipated.
Allow to clean and refurbish ironmongery or replace where not existing.
- 5.04 Schedule of cabinets to be refitted;
- 3nr floor mounted drawer units (two drawers per unit). Including, 2nr units with horizontal shelving dividers, 1nr unit with vertical dividers.
 - Sink unit with two drawers and enclosed cupboards below. Ironmongery appears to be missing, allow for replacements.
 - 4nr worktop units with drawers (two drawers per unit), supported on wall and 3nr turned timber legs.
- Cabinets to be omitted (refer to Demolition plans and internal elevations);
- 2nr glazed display units (four glazed doors per unit), mounted above drawer units.
 - 1nr single drawer unit with enclosed cuboards below.
 - 1nr freestanding enclosed cupboard with no drawers.
- 5.05 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 5.06 Client to confirm requirements for sinks. Allow to provide new stainless steel double sink with drainer, to be fitted in the original location on drawer/worktop units.
Also make allowance for new wall fixed taps to each basin.
- 5.07 Repairs to doors. Internal doors appear to be in fair condition. Allow to redecorate and refurbish/refix all existing ironmongery.
- 5.08 Repairs to Windows.
Internal windows appear to be in fair condition, allow to redecorate.
External windows to be removed for full refurbishment.
- 5.09 All walls are existing brickwork, with paint finish to approx. 75% of surface area. Significant efflorescence to courtyard elevation approx. 6m², medium damage to a further 4m² of brickwork.
Allow to redecorate as per items 1.10-1.14.
- 5.10 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
- 5.11 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 5.12 Redecorate existing timber shelving above picture rail.
Lengths 2.7m, 2.3m, 2.3m, and 6m.

6.00 B0020 Office

- 6.01 Existing and historic features to be adequately protected and retained:
- Bells and associated cabling
 - cabinetry
 - Existing ironmongery
 - Picture rails and wall mouldings
 - Existing glazing.

Scope of Works

- 6.02 All asbestos containing materials to be removed.
- 6.03 Existing carpet finishes and underlay to be removed and disposed of.
- 6.04 Flooring to be overlaid with 6mm plywood, screwed to existing floor at 150mm centres.
- 6.05 New carpet to be fitted, fixed onto plywood, allow for 1nr threshold strip at doorway and 2nr stair nosing to steps into B0019.
NB. No skirtings, existing or proposed.
- 6.06 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 6.07 Repairs to doors. Internal doors appear to be in fair condition.
Allow to redecorate and refurbish/refix all existing ironmongery.
- 6.08 Repairs to Windows.
Internal windows appear to be in fair condition, allow to redecorate.
- 6.09 Walls are existing brickwork, with paint finish. Appears to be in fair condition.
Allow to redecorate as per items 1.10-1.14.
- 6.10 Ceiling assumed to be plaster, painted. Allow to redecorate as per items 1.15-1.16.
- 6.11 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 6.12 Client to advise power and data requirements to Office.
- 6.13 Refurbish original cabinetry. Lightly sand to remove light surface damage and stickers, taking care to avoid damage to profiles. Redecorate with new stain/paint finish, to be agree.
Glazing appeared to be intact prior to strip out, no glazing replacements anticipated.
Allow to clean and refurbish ironmongery or replace where not existing.
Decorator to advise if recedoration can be done in situ.
- 6.14 Internal Window to be retained. Allow for lining as per item 8.13.

7.00 B0021 Studio

- 7.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
- Picture rails and wall mouldings
- Ceiling hooks
- Existing glazing
- Existing Floor finishes.
- 7.02 Refurbish parquet flooring as per items 1.18.
At least 3nr replacement parquet blocks are missing and require replacement.
- 7.03 Refurbish original cabinetry. Lightly sand to remove light surface damage and stickers, taking care to avoid damage to profiles. Redecorate with new stain/paint finish, to be agree.
Glazing appeared to be intact prior to strip out, no glazing replacements anticipated.
Allow to clean and refurbish ironmongery or replace where not existing.

- 7.04 Schedule of cabinets to be refitted;
- 2nr floor mounted drawer units (two drawers per unit). Both units with vertical dividers. End unit closest to the door includes a chamfered return, remaining unit includes a bridging piece spanning in front of the brick pier.
 - 1nr freestanding enclosed cupboard with no drawers. Sliding doors.
 - 3nr worktop units with drawers (two drawers per unit), supported on wall and 4nr turned timber legs.
 - 1nr worktop units with sink and false drawers (two drawers per unit), supported on wall and turned timber leg.
- Cabinets to be omitted (refer to Demolition plans and internal elevations);
- 1nr freestanding enclosed cupboard with no drawers.
- 7.05 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 7.06 Existing water heater has been removed during strip out. MEP consultant to advise on new provisions for hot water in the LGF.
- 7.07 Client to confirm requirements for sinks. Allow to provide new stainless steel double sink with drainer, to be fitted in the original location on drawer/worktop units.
- Also make allowance for new wall fixed taps to each basin.
- 7.08 MEP consultant to confirm if the distribution board requires upgrades.
- 7.09 Repairs to doors. Internal doors appear to be in fair condition. Allow to redecorate and refurbish/refix all existing ironmongery.
- 7.10 Repairs to Windows.
- Internal windows appear to be in fair condition, allow to redecorate.
- External windows to be removed for full refurbishment.
- 7.11 All walls are existing brickwork, with paint finish to approx. 90% of surface area. Significant efflorescence to courtyard elevation approx. 3m², medium damage to a further 4m² of brickwork.
- Allow to redecorate as per items 1.10-1.14.
- 2nr holes in external wall to be infilled.
- 7.12 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
- 3nr exposed Wrought Iron Beams, also to be painted White.
- 7.13 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
- New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 7.14 Redecorate existing timber shelving above picture rail to two walls, and a shorter lower section on the wall to B.0019. Lengths 7.5m, 3.9m, 2m and 2.3m.

8.00 B0018 Studio

- 8.01 Existing and historic features to be adequately protected and retained:
- Grandfather clock (wall fixed)
 - Existing ironmongery
 - Picture rails and wall mouldings
 - Existing glazing
 - Existing Floor finishes.
- 8.02 Refurbish parquet flooring as per items 1.18.
- Allow to refix a small area (1m²) where blocks have lifted significantly and poses a trip hazard.
- 8.03 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- MEP consultant to confirm if new conduit, light switches and power sockets are proposed.

Scope of Works

- 8.04 Repairs to doors. Internal doors appear to be in fair condition. Allow to redecorate and refurbish/refix all existing ironmongery.
- 8.05 Repairs to Windows.
Internal windows appear to be in fair condition, allow to redecorate.
External windows and door (EXD1) to be removed for full refurbishment. Particular repairs required to lower frames of LGW17, LGW18, and LGW19.
Allowance to be made for new escape ironmongery, confirmation subject to fire strategy and review with Joule group.
- 8.06 All walls are existing brickwork, with paint finish to approx. 90% of surface area. Significant efflorescence to moorlands house elevation approx. 22m² (length 11.5m x height 2m), medium damage to a further 6m² of brickwork in small areas throughout.
Allow to redecorate as per items 1.10-1.14.
- 8.07 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
3nr exposed Wrought Iron Beams, also to be painted White.
- 8.08 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 8.09 Hot water tank was removed during strip out - MEP consultant to confirm purpose and any necessary replacement plant.
- 8.10 Redecorate existing timber shelving above picture rail on the wall to B.0020. Length 2.7m.
- 8.11 Investigate drainage and ground levels to road adjacent B.0018.
- 8.12 Construct new full height partition wall for Accessible WC B0018a.
Further works scheduled separately under room reference B0018a.
- 8.13 Allow to retain window noted as "LGW56" in situ. Fit MF plasterboard infill panel to B0018 window reveal. Plasterboard, painted white to both sides of infill.

9.00 B0017 Circulation

- 9.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
- Picture rails and wall mouldings
- Existing glazing.
- 9.02 2nr Sinks removed during strip out. Remaining drainage and water connections to be removed and walls made good.
Locations;
1. Behind LGD26
2. Adjacent to B0026
- 9.03 Existing floor finishes and underlay to be removed and disposed of.
- 9.04 Latex leveling screed to level and prepare surface.
- 9.05 New high quality vinyl to be fitted, fixed onto plywood, allow for 3nr threshold strips at doorway and 7nr stair nosing to steps.
NB. No skirtings, existing or proposed.
- 9.06 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, light switches and power sockets are proposed.
- 9.07 Repairs to doors. Internal doors to be assessed for condition.
Allow to redecorate and refurbish/refix all existing ironmongery.
- 9.08 Rehang LGD25 to open outwards, adjust existing frame and architraves.
Optional, allow for a new solid door in this position.
- 9.09 Fit new solid laminate door to WC B0015, position LGD14.

Scope of Works

- 9.10 Repairs to External Windows.
Significant repairs required to LGW14, LGW15, and LGW16.
- 9.11 All walls are existing brickwork, with paint finish to approx. 95% of surface area. Significant efflorescence to moorlands house elevation approx. 18m² (length 9m x height 2m), medium damage to a further 10m² of brickwork in small areas throughout.
Allow to redecorate as per items 1.10-1.14.
- 9.12 Ceiling assumed to be plaster, painted. Allow to redecorate as per items 1.15-1.16.
Areas of dark discolouration to be cleaned or treated with stain blocker prior to redecoration.
- 9.13 Fit new Lighting, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- 9.14 MEP consultant to propose new routes for ventilation from adjacent WCs. Allow for boxing in.
- 9.15 No existing heating source is evident - MEP consultant to advise on proposed heating for refurbishment works.

10.00 B0016 Existing WC

- 10.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
- Picture rails and wall mouldings
- Quarry tiles.
- 10.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new conduit, and light switches are proposed.
- 10.03 Screed over existing tiles and fit new high quality vinyl flooring with coving to perimeter.
- 10.04 All walls are existing brickwork, with paint finish to approx. 95% of surface area. Medium damage to a approx. 2m² of brickwork in small areas throughout.
Allow to redecorate as per items 1.10-1.14.
- 10.05 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
Areas of cracked or flaking finish to be repaired prior to redecoration.
- 10.06 Fit new Lighting, Ventilation, Fire Detection, Fire Alarm and general power/switches.
New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
Ducting routes to be agreed.
- 10.07 Water supply removed during strip out - MEP consultant to confirm extent of new hot/cold water supplies.
- 10.08 Supply and install new WC to existing waste connection.
- 10.09 Supply and install new wall mounted sink, with associated taps and drainage.
- 10.10 Supply and install new shelf 540x210mm shelf to corner adjacent to WC, 780-800mm above FFL.
- 10.11 Supply and install 2nr coat hooks at 1050mm and 1685mm above FFL.
- 10.12 Supply and install mirror above hand basin. 1m tall, width to match hand basin (apprx. 400mm).
- 10.13 Supply and install ambulant grab rail pack in contrast colour.
- 10.14 Allow to fill hole 450x300mm in brickwork wall. To be filled with new bricks and painted to match surrounding finishes.
- 10.15 No existing heating source is evident - MEP consultant to advise on proposed heating for refurbishment works.

11.00 B0015 Store

Scope of Works

- 11.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
 - Picture rails and wall mouldings
 - Quarry tiles.
- 11.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- MEP consultant to confirm if new conduit, and light switches are proposed.
- 11.03 Screed over existing tiles and fit new high quality vinyl flooring with coving to perimeter.
- 11.04 All walls are existing brickwork, with paint finish. Significant efflorescence to front elevation approx. 6m², medium damage to a further 2m² of brickwork in small areas throughout.
- Allow to redecorate as per items 1.10-1.14.
- 11.05 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
- Areas of cracked or flaking finish to be repaired prior to redecoration.
- 11.06 Fit new Lighting, Ventilation, Fire Detection, Fire Alarm and general power/switches.
- New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- Ducting routes to be agreed.

12.00 B0018a New Accessible WC

- 12.01 Existing and historic features to be adequately protected and retained:
- Existing ironmongery
 - Picture rails and wall mouldings
 - Existing Flooring.
- 12.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- MEP consultant to confirm if new conduit, and light switches are proposed.
- 12.03 Lay 6mm marine plywood and fit new high quality vinyl flooring with coving to perimeter. Existing parquet blocks to be retained and used for repair and replacement through the building.
- 12.04 All walls are existing brickwork, with paint finish. Significant efflorescence to front elevation approx. 6m², medium damage to a further 2m² of brickwork in small areas throughout.
- Allow to redecorate as per items 1.10-1.14.
- 12.05 Ceiling assumed to be concrete, painted. Allow to redecorate as per items 1.15-1.16.
- 12.06 Fit new Lighting, Ventilation, Fire Detection, Fire Alarm and general power/switches.
- New cable routes to be surface mounted within trunking, routes to be agreed with Architect prior to installation.
- Ducting routes to be agreed.
- 12.07 New hot/cold water supplies and drainage required - to MEP consultant's design.
- 12.08 Supply and install new Doc M WC pack (Close coupled) with new waste connections.
- 12.09 Supply and install new panic alarm.
- 12.10 Supply and install new shelf 540x210mm shelf to corner adjacent to WC, 780-800mm above FFL.
- 12.11 Supply and install 2nr coat hooks at 1050mm and 1685mm above FFL.
- 12.12 Supply and install 2nr mirror. Each approx 1m tall x 400mm wide.
- 12.13 Supply and install mirror above hand basin. 1m tall, width to match hand basin (apprx. 400mm).
- 12.14 Suitability of the existing cast iron radiator for use within the Accessible Wc to be assessed. New heating to be fitted in this area if appropriate.

13.00 B0012 - Circulation

- 13.01 Area has been recently refurbished by County Council. Including, new plaster, new flooring and decoration throughout. No further works proposed.

14.00	B0003 - Lift
14.01	No works proposed.
15.00	Ground Floor - Generally
15.01	Fire Alarm panel to be adjusted for connection to new LGF panel.
15.02	All Doors to be redecorated. Generally, existing ironmongery incl. hinges are to be retained, allow to check and make repairs or replace where necessary. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
15.03	All windows to be checked and redecorated. Windows should be inspected for loose panes or damaged leadwork, allow to replace any broken glazing or leadwork, specification to match existing. Where repairs are obvious from visual inspection, they have been noted within the applicable room. If no repairs are needed, window to be redecorated in situ. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
15.04	Lighting and heating to be assessed and upgrade to suit client requirements.
15.05	Existing Illuminated fire signage to be retained and re-used.
15.06	New Fire Extinguishers to be supplied and installed by client. To be confirmed with SCC and SMDC.
15.07	Allow to coordinate MEP requirements with Library and Exhibit designers, electric and data points to be supplied as necessary.
16.00	G0010 - Lobby
16.01	Existing and historic features to be adequately protected and retained: - Existing doors - Existing ironmongery - Existing Flooring - Door surrounds and decorative stonework.
16.02	Remove redundant wall furniture - signage and two existing noticeboards.
16.03	Area to be thoroughly cleaned, including stone and brick wall finishes.
16.04	Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant. MEP consultant to confirm scope of new works.
16.05	Allow to reinstate visitor counter by inner door.
16.06	Door GD7 to be refurbished; Replace inappropriate screw fixings to window surrounds. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification. All existing ironmongery to be retained. Allow to clean and refurbish, incl. hinges.
17.00	G0009- Stairs
17.01	Existing and historic features to be adequately protected and retained: - Glazed screens / Windows - Doors - Ironmongery - Flooring / Stair treads - Door surrounds and decorative stonework.
17.02	Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant. MEP consultant to confirm if new fittings are proposed.

Scope of Works

- 17.03 Existing floor signage to be removed and quarry tiles to be cleaned and re-sealed.
- 17.04 Refurbish existing quarry tile flooring
 - Lift loose or hollow sounding tiles. Refix, or replace subject to tile condition.
 - Reuse existing quarry tiles where possible.
 - Replacing badly damaged tiles with carefully selected reclaimed quarry tiles.
- 17.05 Quarry Tiles to lobby are in good condition, little or no repair works anticipated.
- 17.06 Clean all terracotta tiles thoroughly with a damp sponge or cloth, taking care to avoid stains from excessive water. Avoid using cleansers with harsh chemicals before a sealant has been applied. Allow tiles to air-dry completely. Coat tiles evenly with several layers of boiled linseed oil.
- 17.07 Existing decorative stonework to be cleaned and then protected from paint splatter for the duration of the works.
- 17.08 Redecorate all plaster wall and ceiling surfaces.
- 17.09 Redecorate existing door GD6. Review ironmongery and replace if required.

18.00 G0009a - Lift

- 18.01 No works proposed to Lift.

19.00 G0005 - Circulation

- 19.01 Existing and historic features to be adequately protected and retained:
 - Glazed screens / Windows
 - Doors
 - Ironmongery
 - Flooring
 - Door surrounds and decorative plasterwork.
- 19.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new fittings are proposed.
- 19.03 Doors to be refurbished as per 15.02
- 19.04 Allow to refurbish internal and external windows as per 15.03
- 19.05 Remove existing floor finishes (carpet tiles).
- 19.06 Supply and fit new floor finishes (carpet tiles).
- 19.07 Redecorate all plaster wall and ceiling surfaces.
- 19.08 New Library fit out - loose furniture.

20.00 G0004 - Library

- 20.01 Existing and historic features to be adequately protected and retained:
 - Glazed screens / Windows
 - Doors
 - Ironmongery
 - Flooring
 - Door surrounds and decorative plasterwork.
- 20.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new fittings are proposed.
- 20.03 Doors to be refurbished as per 15.02
- 20.04 Allow to refurbish internal and external windows as per 15.03
- 20.05 Remove existing floor finishes (carpet tiles).
- 20.06 Supply and fit new floor finishes (carpet tiles).
- 20.07 Redecorate all plaster wall and ceiling surfaces.

20.08 New Library fit out - loose furniture.

21.00 G0006 - Library

21.01 Existing and historic features to be adequately protected and retained:

- Glazed screens / Windows
- Doors
- Ironmongery
- Flooring
- Door surrounds and decorative plasterwork.

21.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.

MEP consultant to confirm if new fittings are proposed.

21.03 Doors to be refurbished as per 15.02

21.04 Allow to refurbish internal and external windows as per 15.03

21.05 Remove existing floor finishes (carpet tiles).

21.06 Supply and fit new floor finishes (carpet tiles).

21.07 Redecorate all plaster wall and ceiling surfaces.

21.08 New Library fit out - loose furniture.

22.00 G0001 - Office

22.01 Existing and historic features to be adequately protected and retained:

- Glazed screens / Windows
- Doors
- Ironmongery
- Iron mezzanine structure, balustrades and staircase
- Fixed timber bookshelves
- Door surrounds and decorative plasterwork.

22.02 No architectural works proposed in this area - MEP works only.

22.03 Doors to be refurbished as per 15.02

23.00 G0002 - Office

23.01 Existing and historic features to be adequately protected and retained:

- Glazed screens / Windows
- Doors
- Ironmongery
- Iron mezzanine structure, balustrades and staircase
- Fixed timber bookshelves
- Door surrounds and decorative plasterwork.

23.02 No architectural works proposed in this area - MEP works only.

24.00 G0003 - Office

24.01 Existing and historic features to be adequately protected and retained:

- Glazed screens / Windows
- Doors
- Ironmongery
- Iron mezzanine structure, balustrades and staircase
- Fixed timber bookshelves
- Door surrounds and decorative plasterwork.

24.02 No architectural works proposed in this area - MEP works only.

25.00	G0007 - Stairs
25.01	Room not surveyed. No works proposed in this area, Asbestos survey to be carried out if it is necessary to enter due to MEP service routes.
26.00	G0008 - Stairs
26.01	Existing and historic features to be adequately protected and retained: - Doors - Ironmongery - Railings and gate
26.02	Remove existing floor finishes (carpet tiles and stair nosings).
26.03	Supply and fit new floor finishes (carpet tiles and stair nosings).
26.04	Redecorate all plaster wall and ceiling surfaces.
26.05	Redecoration to Fire Exit door - allow to check existing escape ironmongery.
26.06	Redecorate existing hand rail (1nr)
26.07	Redecorate existing iron railings and gate. Ensure ironmongery to gate is fully operational.
27.00	Glass Link Bridge
27.01	Works not relevant to Listed Building consent.
28.00	M0001 - Mezzanine
28.01	Existing and historic features to be adequately protected and retained: - Glazed screens / Windows - Doors - Ironmongery - Iron mezzanine structure, balustrades and staircase - Fixed timber bookshelves - Door surrounds and decorative plasterwork.
28.02	No architectural works proposed in this area - MEP works only.
29.00	First Floor - Generally
29.01	All Doors to be redecorated. Generally, existing ironmongery incl. hinges are to be retained, allow to check and make repairs or replace where necessary. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
29.02	All windows to be checked and redecorated. Windows should be inspected for loose panes or damaged leadwork, allow to replace any broken glazing or leadwork, specification to match existing. Where repairs are obvious from visual inspection, they have been noted within the applicable room. If no repairs are needed, window to be redecorated in situ. Existing paint to be carefully removed, protecting profiles and mouldings. Allow to prime and repaint to architects detailed specification.
29.03	Lighting and heating to be assessed and upgrade to suit client requirements.
29.04	Existing Illuminated fire signage to be retained and re-used.
29.05	Radiators, all pipework (existing and new), and associated bracketry and fixings to be redecorated. Colour TBC.
29.06	Parquet flooring to be cleaned Refix loose blocks, or replace if damaged.
29.07	New Fire Extinguishers to be supplied and installed by client. To be confirmed with SCC and SMDC.

29.08 Allow to coordinate MEP requirements with Library and Exhibit designers, electric and data points to be supplied as necessary.

30.00 F0014 - Stairs

- 30.01 Existing and historic features to be adequately protected and retained:
- Wall murals
 - Windows
 - Doors
 - Ironmongery
 - Flooring / Stair treads
 - Brass Handrails
 - Door surrounds and decorative stonework.
- 30.02 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new fittings are proposed.
- 30.03 Refurbish external window as per 15.03
- 30.04 Existing floor signage to be removed.
Stone Stair treads to be gently cleaned.
Surface damage is present, but no repairs appear necessary.
- 30.04 Existing decorative stonework to be cleaned and then protected from paint splatter for the duration of the works.
- 30.05 Two existing wall murals to be cleaned and refurbished by art restoration specialist.
Murals to be protected when other works are being carried out in this area, particularly redecoration to adjacent walls/ceilings.
- 30.06 Timber paneling to be lightly sanded down and redecorated as existing.
- 30.07 Two areas of plaster to be repaired, minimum areas $0.5\text{m}^2 + 4\text{m}^2$. Allow to investigate potential water ingress at head of window.
Remove areas of flaking or cracked plaster. Reinstall using like for like materials.
- 30.08 Redecorate all plaster wall and ceiling surfaces.
- 30.09 Allow to clean and polish existing brass hand rail.

31.00 F0001 - Female WCs

- 31.01 Existing and historic features to be adequately protected and retained:
- Windows
 - Doors
 - Ironmongery
 - Door surrounds and decorative plasterwork.
- 31.02 No architectural works proposed in this area - MEP works only.
- 31.03 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new fittings are proposed.
- 31.04 Existing flooring to be retained.
- 31.05 No redecoration works in this area.

32.00 F0004 - Male WCs

- 32.01 Existing and historic features to be adequately protected and retained:
- Windows
 - Doors
 - Ironmongery
 - Door surrounds and decorative plasterwork.

Scope of Works

- 32.02 No architectural works proposed in this area - MEP works only.
- 32.03 Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
MEP consultant to confirm if new fittings are proposed.
- 32.04 Existing flooring to be retained.
- 32.05 No redecoration works in this area.

33.00 F0005 - Circulation

- 33.01 Existing and historic features to be adequately protected and retained:
 - Parquet Flooring
 - Doors
 - Ironmongery
 - Internal glazing
 - Feature 'Cloakroom' partition to Male and Female WCs (**NOT** TO BE DECORATED)
 - Decorative Plaques and signage
 - Door surrounds and decorative plasterwork.
- 33.02 Remove redundant wall furniture - 1 nr noticeboard.
- 33.03 Refer to B0003 for works to Lift.
- 33.04 MEP consultant to confirm if new fittings are proposed.
Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- 33.05 Doors to be refurbished as per 29.01
Check all fire seals and gaps, where possible recommend improvements.
- 33.06 Allow to refurbish internal and external windows as per 29.02
- 33.07 Refurbish parquet flooring as per items 29.06 & 29.07.
Flooring appears to be in fair condition, through previous finishing surface is worn.
- 33.08 Redecorate plaster wall and ceiling surfaces, excluding cloakroom wall, taking care around decorative plaster features.
All walls are plaster, with paint finish. Most surfaces appear to be sound and undamaged, minor cracking of plaster finish to corner of lift enclosure approx. 0.5m².
- 33.09 Museum fit out by Specialist. MEP requirements to be coordinated.

34.00 F0005a - Lift

- 34.01 Refer to B0003

35.00 F0006 - TBC

- 35.01 Existing and historic features to be adequately protected and retained:
 - Lantern Windows
 - Doors
 - Ironmongery
 - Door surrounds and decorative plasterwork.
- 35.02 MEP consultant to confirm if new fittings are proposed.
Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- 35.03 Existing desk to be removed, make good wall finish following removal.
- 35.04 Doors to be refurbished as per 29.01
Check all fire seals and gaps, where possible recommend improvements.
- 35.05 Allow to refurbish internal and external windows as per 29.02
- 35.06 Clean parquet flooring as per items 29.06.
Flooring appears to be in fair condition, through previous finishing surface is worn.

Scope of Works

- 35.07 Redecorate all plaster wall and ceiling surfaces, taking care around decorative plaster features.
All walls are plaster, with paint finish. Most surfaces appear to be sound and undamaged, localised water damage in the corner behind existing desk.
Roof to be checked for cause of water ingress (e.g. insufficient gutter sizing, vegetation or damaged leadwork).
Allow to make good area approx. 10m², include complex surfaces - a large section of ceiling coving, arched recess, and various decorative plaster mouldings.
- 35.08 Existing UV protection film to be removed from all glazing.
To be replaced with new UV Filtering film - clear, non-reflective coating to be applied in one continuous sheet to each individual pane.
- 35.09 Museum fit out by Specialist. MEP requirements to be coordinated.

36.00 F0007 - Gallery

- 36.01 Existing and historic features to be adequately protected and retained:
- Lantern Windows
- Doors
- Ironmongery
- Door surrounds and decorative plasterwork.
- 36.02 MEP consultant to confirm if new fittings are proposed.
Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- 36.03 Doors to be refurbished as per 29.01
Check all fire seals and gaps, where possible recommend improvements.
- 36.04 Allow to refurbish internal and external windows as per 29.02
- 36.05 Clean parquet flooring as per items 29.06.
Some blocks have risen slightly, causing small sections of even floor level. Isolated blocks have become loose and rock/move - to be refixed.
- 36.06 Redecorate all plaster wall and ceiling surfaces, taking care around decorative plaster features.
All walls are plaster, with paint finish. Most surfaces appear to be sound and undamaged, condition notes continued in the following items;
- 36.07 Front Elevation - High level paint peeling / flaking to top 1-2m of wall (between lantern glazing), could be caused by surface condensation.
Roof to be checked for cause of water ingress (e.g. insufficient gutter sizing, vegetation or damaged leadwork).
Allow to make good area approx. 8m², include complex surfaces - high level, plaster mouldings and a large arched window reveal.
- 36.08 Make good wall finishes following the removal of existing storage room.
- 36.09 Rear Elevation - Decorative plasterwork to the rear of stage area appears in good condition.
Minor patch of poorly matched paintwork, assumed to be the result of electrical system upgrades and not delapidation.
Allow to redecorate front face of stage and stair risers.
- 36.10 Existing UV protection film to be removed from all glazing.
To be replaced with new UV Filtering film - clear, non-reflective coating to be applied in one continuous sheet to each individual pane.
- 36.11 Museum fit out by Specialist. MEP requirements to be coordinated.
- 36.12 Allow to clean and polish existing brass hand rails to the perimeter.
- 36.13 Existing radiators and pipework to be redecorated.

37.00 F0011 - Storage

Scope of Works

- 37.01 Existing and historic features to be adequately protected and retained:
- Glazed screens / Windows
 - Doors
 - Ironmongery
 - Iron mezzanine structure, balustrades and staircase
 - Fixed timber bookshelves
 - Door surrounds and decorative plasterwork.
- 37.02 No architectural works proposed in this area - MEP works only.
- 37.03 Doors to be refurbished as per 15.02

38.00 F0012 - Library

- 38.01 Existing and historic features to be adequately protected and retained:
- Lantern Windows
 - Doors
 - Ironmongery
 - Door surrounds and decorative plasterwork.
- 38.02 MEP consultant to confirm if new fittings are proposed.
Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- 38.03 Doors to be refurbished as per 29.01
Check all fire seals and gaps, where possible recommend improvements.
- 38.04 Allow to refurbish internal and external windows as per 29.02
- 38.05 Clean parquet flooring as per items 29.06.
- 38.06 Redecorate all plaster wall and ceiling surfaces, taking care around decorative plaster features.
All walls are plaster, with paint finish. Most surfaces appear to be sound and undamaged.
- 38.07 Existing UV protection film to be removed from all glazing.
To be replaced with new UV Filtering film - clear, non-reflective coating to be applied in one continuous sheet to each individual pane.
- 38.08 Museum fit out by Specialist. MEP requirements to be coordinated.
- 38.09 Allow to clean and polish existing brass hand rails to the perimeter.
- 38.10 Existing radiators and pipework to be redecorated.

39.00 F0013 - Museum

- 39.01 Existing and historic features to be adequately protected and retained:
- Lantern Windows
 - Fitted seating within Oriel window.
 - Doors
 - Ironmongery
 - Door surrounds and decorative plasterwork.
- 39.02 Existing desk and TV unit to be removed, make good wall finish following removals.
- 39.03 MEP consultant to confirm if new fittings are proposed.
Remove redundant electrical fittings - lighting, fire alarm, detectors etc. Scope to be confirmed with MEP consultant.
- 39.04 Doors to be refurbished as per 29.01
Check all fire seals and gaps, where possible recommend improvements.
- 39.05 Allow to refurbish internal and external windows as per 29.02
- 39.06 Clean parquet flooring as per items 29.06.
Some blocks have risen slightly, causing small sections of even floor level. Isolated blocks have become loose and rock/move - to be refixed.

Scope of Works

39.07	Redecorate all plaster wall and ceiling surfaces, taking care around decorative plaster features. All walls are plaster, with paint finish.
	Most surfaces appear to be sounds and undamaged, condition notes continued in the following items;
39.08	<u>Front Elevation</u> Signs of water damage at high level to LHS corner, paint peeling / flaking. Roof to be checked for cause of water ingress (e.g. insufficient gutter sizing, vegetation or damaged leadwork). Allow to make good area approx. 1m ² , include complex surfaces - coved ceiling and plaster mouldings.
39.09	<u>Rear Elevation</u> High level paint peeling / flaking to top 1-2m of wall (below glazing level), could be caused by surface condensation. Roof to be checked for cause of water ingress (e.g. insufficient gutter sizing, vegetation or damaged leadwork). Allow to make good area approx. 12m ² , include complex surfaces - high level, coved ceilings and plaster mouldings.
39.10	<u>Side Elevations</u> Smaller areas of paint peeling / flaking to top 1-2m of wall (below glazing level), could be caused by surface condensation. Roof to be checked for cause of water ingress (e.g. insufficient gutter sizing, vegetation or damaged leadwork). Allow to make good area approx. 6m ² , include complex surfaces - high level, coved ceilings and plaster mouldings.
39.11	Existing UV protection film to be removed from all glazing. To be replaced with new UV Filtering film - clear, non-reflective coating to be applied in one continuous sheet to each individual pane.
39.12	Museum fit out by Specialist. MEP requirements to be coordinated.
39.13	Existing radiators and pipework to be redecorated.
40.00	F0016 - Store
40.01	Room not surveyed. No works proposed in this area, Asbestos survey to be carried out if it is necessary to enter due to MEP service routes.
41.00	F0017 - Store
41.01	Room not surveyed. No works proposed in this area, Asbestos survey to be carried out if it is necessary to enter due to MEP service routes.
42.00	F0009 - Stairs
42.01	Room not surveyed. No works proposed in this area, Asbestos survey to be carried out if it is necessary to enter due to MEP service routes.
43.00	F0010 - Dumbwaiter
43.01	Room not surveyed. No works proposed in this area, Asbestos survey to be carried out if it is necessary to enter due to MEP service routes.
44.00	F0008 - Storage
44.01	Partition and raised floor to be removed.
44.02	Relocate DB and other electrical services mounted to partition.
44.03	Form new wind lobby to external door. Refer to proposed plans for size and location.

Scope of Works

- 44.04 Clean parquet flooring as per items 29.06. Assume making good required around external door threshold will be required due to water ingress.
- 44.05 Making good walls included as item 36.08 (Gallery).

45.00 EXTERNAL WORKS - North Elevation

ELEV004 - Elevation

45.01 External Walls, Windows and Doors

Walls - (external), Clad Clay tiles - 13m²

45.02 Roofs

Replace plastic rainwater gutter with OGEE aluminium - 8m

45.03 Clean out gutters to remove vegetation - 8m

45.04 Lead roof covering to be made good, incl. timber fascia and allow mesh to vent openings - 44m²

REF: LR01 "NIB-RL-NI-FF-DR-A-20103 P01 Existing Roof Plan"

45.05 Following removal of LGF external windows; make allowance for repairs to external materials (Plain Clay tiles) and timber structure.

ELEV006 - Elevation

45.06 External Areas

Steps, Stone Stone only - 1m²

Courtyard

45.07 Allow for excavation and installation of French drain in courtyard area ; details tbc

45.08 Allow for soft landscaping to reveal french drain area in courtyard area ; details tbc

46.00 EXTERNAL WORKS - East Elevation

ELEV002 - Elevation

46.01 Paint plate (block)

ELEV003 - Elevation

46.02 Repair Gutter aluminium gutters require cleaning out and some joints require repair - 18m²

46.03 Vent Pipe Cast Iron - 9m²

ELEV005 - Elevation

46.04 Repair Gutter aluminium gutters require cleaning - 4m²

47.00 EXTERNAL WORKS - South Elevation

ELEV001 - Elevation

47.01 Prepare and redecorate all metal railings

47.02 Redress lead & oil above main entrance

47.03 Repaint DDA markings to stair nosings

ELEV008 - Elevation

47.04 Replace flat roof covering (currently concrete) with mineral felt, include furring strips and drip detail - 20m²

ELEV010 - Elevation

47.05 Balustrade to front elevation above LGW13, 12, 11, 10 to repoint all open joints and check stability of balustrade and finials.

47.06 Handrails - 3nr replacement finials to the railings, bespoke.

47.07 Drainage - 3nr new downpipe bespoke brackets required and entire down pipe to be refixed.

47.08 External walls, windows & doors - check high level urns securely fixed

47.09 Hardstanding / pavements, repair flag stones Loose flag stones at base of stair - 5m²

48.00 EXTERNAL WORKS - West Elevation

ELEV007 - Elevation

48.01 Repair Gutter cast iron gutters require cleaning out and some joints require repair - 20m²

ELEV011 - Elevation

- 48.02 Paint plate (block)
- 48.03 Investigate drainage and ground levels to road adjacent B.0018.
Recommendations to be made for future changes to road, works outside of current scope. Make allowance to clear blockages in linear drain below glazed link bridge.