

7

Interior Design

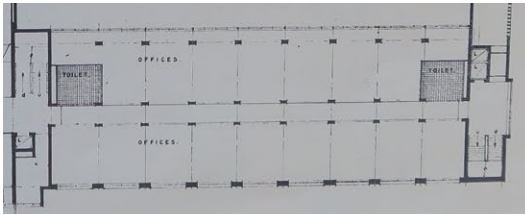
7.3

North Wing Workspace

7.3.1

Original Design

Original design.
The structural design of the office space in the north wing of the Civic Centre was specifically designed to allow a flexible approach to the partitions -see plan below published in Official Architect and Planning June 1958 which shows the north wing with no partitioning.

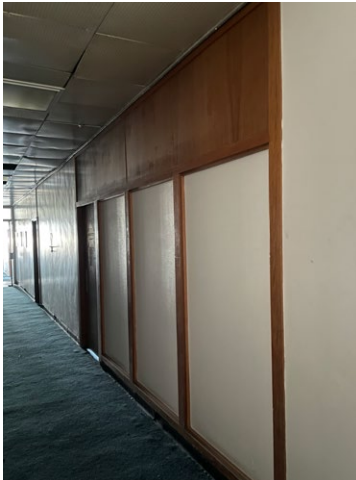


Original Ground Floor Plan Drawing

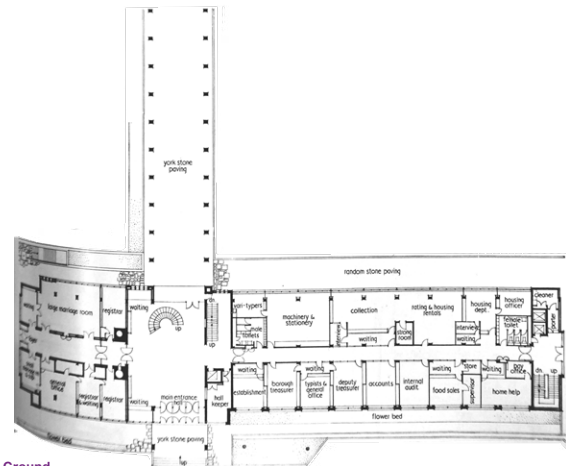
The original fit-out of the offices incorporated a central corridor running north/south and cellular space to the west and east. The corridor was constructed with plastered partitions interspersed with timber and glazed partitions. All of the glazed partitions have subsequently been infilled. The location of partitions generally has been altered over time - (see historical modifications drawing right). In some cases the subdivision has reduced the visual permeability of the building, which as a key aspect of the design intent, has detracted from its significance.

Some offices retain their original cupboard joinery (see right) - these areas were assessed by Montagu Evans to be of medium significance, whereas the remainder of the space is assessed as low significance

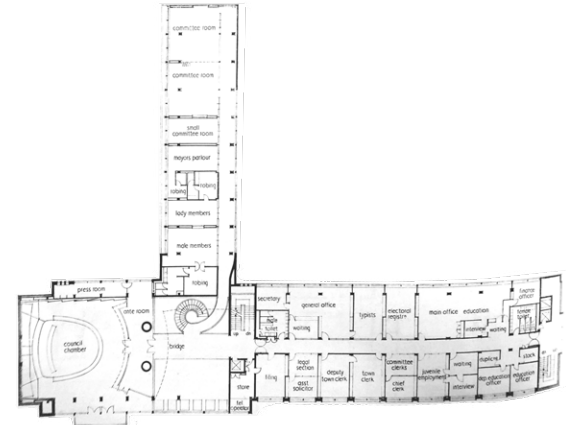
The other large room is the former staff canteen on the third floor, which is subdivided from the kitchen by a counter, with wooden shutters, which are not original. The former canteen is altered and is of low significance, so changes to the partitions would be less sensitive than in the public civic parts of the building.



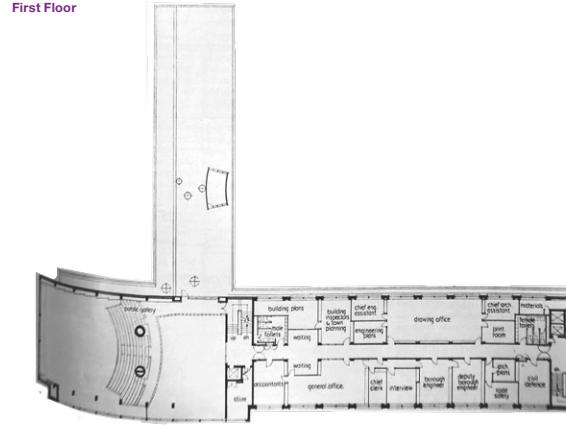
Historic Floor Plans
The Architect & Surveyor - 1958



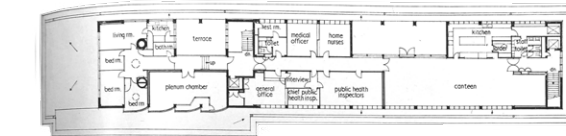
Ground



First Floor

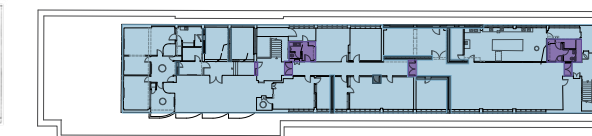
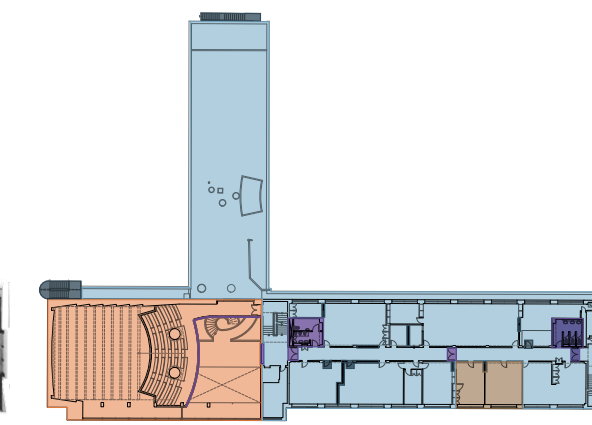
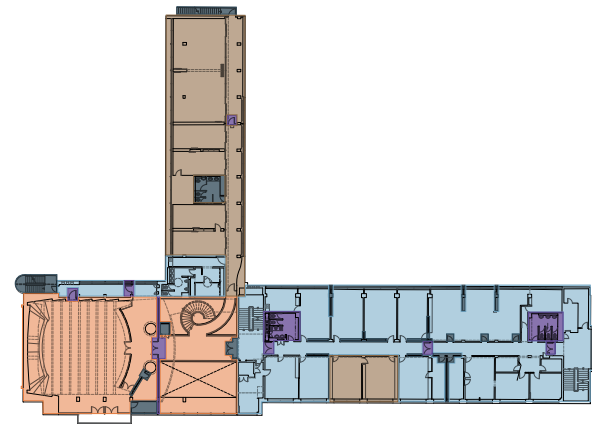
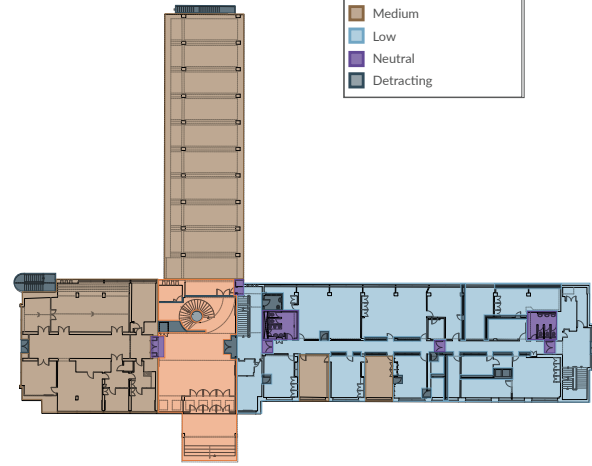


Second Floor



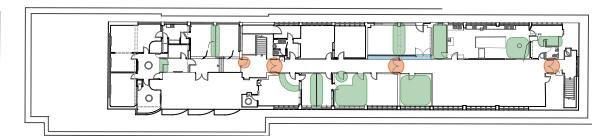
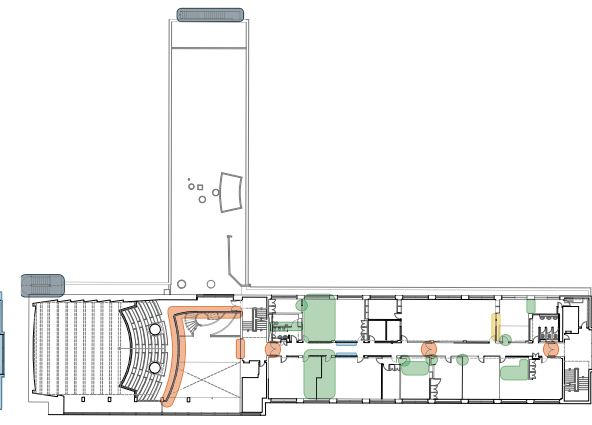
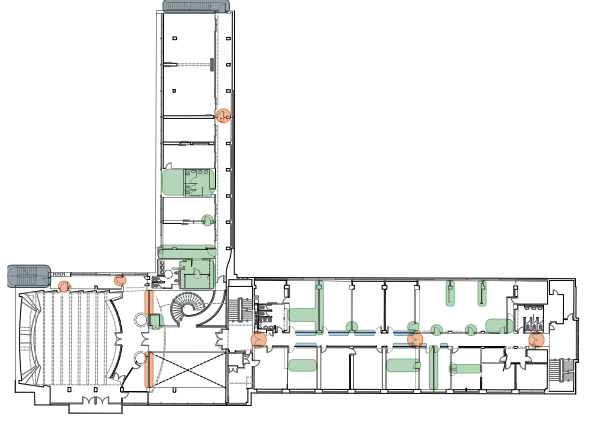
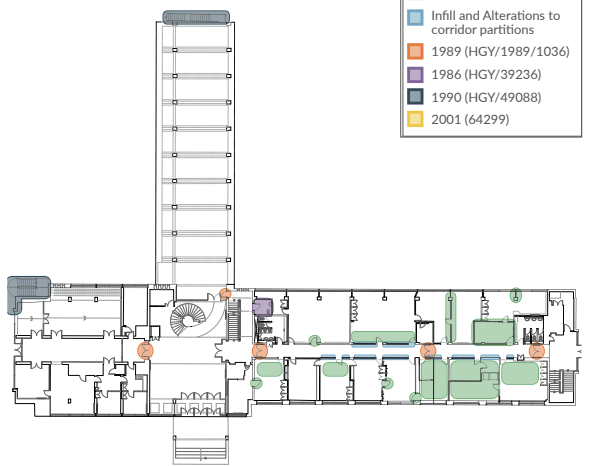
Third Floor

Areas of Historical Significance Plans
Montagu Evans



KEY	
High	Medium
Low	Neutral
Detracting	

Historical Alterations Plans
Montagu Evans



KEY	
Post 1958 Alterations	Infill and Alterations to corridor partitions
1989 (HGY/1989/1036)	1986 (HGY/39236)
1990 (HGY/49088)	2001 (64299)

7 Interior Design

7.3 North Wing Workspace

7.3.2 The need for change

The need for change

The refurbished civic centre has to provide adequate and appropriate office space for council staff. It is critical to the success of the project that sufficient work settings are provided on site to accommodate the council workforce. This has led the design team to propose an open plan arrangement in the north wing office space.

Through the course of the planning process there has been pressure to reduce the quantity of new floorspace provided on site in the extensions - to avoid harm to the setting of the listed buildings. But this has increased pressure to provide the most efficient office space in the existing buildings. Open plan space is inherently more efficient than cellular space. The design team has tested alternative layouts - open plan and cellular - as shown in the diagrams right. The cellular arrangement accommodates approximately 30 less workspaces on each floor - a total of over 100 less workstations when applied to all floors.

Open plan space is also a fundamental part of the council's brief in order to benefit from the following pages

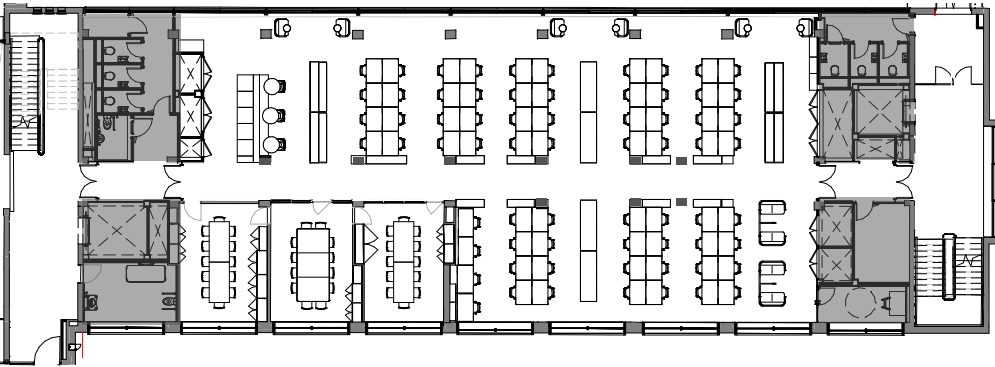
Retention of medium significance spaces

As noted on the previous page, some offices retain original joinery. These are evenly distributed over each floor as indicated on the significance plans. In the proposals overleaf, all these spaces are retained as meeting space..

It was suggested during the pre-application process that all partitions be retained on one floor concentrating the total meeting room requirement in one location. This has been discounted as it would not provide adequate access to the meeting space.



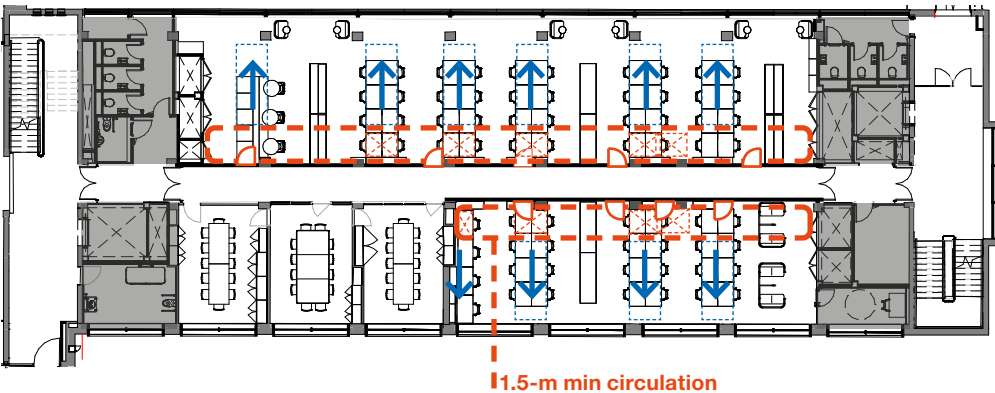
68 formal workstations



Top diagram

The current Proposal consists of creating an open-plan office space by removing all partitions except the areas of high significance, which are to be used as meeting rooms.

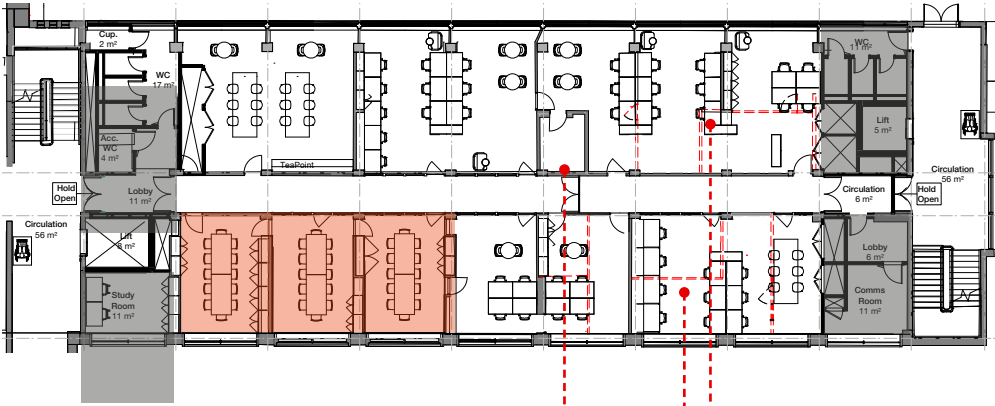
52 (-23%) formal workstations



Middle diagram

Overlay of the existing corridor in the current proposal to demonstrate how many workstations will be lost due to the extra circulation required within each office wing.

42 (-40%) formal workstations



Bottom diagram

Demonstrates the office space's appearance if most of the interior partitions are maintained, creating a segregated, unflexible and inefficient office space.

Some existing cellular spaces are too small and irregular, creating particularly inefficient space planning. In particular, the post-1958 partitions.

7 Interior Design

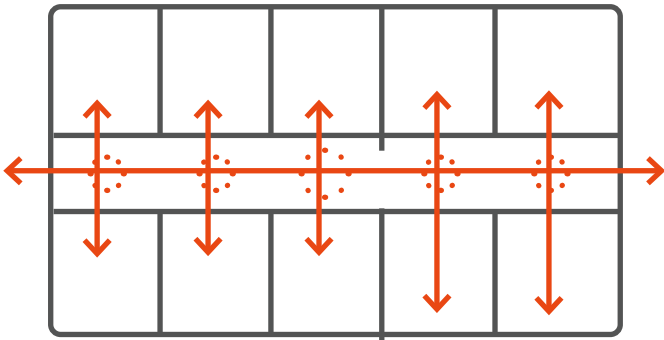
7.3 North Wing Workspace

7.3.2 The need for change

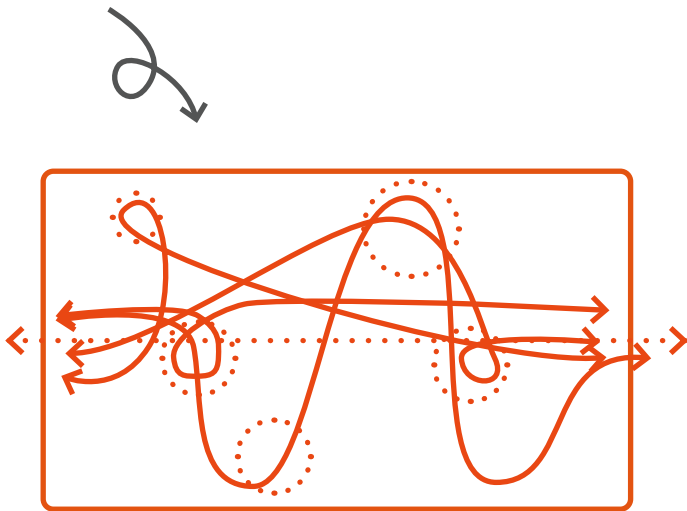
Support Workspace Transformation:

The proposal aims to create a more transparent and collaborative work environment. The new layout will be able to meet contemporary ways of working and remain more resilient to future changes.

The central circulation axis will be kept to honour the existing corridor structure. Bespoke furniture elements will help define this space and help provide some privacy to workspaces near it, whilst improving the everyday user experience - from a long, dark corridor space to an airy open circulation space.



existing condition



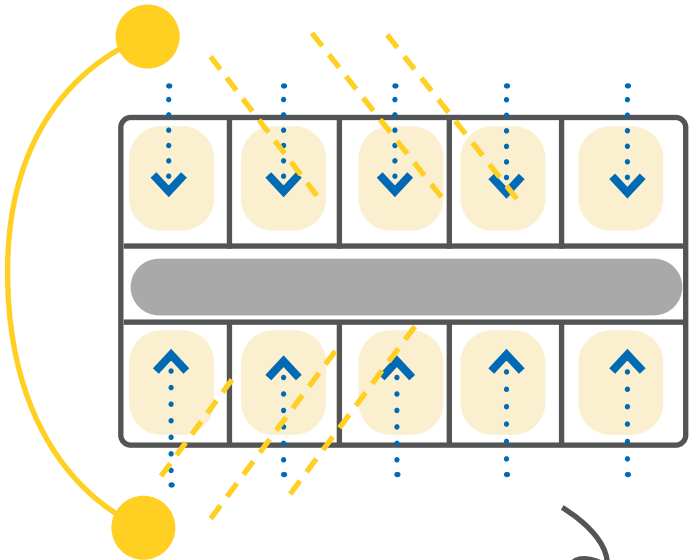
proposal

Promote Well-being

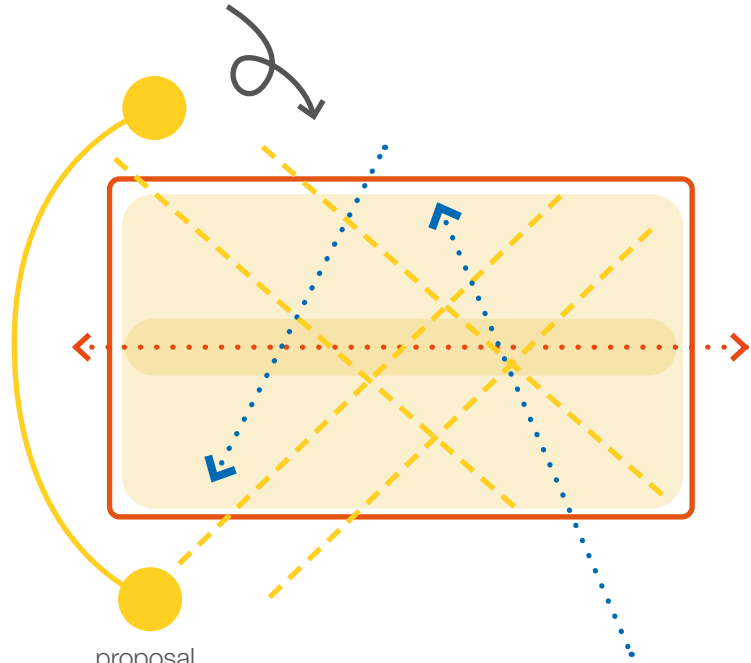
An open-plan office will provide an increased natural daylight by allowing light sources from both orientations. Both wings will be able to enjoy daylight from all times the day. This will significantly improve the existing condition: one-sided cellular spaces served by a corridor with no access to daylight.

It is well known that daylight is crucial to workplace productivity and happiness. It is the council's brief and aspirations to improve and promote staff wellbeing and health.

Removing the partitions will also improve visual permeability and connection with the exterior. This also creates a more friendly environment where staff connects more frankly with the outside.



existing condition



proposal

Key:

- View out
- Daylight
- Central Axis
- Shadow

7

Interior Design

7.3

North Wing Workspace

7.3.3

Workspace Proposal

Proposal
Generally

- It is proposed to remove the majority of the existing partitions within the north wing to create modern, open plan office accommodation. This has the following advantages:
- Increased efficiency of the workspace layout
 - Creation of airy an open environment that fosters collaboration amongst staff.
 - Allows for the possibility of cross ventilation

The main circulation routes will be maintained in the open plan arrangement.

Rooms of medium significance

- Historical rooms of high significance will be maintained and repaired. These will be re-purposed as attractive meeting rooms
- It is proposed that the original glazed timber partitions to these rooms be retained - with glazing re-introduced where previously in-filled

Functions

- Open plan office space
- Meeting rooms

Proposed Refurbishment Works:

- Strip-out of partitions
- Refurbishment of built in furniture (medium significance rooms)
- New acoustic ceilings throughout
- Bespoke tea points on each floor
- Bespoke furniture to house print points
- New carpet
- New loose furniture
- Curtains
- Fully re-furbished WCs on each floor

Users and Accessibility

Council staff
Members
All rooms are wheelchair accessible via new lifts

Furniture

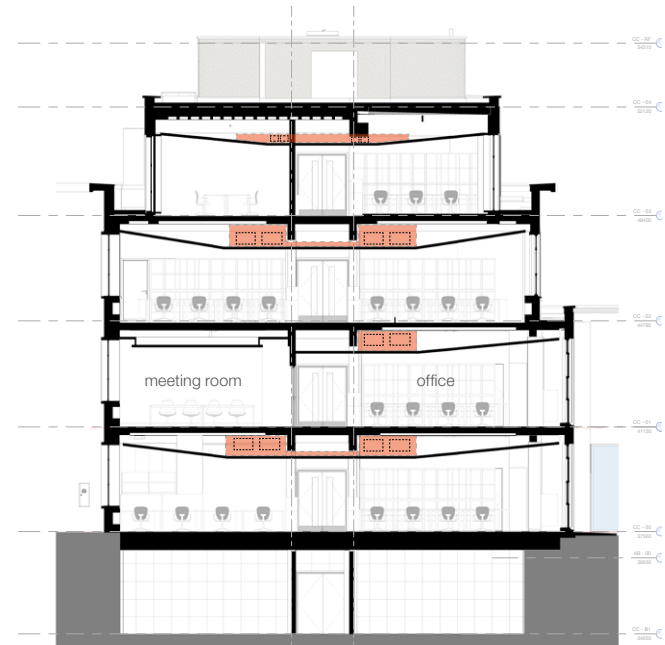
New loose furniture

MEP

Upgrade of heating, cooling, ventilation, IT and AV systems. New risers and new ceiling voids for distribution. Power and data distribution to be surface mounted

Ceiling / Services distribution

The office space is to be mechanically ventilated - this requires substantial ductwork to be routed through the space on either side of the central circulation space. A 2.4m high ceiling conceals this ductwork - the ceiling is angled from the central zone to a higher level adjacent to the windows on both perimeter walls.



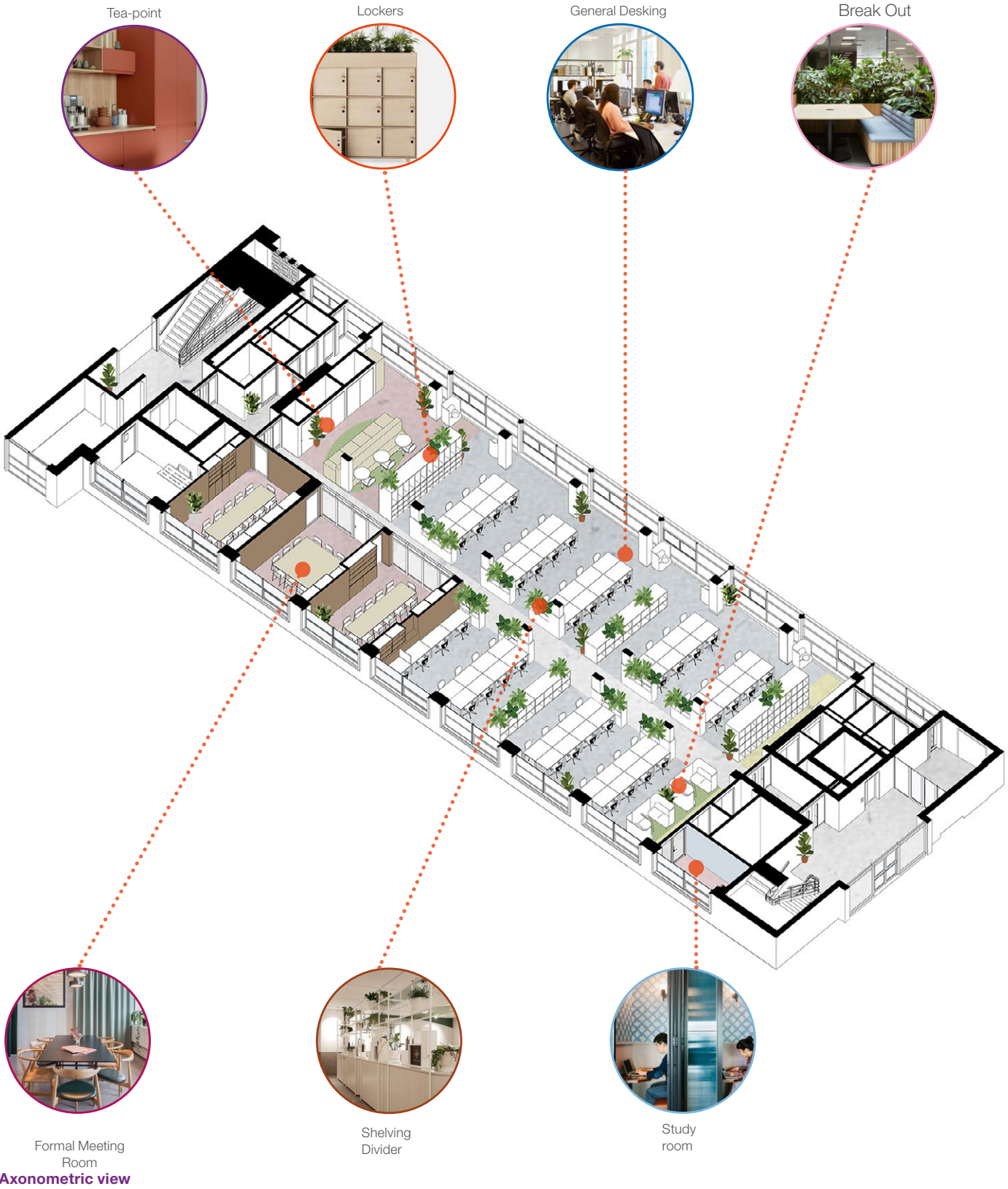
Typical Section
main service zone

Retaining the character of the central corridor

The original central circulation route is retained in the proposal. The memory of the central corridor is retained by structural columns, a different floor finish and the positioning of bespoke furniture at the edge of the circulation space.

Further Information

Refer to section 7.4 for a detailed scope of refurbishment works. Refer also to 00 Series strip out drawings.



7 Interior Design

7.3 North Wing Workspace

7.3.2 The need for change

Waltham Forest Town hall by Hawkins/Brown (Case study)

Before



After intervention



Haringey Civic Centre

Before



After intervention (artistic impression)





7

Interior Design

7.3

North Wing Workspace

7.3.4

WCs

Heritage Significance

The existing toilets are of neutral heritage significance. Some of the accessibility toilets were added later are classified as detracting. These areas were stripped as part of the enabling works contract

Proposal

The existing toilets no longer meet the council's needs and aren't in good condition. The proposal seeks to reconfigure the toilet areas to provide high-quality facilities that meet current standards and regulations and the council's ambitions on accessibility and gender equality. The design creates individual, self-contained unisex toilets, ambulant and accessible toilets

Refurbishment and design

The proposal looked to re-use the existing risers to toilets while reconfiguring the toilet space with new sanitary appliances and finishes. The proposal is to use tiled floors and walls in keeping with the previous design and reflect the design principles/era of the building in the design.

The material finishes of the toilets will create a warm environment through a simple design, mainly using porcelain tile and IPS systems at the back for easy access. The selection of finishes will take into consideration BS8300 recommendations for accessible design.

Potential Users and Accessibility

- 1 accessible toilet per floor (+ 1 extra at Ground Floor and 1st Floor for committee rooms and welcome space);
- 1 ambulant toilet per floor (+ 1 extra at Ground Floor and 1st Floor for committee rooms and welcome space);
- The selection of finishes and colours is to meet BS 8300 for good accessible design;
- Some gendered toilets will be provided through signage to meet specific faith group requirements.

Furniture

New, integrated plumbing fixtures and sanitary appliances with IPS panels.

MEP

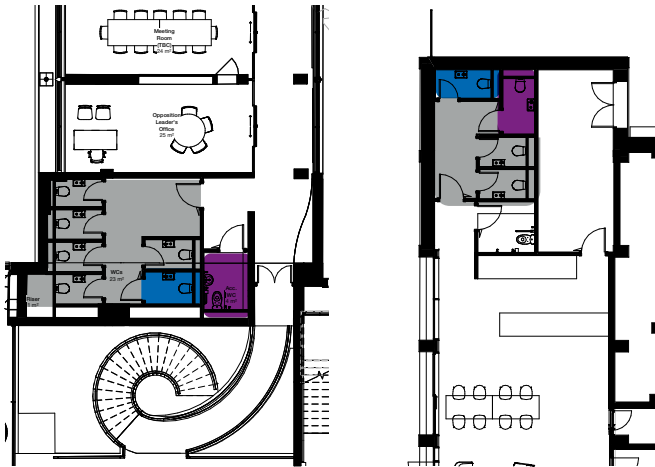
Upgrade of heating, cooling, and ventilation systems.
Re-uses existing risers for distribution.



Axo of typical Toilet cubicle



North Wing typical Toilet Blocks



West Wing Toilet Block

Welcome Space Toilet Block

Key:

Toilets blocks

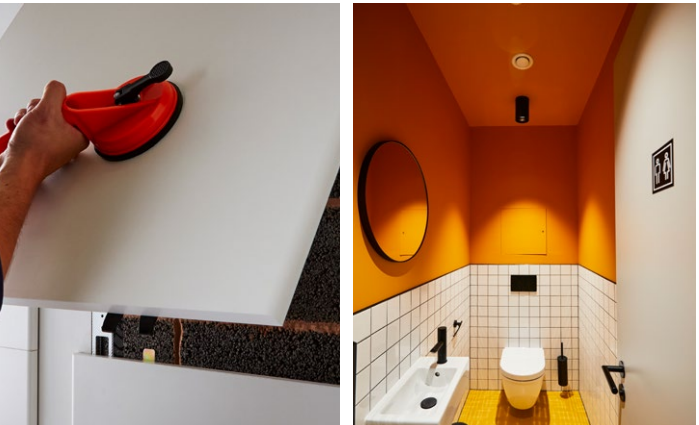
Accessible toilet

Ambulant toilet

Existing Photos



Precedents



Integrated IPS Panels

Forge Working by Hawkins\Brown

7

Interior Design

7.3

North Wing Workspace

7.3.4

Stairs

Heritage Significance
The stair cores, are rated low significance in the Montagu Evans assessment, but are generally in good condition.

Proposal
The proposal is to enhance these spaces in keeping with the existing finishes. The proposal also looks to improve the lobbies areas by reconfiguring the position of the lift and replacing these, as the previous ones were no longer up to standard and compliant.

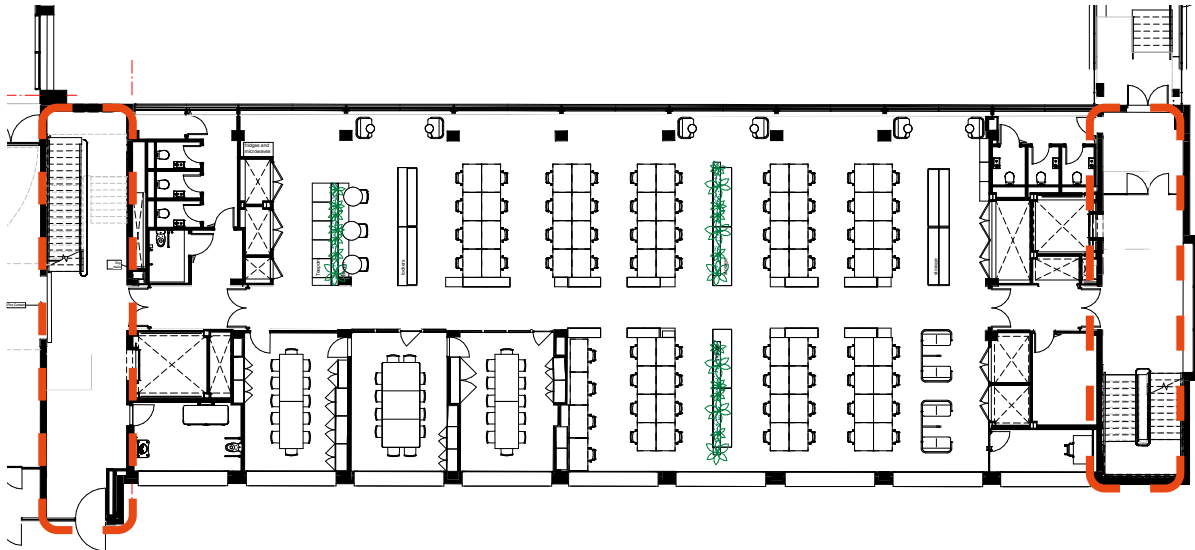
Functions
– Provide level access to all levels of the building and fire escape.

- Proposed Refurbishment Works:**
- Terrazzo steps to be repaired and made good;
 - Plaster Soffits to be repaired and made good;
 - Plasterboard ceilings in lobbies are to be reinstated;
 - Repair of balustrades and railings (resistance and fixings to be tested before repair;
 - Strip out redundant signage;
 - Repair plaster where necessary
 - Plaster to external walls is to be removed and replaced with insulating plaster

Potential Users and Accessibility
New lifts are to be evacuation lifts for the safe evacuation of disabled people in case of an emergency, as per the latest London Plan requirements.

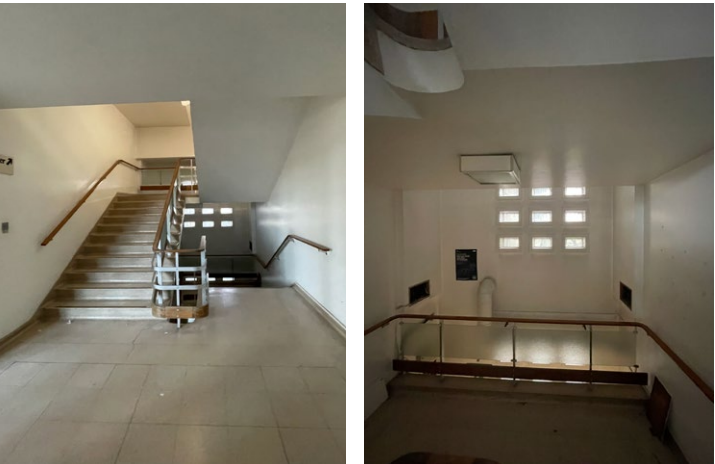
MEP
Upgrade of heating, cooling, and ventilation.
Replacement of light fittings in keeping with existing aesthetic.

Further Information
Refer to section 7.4 for a detailed scope of refurbishment works.



North Wing typical staircores

Existing Photos



Main Stair core



North Stair core

7

Interior Design

7.4

Schedule of Refurbishment Works

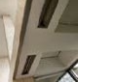
Page no.: 1

Room / Areas Name: LOBBY

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:
- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to room data sheet drwg no. **HCC-HBA-ZZ-00-DR-A-770609**
Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photos
Wall Finishes						
Timber wall finish EWF-02	English straight-grained elm panelling + polished brass infill to west elevation	Brass is corroded. Minimal visible damage to timber	Refer to room data sheet. Clean and polish corroded brass elements. Repair any surface damage Panelling to be french polished	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161	
Stone wall finish EWF-05	Original Florentine Travertine tiles to the perimeter walls, bridge structure and columns	Stone tiles generally appear to be in reasonable condition with minimal visible damage	Refer to room data sheet. Make good following removal of redundant FF&E Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Stone wall finish EWF-05	Florentine Travertine clad columns / draft lobby	Minimal visible damage	Refer to room data sheet. Repair any damage Make good following removal of redundant FF&E Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Feature to stone wall finish	Florentine Travertine clad built in benches (2 no.)	Minimal visible damage. Missing stone section to one end of one bench	Repair any surface damage Clean			
Feature to stone wall finish	Foundation Stone built into wall finishes	Minimal visible damage	To be retained / cleaned			
Feature to stone wall finish	Clock built into stone finish	Mechanism is missing	Replace mechanism and restore the clock	Refer to salvage schedule.		
Feature to stone wall finish	Series of picture frames / plaques		To be salvaged and re-instated at end of project.	Refer to salvage schedule		
Skirtings	None					
Internal Glazed Partitions / Doors						
Non-original aluminium Glazed Screen / Doors	Aluminium frame, single glazed including glazed double doors See right for location	Framing has superficial damage in places,	Ground floor marriage rooms - replace with new to match original - Ground floor adjacent to stair core - replace with fire curtain - First Floor adjacent to stair core - replace with fire curtain - Second floor adjacent to stair core - repalce with new balustrade and fire curtain	Refer to wall types drawing / door types drawing (fire curtains)		
Original Aluminium Glazed Screen / Doors EPCS-201	Original aluminium glazed partitions to council chamber at first floor including aluminium frame single glazed door	Generally good condition Initial design intent for glazed partition below council chamber to be fully transparent. Opaque glass panels do not reflect initial design intent.	Refer to wall types drawing Remove opaque film Restore and repair glass partition and frame. Repair / replace ironmongery as required Replace any non-compliant fragile glass at low level with safety glazing. NB The glazing at this level should provide protection from falling - an assessment is required as to the strenth / integrity of the existing partition and allowance made for remedial work to upgrade to regulations .	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		 
Timber Glazed Screen EPCS-202	Timber framed glazed partition to second floor	Frame in reasonable condition - Georgian wired glazing.	Repair / re-laquer the timber frames Re-place georgian wired glass with laminated fire safety glass. Certification of fire integrity by specialist Replace handrail within corridor with new to match original design.	Refer to wall types drawing Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	Lacquer M60/162 colour film L40/610	
Aluminium framed glazed partition and doors EPCS-203	Forming draft lobby		Repair Assume replacement required (part of curtain walling / doors package - see below)	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Non-original Partitions / Doors to office	Partitions forming reception office space. Aluminium frame, glazed and solid panels	Does not reflect initial design intent to be removed	Remove existing reception desk / office partitions and lift - INCLUDED in enabling works package Make good any damage to adjacent finishes	Refer to strip out drawings		
Stair						
Feature Stair and bridge ESTR-201	In-situ staircase and bridge structure, fascias clad in stone, aluminium balustrade (see EBAL-101 below) , plaster soffits	Minimal visible damage	Refer to Stair Refurbishment Scoping Drawing for locations / extent, Stair nosings to be replaced Refer to RCPs for repairs to soffits Refer to EWF-05 for repairs to stone facings Refer to structural engineer information for any structural repairs			
Balustrade to Feature Stair, bridge and main stair core EBAL-101	Aluminium balusters and horizontal rails / Timber handrails and kick plates / Georgian wired glass panels	Some cosmetic wear and tear. Balustrades's resistance and fixings to be tested before repair. Section of balustrade missing where platform lift removed	Refer to Stair Refurbishment Scoping Drawing for locations / extent, Replace missing section of balustrade (approx 1m) where previously removed for platform lift. New balustrade to match existing. Restore / repair / clean timber and aluminium elements as required Timber surfaces to be laquered Refer to structural engineer information for any structural repairs	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer NB Balustrading to existing stairs does not meet current building regulations – in terms of height, spacing of balusters / rails and the presence of horizontal rails. Given the building is listed, derogation from the regulations is required – Building Control is to be consulted on this matter 17/2/23	M60/161	

Floor Finishes					
Floor finish EFF_01	Gritted Serpегient marble tiles	Approx 1/3 of stone tiles are damaged. Previous attempts to repair cracked tiles have created further damage.	Replace broken tiles. Clean existing stone tiles. Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	NB - asbestos is present to redundant services within the floor slab. Power and data to be provided to the reception desk through new drilled opening (diameter TBC) to the basement.	
Floor finish	Entrance matting within draft lobby	End of life. Remove and replace.	New entrance matting with new as shown on floor types drawing	See floor finishes drawing	
Architectural feature to floor	Rockery		To be retained / refurbished and replanted - refer to landscape architect drawings.		
Ceilings					
Ceiling ECLG-01	Main ceiling at third floor / roof level Plasterboard	Some surface cracks and damaged areas around light fittings.	Repair and re-paint. Existing circular downlights are to be removed for restoration or replaced with new TBC. Allow for remedial works to plasterboard soffit on completion of this work.	Refer to ceiling types drawings	
Ceiling ECLG-03	Plastered curved soffit of gallery	Some surface cracks and damaged areas around light fittings.	Repair and re-paint. Existing circular downlights are to be removed for restoration or replaced with new TBC. Allow for remedial works to plasterboard soffit on completion of this work.	Refer to ceiling types drawings	
Soffit to helical stair ECLG-06	Painted skim coat on structure	Minimal visible damage	Repair and repaint	Refer to ceiling types drawings	
Ceiling to bridge structure	Stripped out.		New ceiling as shown on ceiling types drawing	Refer to ceiling types drawings	
Soffit to draft lobby ECLG-06	Painted skim coat on structure	Some surface cracks and damages, in particular in front of the entrance door.	Repair and repaint	Refer to ceiling types drawings	
Glazed soffit (internal rooflights) to draft lobby ECLG 06	Glass replaced with solid panels		Replace with new toughened glass panels.	Refer to ceiling types drawings	

7

Interior Design

7.4

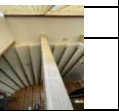
Schedule of Refurbishment Works

Page no.: 2

Room / Areas Name: Council Chamber

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:
- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.
Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to room data sheet drwg no. **HCC-HBA-ZZ-00-DR-A-770510**
Refer also to the strip out and salvage strategy document

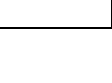
Refer to introduction notes at the beginning of this section, Note access to council chamber was

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photos
Walls Finishes						
Timber panelling EWF-01	Original elm-veneered panelling incorporating: polished brass inlays perforated panels (over acoustic absorption) integrated lighting bespoke aluminium skirting integrated bronze ventilation grilles	Minimal visible damage	Refer to Room data sheet Repair any damaged timber panelling French polish timber elements. Repair / clean / polish corroded brass elements. Repair damaged aluminium skirting Clean and reinstall ventilation grilles Upgrade concealed lighting to MEP specification Dismantle and re-build sections to allow MEP installations - refer to MEP drawings for locations	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161 (french polishing)	
Stone to columns EWF-05	Original Florentine Travertine stone tiles	Minimal visible damage	Make good following removal of redundant FF&E / asbestos Check structural integrity Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Stone behind podium EWF-06	Verte de Fre marble	Minimal visible damage	Repair any cosmetic damage Check structural integrity Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Architectural features	Signage / coat of arms to marble cladding behind podium	Minimal visible damage	Check structural integrity Clean as necessary	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Internal Partitions						
Bespoke feature wall below gallery EWS-01	Original bespoke partition incorporating: Aluminium frame glazed clerestory Leatherette finish to chamber Timber lining to ante-chamber Aluminium frame/ timber face doors Aluminium/ glazed skirting	Some superficial damage Anticipate some making good following strip out.	Refer to wall types drawing Remove any film / vinyl Restore and repair glass partition and frame. Repair / replace ironmongery to doors as required Replace non-compliant fragile glass at low level with laminate glazing Repair damaged aluminium skirting	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Soffit / fascia to gallery EWS-02 EBAL-102	Plaster and timber slats Ballustrade	All balustrades's resistance and fixings to be tested before repair.	Repair any damaged timber slats French polish timber elements Repair damaged aluminium skirting Clean and Repair aluminium balustrade Clean and reinstall ventilation grilles Upgrade concealed lighting to MEP specification Dismantle and re-build sections to allow MEP installations - refer to MEP drawings for locations	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Ceilings						
Bespoke feature ceiling ECLG-01	Profiled acoustic ceiling with integrated lights	Removed as part of strip-out	Replace with new to match existing in accordance with design drawings	Refer to ceiling drawings		
Plasterboard ceiling ECLG-01	Existing ceiling adjacent to curtain walling	Minimal visible damage	Repair and redecorate			
Timber curtain track recess edging			Repair and re-laquer		N10-235	
Floor Finishes						
Carpet	Stripped out	TBC	New carpet with new carpet to match the original design	Refer to floor types drawing		
Cork Tiles EFF-03	To gallery areas including stairs. Stairs incorporate nosing	Dirty but appears to be reasonably good condition	Repair , clean and re-finish.	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Built in furniture						
Built-in seating to public gallery	Curved timber benching with faux leather (TBC) cushions and built in bronze ash-trays and row number plates	TBC	Repair and french polish bespoke joinery Refurbish / replace cushions TBC Clean and polish ash trays and plates		M60/162	
Podium / canopy to podium	Timber frame podium platform with timber nosings to steps / edging. Curved timber desk to front of podium. Timber frame canopy with timber fascia		Repair and french polish bespoke joinery	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		

Page no.: 3

Room / Areas Name: Council Chamber Ante-chamber

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:
- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.
Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to Wall Finishes plan **HCC-HBA-ZZ-00-DR-A-420100**
Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photos
Walls Finishes						
Timber panelling EWF-04	Timber slatted panelling Incorporating fire hose cupboard Painted skirting	Generally in reasonable condition. Some surface damage and discolouration due to sunlight. Skirting damaged in places.	Refer to wall finishes drawing Repair damaged timber panelling French polish Repair , clean and polish corroded brass elements. Repair damaged aluminium skirting	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161	
Plaster / plasterboard finish	Plaster finish to columns / beams / partitions	Some cosmetic wear and tear	Refer to wall finishes drawing Make good plaster finishes as necessary. Redecorate		M20-200 (plaster) M60-110 (paint)	
Painted timber panelling EWF-03	Painted hardboard (TBC) to circulation area	Some cosmetic wear and tear	Refer to wall finishes drawing Make good as necessary. Redecorate		M60-110 (paint)	
Internal Partitions						
Bespoke feature wall below gallery EWS-01	Refer to council chamber scope	Refer to council chamber scope	Refer to council chamber scope	Refer to council chamber scope		
Ceilings						
Ceiling ECLG-03	Plastered curved soffit of gallery above.	Some surface cracks and damaged areas around light fittings.	Repair cracks Redecorate			
Plasterboard ceiling ECLG-01	Existing ceiling adjacent to curtain walling in old press room / corridor	Minimal visible damage	Repair and redecorate			
Aluminium curtain track recess edging			Repair , clean			
Floors						
Vinyl floor	Not original		New - refer to floor types	Refer to floor types drawings	Refer to floor types drawings	

7

Interior Design

7.4

Schedule of Refurbishment Works

Page no.: 4

Room / Areas Name: Committee Rooms / Mayors Parlour / Opposition Leaders Office / Meeting Room

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:
- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to room data sheet dwg no. **HCC-HBA-ZZ-00-DR-A-770507**
Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photo
Walls Finishes						
Timber panelling EWF-06	Original polished elm panelling / bespoke anodised aluminium skirting	Generally in reasonable condition. Some surface damage and discolouration due to sunlight. Skirting damaged in places.	Repair damaged timber panelling Panelling to be french polished Repair damaged aluminium skirting Restore / repair built in shelves to the original design intent	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161 (french polishing)	
Architectural features	Built-in clock to timber panelling (small committee room)	Broken / Missing clock hands	Restore / repair original clock			
Architectural features	Mayors parlour / opposition leaders office have built in shelving inlaid with Ashburton marble / with aluminium trim and timber sliding doors					
Plaster finish	Plaster finish to walls / columns	Some cosmetic wear and tear	Refer to wall finishes drawing Strip out redundant signage Make good plaster finishes as necessary. Redecorate		M20-200 (plaster) M60-110 (paint)	
Replacement timber finish EWF-07	Fire rated west wall of large committee room	Partition to the west of the room has been upgraded to a fire rated partition with new timber panelling installed over the original. New timber panelling does not match the original.	Replace timber panelling to match timber panelling adjacent Panelling to be french polished Repair damaged aluminium skirting	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161 (french polishing)	
Internal Glazed Partitions / Doors				Refer to wall types drawing		
Original Aluminium Glazed Screen / Doors EPCS-204	Original aluminium glazed partitions to committee rooms at first floor including sliding aluminium frame single glazed door	Framing has superficial damage in places, sliding doors mechanisms are in need of repair / maintenance	Refer to wall types drawing / room data sheets Restore and repair glass partition and frame. Refurbish sliding door mechanism. Repair / replace ironmongery as required Replace any non-compliant fragile glass at low level with laminate glazing Allow for manifestation for visually impaired. Note requirement on new wall types plan for high level partition over (to create fire barrier)	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Timber folding Partition / Door	Original timber folding partition to large committee room	Fixed open with brackets, Mechanism for folding partition damaged Some surface damage to panelling	Repair and restore folding partition Timber panelling / doors to be french polished	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161	
Ceilings						
Ceiling	Stripped out		New as RCP drawings			
Aluminium curtain track recess edging			Repair , clean			
Floor Finishes						
Floor	Stripped out		New as floor finishes drawing			

Page no.: 5

Room / Areas Name: Committee corridor

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:
- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to Wall Finishes plan **HCC-HBA-ZZ-01-DR-A-420101**
Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photo
Walls Finishes						
Stone wall finish EWF-05	Original Florentine Travertine tiles to corridor walls. Note structural movement joint between west wing and main building	Stone tiles generally appear to be in reasonable condition with minimal visible damage	Refer to Internal Finishes / Existing Finishes Refurbishment Plan Make good following removal of redundant FF&E Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Architectural features	Existing detail in stonework where there was a proposed future connection to Auditorium (not built)		TBC			
Plaster / plasterboard finish	Plasterboard to external wall. Plaster finish to columns / beams	Some cosmetic wear and tear	Repair and redecorate plasterboard / plaster		M20-200 (plaster) M60-110 (paint)	
Internal Glazed Partitions / Doors						
Glazed partitions (original) EPCS-204	Glazed partitions to committee rooms -	Refer to committee rooms scoping	Refer to committee rooms scoping			
Ceilings						
Ceiling	Stripped out as part of enabling works		New as RCP drawings			
Ceiling ECLG-4	Timber Access panelling adjacent to glazed screen	minimal visible damage	Repair and laquer	Future access requirements TBC	M60/162	
Floor Finishes						
Floor	Timber effect vinyl - not original	General wear of vinyl in some areas	Replace with new finish - refer to floor types drawing			

7

Interior Design

7.4

Schedule of Refurbishment Works

Page no.: 6

Room / Areas Name: Old Registrar and Marriage Rooms (Now Meeting / Community)

Notes:

This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications. This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.

All works require detailed specification at Stage 4 and listed building consent prior to works commencing

The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.

Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.

All materials / products / systems to achieve:

- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:

Refer to the heritage report for detailed descriptions of significance

Refer to room data sheet dwg no. **HCC-HBA-ZZ-00-DR-A-770508**

Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photo
Walls Finishes						
Timber panelling EWF-08	Original elm panelling / bespoke anodised aluminium skirting Main meeting room - refer to room data sheet DR-A-&0508	Generally in reasonable condition. Some surface damage and discolouration due to sunlight. Skirting damaged in places.	Refer to wall finishes drawing Repair damaged timber panelling Panelling to be french polished Repair damaged aluminium skirting Restore / repair built in shelves to the original design intent	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161 (french polishing)	
Stone wall finish EWF-05	Original Florentine Travertine tiles to large meeting room (old marriage room), walls and columns	Stone tiles generally appear to be in reasonable condition with minimal visible damage	Refer to wall finishes drawing Main meeting room - refer to room data sheet DR-A-&0508 Make good following removal of redundant FF&E Clean	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Plaster finish	Plaster finish to columns / beams / walls	Some cosmetic wear and tear	Refer to wall finishes drawing Make good plaster finishes as necessary. Redecorate		M20-200 (plaster) M60-110 (paint)	
Internal Glazed Partitions / Doors						
Original Aluminium Glazed Screen / Doors EPCS-201	Original aluminium glazed partitions to lobby and large marriage waiting room. Aluminium frame, single glazed including glazed double doors	Framing has superficial damage in places	Refer to wall types drawing Remove opaque film Restore and repair glass partition and frame. Repair / replace ironmongery as required Replace any non-compliant fragile glass at low level with safety glazing	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer Refer to signage / interior design section of Stage 3 report.		
Timber framed glazed partition and timber doors EPCS-205	Timber frame partitions formerly glazed	Original condition unclear	TBC- demolition probable	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Ceilings						
Barrel Vault ceiling	Barrel vault plaster ceiling	Stripped out	New to match original as RCP drawings			
Ceiling adjacent to window in large marriage room ECLG-02	Original timber panelling	Minimal visible damage Excessive varnish applied	Repair damaged timber panelling Prepare timber for polishing French polish		M60/161	
Floor Finishes						
Carpet	Stripped out		New as floor types drawing			

Page no.: 7

Room / Areas Name: Existing South Stair Core to North wing (Note north stair core similar)

Notes:

This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications. This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.

All works require detailed specification at Stage 4 and listed building consent prior to works commencing

The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.

Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.

All materials / products / systems to achieve:

- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:

Refer to the heritage report for detailed descriptions of significance

Refer to Wall Finishes plan **HCC-HBA-ZZ-01-DR-A-420101**

Refer also to the strip out and salvage strategy document

NB - this scope document relates primarily to the south stair core, however the north stair core is similar

Element ESTR-202	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photo
Wall Finishes						
Plaster finish	Plaster finish to walls / columns	Some cosmetic wear and tear	Refer to wall finishes drawing Strip out redundant signage Re-plaster external walls.		M20-200 (plaster) M60-110 (paint)	
Timber linings	Timber lining to opening to lobby areas ground / first / second floors	Some cosmetic wear and tear	Make good / laquer		Laquer M60/162	
Internal Glazed Partitions						
Window	Aluminium framed window to lightwell at 3rd floor incorporating coloured glass spandrel		Refer to wall types / wall finishes drawing Opening to be blocked. Window to be retained to create light box			
Stairs / Balustrades						
Staircore ESTR-202	Concrete staircase with Terrazzo steps, carburundum inlays and plaster soffits	Terrazzo nosings have been significantly damaged - typically 50mm wide chips to approx 1in4 nosings.	Terrazzo steps to be repaired and made good Carburundum inlays to be replaced Plaster Soffits to be repaired and made good	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M20-200 (plaster) M60-110 (paint)	
Balustrade to Feature Stair, bridge and main stair core EBAL-101A	Aluminium ballusters and horizontal rails / Timber handrails and kick plates / Georgian wired glass panels Timber handrails fixed to walls	Some cosmetic wear and tear.	Replace Georgian wired glass with clear laminated glass TBC Restore / repair timber and aluminium elements as required Timber surfaces to be laquered Clean and repair the aluminium railings Balustrades's resistance and fixings to be tested before repair.	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer Ballustrading to existing stairs does not meet current building regulations – in terms of height, spacing of ballusters / rails and the presence of horizontal rails. Given the building is listed, derogation from the regulations is required – Building Control is to be consulted on this matter 17/2/23.	Laquer M60/162	
Floor Finishes						
Floor / stair finish EFF-02	Terrazzo stair finish, with mosaic tile anti-slip strips and terrazzo skirting Terrazzo and terrazo tile landings / floors to stair lobby with stainless steel inlay. Stone edging to lobby openings.	Significant damage to nosings Some cracking	Repair damaged nosings Clean and repair floor / skirtings generally	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		see photos above
Floor finish	Terrazzo Tiles					
Skirtings	Terrazzo					
Ceilings						
Soffit to stairs ECLG-05	Painted skim coat on concrete		Make good following strip out. Redecorate	Refer to ceiling types drawing	M20-200 M60-110	

7

Interior Design

7.4

Schedule of Refurbishment Works

Page no.: 8
Room / Areas Name: Retained medium significance office areas (for meeting room accomodation)

Notes:
This is an outline scope document issued for Stage 3 which covers architectural elements of the project only and is to be read alongside the drawings and other consultants' specifications.
This document is based on a visual inspection only. Further detailed inspections will be required for all areas during later work stages.
All works require detailed specification at Stage 4 and listed building consent prior to works commencing.
The list of items is not exhaustive and the design is subject to further development and coordination during the detail design stage.
Where changes are proposed / required, the proposed substitutions must be equivalently rated or better under the Green Guide to Specification.
All materials / products / systems to achieve:

- Relevant H&S standards and Building Regulations (Building Control Body compliance)
- Required fire ratings
- Required acoustic ratings
- Building design life of 60 years
- Contractor shall not employ materials listed as 'Prohibited Materials' as noted in the Project Prelims.
- All timber elements to be FSC certified.
- BREEAM requirements
- Material samples to be approved by client and submitted to planners as part of any planning permission conditions.

Other Documents:
Refer to the heritage report for detailed descriptions of significance
Refer to room data sheet drwg no. **HCC-HBA-ZZ-00-DR-A-770608**
Refer also to the strip out and salvage strategy document

Element	Material / Description	Condition	Scope of Works	Notes	Specification CAWS Code (where available)	Photo
Walls Finishes						
Plaster / plasterboard finish	Plaster finish to internal columns / beams. Plasterboard finish to partitions	Some cosmetic wear and tear	Refer to wall finishes drawing Make good plaster finishes as necessary. Redecorate		M20-200 (plaster) M60-110 (paint)	
Internal Glazed Partitions / Doors						
Timber framed glazed partition and timber doors EPCS-206	Timber frame partitions formerly glazed - now boarded.	Currently all typically boarded over. Original condition unclear	Restore and repair glass partition and frame Replace boarding with safety glass. Target acoustic rating Class B as acoustic report Repair / re-laquer the timber frames	Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer		
Joinery						
Built-in joinery	Built-in joinery incorporating glazed screens, open shelves, cupboards	Generally in working condition but with considerable wear and tear.	Refer to Typical Room data sheet Restore and repair joinery including: Repair any surface damage to timber French polish Restore all ironmongery to achieve fully functioning doors Replace glass in doors with safety glass	Remedial works to external walls may require the temporary dismantling and/or modification of the joinery. Scope to be assessed by specialist at Stage 4 with benchmark sample agreed with conservation officer	M60/161	

8.
Landscape & Ecology

Reference

G:\01 Projects\556 Haringey Civic Offices\04 Presentation and Reports\RP-Report

Revision	Notes	Date	Written/Checked
P01	Draft Stage 2 report issued for information	2022 02 05	LK/CC
P02	Stage 2 report issued for information	2022 03 11	LK/CC
P03	Draft Stage 3 report	2023 03 03	CC
P04	Stage 3 Report	2023 03 13	LK/CC
P05	Stage 3 Report	2023 03 16	LK/CC