

Architectural Method Statement

The following method statements have been produced to detail the step-by-step method of repairs for relevant areas of the building as noted on the drawings and design information. They have been produced using the MAKE architecture method statements of repairs. Further detail has been updated to be in line with any relevant information from involvement of relevant experts/sub-contractors under taking the work, site limitations realised during construction and consultation with Heritage England (HE) and London Borough of Haringay planning and heritage department (LBH).

They are intended to be used as a side note in conjunction with the design information and not a stand-alone piece. With ALT references as those shown on the drawings.

External Works Method Statements

The below method statement is written in conjunction with the architectural specification and specialist sub-contractor undertaking the repair. It is the agreed method for the work to be undertaken and site approval for each repair is undertaken with a quality analysis check and survey with reference to the below method statements.

ALT-301 Brickwork Cleaning

Refer to specialist information [*Hornsey Town Hall, and Annex: Façade cleaning trials*](#) for details of samples and cleaning method statement.

ALT-401 Stone Repairs

Specialist renovation of existing natural stonework externally. The works include (but may not necessarily be limited to) the following;

- i. The natural stone plinth on which the planters are located,
- ii. Ornamental planted urns.

Method

- ❖ The ostensible defects include surface spalling and pitting, edge damage, minor cracks and general soiling.
- ❖ Ensure that all panels forming the planter plinth are secure and are not rocking or otherwise presenting as loose.
- ❖ The remedial works are to include the infilling of the pitting and surface crevices using specialist stone repair compounds with matching blended dust.
- ❖ Similarly, on the damaged edges, these are to be reinstated as far as possible using the same methodology.
- ❖ The refurbishment of the urns is to include the inside surface. Where, in the opinion of the stonework specialist, the urns would benefit from a surface liner or sealer coat to separate the stone from the planting media, this is to be applied.
- ❖ All elements are to be subject to a benign nebulous clean to remove atmospheric soiling or other surface stains.

ALT-402 Brickwork Repairs

Overview: The condition of the brick varies and is covered in detailed by the H+R report. The intention of the works it to undertake a comprehensive refurbishment of the existing brickwork across the whole building, including all recommendations within the initial survey and any further works identified as noted in the method statements. This includes repointing areas with damaged grout, replacing any damaged or missing brickwork, repairing any visible and structural cracks within the brickwork, and concluded with a consistent clean across the brickwork.



Some plant growth is visible across the building, this is all to be removed, where this has caused damage by invasive plants work will include repointing as the below method statemen. Non invasive plants are also to be removed and residue to be removed as part of the cleaning process.

Repointing

Method

- ❖ Repointing will be undertaken as the façade report and elevations, as well to any further joints which have recessed by more than 10 mm.
- ❖ Sample patches will be produced on a section of wall where various patches can be achieved and seen in unison. This is to allow a variety of mortar mixes to be tested to match the original as close as possible. Approved sample mix is to be recorded and maintained throughout project.
- ❖ The mortar is to be of a traditional hydraulic lime-based composition.
- ❖ A grinder will be used to cut through the joints and rake out existing mortar were required.
- ❖ The approved mortar mix will be applied into the joint using a hawk and a small tool. The mortar is pushed into the joint using the small tool and then cut off to match the existing lines and profiles.
- ❖ Mortar is to be allowed to dry, prior to a QA check and record photos of works.
- ❖ Due to the age of the mortar, it is not feasible to achieve the colour of the existing mortar using the standard mix, as such a mortar dye has been specified to be used at a later date.
 - The mortar dye is to be sampled prior to final use, with a washable removal version of the dye.
 - Samples are to be done in various locations with dye applied to achieve the closest match to the existing mortar colour
 - Once approved, a permeant dye will be used matching the colour and application of the washable version to achieve the look of approved sample on a permeant basis.

Brick Replacement

Method

- ❖ There will be several bricks that will need to be cut out and replaced. Bricks to be replaced are to be as identified in the façade repair report.
- ❖ Bricks are to be identified on site, with survey photo taken and tag for each brick to be confirmed with relevant persons.
- ❖ A handheld hammer drill is to be used to cut out each individual brick. Care it to be taken not to damage any surrounding brickwork.
- ❖ A new replacement brick is to be inserted into the opening.
- ❖ Brick replacement will be with salvaged bricks from other demolition works in the first instance.
- ❖ After the exhaustion of salvaged bricks, approved bricks to match existing are to be used.
- ❖ Where several bricks are to be replaced in proximity, they will be either all salvaged, or all new.
- ❖ The bricks are inserted and bedded on a sand and lime mortar.
- ❖ The mix is applied onto the brick using the trowel and then inserted into the gap by hand.
- ❖ The brick is then made level and then left to dry ready to receive a pointing mix.
- ❖ The operatives will then prepare a pointing mix as per the agreed samples. The pointing mix is then applied to the joint using a hawk and trowel. The mix is pushed into the joint using the small tool and then cut off to match the existing lines and profiles.



Brick Stitching

Method

- ❖ There are areas requiring brick stitching. Cracks to be stitched are to be as identified in the façade repair report.
- ❖ A grinder is to be used to cut through the joint 500mm each side of the crack to a depth of 25 to 40mm. This will be done at every 3rd course of bricks where the crack has formed.
- ❖ Once the joints have been cut out a stainless-steel bar is to be inserted which will be held in place using a Heli-fix grout.
- ❖ The grout is to be **mixed** up by hand using a bucket and trowel and then inserted into the joint using a hawk and small tool. The grout is pushed into the joint using the small tool ensuring that there is approx. 20mm of space left for the finishing pointing.
- ❖ Once the Heli-fix grout has dried, the joints are to be pointed with the approved mix.
- ❖ The pointing is to be applied using a hawk and small tool. The mortar is to be pushed into the joint using the small tool and then cut off to match the existing lines and profiles.

ALT-405 Stone/Concrete fractures in head and cills

Method

- ❖ Stone/concrete cills and lintels which require refurbishment/repairs are to be identified as the façade repair report.
- ❖ Any loose and friable material is to be carefully removed. This is to be done with hand tools to avoid further damage.
- ❖ The repairs will then be cut square using a 5" grinder and diamond blade.
- ❖ Once the loose material has been removed, the steel is to be treated where necessary. The steels will be rubbed back to remove the loose rust and then painted with a red oxide.
- ❖ If required, a Heli-bar is to be inserted into the fracture. This is to be done by cutting a slot approx. 500mm each side of the fracture at approx. 40mm depth and insert the Heli-bar. The Heli-bar is held in place using the Heli-fix grout.
- ❖ Once this is completed the area is to be repaired, this is to be done by mixing up a mortar as per the specification. The concrete mix will be a sand and cement and the stone repair mix will be sand and lime to match the colour of the stone.
- ❖ The mortar is to be applied to the repair using a trowel. The repair is to be float finished to match the existing lines and profiles.

ALT-705 Repairs to Pitched Roof

Repairs and conversion to existing slate tiled and partially glazed pitched roof. To achieve a U value of 1.80 W/m²K and to ensure the roof and its ancillary elements are watertight, prevent any damp/water ingress through the finishes.

Method

- ❖ Full survey is to be undertaken of existing condition,
- ❖ Existing slate is to be removed by hand using hand tools and sorted with full tiles to be kept for future salvaged use and cleaned of any remaining debris or excavation spoils.
- ❖ Where the structure is beyond repair due to long term, all sections are to be removed, with any salvageable material kept. Structure is to be reinstalled as relevant structural and architects' drawings.
- ❖ Existing (or new structural rafters) are to be covered with the breathable membrane & 50x25mm battens are to be fixed over to suit the existing slate tiles.



- ❖ Slate to be reinstated with a 30mm nail. A mix of new and salvaged slate is to be used; the definition as shown on the relevant design drawings. New tiles to be as approved sample with LBH and HE.
- ❖ Abutment walls to be lead lined with code 5 lead
- ❖ Lead capping installed to hip and ridge detail to follow in line with the LCA regulations.
- ❖ All existing gutters and Hoopers to be unblocked
- ❖ Repair damage to pipework, where this is possible, with spot element replacement of fittings where the nature of the defect is beyond repair.
- ❖ Check and refasten all gutter and downpipe brackets – if beyond repair or missing to be replaced with like for like parts.

Door Refurbishment Method Statements

Overview: The design aspiration for the level of refurbishment is not intended to deliver an 'as new' aesthetic and instead the expectation will be the retention of some superficial defects retaining a heritage and aged quality to the doors.

ALT-573 Refurbishment to Timber Door Assemblies

A successful burn test has been undertaken on a typical existing solid timber door, to provide evidence the existing solid timber doors used throughout the front of house areas such as the Mayor's Parlour door and Committee Room doors are able to meet the requirements of the fire strategy and as such no door has been required to be replicated due to the fire strategy. This has been agreed with building control and fire engineers.

The work is to be under by a specialist contractor with a demonstrable portfolio of not less than 10 years on comparable works.

Method

- ❖ Each door is to be surveyed by both on-site architect and relevant contractor to distinguish the amount of work required.
- ❖ All existing ironmongery is to be removed. Castings have been taken of existing door handles, with replica handles being made to match existing using cast and same materials as agreed with LBH and HE. Hinges are to be replaced with replicas of the same style and finish. Missing screws are to be reintroduced. Push plates, Kick plates and other associated ironmongery are to be refurbished in-situ and/or reinstated.
- ❖ Missing or defective intumescent or acoustic door seals are to be replaced.
- ❖ Any broken glazing is to be removed from vision panels alongside any glazing compound, with matching glazed panels to be reintroduced.
- ❖ Timber finished doors are to be taken back to the veneer or timber frame. Such as those covered with new paint finishes. Door is to be finished with a polish by specialist French polisher, with finish to match original.
- ❖ Original painted timber doors are to be taken back to suitable point, where they can achieve a uniform/consistent opaque paint finish.
- ❖ Some doors display original calligraphy using gold leaf which shows signs of wear and tear and missing sections. Specialist to refurbish and repair the original gold leaf calligraphy to match original to give like-new appearance.

ALT-740 Moving Wall System

Refurbish existing movable/moving wall systems within Committee Rooms and Green Room.

Summary; Refurbish/overhaul the series of full height timber veneered moving wall systems to ensure they can be safely deployed and subsequently stowed within the existing storage voids. Wall system in the Green Room is to be repainted.



Method

- ❖ The units currently present as stiff and difficult to deploy. A complete overhaul of the operating equipment is to be undertaken.
- ❖ Where feasible this is to be achieved with existing hardware, hardware beyond repair is to be replaced with matching alternatives.
- ❖ Track rails are to be cleared and made operational.
- ❖ Panels within the Committee Room are walnut veneer, they are to be repaired and repolished as the ALT-559 & ALT-835 method statement to the same finish as the approved sample of Walnut veneer repairs.

Flooring Method Statements

ALT-411/ALT-412 - Terrazzo Floor

Overview: In common with the design aspiration of the walls, the level of refurbishment to the floors is similarly not intended to deliver an 'as new' aesthetic and instead the retention of some superficial 'character' defects in the form of the hairline or marginally discernible cracks and other non-structural flaws.

The work is to be undertaken by a specialist terrazzo contractor with a demonstrable portfolio of not less than 10 years on comparable projects.

Method

- ❖ Survey to be undertaken to determine extent of repairs required and recorded.
- ❖ In-situ repairs will be priorities as opposed to replacement of tiles.
- ❖ Repairs or damage smaller than 10mm (not including hair-line cracks) are to be repaired using a two-part resin, colour matches and mixed with an aggregate to match existing.
- ❖ For larger cracks, core drill plugs are to be used. With damaged area cut/drilled out, and sections of salvaged stone to be used to infill where the damage has occurred.
- ❖ Salvaged stone will be salvaged where the terrazzo floor is to be changed such as from stairs to the ramps. Due to the adherence of the terrazzo to the screed, these areas are only salvageable in maximum 200x200s sections.
- ❖ Following the curing period of core drill plugs and resin, floor is to be polished in unison with same grit finish used across new and existing.
- ❖ Terrazzo cleaning will be carried out using a 'Johnsons Care Free Range' speed stripper, to remove any existing sealers or waxes
- ❖ Once the coatings have been removed, we will apply one number coat of 'Johnsons Care Free Range' Undercoat followed by one coat of 'Johnsons Care Free Range' satin finish that will provide a uniform finish.

ALT-415 & ALT-419 - Marble Flooring

Overview: In common with the design aspiration of the walls, the level of refurbishment to the floors is similarly not intended to deliver an 'as new' aesthetic and instead the retention of some superficial 'character' defects in the form of the hairline or marginally discernible cracks and other non-structural flaws.

The work is to be undertaken by a specialist stone repair contractor with a demonstrable portfolio of not less than 10 years on comparable projects.

Method

- ❖ Area of repair is to be suitably cleared of any obstacles and segregated from public/other trades. This is to be maintained throughout the work including curing times.
- ❖ Any tile rocking or otherwise less than fully bed is to be carefully lifted from space.
 - Use a razor blade or chisel to remove any loose material around the section to be re-bedded.



- Apply a thin layer of marble filler to the surface of the subfloor using a trowel/putty knife.
- Place the loose section of marble flooring into the repair area, ensuring it fits snugly and is level with the surrounding surface and well adhered.
- Allow the filler to dry completely, following the manufacturer's recommended drying time.
- Reinstall grout edges using agreed grout specification, installed to manufacturer's recommendations.
- ❖ Repairs or damage smaller than 10mm (not including hair-line cracks) are to be repaired using a two-part resin colour matched to existing.
- ❖ For larger cracks, core drill plugs are to be used. With damaged area cut/drilled out, and sections of salvaged stone to be used to infill where the damage has occurred.
- ❖ Any inconsistent or soiled grout joints are to be corrected, the extent is to be prior agreed upon and replaced with matching grout. Grout sample to be agreed upon prior to any work taking place.
 - Use a grout saw or small blade to remove the affected grout.
 - Suitably clean the grout joints to remove any dust or debris, flushing out with water.
 - Mix a batch of matching and prior agreed on grout according to the manufacturer's instructions,
 - Use a grout float to apply the grout to the joints, ensuring the joints are filled.
 - Remove any excess grout from the surface of the tiles using a damp sponge.
 - Allow the grout to dry for the recommended time before wiping the surface of the tiles with a clean, damp cloth.
- ❖ The marble is to be polished with a handheld polisher, using progressively finer grit diamond abrasive pads to achieve a consistent finish across the new repaired areas with the agreed sample as below.
 - A sample area of three degrees of buffing is to be completed prior to any work.
 - The trial test areas will be of sufficient size to enable each level of buffing to undergo Pendulum Testing to BS 7976
 - A minimum PTC 40 in both wet and dry feet conditions is to be achieved after any applied surface sealers.
 - Sample to be agreed with relevant bodies
- ❖ Allow the area to dry.
- ❖ The specified seal is to be applied with two coats using a roll and to manufacturer recommendations.
- ❖ Area to be quality assessed to agreed sample prior to handover

ALT-511 – Cork Flooring

Overview: Cork flooring has been used throughout the Town Hall which is original to the construction of the building. Over time the cork has darkened and provided an aged which provides a desired historic aesthetic sought to be retained.

Initial surveys showed the cork to be in a mixed state of condition, with some beyond the state of repair, as well as some tiles having been poorly refurbished prior. The cork originates from Portugal and is 6mm thick in 300mm squares.

A cork flooring sample has been prepared and agreed on site, as the below method statement.

Additionally, replacement cork tile flooring samples have been agreed on site for sections large sections of replacements across rooms, where the entire rooms are to be contain new cork floorings with clear delineations between change of new to existing cork tiling.

For patch repair new cork flooring tiles, they are to be treated at an individual basis to match the finish of the existing surrounding cork tiles.

The work is to be undertaken by a specialist contractor, with demonstrable experience of not less than 10 years on comparable projects.



- ❖ Area of repair is to be suitably cleared of any obstacles and segregated from public/other trades. This is to be maintained throughout the work including curing times.
- ❖ Prior to any work to be fully undertaken, a sample area is to be provided for approval with relevant bodies.
- ❖ A detailed survey is to be undertaken by the relevant specialist to identify the required works. Including identifying any loose or beyond repair tiles.
- ❖ Any tile that is loose of lifting using hand tools and is to be carefully receded back to initial position, using an adhesive as recommended by the specialist and applied as required by adhesive specification.
- ❖ Any tile considered beyond repair is to be lifted, using hand tools to remove the existing tile and not to cause damage to surrounding tiles.
- ❖ A new replacement tile is to be inserted into the existing position with adhesive and pushed into place to provide a level and tight finish. Any excess adhesive is to be removed immediately.
- ❖ Allow all replacement and re-bedded tiles to dry completely as manufacturers recommendation.
- ❖ The new tiles are to be French polished by a specialist, the new cork to match the existing colour of the existing flooring.
- ❖ The repaired area and existing tiles are to be lightly cleaned. The quality of the finish to match the approved sample. Care is to be taken to maintain the heritage quality of the flooring.

Type ALT-529/541 Stage Decking/ First Floor female dressing rooms.

Refurbish timber flooring to Assembly Hall and First Floor female dressing rooms in which this floor type is common.

- ❖ The Stage deck consists of 22mm x 75mm-85mm random length square edged American Red Oak board. The first floor female dressing rooms 18mm x approx. 100mm x random lengths secret nailed to joisted sub-floor.
- ❖ A repair sample patch is to be produced and approved on site with relevant bodies.
 - Sample patch is to be prepared as the method statement for full repairs, and upon approval is to act as the benchmark of quality.
 - Sample size is to be sufficient to allow pendulum testing to ensure the repaired surface affords at the least, a wet and dry PTV or not less than PTV 40.
- ❖ Method;
 - Replace any damaged American Red Oak boards with same timber species and board dimensions and ensure all nail heads/ screws are punched below the surface.
 - Sand entire timber floor using varying grades of grit paper, from coarse to fine.
 - Prime floor using a high-performance refurbishment primer, to be primed as manufacturers recommendations.
 - Lacquer floor using a high-performance refurbishment lacquer, to be applied as manufacturers recommendations.
 - Protect the refurbished surface with LPS 1207 certified flame-resistant protective sheets with a non-slip surface and fixed such that no trip hazard is created. Periodically renew dilapidated protection as necessary during extent of construction.

Type ALT-520, ALT 525 & ALT-531 Assembly Hall/Function Room Timber Flooring

Refurbish timber flooring to Assembly Hall and associated locations in which this floor type is common.

On site inspection has shown the assembly hall is made up of two different types of original timber, with a band of varying timber close to the stage. This has been shown and discussed with English Heritage and Ardmore. It was proposed and agreed that the two different floorings would be maintained with both made good.

- ❖ The floor comprises 19mm x 56mm random square edge boards or varying timber wood types.



- ❖ A repair sample patch is to be produced and approved on site with relevant bodies.
 - Sample patch is to be prepared as the method statement for full repairs, and upon approval is to act as the benchmark of quality.
 - Sample size is to be sufficient to allow pendulum testing to ensure the repaired surface affords at the least, a wet and dry PTV or not less than PTV 40.
- ❖ Method;
 - Replace any damaged boards with same timber species and board dimensions and ensure all nail heads/ screws are punched below the surface.
 - Sand entire timber floor using varying grades of grit paper, from coarse to fine.
 - Prime floor using a high-performance refurbishment primer, to be primed as manufacturers recommendations.
 - Lacquer floor using a high-performance refurbishment lacquer, to be applied as manufacturers recommendations.
 - Protect the refurbished surface with LPS 1207 certified flame-resistant protective sheets with a non-slip surface and fixed such that no trip hazard is created. Periodically renew dilapidated protection as necessary during extent of construction
- ❖ A new division is to be incorporated into the flooring with a dividing wall as in the approved scheme.

Type ALT-535 Herringbone Flooring

Refurbish timber herringbone flooring within the First Floor Committee Rooms, Café and retail spaces on the Ground Floor.

- ❖ The floor is made up of 19mm x 68mm x 240mm herringbone with accompanying border detail and before invasive investigation presents as 'sound and satisfactory'.
- ❖ A repair sample patch is to be produced and approved on site with relevant bodies.
 - Sample patch is to be prepared as the method statement for full repairs, and upon approval is to act as the benchmark of quality.
 - Sample size is to be sufficient to allow pendulum testing to ensure the repaired surface affords at the least, a wet and dry PTV or not less than PTV 40.
- ❖ Method
 - Replace any damaged/ heavily worn and trafficked blocks with re-claimed blocks from gentleman's cloak room and re-install using appropriate bitumen based adhesive.
 - Re-fix any loose blocks using same adhesive type.
 - Sand entire timber floor using varying grades of grit paper, from coarse to fine.
 - Prime floor using a high-performance refurbishment primer, to be primed as manufacturers recommendations.
 - Lacquer floor using a high-performance refurbishment lacquer, to be applied as manufacturers recommendations.
 - Protect the refurbished surface with LPS 1207 certified flame-resistant protective sheets with a non-slip surface and fixed such that no trip hazard is created. Periodically renew dilapidated protection as necessary during extent of construction

Type ALT-538 Herringbone Flooring

Salvage and refurbish of existing timber herringbone flooring in the Lower Ground Floor areas.

- ❖ The timber floor appears to be a mix of possibly Pitch Pine and Oak Block of approx. dimensions 15mm x 68mm x 240mm herringbone with border detail installed using "dipping grade" bitumen adhesive.
- ❖ Specialist initial examination reported the existing floor to be in a generally 'poor' state of repair at times with a WMC of 20% or greater - timber begins to rot at 20%. There appears to be no DPC per se, however, laid with dipping grade bitumen which in itself would have initially acted as a DPM, the bitumen adhesive has subsequently become brittle and there are significant areas of loose blocks and moisture damaged blocks.
- ❖ Method



- Remove all block flooring from within this area and, reuse as much as possible within the existing corridors and common areas. Where new timber is required, this is to match the existing original flooring.
- Sub-floor: Apply a suitable liquid applied DPM. Reusable/reclaimed blocks are to be reinstalled, reinstall blocks using appropriate bitumen-based adhesive.
- Sand entire timber floor using varying grades of grit paper, from coarse to fine.
- Prime floor using a high-performance refurbishment primer, to be primed as manufacturers recommendations. Product as ALT-535 approved sample.
- Lacquer floor using a high-performance refurbishment lacquer, to be applied as manufacturers recommendations. Product as ALT-535 approved sample.
- Protect the refurbished surface with LPS 1207 certified flame-resistant protective sheets with a non-slip surface and fixed such that no trip hazard is created. Periodically renew dilapidated protection as necessary during extent of construction

ALT-567 – Timber Skirting

Refurbishment of existing retained timber skirting.

- ❖ Extent of refurbishment to be subject to condition.
- ❖ Any sections which are irreversibly damaged or register a moisture content in excess of 25% are to be replaced.
- ❖ Where the existing skirting profile can be repaired, infill gouges, holes or crevices with a synthetic high performance wood filler.
- ❖ Routinely rub down all skirtings and re-prime and undercoat in readiness to receive new decorative regime covered by the PT series paint system clauses.
- ❖ Where the skirting interfaces with veneered wall linings (method of refurbishment captured in ALT-559), the final appearance of the skirting must be consistent with the linings and vice versa.

ALT-826 – Metal Skirting

Repairs to existing metal skirting.

- ❖ Replace with identical material and profile any sections of the skirting which are missing.
- ❖ Refix any opening mitre joints.
- ❖ Re-secure any loose sections.
- ❖ Remove any surface soiling of a type which ordinarily would not be removed as part of the pre-handover builders' clean, returning them to a near to new condition of appearance.

ALT-825 – Metal Trims

Refurbishment of polished brass floor trims.

- ❖ Replace any missing trims with identical material and profile.
- ❖ Straighten any deformed trims and re-bed.
- ❖ Where visible fixings are used, replace any which are missing.
- ❖ The works also to include the refurbishment of polished brass inlays on the Ground Floor Assembly Hall foyer where floor socket inlays were originally installed to house queuing barriers for the ticket office.
- ❖ Clean and polish all trims.

Wall Finish Method Statement

ALT-100 Acoustic Wall Panelling

Overview: The acoustic panelling has been reviewed on site along side HE and LBH – And was agreed that it was not of historical value.



The work to on these acoustic wall panelling was to remove them to allow for the removal of asbestos as well as to apply damp proofing to the structure behind the existing panels which was demonstrated to have damp issues.

Post removal and damp proofing the walls have been lined with a painted plasterboard finish – with services located behind the linings supplying the room with plastered in ventilation grilles.

ALT-101 Existing Tiled Columns

Overview: Existing tiled columns have over time been changed on site from previous users, including being painted other, covered up by new timber panelling as well as some damage and missing tiles. The proposed refurbishment to the columns is to reinstate the finishes of the existing columns.

Method

- ❖ A new replica tile is to be sourced and approved with all relevant bodies. The tile is to match size, colour and aesthetics of existing columns. Similarly, a new grout sample to match existing shall also be agreed and approved.
- ❖ A survey is to be undertaken of existing columns – to locate any damaged, missing or lose tiles.
 - For the replacement and repair of the column;
 - For extensively damaged tiles with cracking, each tile is to be carefully removed from its current location using hand tools taking care not to damage any surrounding tiles and disposed off
 - Any tile rocking or otherwise less than fully bed is to be carefully lifted from space and stored for later use.
 - Upon the removal of all lose and/or broken tiles, the column is to be cleared of any friable material and any adhesive residues and ensure a smooth, clean, and dry surface.
 - Any lose or friable grout between tile lines is to be removed and cut out using small hand tools – taking care not to damage any existing tiles.
 - Existing reclaimed tiles and the approved sample are to be adhered onto the column within missing locations. Spacers are to be used between tiles to match existing grout thickness.
 - Tiles are to be adhered as manufacturers recommendation and drying times.
 - Once adhered tiles are to be grouted using the approved grout, with grout applied to all rebbeded and new tiles as well as locations where previous grout has failed or come loose.
 - For the removal of paint from the existing column, an area is to be tested prior to the complete works being undertaken to make sure no damage from the proposed method is caused to the existing tiles and grout.
 - A steam washer is to be used to remove the paint from the existing tiles and grout.
 - The washer is to be used at a setting and distance suitable for the use of tiles and grout. A plastic or rubber scraper is to be used to gently lift off any remaining paint, taking care not to scratch the tiles.
 - Post removal of paint, the column is to be inspected and repaired as the above strategy.

ALT-408 Terrazzo Wall Repairs

Refurbish existing vertically orientated terrazzo on walls.

Overview: The level of refurbishment is not intended to deliver an 'as new' aesthetic and instead the expectation will be the retention of some superficial 'character' defects in the form of hairline or marginally discernible cracks.



The work is to be undertaken by a specialist terrazzo contractor with a demonstrable portfolio of not less than 10 years on comparable projects.

The tiles are made up from metal trims to form the tile edges, and an insitu formed tile have been formed using a cement-based mix and chippings.

Method

- ❖ Area of repair is to be suitably cleared of any obstacles and segregated from public/other trades. This is to be maintained throughout the work including curing times.
- ❖ Terrazzo 'tiles' which have formed large cracks and breakages and are beyond light repairs are to be replaced.
 - Existing tile is to be removed using hand tools back to the metal bar grout lines, care is to be taken to reduce damage to surrounding tiles.
 - Surface behind tile is to be lightly sanded and cleared of any friable material
 - A new replacement tiles is to be inserted within the opening, to form a tight snug between existing grout lines.
 - The terrazzo tile is to be adhered using a suitable adhesive,
- ❖ In-situ repairs will be priorities as opposed to replacement of tiles.
- ❖ Repairs or damage smaller then 10mm (not including hair-line cracks) are to be repaired using a two-part resin, colour matches and mixed with an aggregate to match existing.
- ❖ For larger cracks, core drill plugs are to be used. With damaged area cut/drilled out, and sections of salvaged stone to be used to infill where the damage has occurred.
- ❖ Salvaged stone will be salvaged where the terrazzo floor is to be changed such as from stairs to the ramps. Due to the adherence of the terrazzo to the screed, these areas are only salvageable in maximum 200x200s sections.
- ❖ Following the curing period of core drill plugs and resin, floor is to be polished in unison with same grit finish used across new and existing.
- ❖ Terrazzo cleaning will be caried out using a 'Johnsons Care Free Range' speed stripper, to remove any existing sealers or waxes
- ❖ Once the coatings have been removed, we will apply one number coat of 'Johnsons Care Free Range' Undercoat followed by one coat of 'Johnsons Care Free Range' satin finish that will provide a uniform finish.

ALT-418 Natural Stone Repairs

Summary; The level of refurbishment is not intended to deliver an 'as new' aesthetic and instead the expectation will be the retention of some superficial 'character' defects in the form of hairline or marginally discernible cracks.

Stone is to be salvaged from the areas around the Gentleman's Lavatories. The stone around the entrance to the Gentleman's Lavatories has been dislodged, with some stone sections missing and/or showing large cracks. As a minimum the area would require the complete removal and reinstallation of the existing stone. Similarly on the opposite wall as part of the approved scheme a door is to be relocated requiring the existing opening to be infilled and a new opening in the existing stone.

To create a clear delineation between old and new stone and avoid visible repairs, the stone from this works is to be salvaged rather then reinstated in its existing location. This stone will be used else where to replace missing sections of stones, for refurbishment plugs and new infills as set out in the approved scheme. These areas will be clad in new matching stone.

Method

- ❖ Any tile rocking or otherwise less than fully bed is to be carefully lifted from space.
 - Use a razor blade or chisel to remove any loose material around the section to be re-bedded.
 - Apply a thin layer of marble filler to the surface of the subfloor using a trowel/putty knife.



- Place the loose section of marble flooring into the repair area, ensuring it fits snugly and is level with the surrounding surface and well adhered.
- Allow the filler to dry completely, following the manufacturer's recommended drying time.
- Reinstall grout edges using agreed grout specification, installed to manufacturer's recommendations.
- ❖ Repairs or damage smaller than 10mm (not including hair-line cracks) are to be repaired using a two-part resin colour matched to existing.
- ❖ For larger cracks, core drill plugs are to be used. With damaged area cut/drilled out, and sections of salvaged stone to be used to infill where the damage has occurred.
- ❖ Any inconsistent or soiled grout joints are to be corrected, the extent is to be prior agreed upon and replaced with matching grout. Grout sample to be agreed upon prior to any work taking place.
 - Use a grout saw or small blade to remove the affected grout.
 - Suitably clean the grout joints to remove any dust or debris, flushing out with water.
 - Mix a batch of matching and prior agreed on grout according to the manufacturer's instructions,
 - Use a grout float to apply the grout to the joints, ensuring the joints are filled.
 - Remove any excess grout from the surface of the tiles using a damp sponge.
 - Allow the grout to dry for the recommended time before wiping the surface of the tiles with a clean, damp cloth.
- ❖ Cleaning of all stonework will be carried out using vulpex liquid soap. This will be hand applied and washed off with water.

ALT-421 Refurbishment of Tiling

Summary; Gold mosaic details were introduced between the Perrycot Limestone at key entrances such as to the council chamber and committee room corridors.

Method

- Remove and re-bed all loose/vulnerable units.
- Replace any missing tiles with like-for-like replicas to match existing.
- Carefully take out badly soiled or dilapidated grout and replace with new, flexible cementitious grout to match existing.
- Once the integrity of the tiling has been established, carry out a benign detergent based clean to remove surface soiling.

ALT-515 Cork Wall Tiles

Summary; Cork tiles matching the cork tiles flooring have been used for wall finishes in both the committee room and council chamber, these are to be repaired and refurbished as the below method statement. With French polish to achieve the approved sample finish with LBH and HE

- ❖ Area of repair is to be suitably cleared of any obstacles and segregated from public/other trades. This is to be maintained throughout the work including curing times.
- ❖ Prior to any work to be fully undertaken, a sample area is to be provided for approval with relevant bodies.
- ❖ A detailed survey is to be undertaken by the relevant specialist to identify the required works. Including identifying any loose or beyond repair tiles.
- ❖ Any tile that is loose or lifting using hand tools and is to be carefully rebedded back to initial position, using an adhesive as recommended by the specialist and applied as required by adhesive specification.
- ❖ Any tile considered beyond repair is to be lifted, using hand tools to remove the existing tile and not to cause damage to surrounding tiles.
- ❖ A new replacement tile is to be inserted into the existing position with adhesive and pushed into place to provide a level and tight finish. Any excess adhesive is to be removed immediately.



- ❖ Allow all replacement and re-bedded tiles to dry completely as manufacturers recommendation.
- ❖ The new tiles are to be French polished by a specialist, the new cork to match the existing colour of the existing flooring.
- ❖ The repaired area and existing tiles are to be lightly cleaned. The quality of the finish to match the approved sample. Care is to be taken to maintain the heritage quality of the walls.

ALT-555 ALT-557 ALT-559 & ALT-835 Timber Panels

Overview: Timber panels are a design feature throughout the Town Hall and make up an important part of the character of the building. The timber panels are in varied conditions dependent on their locations with some showing significant damage and some in good condition. For those with significant damage they are to be replaced by replicas, details of this are written in section C.1. The below method statement is for works to panels which are not to be replaced and is as the approved sample agreed on site with, HE and LBH. The same method is applied to the existing grilles made up of part of the panelling.

- ❖ Survey to be undertaken, the survey is to identify works required to each panel and denoted with coloured stickers to each panel, the stickers are to be used to identify panel number and location, photographic survey to be undertaken of panels post labelling and prior to any works commencing. Works proposed are to be advised by specialist.
- ❖ The work is to be undertaken to provide an 'as new' condition.
- ❖ When cutting into panelling or furniture, all cut lines are to be taped with ducting tape to prevent splintering, a fine-toothed diamond edge circular blade will be used to create a smooth and even cut.
- ❖ Any unused items or offcuts will be stored in a secure, safe, and dry environment and are to be used where infills are required.
- ❖ Timber panelling and furniture are to be mounted on 50x50 vacvac treated battening system with blade fixed anchors and spring toggles into the studding.
- ❖ Brass counter sunk screws will be used to fix the panels and furniture to the battening system as a traditional method. Fixings are to be plugged and sanded unless covered by beading.
- ❖ All existing 90-degree triangular support blocks at 90-degree junction are to be retained to avoid future deflection.
- ❖ A sample is to be undertaken of a new stripped and re varnished section of panelling, this is to be undertaken on a single panel and to be approved and agreed prior to the full works being undertaken.
- ❖ A acetone stripper, wire wool and sanding blocks or diminishing grades are to be used to strip and clean existing finishes where required.
- ❖ Any defects or scratches are to be filled with stained filler where required.
- ❖ Panels requiring new varnishing will be refurbished with a French polished finish, using two coats of stain to colour match the existing as approved sample.
- ❖ The stripping and revarnishing from steps 7-10 are to be undertaken with the specified materials and are to maintain consistent with sample panel. Bartoline White Spirit, Plastikote Quick Dru Lacquer, Strachem Paint Stripper and Polyvine Decorators Varnish.

ALT-751 Assembly Hall Acoustic Plaster

Refurbish acoustic plaster. The original intent for the acoustic plaster was for repairs and cleaning, however the asbestos survey revealed the original finishes contained asbestos and was removed by Asbestos specialists.

Method

- ❖ Original plaster is to be removed back to the original brickwork, work is to be undertaken by an approved contractor with relevant experience and licenses for the work. Following all safety precautions and correct use of PPE.



- ❖ The plaster is to be wet down using a light pressure sprayer to minimise the release of fibres,
- ❖ Hand tools are to be used to remove the plaster in small sections, taking care not to create unnecessary dust and protect the brick behind the plaster.
- ❖ Post removal the area is to be cleaned, and old plaster and over wastage is to be suitably removed.
- ❖ Timber batten frame is to be installed as architects' detail [22-100 Rev C1](#),
- ❖ StoSilent 110 acoustic board (25mm) thick to be fixed to timber frame as manufacturers recommendations and specifications.
- ❖ Acoustic board to be finished with StoSilent Décor M Polar White finish, applied as manufactures recommendations and specifications.
- ❖ On completion apply a maximum of 4 No. coats of Décor M Transparent as manufactured by Sto, colour to match the original tone.

ALT-755 Refurbished Plasterboard Stud Wall

Refurbish internal plasterboard stud walls.

Method

- ❖ Existing plasterboard walls to be retained are to be refurbished to remove and punched through section.
- ❖ For small damages
 - Surface to be lightly sanded to remove flaking matter.
 - An over skim with a remedial plaster filler (Gyproc EasiFill or similar) is to be applied.
 - Surface is to be prepped to receive final paint finish.
- ❖ For large damages
 - Plasterboard is to be cut back to nearest existing studs.
 - A new plasterboard section is to be infilled between and fixed back to existing studs.
 - New section of plasterboard is to receive an over skim.
 - Surface is to be prepped to receive final paint finish.

ALT-758 Refurbish Masonry Wall

Refurbish internal loadbearing and non-loadbearing walls, reinstating the plastered surface with a proprietary remedial plaster system and redecorate on completion.

- Remove any dilapidated material back to the perimeter of sound plaster.
- Where abridging dissimilar backgrounds, apply the plaster onto a refurbishment lathing product to enhance key and stabilisation.
- Product: A premixed white lime-cement plaster in accordance with BS EN 998: Part 1 mortar group PII pursuant to DIN 18550, providing a hydrophobic, aerated plaster with a high vapour diffusion for building refurbishment.
- To be paint finished. Where refurbishment of plaster hasn't been

ALT-785 Mirror Wall

Refurbish of existing mirrored wall linings.

Method

- ❖ The existing mirrors condition has been surveyed, and the existing mirrors are in good condition and require no repair, with all mirrors showing no cracking or lose fittings.
- ❖ Throughout construction – mirrors are to be suitable protected in position, to reduce the risk of accidental damage during construction.
- ❖ The mirrors are to be lightly cleaned – using non-abrasive methods. Prior to the complete cleaning, a sample is to be reviewed on site by relevant bodies.



- ❖ All trims are to be refurbished as metal trim method statements.

ALT-829 Refurbishment of Bronze Balustrade

Overview: Section of bronze finished metalwork have been used throughout the building, bronze would have been chosen to highlight the most elaborate features adding a layer of prestige to the building.

The metalwork has been cleaned and polished as the below statement, with samples shown and approved on site by HE and LBH.

Method

- ❖ A damp lint-free cloth using warm water with mild dishwashing liquid is to be used to wipe down and clean the brass balustrade to remove and surface grime and stains.
- ❖ For any persistent staining a soft bristles brush is to be used to gently scrub and remove the staining.
- ❖ The surface is to be rinsed with clean water and pat dried
- ❖ A brass polish is to be applied using a lint-free cloth, gently rubbed into the balustrade following the grain of the metal to avoid scratches.

Upon agreement of the sample on site it was noted that the brass would age over time, with some ageing shown on the sample. ACL specialist advised that the shiny look will darken and oxidized over time and only an applied lacquer which needs to be applied every 2 years will retain the shiny appearance. HE/LBH confirmed that the natural aging of the material is acceptable and therefore no lacquer is required. To allow a matching aged look across all the bronze, works to the bronze work was undertaken at the same time to allow it to age naturally together.

The existing form of the balustrade within the building is that that it is easily climbable, as such a mesh has been introduced. The mesh has been presented on site and approved by HE and LBH, the mesh has discrete clamps and finish has been painted to match the existing bronze colour of the balustrade. Original architects design drawings have been submitted showing design intent and location, with construction to match sample shown on site.

Ceiling's Method Statement

ALT-772 Refurbish Light Fitting

Summary; Existing light fittings have been retained throughout the Front of House areas such as the Assembly Hall, Entrance Hall, Foyer and Council Chamber. As well as elsewhere. To bring the lighting up-to modern standards and as part of the refurbishment the lights are to be refitted with LED fittings while the original lighting body is retained and refurbished. Maintaining the visual character of lighting but allowing the light fittings to be of a modern standard.

Method

- ❖ Original light fitting is to be carefully disconnected from the building's electrical systems and removed from its existing position by a competent worker, care is to be taken when storing, moving, and removing the lighting to avoid damage to both the light and surroundings.
- ❖ Light fitting is to be stored in a suitable location until required, protected from accidental damage,
- ❖ Original light fitting to be repaired/refurbished to restore back to a 'near to new' condition.
- ❖ Using benign and non-abrading substances, clean fittings, and associated shades, removing all accumulated soiling and paint splashes
- ❖ Original light fitting to be relamped and suitable remote driver installed in a concealed location, specification of new lighting bodies and driver as recommended by the specialist lighting designer.
- ❖ Original light fitting with new lighting body to be tested,



- ❖ Original light fitting to be restored and rewired into the existing location or as indicated on drawing.

ALT-761, ALT-762 & ALT 765 - Refurbishment to Plaster Ceilings

Product - A premixed white lime-cement plaster in accordance with BS EN 998: Part 1, mortar group PII pursuant to DIN 18550, providing a hydrophobic, aerated plaster with high vapour diffusion for building refurbishment, Vandex Refurbishment Plaster White.

General refurbishing to the retained areas of the existing plastered ceiling.

Method

- ❖ Survey to be undertaken to identify areas of dilapidated plaster, to be recorded and noted.
- ❖ Areas of friable plaster are to be lightly sanded back to remove all extent of friable material. Existing surface cracks and small areas where friable plaster has been removed are to be filled using the proprietary product.
- ❖ Once cured, the area is to be sanded down to provide a flush finish to the existing.
- ❖ For larger areas of dilapidated plaster beyond the point of surface enhancement, the affected area is to be reduced back to the existing expanded metal lath substrate, with the substrate suitable cleared of all previous plaster.
- ❖ The affected area is to receive a new layer of the proprietary product made flush with the existing.
- ❖ Decorative paint finish to be applied to the paint manufacturer's recommendation post all refurbishments work and installation of all services.

Service installation and making good.

Method

- ❖ Where new services are to be installed, the area to be removed is to be kept to the smallest achievable area for installation or as detailed on the drawings – no further demolition is to be undertaken without prior approval.
- ❖ The area to be removed is to be carefully cut out along the route using hand tools to minimise the risk of unwanted damage.
- ❖ Once the cut-out edges of the openings are to be lightly sanded back and cleaned of any friable plaster.
- ❖ For small services such as lighting fixtures, the proprietary product is to be used to fill in any small gaps around the services, before a light sanding to provide a flush finish with the existing plaster.
- ❖ For large sections of removal, a new plasterboard MF ceiling is to be installed in between areas of removal, with the plasterboard dubbed to the edge of the cut existing metal lath substrate. The new layer of plasterboard is to receive a finishing coat of the proprietary product to bring the ceiling flush with the existing.
- ❖ Decorative paint finish to be applied to the paint manufacturer's recommendation post all refurbishments work and installation of all services.

Refurbishment to cornice

Method

- ❖ Survey to be undertaken to identify areas of dilapidated plaster, to be recorded and noted.
- ❖ Where the cornice shows no sign of detachment from either the wall or ceiling, is not cracked along its length, has no signs of mould and is not soft and crumbly to touch, it is to be cleaned only.



- ❖ Where the cornice shows signs of nicotine staining, harsh or abrasive methods are not to be employed that might damage the integrity of the element. The plaster is to be cleaned by products as recommended by the specialist sub-contractor.
- ❖ Once old paint has been removed and the plaster cleaner, apply two coats of lime wash (Whitewash).
- ❖ Where cracking is present of the cornice/rose is coming away from the wall, the substrate is to be confirmed structurally sound. If structurally sound, the cracks are to be repaired using rubbing down and the proprietary product.
- ❖ Where sections of the profile has been irreparably damaged, a rubbing is to be taken of the profile and a reproduction is to be installed, hand tools are to be used when removing and damaged or dilapidated plaster.

External Works Method Statement

ALT-803 & ALT-807 Refurbishment to Steel Casement Windows

Summary; All existing windows (exl rooflights) are Crittall steel casement windows, which are in various sizes, configurations and finishes. All windows are to be surveyed and refurbished as the below method statement back to the original finishes and design.

Method

- ❖ Preparation
 - Remove defective loose/detached/flaking existing paint by rubbing down with abrasive sand papers (120 wet and dry).
 - Clean bronze handles, hinges and all bronze ironmongery with 180 sandpaper and wire brushes.
 - For wooden beading and metal frames where cracks and holes are showing (such as exceeding small holes, where nails have been driven in below the surface) apply a multipurpose filler using a metal scraper.
 - Sand down area where the multipurpose filler has been applied.
 - Apply putty by means of a silicone gun between glass and frame to seal from condensation.
- ❖ Overhaul;
 - Finish metal frame where required using electric grinder.
 - Clear drainage hole with small rod / alternatively drill a new drainage hole.
 - Lubricate all hinges with WD40.
 - Tightening all screws on handles, replacing any missing or damaged fixings.
 - Retention, refurbishment and reuse of all original window ironmongery where in place and feasible to be made into working order.
- ❖ Re-glazing (Replace all broken glass and non-original with 4mm transparent glass as existing);
 - Removing all window beading using a screwdriver and chisel (if applicable)
 - Apply window film to broken glass.
 - Extracting the glass intact.
 - Chisel all glazing compound from the frame.
 - Glazing putty is then applied using a silicone gun to the frame smoothly in strips. If applicable a sealant finishing tool is used to smooth out the silicone.
 - Place the 4mm transparent glass into position.
 - Install new wooden beading (8mm x 20mm).
 - Bronze screws are used in the wooden beading to ensure glazing is kept in place.
 - Seal the cavity between the glass and beading with putty.
- ❖ Painting;
 - One coat of primer applied by 1.5-inch brush (professional white undercoat from Johnstones) is applied to the complete window frame.



- Two coats of topcoat using a 1.5inch brush RAL 9010 from Johnstones for White finished windows **Or** approved bronze paint spray applied finish for bronze finished window is then applied to the window frame.
- Proprietary cleaner is then used to clean window and leave in full working order.

ALT-817 Refurbishment and relocation of existing Balustrades

Method

- ❖ Digitally record the state of the balustrade with close-up images of the interface with the fabric into which the balustrade is fixed.
- ❖ Carefully liberate the balustrade from its moorings; namely face brickwork, natural stone steps and flag paving minimising damage to these elements. Temporarily seal the resultant apertures to prevent nesting.
- ❖ Carefully remove off-Site.
- ❖ Check all fabricated junctions and resecure any elements lose by welding or mechanical means (whichever was apparent on the original fabrication).
- ❖ Shot blast or otherwise mechanically remove dilapidated coatings.
- ❖ Recoat with matching paint system to return the balustrade to a near to new state with sign-off and agreement by relevant design consultants. Sample of matching paint system to be agreed prior to full recoat
- ❖ Protect balustrade during transit back to Site.
- ❖ Replicate balustrade base fixing for new locations.

ALT-425 Stone Repair/ Renovation (Fountain)

Summary; The works form part of the overall refurbishment/ reinstatement of the ornamental fountain, which additionally includes waterproofing, mechanical/ filtration and overflow works either covered under separate codification or forming part of the Services Engineer's documentation.

Method

- ❖ Digitally record the current status of the stonework prior to the execution of any works.
- ❖ Ensure the rigidity/ stability of all stonework elements forming the fountain and margin/surround (between the fountain and the cobblestone paving) and remove and re-bed any which are loose.
- ❖ Using colour matched, high performance repair compounds, infill cracks, holes and chips which are ostensibly superficial.
- ❖ Using identical stone to the existing species, replace any panels broken through or in any other respect irreparably compromised.
- ❖ Rake out and renew soiled joint grouting.
- ❖ Carefully remove any applied waterproof coatings which may conceal defects and leave the surface clean and smooth to receive replacement waterproofing.
- ❖ Remove soiling and staining using a benign stone cleaning method
- ❖ Restore/repair the blue coloured feature mosaic tiling, reinstating any missing units and rebedding any loose tiles. Re-grout with an exterior grade epoxy-based compound upon completion.
- ❖ Remove loose/friable material on the fountain bed and repaint in a water-resistant pool paint in a matching blue colour.



ALT-720 Reinstatement of Ornamental Fountain

Return to full working order the ornamental fountain which currently is inoperable, coordinating works with the repairs/refurbishment of the fountain's fabric. The works are to be undertaken by a specialist water feature conservator with a demonstrable portfolio of similar projects.

- ❖ The access point for the pump is within an adjacent pit enclosed by a cover within the cobblestone hardscape. The works to include any repairs/reinstatement of the cover including ensuring it remains secure and only accessible by means of restricted lifting keys.
- ❖ Remove any accumulated silt or other impediments restricting or blocking the supply.
- ❖ Repair any leaks in the pipework contributory to pressure loss.
- ❖ Refurbish the pump fully replacing all consumables which have perished or become otherwise inoperable.
- ❖ The pedestal base and top bowl will be tagged and carefully removed. Joints will be carefully cut, if necessary, to enable top bowl and pedestal removal.
- ❖ Following removal of the fountain top bowl & pedestal from the main lower bowl, these will be tagged, and bubble wrapped.
- ❖ Each section will be loaded into a ply coffin to prevent damage during transport and storage.
- ❖ In factory conditions, the pedestal and top bowl will be cleaned using non-abrasive and non-corrosive cleaning method.
- ❖ Following cleaning restoration will proceed to any chips or blemishes to fountain top bowl and pedestal, by using silver sand and crushed ballidon limestone which will resemble a cast Portland stone mix.
- ❖ The lower main bowl will remain in place during programmed works, where it will be restored and repaired in-situ to working condition, including made watertight as method statement ALT-425 above.
- ❖ The top sections will be stored and eventually returned to site when required, and re-fixed and pointed.
- ❖ The fountain will be protected within a ply coffin following completed restoration ready for site handover.

ALT-901 Timber Planter - Method Statement

Scope: Repair and refurbishment of existing timber planters, including repainting and temporary relocation to a nearby adjacent location before being reinstated in their original location at the completion of the public realm works. The refurbishment works are intended to ensure that the planters are sufficiently robust to be moved, and repaired such that their service life is extended by the use of durable timber and high-build coating regimes.

Method

- ❖ Digitally record the condition of the planters before the works proceed.
- ❖ Remove all planting media and vegetation.
- ❖ Carefully liberate the planters from their current mooring, which is a stone dais, minimising damage to the stonework during the process.
- ❖ Remove any built-up superficial soiling of the stone dais where the planters had been located by a benign cold water wash method and light broom brush.
- ❖ Either in a workshop or assigned location within the building, assess the status of each planter and provide a brief written report describing the recommended remedial measures. The works are to include:
 - Strengthening bracing by augmentation or replacement of existing rails/ bracing.



- Replace any irreparable rail form panels with a like-for-like timber. The timber is to be either a hardwood of 'Durable' classification to BS EN 350 or a pressure-impregnated coniferous softwood to BS 1186: Part 3.
- Where the rail form panels can be repaired, infill any open shakes or knot migration with a high-performance proprietary exterior grade timber filler.
- Remove existing liner material and replace it with a proprietary sheet-form liner adhered to the inner face of the planter ensuring it is not snagged or punctured by protruding nails/ screws. Perforate as necessary for drainage.
- Rub down all timber elements and recoat with a UV-resistant, pigmented timber stain matching the colour of the reinstated Town Hall main entrance steps' balustrading. Apply a minimum of three full coats of the stain or as recommended by the product manufacturer.
- Following completion of the repair/ refurbishment, relocate the planters to the designated location outside the Marketing Suite.
- Whilst fully planted, unauthorised removal will be difficult, the planters are to be continuously connected by a mechanically fixed chain or steel brace concealed from view on the underside to prevent theft. The planters in their temporary location are not to be permanently mechanically anchored to the ground.
- When returned to their original dais, the planters are to be re-anchored to their existing moorings.

Other Relevant Method Statements

ALT-551 ALT-564, ALT-735 & ALT-736 Refurbishment of Existing Furniture

Refurbishment of existing (predominantly non-fixed) furniture.

Scope

- ❖ The elements embraced within this code include (but are not necessarily limited to):
 - Timber chairs.
 - Timber tables.
 - Up-holstered leather seating
 - Timber desks.
 - Shelving.
 - Umbrella racks.
 - Coat stands.
 - Hardwood timber chairs with partial leather upholstery to seats, backs and arms.
 - Leather armchairs.
 - Fixed leather seats in the Council Chambers.
 - Leather (predominantly wall-fixed) benches.
 - Woven fabric covered sofas and armchairs.
- ❖ Fully refurbish the timber trim using artisan French polishing processes which include specialist infilling of dents and scratches and the rejuvenation of all visible elements to a near to new state.
- ❖ A principal aspect of the works is the integration of power and data sockets on the new surface of the table/desk and all concealed conduits and wire throughways required to facilitate these.
- ❖ Following the incorporation of the power and data routes, the tables will be subject to the application of new leather insets.
- ❖ Re-upholstery of existing leather and fabric armchairs.
- ❖ Repair of existing drawers to desks.

Method



- ❖ Remove existing dilapidated leather insets and modify the table as necessary to accommodate the power and data pathways and apertures.
- ❖ Copiously sand the background and vacuum the surface to remove every trace of debris before applying the new leather covering. Visible pimples and blemishes caused by entrapped particles beneath the leather will not be acceptable.
- ❖ The leather is to be a full hide, aniline material to match the original condition as approved sample
- ❖ Cable plates/grommets on the surface of the table are to be polished brass
- ❖ Rejuvenate exposed timber by French polishing
- ❖ Drawer repair
 - Lubricate drawer runners
 - Replace irreparably damaged drawer runners
 - Re-fasten/re-secure loose drawer boxes, replacing any irreparably damaged bases or sides,
 - Remove existing dilapidated leather insets and modify the table as necessary to accommodate the power and data pathways and apertures.
- ❖ For upholstered furniture
 - Carefully remove and dispose of existing coverings and redundant depleted upholstery media.
 - Using traditional upholstery methods, fully refurbish the seating in terms of minor repairs to any defective internal framing, bracketry or springing where the base upholstery has dropped.
 - Where appropriate, use dual density CMHR foam in split fillet form to good upholstery practice.
 - Leather and fabric coverings;
 - Where it is possible to affect a repair to a split, hole or tear in a fabric, this is to be the default strategy. In situation where the fabric has been repaired, and it is possible to substitute or relocate an element to minimise the visual impact of a repair,
 - Where the leather or fabric has been allowed to deteriorate to an irreversible degree as a result of staining, UV bleaching, crocking or tears/holes of an extent necessitating a clearly discernible patch, the entire covering is to be replaced with the approved leather sample.

ALT-788 Refurbishment of Original Clock

Summary; A central Synchronome clock was part of the original design, wired to the remaining clocks across the building providing a consistent time across all clocks. The proposal looks to relocate the Synchronome clock into a prominent position in the building within the entrance hall. While the original clock was hardwired, due to the relocation and many of the existing clocks missing or damaged, to reinstate this would involve large breaking and cause significant damage of the existing heritage fabric like cork, terrazzo and stone finishes as many clocks are located in prominent positions. It is proposed the clocks are instead to be synchronized through Wi-Fi.

- ❖ There are 73 slave clocks across the building. In various conditions.
- ❖ Replicas are to be made of any missing clocks, they are to be a 'like for like' copy installed into the original location of the clock.
- ❖ All existing slave clocks in-situ are to be refurbished back to working order to a 'near to new' appearance and reinstated into existing location.
- ❖ Clocks found in storage are to be refurbished back to working order to a 'near to new' appearance and reinstated into existing location.

ALT-838 Refurbishment of Controls/Small Powers



Summary; The original small power controls are to be maintained across the FOH areas, including the light-switches and old heating controls. Some will be for aesthetics only dependent on requirements. They are all to be refurbished to a 'near to new' condition as below method statement.

Method

- ❖ Existing small powers to be safely disconnected from the small powers and to be safely stored during construction phase.
- ❖ Small powers are to be photographically surveyed prior to any works to disconnect. Post disconnection small powers are to be labelled with room reference code and stored in suitable labelled boxing for storage during construction to avoid unintentional damage.
- ❖ Prior to reinstallation, works are to be carried out to repair the existing small powers, repaired is intended to be to improve the quality of the small power but not to new condition. This includes.
 - Removing and black spot pitting on the face of the plate or control.
 - Replace missing fixing screws, or replace all fixing screws, in situations in which during episodes of maintenance, dissimilarly finished fixings have been used for expedience.
 - Replace any Bakelite components which form part of the fitting which have become either visually defective or potentially unsafe.
 - Ensure switches and knob controls operate smoothly.
 - Re-lacquer brass fittings.
- ❖ Where the fittings are found to be unusable due to non-compliance with current building regulations or otherwise unsafe, they are to be left in situ disconnected with works only enhancing visual appearance.
- ❖ Lighting control switches are non-compliant with modern lighting, as such the switch control has been replaced with a like for like alternative, which is fitted into the existing plate. This as mark up on small powers submission.

ALT-845 Refurbishment Screen

Refurbishment of nickel plated openwork screens.

- ❖ Undertake an outline condition report of the screens, summarising their current condition and the proposed measures to restore them to a near to new state of refurbishment.
- ❖ Ascertain the retention of the openwork infill within the perimeter frame and re-fix any panels presenting as loose or otherwise insecure.
- ❖ Straighten any discernible bowing or depressions of the openwork infill.
- ❖ Replace any panels which are irreparably compromised with identical openwork matching the existing condition. Submit samples to the Employer's Agent for acceptance where anything less than an exact replica is proposed.
- ❖ By means of benign cleaning methods, remove surface soiling.

