

Haringey Civic Centre

Stage 03+

Access & Maintenance Strategy

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Contents

1.1	Introduction	5
1.2	Working at Height	6
1.3	Approach, Materials & Finishes	7
1.4	Modes of access for Cleaning	9
1.5	Modes of Access Replacement	21
1.6	Pest & Bird Control	33
1.7	Access & Maintenance Internally	35

1

Access & Maintenance Strategy

1.1

Introduction

Introduction

This document outlines the RIBA Stage 3+ cleaning and maintenance access strategy for the Haringey Civic Centre scheme.

This report is intended as an overview of the proposed access strategy. It is not intended to be a definitive statement but is to form the basis from which a strategy is developed by the building management team who must advance a more detailed cleaning and maintenance access management methodology.

For details of maintenance procedures and specific cleaning regimes please refer to specialist subcontractor and supplier information, the Building User Manual and the Health and Safety File.

It is expected that contract specific risk assessments and method statements will be prepared and coordinated by the relevant specialist contractors for their portions of the works. The maintenance team or contractors should ensure that they are aware of all constraints including loadings / bearing capacities and the robustness of the structure and finishes before proceeding.

This report covers the key areas of the development, associated cleaning and safety equipment and outline proposals for operational procedures. It is envisaged that the cleaning and maintenance contractor will play an active role in contributing to bring this matter to conclusion, providing essential advice on equipment and operational requirements to be developed and implemented in the project in co-operation with the Design Team.

Central to these proposals are Health & Safety concerns, which need to be developed further by all parties to ensure that suitably qualified personnel are used where appropriate as well as employing a strict regime of safety equipment maintenance and testing.

The designers approach is to choose the highest level of safety whilst not compromising planning & heritage constraints and aesthetic qualities of the building.

Finally, it should be noted that notwithstanding the strategies outlined in this documents, it is the duty of the operator to assess the risks and choose the safest feasible means of access before undertaking any work at height.

Scope of this Document

The scope is intended to address the following criteria :

- Routine cleaning of the building fabric externally
- Long term inspection & maintenance of the façade such as the replacement of cladding /glazing
- Roof access, inspection
- Maintenance and replacement of plant and equipment

Key considerations in the selection of the options have been :

- Development for strategic means for on-going access and maintenance to all areas during the building’s occupation
- Identification of requirements for hiring of specialised equipment
- Assessment of health and safety issues arising from the strategy
- Identification of issues that may affect site and detail design in later stages
- Development of the strategy for allocation of costs and scoping of packages for access equipment requirements

Regulations

In respect of Health & Safety, this project is to be designed primarily in accordance with the requirements of the Construction (Design and Management) Regulations 2015 which came into force on 6th April 2015.

The project is also to be considered against all other relevant Health & Safety related legislation currently in force.

The Design Team will continue to consult with the Client to develop and consider the access requirements and the disruption caused by maintenance work and the likely interruption to business; if any; whilst maintenance work is undertaken.

This document has been prepared on the basis of RIBA Stage 3+ information. Final design intent information should be incorporated into the Health & Safety File and Building User Manual, and on the basis of the most current regulations and recommendations, including but not limited to:

- The Work at Height Regulations 2005 SI 2005/735 (opsi.gov.uk website)
- HSE: The Work at Height Regulations 2005, A brief guide, INDG401 (04/05)
- HSE: Question and answer brief for the construction industry on the Work at Height Regulations 2005
- HSE information sheet MISC613 (9/03): Safety in window cleaning using portable ladders
- HSE: Working on Roofs, INDG284 (reprinted 4/04)
- HSE: Construction Information Sheet 49 (revision 1): General access scaffolds and ladders (reprinted 6/04)
- BS 8213-1:2004: Windows, doors and roof lights – Part 1: Design for safety in use and during cleaning of windows, including door-height windows and roof windows – Code of practice
- BS 8437:2005: Code of practice for selection, use and maintenance of personal fall protection systems and equipment for use in the workplace
- Construction Industry Publications: Construction Health and Safety Manual Section 7: Work at Height, 1996 (incorporating Dec 00, Dec 01, Jan 03, Jun 04 and Dec 04 amendments)
- Lifting Operations Lifting Equipment Regulations 1998 (LOLE)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- BS EN 353 – 1: 2002 Personal protective equipment against falls from a height – Part 1: Guided type fall arresters including a rigid anchor line.
- BS EN 353 – 2:2002 Personal protective equipment against falls from a height – Part 2: Guided type fall arresters including a flexible anchor line.
- EN 353 – 3: Personal protective equipment against falls from a height – Part 3: Full body harnesses.

- BS EN 354 Personal protective equipment against falls from a height – Lanyards.
- BS EN 355 Personal protective equipment against falls from a height – Energy absorbers.
- BS EN 362 Personal protective equipment against falls from a height – Connectors.
- BS EN 363 Personal protective equipment against falls from a height – Fall arrest systems.
- BS EN 365 Personal protective equipment against falls from a height – General requirements for instructions for use, maintenance, periodic examination, repair, marking and packaging.
- BS EN 795 Protection against falls from a height – Anchor devices – Requirements and testing.
- BS 5395-3 Stairs, ladders and walkways – Part 3: Code of practice for the design of industrial type stairs, permanent ladders and walkways.
- BS 6180 Barriers in and about buildings – Code of practice.
- BS 6262 – 4 Glazing for buildings – Part 4: Code of practice for safety related to human impact.
- BS 8213 – 1 Windows doors and roof lights – Part 1: Design for safety in use and during cleaning of windows, including door-height windows and roof windows – Code of practice.
- BS 8437 Code of practice for selection, use and maintenance of personal fall protection systems and equipment in the workplace.
- BS EN ISO 14122 Parts 1-4 Safety of machinery – Permanent means of access to machinery.
- BS EN ISO 1461:1999 Hot clip galvanised coatings on fabricates iron and steel. Specification and test methods.
- BS 2830: 1994 Specification for suspended access equipment for use in building, engineering, construction, steeplejack and cleaning industries.
- BS 8460: 2005 Safe use of MEWPs – Code of Practice

1

Access & Maintenance Strategy

1.2

Working at Height

Working at Height

Designers have a duty to design out risks where possible. If this is not possible designers should consider a ‘hierarchy of control measures’ to manage these risks as detailed in figure opposite. Examples of access considerations for each level of control would typically include the following;

Level 1 Considerations

- Operable windows
- Locating plant and services in easy reach for maintenance
- Consider size and weight of component elements of plant in relation to manual handling
- Eliminate the need to access at high level (i.e. remotely accessed /controlled plant, able to lower lights to ground level access)
- Reduce glazing at a high level
- Provide terraces/balconies for ease of access externally
- Access to facade by means of extendible cleaning poles from ground level up to 20m dependent on final facade arrangement.

Level 2 Considerations

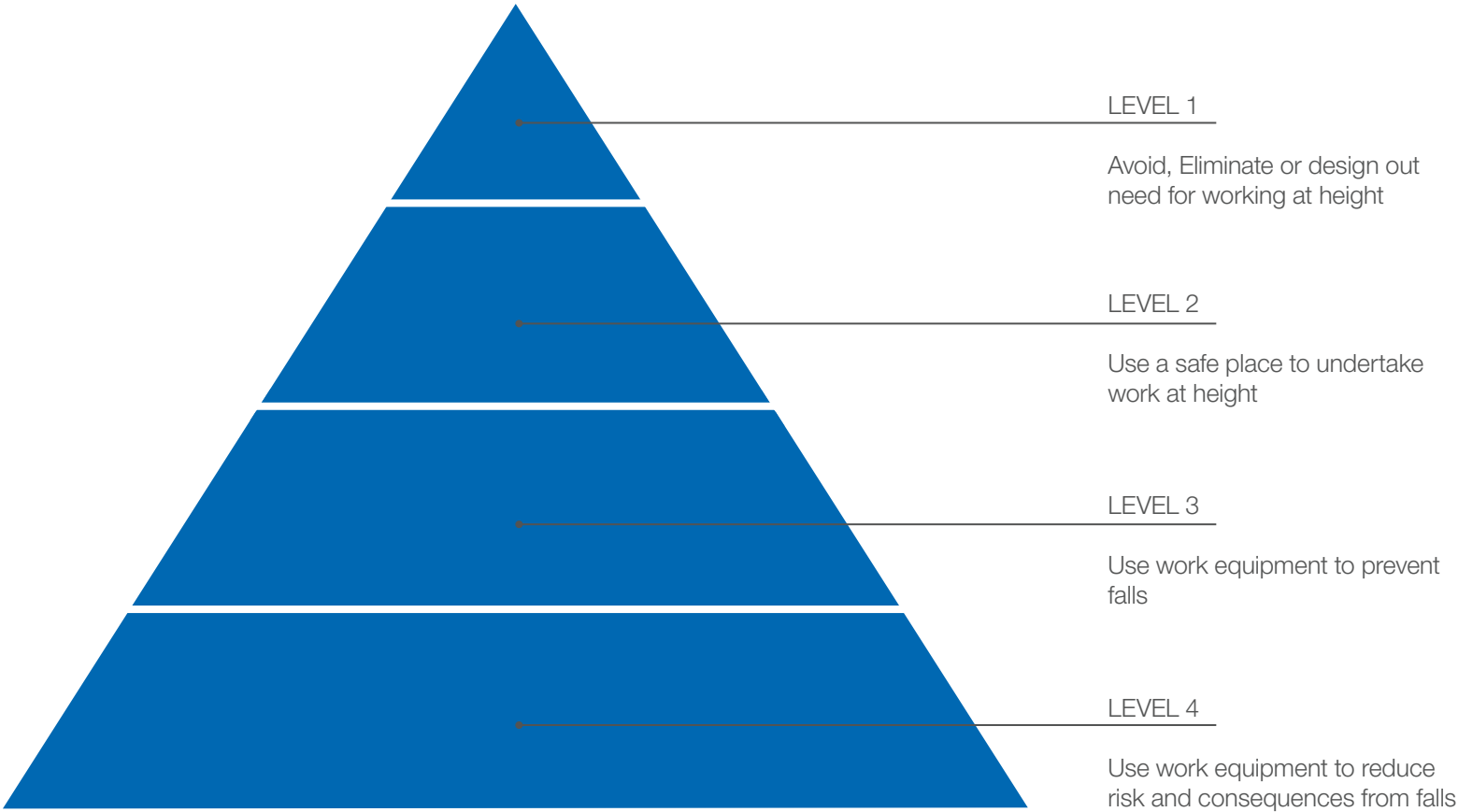
- Permanent access to high level plant by means of fixed ladders and gantry walkways
- Rooftop handrails/edge protection with fixed permanent ladder/stairs across to roof level
- Cable restraint systems
- Restraint anchor points
- Utilise external terrace areas to access facade for cleaning and maintenance

Level 3 Considerations

- Fixed suspended access equipment (BMU’s, monorails, gantries)
- Mobile elevated working platforms (MEWP’s)

Level 4 Considerations

- Temporary suspended access equipment (Bosun’s chair, temporary BMU’s and lifting beams)
- Rope access (fall arrest systems, abseiling)



Above
Hierarchy triangle of control measures for working at height.

1

Access & Maintenance Strategy

1.3

Approach, Materials & Finishes

General External Maintenance

Roof Access

Access will only be provided to roofs where regular maintenance and cleaning is required to installed plant, equipment and fabric. All access routes to be via a designated walkways. The main annexe roof has a full parapet around the perimeter [above 1100mm] provide sufficient height for protection. NOTE: Due to planning/heritage constraints within the existing building and link blocks it has not been possible to provide min. 1100mm high parapets to all areas of the roofs, therefore a fall restraint/ guard rail systems has been included.

External areas where access is required for regular maintenance are to be designed to allow for ease of access and the use of either MEWP’s or other means of mobile powered access equipment as well as mobile scaffold towers.

In addition to the use of mobile plant and equipment, adequate access must be given to regularly maintained internal areas for mobile scaffold towers or MEWP’s or other mobile powered equipment, with access as near to the working area as practicably possible.

The Design Team should ensure that there is adequate access for these items of equipment to be deployed by specifying adequate door and opening sizes, clear approach routes, turning circles, carefully integrated landscaping designs to allow access and appropriate structural integrity within floors, roofs and external areas.

Windows

Preference for cleaning windows is via a water fed’ reach and wash’ system where possible. The maximum limit of such a system is circa 20m with a minimum ‘step back’ clearance of 2-5m required and in some cases working areas may need to be cordoned off whilst the work is carried out. The cleaning vehicle of such systems hose length is approximately 100m.

Windows to upper levels to be via mobile elevated work platform [MEWP] where use of reach and wash system is not possible to be explored in close consultation with the building facilities management team.

‘Roof-lights’

It is proposed a water fed ‘wash’ system to be used to clean the external of roof-lights. Access to roof to be restricted and provided with a maintenance bib tap to connect hoses.

Gutter and Rainwater Hopper Cleaning

It is proposed all gutters are to be accessed from roofs with the exception of several locations on the existing civic centre. All access routes to be via a designated walkways. The design intention would be to extend elevations to minimum 1100mm and provide sufficient balustrade height for protection however due to planning/heritage constraints it has not been possible to increase balustrade heights to many areas of the roof. Where this occurs the proposed design incorporates a latchway fall restraint system for safe use by a trained professional. Where access is required to flat roofs on existing buildings it is proposed that access is via a latchway fall restraint system on the majority of areas, while access VIA a MEWP will be provided where a fall restraint system is not appropriate/ possible.

General Internal Maintenance

Underside of roof-lights, light fittings & services

Areas which require high level maintenance from within the building, a suitable mobile scaffold tower, MEWP or other mobile access equipment should be used.

Adequate access must be given to regularly maintained internal areas for mobile scaffold towers or MEWP’s or other mobile powered equipment, with access as near to the working area as practicably possible. Tracking of mobile equipment and loadings on bearing slabs and raised access floors should be considered.

The above strategy must be further developed by the facilities management team and in consultation with the Client and Design Team.

Plant Replacement Strategy

End of life plant replacement to roof areas is will be via mobile crane.

General maintenance and replacement of plant equipment to the Annex building is via stairs and lift to the roof plant enclosure.

The existing Civic Centre building roof plant can be accessed via the top floor of the building into a dedicated roof plant enclosure by trained personnel.

Plant equipment in the basement is accessed via the stairs or lift for general maintenance. End of life plant equipment is accessed via a ‘soft spot’ in the landscape located 1) For Annex building: adjacent to the service yard. 2) For Civic Centre building: adjacent to external access stairs to the South end of the basement. From here equipment can be lifted by mobile access crane or lifting beam (TBC).

This strategy will be further developed at the next stage.

External Materials overview

The current external materials proposed are expected to require limited regular cleaning and/or maintenance and therefore no permanently fixed access equipment as been proposed.

In the case of the glazing, which does require more regular cleaning, these are accessed either by using mobile access equipment (MEWP) or using a rigid, water fed long handle tool from ground or terraced areas. Frequency of regular cleaning is to be further developed and coordinated by the facilities management team.

The cleaning, re-lamping and maintenance of all lighting mounted on the ground or building is undertaken utilising mobile access equipment from ground or the roof terraces. This strategy should be developed further by the facilities management team.

The main roof levels to all buildings will be accessed only by authorised and trained personnel with a permit to work under the Building Managers control. All roofs levels requiring regular maintenance, where possible, have a perimeter balustrade or latchway system. Others areas requiring less frequent maintenance can be accessed via mobile access equipment from the closest safe access level.

Internal finishes

Internal finishes consist a combination of existing building structure and proposed new structure and fascias.

All materials and internal finishes should be easily accessible from the host level. High floor to ceilings on the office floor-plates at ground floor mean that mobile working platforms will be required for access to high level on-floor services and soffits.

Access frequencies and cleaning times

This document suggests practical recommendations for access frequencies and cleaning needs.

These recommendations must be developed further by specialist cleaning maintenance contractor/ advisors, the building facilities management team and the Client team.

1 Access & Maintenance Strategy

1

Access & Maintenance Strategy

1.4

Modes of access for Cleaning, Inspection and Minor Maintenance

Access for Cleaning

To facilitate the cleaning and general maintenance of the façade materials, each elevation can be accessed using either fixed temporary scaffolds, abseil or mobile access equipment. Hard landscaped areas adjacent to each of the façades provide hard-standings to facilitate the use of this type of equipment.

Proposed facade materials will require limited regular cleaning and/or maintenance and therefore no permanently fixed access equipment is provided.

The glazed windows which require a greater frequency of cleaning are accessed either from ground level, by using a water fed telescopic cleaning pole, Mobile Elevating Work Platforms (MEWP) from ground level by a specialist or internally from within the building.

The cleaning, re-lamping and maintenance of all external lighting mounted on the buildings is undertaken from mobile access equipment by a specialist or from accessible terraces.

Modes of access for cleaning, inspection and minor maintenance of façades are described in the enclosed drawings.

Maintenance Frequencies

It is envisaged that the following routines for cleaning the external envelope may be adopted and will be developed over the subsequent design stages with specialist and the Client/ Building Management team.

(Note: Full information on cleaning and exact frequency recommendations should be prescribed in the O&M manuals once complete).

- Glazing at low and high level: this will require cleaning min.. every 3 months/ as per specialist recommendations or building management requirements

- Facade: Regular cleaning is not required in normal conditions however it can be anticipated that min.. this could occur every 6 - 9 months/ as per specialist recommendations or building management requirements. This is particularly required to areas with deep facade recesses such as the entrance Totem curtain walling with fins to discourage bird fowling and nesting.
- The exception to this would be for any abnormalities including graffiti removal or bird fouling.

Item Number	Access Zone	Access Height	Access Form	Access Strategy
M01	Low level elements	< 5m	Ground Floor level (generally)	Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
M02	Glass Windows	Up to 20m	Level 1-3 (generally)	Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
M03	Glass Windows + External Walls	< 5m	Accessible terraces/roofs	Standing on hard landscaping within min. 1100mm edge protected areas on terraces
M04	Glass Windows + External Walls	< 5m	Roof level - with edge protection	Standing on hard landscaping: Within guarded plant screen or gantry
M05	Glass Windows + External Walls	< 5m	Roof level - without edge protection	Standing on hard landscaping: Latchway system by a specialist

Supporting Information

- Water and power locations are to be confirmed. Water and power is to be made available within 50m of any point of work which will be identified and coordinated with the landscape design.
- Access requiring hoisting is for tool loads only. For activities requiring greater loadings please refer to the glass and plant replacement strategy.
- Maximum manual handling loads for cleaning are assumed to be 20kg per operative (bucket of water, small power tools etc) Extendible reach equipment must be tethered at all times.

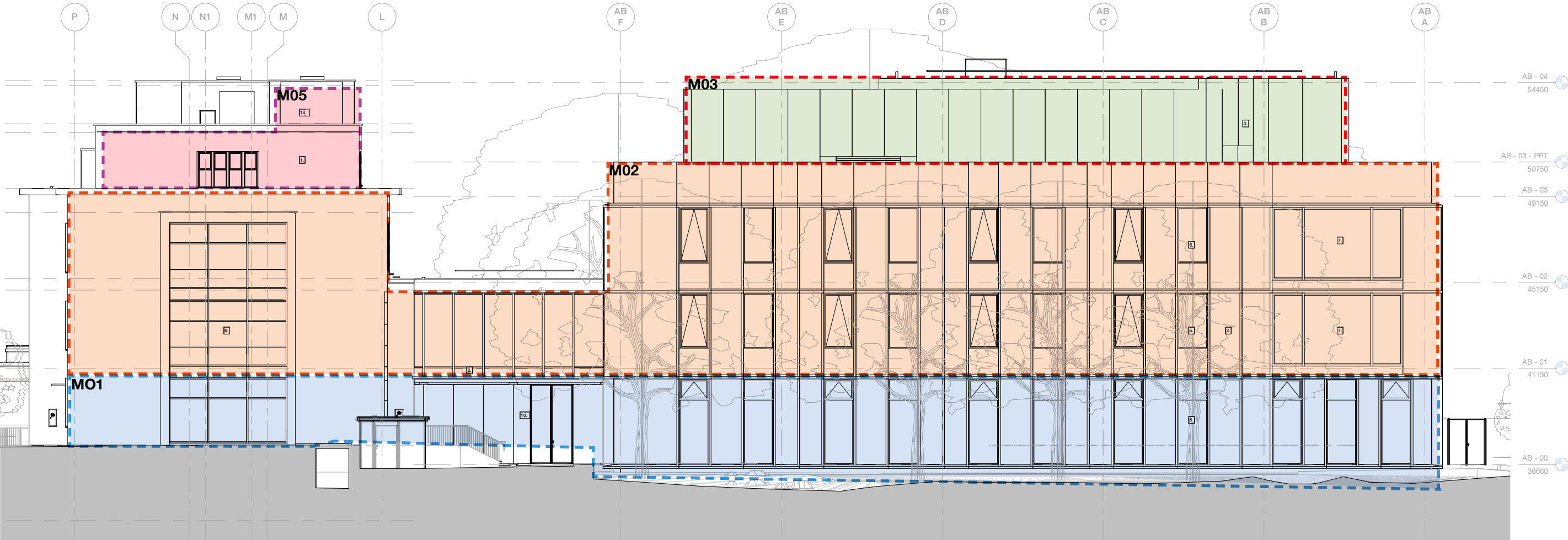
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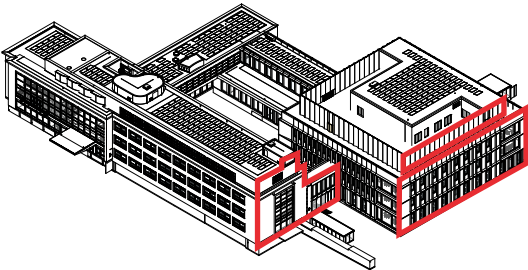
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Modes of access for Cleaning

Perimeter North Elevation



- M01** - Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
- M04** - Standing on hard landscaping: Within guarded plant screen or gantry
- M02** - Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
- M05** - Standing on hard landscaping: Latchway system by a specialist
- M03** - Standing on hard landscaping within min. 1100mm edge protected areas on terraces



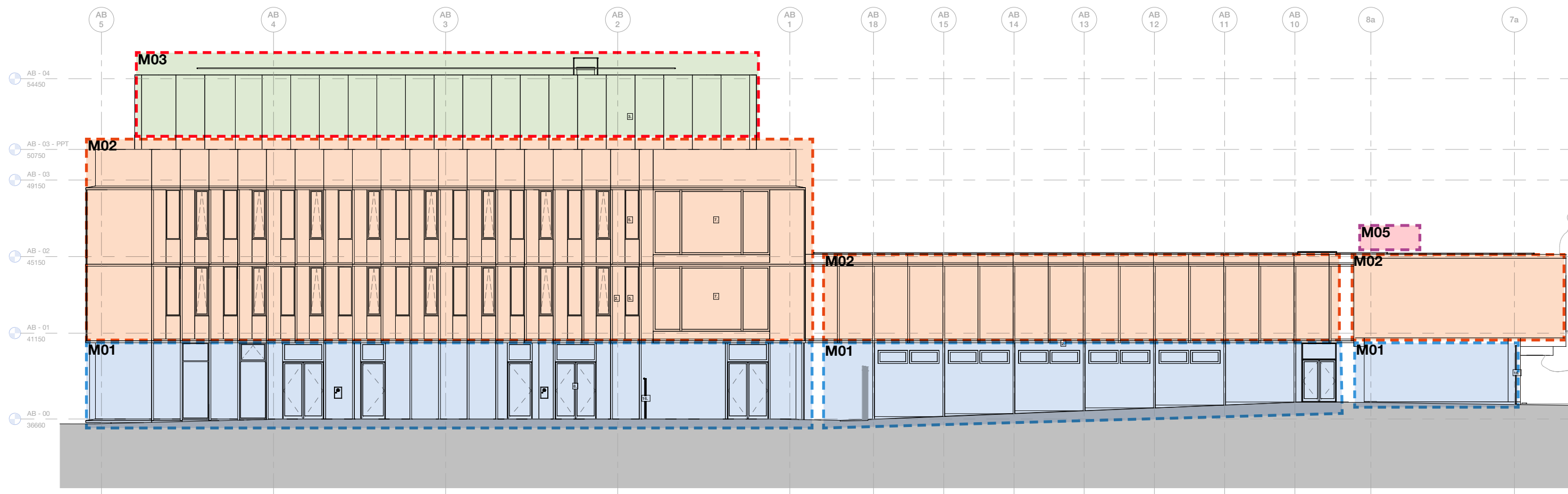
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Access & Maintenance Strategy

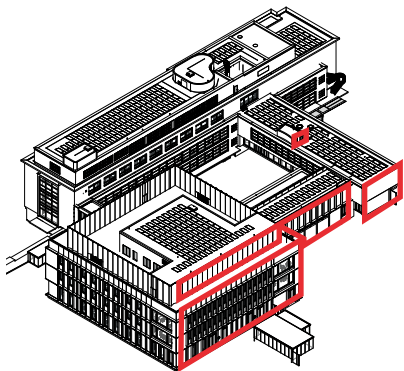
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Modes of access for Cleaning

Perimeter West Elevation



- M01** - Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
- M04** - Standing on hard landscaping: Within guarded plant screen or gantry
- M02** - Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
- M05** - Standing on hard landscaping: Latchway system by a specialist
- M03** - Standing on hard landscaping within min. 1100mm edge protected areas on terraces



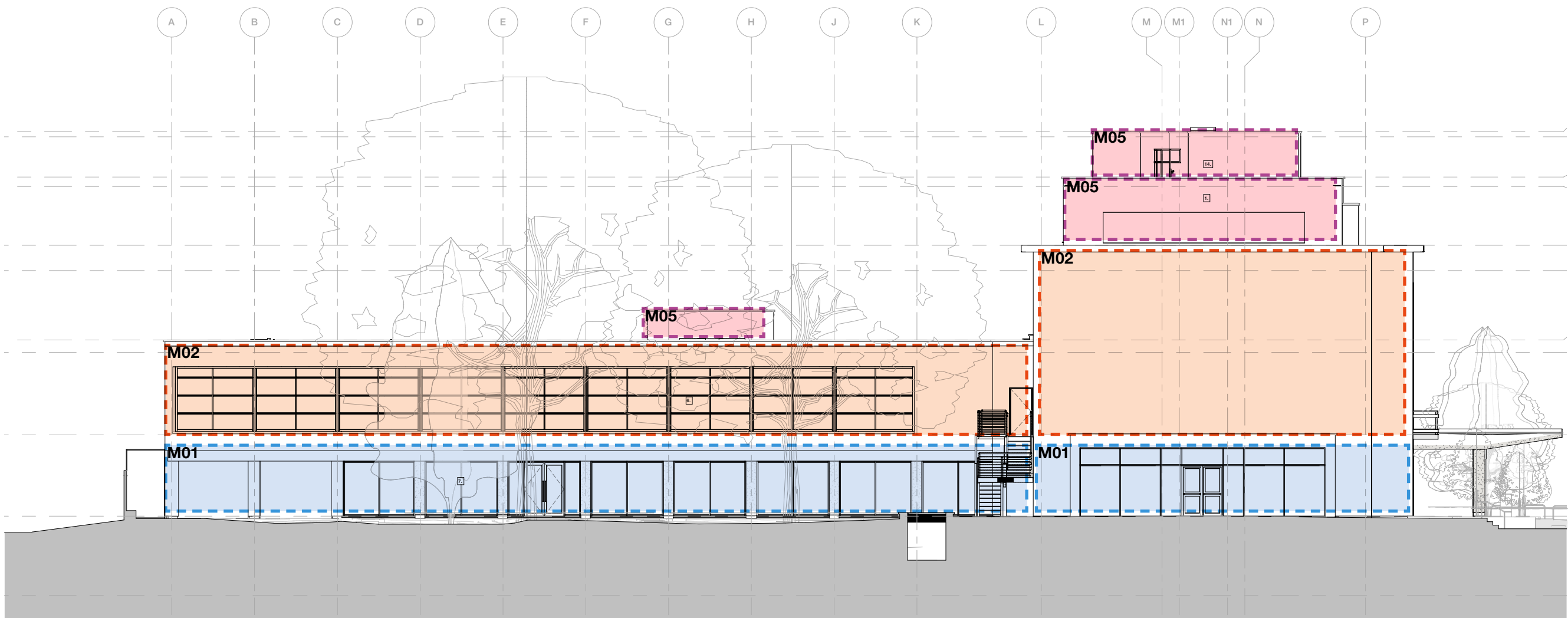
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Access & Maintenance Strategy

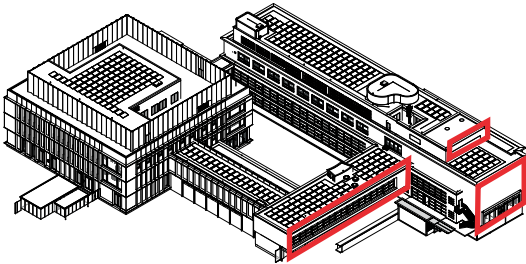
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Modes of access for Cleaning

Perimeter South Elevation



- M01** - Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
- M04** - Standing on hard landscaping: Within guarded plant screen or gantry
- M02** - Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
- M05** - Standing on hard landscaping: Latchway system by a specialist
- M03** - Standing on hard landscaping within min. 1100mm edge protected areas on terraces



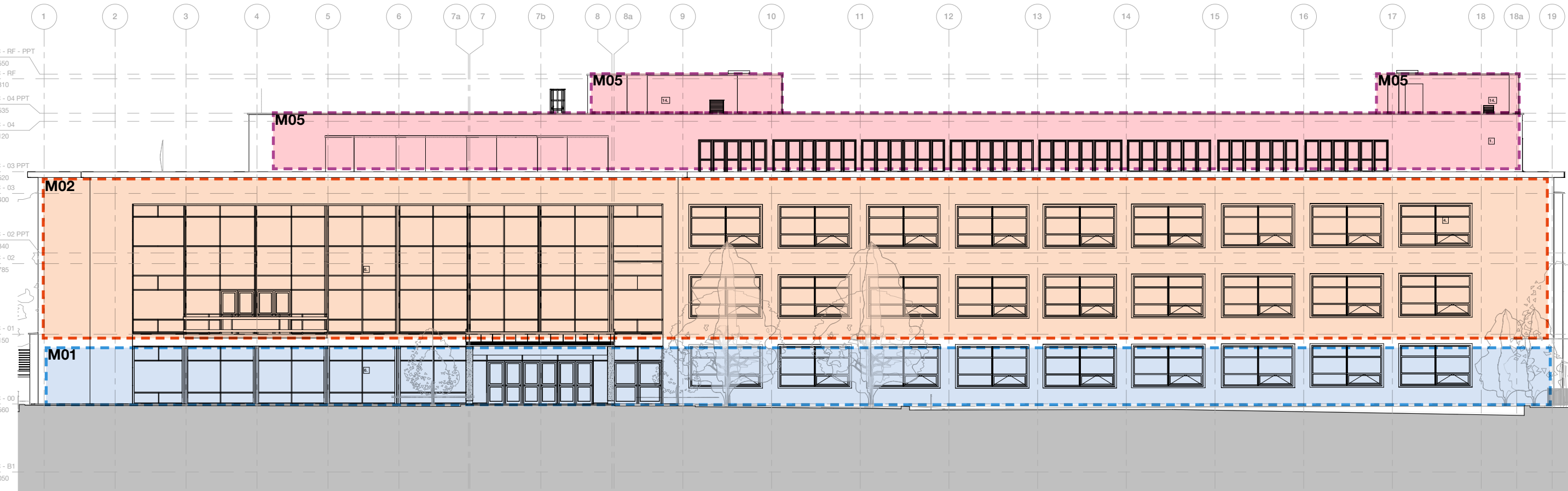
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Access & Maintenance Strategy

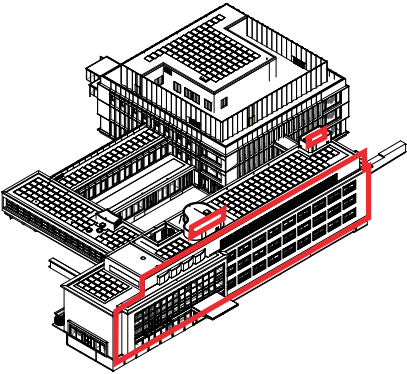
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Modes of access for Cleaning

Perimeter East Elevation



- M01** - Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
- M02** - Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
- M03** - Standing on hard landscaping within min. 1100mm edge protected areas on terraces
- M04** - Standing on hard landscaping: Within guarded plant screen or gantry
- M05** - Standing on hard landscaping: Latchway system by a specialist



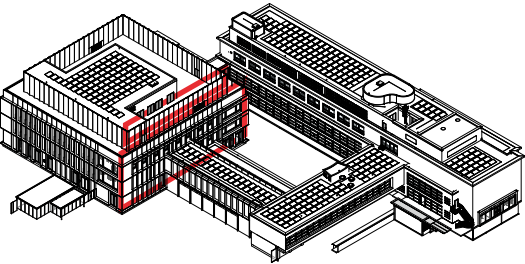
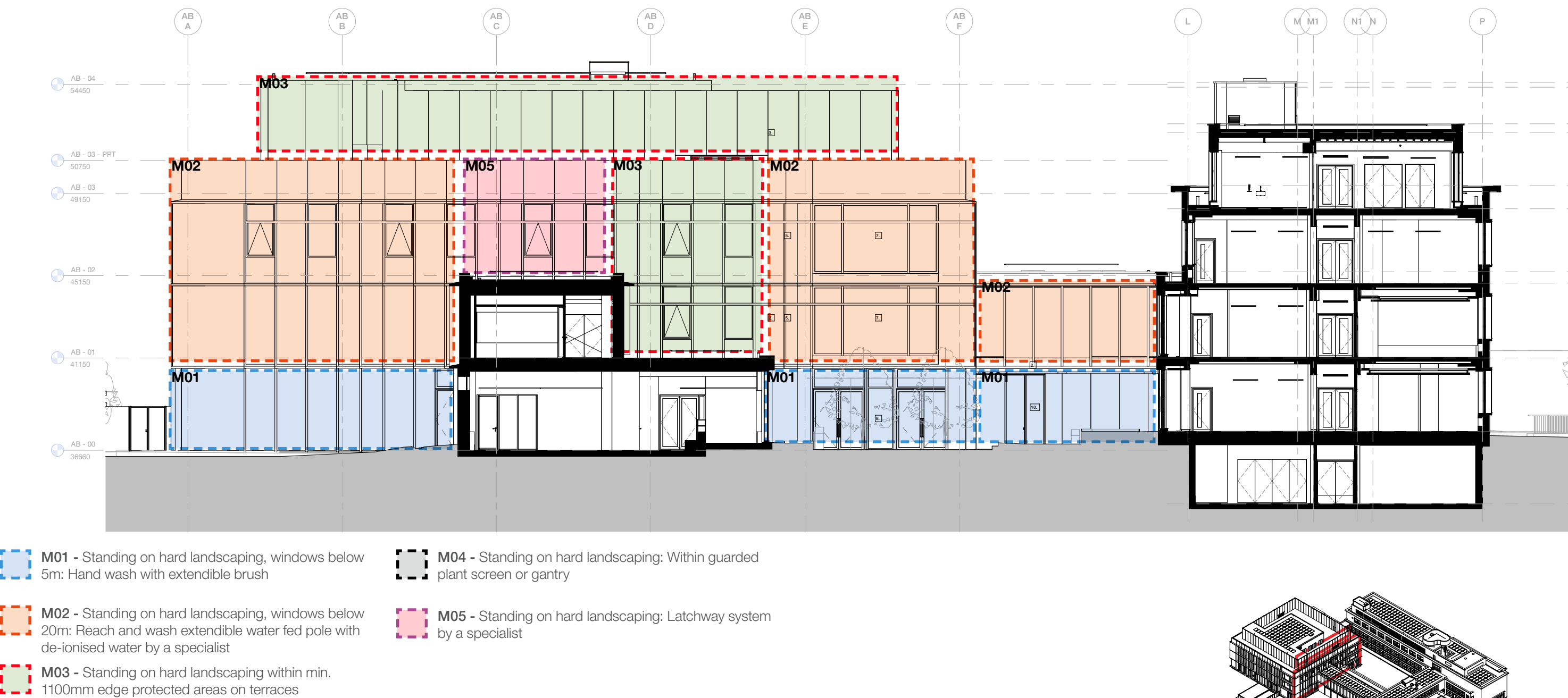
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Access & Maintenance Strategy

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Modes of access for Cleaning

Courtyard North Elevation



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Access & Maintenance Strategy

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Modes of access for Cleaning

Courtyard West Elevation



- M01** - Standing on hard landscaping, windows below 5m: Hand wash with extendible brush
- M02** - Standing on hard landscaping, windows below 20m: Reach and wash extendible water fed pole with de-ionised water by a specialist
- M03** - Standing on hard landscaping within min. 1100mm edge protected areas on terraces
- M04** - Standing on hard landscaping: Within guarded plant screen or gantry
- M05** - Standing on hard landscaping: Latchway system by a specialist

