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Method Statement of Works

HARRISONS CHARTERED SURVEYORS

Proposed Refurbishment

**Springfield Rag Room
Mill Lane
Maidstone
Kent. ME14 1GU.**

DATE:- November 2021

ISSUE:- 1 (Planning)

REF:- 0511/DJB/04

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1.0 DEMOLITIONS

- 1.1 Carryout initial soft strip of internal linings, partitions, ceilings, finishes etc and undertake inspections of the existing structure as detailed on drawings numbered 20/0511/100A, 101A, 102A, 103A, 104A, 105A, 106A & 107A.
- 1.2 Undertake structural demolitions:-
- Form door opening between Entrance Lobby and Disabled Toilet (Door CDG01).
 - Form enlarged opening between Community Hall and Entrance Lobby for new door and glazed screen (Door CDG04).
 - Form door opening between Community Hall and Kitchen (Door CDG05).
 - Form door opening between Community Hall and Store (Door CDG06).
 - Extend exiting door opening (Door EDG04) to form level access.
 - Form opening in existing first floor structure for new staircase.
 - Form openings in existing ceiling structures for new loft hatches.
- 1.3 Carefully strip off all redundant wiring, pipework, fittings etc from external surfaces minimising any damage to existing surfaces.
- 1.4 Carefully remove 3no glazed rooflights from Roof Space RS2.

2.0 EXTERNAL REPAIRS

- 2.1 Undertake repairs to the existing facing brickwork to later detail.
- 2.2 Undertake repairs to existing fascias and soffits as required and redecorate.
- 2.3 Undertake repairs to existing black uPVC gutters and downpipes as required.
- 2.4 Undertake repairs, refurbishment, and redecoration of the existing ground floor timber windows (Window Type A) to later detail.
- 2.5 Undertake repairs, refurbishment, and redecoration of the existing ground floor steel windows (Window Type B) to later detail.
- 2.6 Undertake repairs, refurbishment, and redecoration of the existing first floor timber windows (Window Type C) to later detail.
- 2.7 Undertake repairs, refurbishment, and redecoration of the existing first floor steel windows (Window Type D) to later detail.
- 2.8 Undertake repairs, refurbishment, and redecoration of the existing first floor steel windows (Window Type E) 3no in Office F1 to later detail.
- 2.9 Install new double glazed aluminium swing doors to later detail to Doors EDG01, EDG04, EDG05 & EDG06.
- 2.10 Infill openings formed in roof slope by removal of 3no rooflights in Roof Space RS2 and finish with second hand natural slate to match surrounding roof finish.

3.0 INTERNAL FITOUT – GROUND FLOOR

- 3.1 Raise internal floor level in Community Space Entrance Lobby by 130mm to line through with existing floor level in Disabled Toilet to later detail.

- 3.2 Raise internal floor level in Community Space Kitchen by 50mm to line through with existing and proposed floor levels in Entrance Lobby and Disabled Toilet to later detail.
- 3.3 Form internal landing and ramp to access lower floor level in Community Hall.
- 3.4 Line underside of first floor joists with new ceiling finish to later detail to provide required fire resistance and improved sound insulation.
- 3.5 Line internal face of all external walls with new internal wall lining system to later detail to provide required and improved thermal insulation.
- 3.6 Install new secondary glazing system to all external windows to later detail.
- 3.7 Install new staircase including balustrading.
- 3.8 Install new internal stud partition systems to later detail.
- 3.9 Install new internal glazed partition system to later detail.
- 3.10 Install new internal doors including door furniture and ironmongery to later detail.
- 3.11 Install new washroom systems to toilet areas including wall tiling etc.
- 3.12 Lay new floor finishes throughout.
- 3.13 Undertake full internal decoration of all areas.
- 3.14 Undertake installation of new electrical services systems including small power, internal and external lighting, fire alarm system, emergency light system etc to later detail.
- 3.15 Undertake installation of new mechanical services systems including electric panel heater system to Community Space, reverse cycle heat pump system for heating and cooling of offices, toilet ventilation system etc to later detail.

4.0 INTERNAL FITOUT – FIRST FLOOR

- 4.1 Line underside of ceiling joists with new ceiling finish to later detail to provide required fire resistance and improved thermal insulation.
- 4.2 Line internal face of all external walls with new internal wall lining system to later detail to provide required and improved thermal insulation.
- 4.3 Install new secondary glazing system to all external windows to later detail.
- 4.4 Install new staircase including balustrading.
- 4.5 Install new internal stud partition systems to later detail.
- 4.6 Install new internal doors including door furniture and ironmongery to later detail.
- 4.7 Install new washroom systems to toilet areas including wall tiling etc.
- 4.8 Lay new floor finishes throughout.
- 4.9 Undertake full internal decoration of all areas.
- 4.10 Undertake installation of new electrical services systems including small power, internal and external lighting, fire alarm system, emergency light system etc to later detail.

- 4.11 Undertake installation of new mechanical services systems including electric panel heater system to Community Space, reverse cycle heat pump system for heating and cooling of offices, toilet ventilation system etc to later detail.

5.0 ROOF VOID VENTILATION

- 5.1 From investigations of the roof build-up in Office F1 above Window WF02 it can be seen that in the fairly recent past the building has been re-roofed in an effort to provide some insulation and roof void ventilation.
- 5.2 The original timber sarking boards remain in place on both roofs.
- 5.3 The make up of the roof above Office F1, in Roof Space RS1 and inn Roof Space RS2 comprises natural slates on slating battens on standard sarking felt on 25mm deep counter battens on the original timber sarking boards.
- 5.4 Roof/rafter void ventilation is provided by a proprietary plastic roof ventilator positioned within the counter batten space. It is presumed that at eaves level an over-facia ventilator has been utilised as there is no evidence of soffit ventilators. To bring the ventilation into the rafter void a row of the timber sarking boards has been removed directly above the roof ventilators.
- 5.5 Within Roof Space RS1 and above Office F1 the underside of the rafters is lined with butt jointed timber boarding with 50mm thick polystyrene insulation fitted between the 100mm deep rafters. No vapour control layer present.
- 5.6 Within Roof Space RS1 the underside of the rafters is lined with butt jointed plasterboard with 50mm thick mineral fibre insulation fitted between the 120mm deep rafters. No vapour control layer present.
- 5.7 Although some effect has been made to introduce roof void ventilation above the insulation the presence of hipped ends and the absence of ventilation at ridge level and vapour control layers makes this solution problematically at best.
- 5.8 The solution is to bring the ventilation into the main roof space areas and make the first-floor ceiling the insulated envelope.
- 5.9 Remove the existing timber boarding, plasterboard, and insulation from the rafters in Roof Spaces RS1 & RS2 and above Office F1 to expose the whole of the roof structure to the roof space areas.
- 5.10 Undertake detailed inspection of the existing roof structure for evidence of rot or damage.
- 5.11 Form new ceiling structure above Office F1.
- 5.12 Form new plasterboard ceiling to underside of new and existing ceiling joists and incorporate new vapour control layers. Insulate between and above ceiling joists to achieve required thermal insulation standards. Ensure roof void ventilation paths are kept clear.
- 5.13 As part of any ongoing maintenance regime Roof Spaces RS1 & RS2 are to be inspected on a regular basis for evidence of condensation.

6.0 EXTERNAL WORKS

- 6.1 Form new main entrance path and entrance plaza including surrounding low level facing brick wall and lighting to entrance plaza and low-level bollard lighting to entrance path.

- 6.2 Form new enclosure for air conditioning external condenser units and bins including access path.
- 6.3 Form new entrance path to Community Space including disabled parking bays and oak timber retaining wall.
- 6.4 Form new Car Park including face brick retaining wall.
- 6.5 Form new access path between Car Park and building.
- 6.6 Undertake soft landscaping works.