**March 2015**

**Polhill Campus Upgrade**

**PART 1 – Outline Scope of Works**

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| **General** |  |  |
| Room Number | **PO.26** |  |
| Room Description/Purpose | The existing space is the vacated Polhill Main Reception of an approx. area of 63m2. The proposal is that this space be divided from the main entrance area by a partition (preferably full height partly obscured glazing) and a door with door frame to form a meeting room. |  |
| Any Required Adjacencies  i.e. connecting door/hatch/open plan/ etc. | Construct a full height glazed partition with door (**Note – see similar style in Gateway building meeting rooms – include interstitial blind)** |  |
| Occupancy -Number of Personnel | To accommodate 12 persons for the meeting room. |  |
| **Construction** |  |  |  |
| General | It is proposed that apart from the alterations to separate the areas there would be minimal internal constructional alterations. |  |
| Walls | Make good any existing surface defects (‘patch and mend’), on the internal walls in the partitioned off areas  All plaster walls to have external corner protection.  Box in vertical heating pipe drops.  Install all new skirting boards and architrave – style similar to existing. Prime and paint  Remove redundant switches, sockets, boxes, conduit, etc. – make safe and make surfaces good.  Remove existing roller shutter and store and make good walls  Remove existing L shaped counter and dispose.  Remove existing electrical heater and store  All surfaces – prepare, prime and paint |  |
| Windows | It is proposed that existing windows will remain; any defective seals be replaced, broken, inoperable window furniture and defective opening lights be repaired or replaced. |  |
| Flooring | Existing flooring to be removed, the surface to be prepared (levelled if required) to receive new carpet tiles. |  |
| Ceilings | The ceiling grid to remain and defective and stained tiles replaced. |  |
| Doors | Door to be integral with glazed partition |  |
| Door Furniture | The door furniture to be of similar style to adjacent doors.  Lock and lock suiteing to be as UoB existing system  The main entrance door to the Meeting Room to be additionally fitted with a ‘digilock’  Signage – install door signage in similar style to adjacent areas |  |
| **Mechanical & Electrical** |  |  |
| Lighting levels required | Existing lighting to remain and be repaired/replaced where needed. – adjust switching circuitry to allow for dimming and for switching to the main area and the former ‘behind the counter’ area.  Lighting in accordance with UoB lighting policy. |  |
| Heating & Ventilation required | Existing heating infrastructure to remain – allow for removing existing radiator in the existing reception area and replacing with similar style/capacity radiator with TRV on adjacent wall (Same wall as where glazed partition to be fitted).  Ventilation to be by opening windows.  In the ‘behind the counter’ area remove all heat emitters and install one radiator with TRV. Cap/remove redundant pipework |  |
| Hot & Cold Water Supplies. | None required. |  |
| Potable Water required | None required |  |
| Drainage required | None Required |  |
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| **Electrical Requirements** |  |  |
| Fire safety | Fire alarm, detectors, call points to be updated to required standards. |  |
| Electrical circuitry | Isolate and remove existing conduit and run electric and ICT infrastructure above ceiling grid to drop down to service the ‘two’ areas by dado trunking. Allow for 10m of trunking and 6 DSSO’s and 6 data |  |
| **Furniture** |  |  |
| Fixed Furniture | Replace existing vertical blind on external window. |  |
| Loose Furniture | Client Supply |  |
| **Miscellaneous** |  |  |
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| **General** |  |  |
| Room Number | **PO.31** |  |
| Room Description/Purpose |  |  |
| Any Required Adjacencies  i.e. connecting door/hatch/open plan/ etc. | The existing space remains virtually as is with the exception of building a cellular office in similar style to the existing three cellular offices; and the reconfiguring of the main counter – reduce in size and move. |  |
| Occupancy -Number of Personnel | To accommodate maximum three persons |  |
| **Construction** |  |  |  |
| General | It is proposed that apart from the alterations to separate the area there would be minimal internal constructional alterations. |  |
| Walls | Make good any existing surface defects (‘patch and mend’), on the walls in the partitioned off area.  All plaster walls to have external corner protection.  Reconfigure the existing counter and make good  All surfaces – prepare, prime and paint |  |
| Windows | It is proposed that existing windows will remain. |  |
| Flooring | Existing flooring to be retained.  Patch and mend to incorporate the structural changes. Threshold strips to be laid at doorways |  |
| Ceilings | The ceiling grid is to retained – alter and adjust. |  |
| Doors | Install similar door as other three cellular offices. |  |
| Door Furniture | The door furniture to be of similar style to other three cellular offices.  Lock and lock suiteing to be as UoB existing system  Signage – install door signage in similar style to adjacent areas |  |
| **Mechanical & Electrical** |  |  |
| Lighting levels required | General - 400lux switched and dimmable and in accordance with UoB lighting policy. |  |
| Heating & Ventilation required | Existing heating infrastructure to remain. Ventilation to be by opening windows |  |
| Hot & Cold Water Supplies. | None required. |  |
| Potable Water required | None required |  |
| Drainage required | None Required |  |
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| **Electrical Requirements** |  |  |
| Fire safety | Fire alarm, detectors, calls points to be updated to required standards. |  |
| Electrical circuitry | TBA |  |
| **Furniture** |  |  |
| Fixed Furniture | None |  |
| Loose Furniture | Client Supply |  |
| **Miscellaneous** |  |  |
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| ***General*** |  |  |
| Room Number | **P1.40** | **P0.80b** |
| Room Description/Purpose | The existing space is to remain the same shape and form |  |
| Any Required Adjacencies  i.e. connecting door/hatch/open plan/ etc. | ‘Connectivity’ via the stairs (P0.80b) to the main S U facility on the Ground Floor. |  |
| Occupancy -Number of Personnel | To accommodate 20 persons. |  |
| **Construction** |  |  |  |
| General | It is proposed that there will be minimal internal alterations |  |
| Walls | Make good any existing surface defects (‘patch and mend’), on the internal walls.  All plaster walls to have external corner protection.  Box in all remaining and new horizontal heating pipes  Fit all new skirting boards and architrave – style similar to existing. Prime and paint  Remove redundant switches, sockets, boxes, conduit, etc – make safe and make surfaces good.  Prepare surface, prime, two coats of gloss |  |
| Windows | It is proposed that existing windows will remain; any defective seals be replaced, broken, inoperable door furniture and defective opening lights be repaired or replaced.  Window boards to be made good |  |
| Flooring | Existing flooring to be removed, the surface to be prepared to receive new carpet tiles. |  |
| Ceilings | The ceiling is to be replaced with new Grid Ceiling |  |
| Doors | Door to remain |  |
| Door Furniture | The door furniture to remain  Signage – install door signage in similar style to adjacent areas |  |
| **Mechanical & Electrical** |  |  |
| Lighting levels required | General - 400lux switched and dimmable and in accordance with UoB lighting policy. Integrated with new ceiling. Switching to be split into two for each half of the room. |  |
| Heating & Ventilation required | Existing heat emitters to be drained down removed and disposed of. All redundant pipework to be capped and removed. New radiators with controls (TRV’s) to be installed to existing infrastructure.  Ventilation to be by opening windows |  |
| Hot & Cold Water Supplies. | None required. |  |
| Potable Water required | None required |  |
| Drainage required | None Required |  |
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| **Electrical Requirements** |  |  |
| Fire safety | Fire alarm, detectors, call points to be updated to required standards |  |
| Electrical circuitry | Electrical circuitry to be safely isolated and reconfigured as follows – Along wall with windows install dado conduit incorporating 4 x DSSO and 3 x Double Data. Install power and data for interactive whiteboard – positioning TBA |  |
| **Furniture** |  |  |
| Fixed |  |  |
| Loose | Client Supply |  |
| **Miscellaneous** |  |  |
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| ***General*** |  |  |
| Room Number | **Q0.10** |  |
| Room Description/Purpose | Archive |  |
| Any Required Adjacencies  i.e. connecting door/hatch/open plan/ etc. |  |  |
| Occupancy -Number of Personnel | Transient |  |
| **Construction** |  |  |
| General | It is proposed that there will be minimal internal alterations |  |
| Walls | Make good any existing surface defects (‘patch and mend’), on the internal walls.  All plaster walls to have external corner protection. |  |
| Windows |  |  |
| Flooring |  |  |
| Ceilings |  |  |
| Doors |  |  |
| Door Furniture | The door furniture to remain  Signage – install door signage in similar style to adjacent areas |  |
| **Mechanical & Electrical** |  |  |
| Lighting levels required | General - 200lux switched |  |
| Heating & Ventilation required | Existing heat emitters to be drained down removed and disposed of. All redundant pipework to be capped and removed.  Archive storeroom: BSi PD 5454:2012 recommends the following ranges of relative humidity and temperature as  a means of preventing even sensitive archival materials, e.g. photographs, from being compromised when being  stored alongside less critically sensitive archival material, e.g. paper: 13°C to 20°C 35%RH to 60%RH. It is the fluctuations  within these ranges which causes damage rather than the absolute level of RH or temperature, i.e. the aim is to minimise fluctuations.  To this end the storeroom should have no natural light (windows to be blocked out) & all heating sources to  be removed or permanently switched off. |  |
| Hot & Cold Water Supplies. | None required. |  |
| Potable Water required | None required |  |
| Drainage required | None Required |  |
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| **Electrical Requirements** |  |  |
| Fire safety | Fire alarm, detectors, call points to be updated to required standards |  |
| Electrical circuitry |  |  |
| **Furniture** |  |  |
| Fixed |  |  |
| Loose | Client Supply |  |
| **Miscellaneous** |  |  |
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