External

External strip out
Remove the redundant push to open button next to the entrance door including associated wiring.
Remove redundant air conditioning units fixed to the rear elevations including associated pipework, wiring etc.  Ensure refrigerant disposed of in accordance with Hazardous Waste Regulations.
Clear debris, waste materials and vegetation from rear yard and side hardstanding to leave clean, and dispose of in skip.

External repairs/works
Replace the rear flat roof covering to the lower sections of roof due to water ingress in many areas internally.  Also allow to renew lead flashings where the flat roofs adjoins the walls, installing code 4 lead.

Remove cracked concrete pointing to the top of the lead flashing to the upper flat roof parapet and repoint in cement.
Replace the three windows to the rear elevation at first floor level and construct an upstand to prevent water penetration through window frames from flat roof.  (Note cost excluded as works already instructed by the client).
Install a gutter and downpipe to the small section of flat roof to the rear where missing.
Clear through existing rear/side gutters to leave free flowing and re-seal all joints.
Lift the capping over the roof light to the rear lobby, check glazing is sealed correctly and replace capping.
Remove slates and battens to the WC side pitched roof.  Check/replace the underfelt, re-install battens and allow for replacement of 50% of slates.  Replace lead flashings.
Temporarily remove chain link fencing to top of wall at head of pitched roof and remove coping stones.  Replace DPC and reinstall coping stones and fencing.
Redecorate security bars where present.

Redecorate and service the timber double doors to the right side of the front elevation.
Remove boarding to former night safe on front elevation and infill with brickwork to match surrounding masonry.
Undertake repointing works to the base of the walls to the front elevation where pointing has weathered/deteriorated.
Investigate the dampness to right hand side party wall/corner and remedy the cause.  Note, there is a gutter to the roof terrace of the neighbouring property and the lining appears to have failed which may be the cause of the water penetration.  This gutter will be inspected in detail and the waterproof gutter lining replaced.

Undertake masonry repairs to the low level brickwork wall to the side of the property.
Clear through the low level drainage channel to the rear of the building.  Check integrity of lining to the channel base/sides and the condition of any drainage outlets.
Redecorate the hand rails to the steps leading down to the rear yard.

Internal works

General strip out (including disposal)
Remove all stored/loose items within the new proposed Changing Spaces WC room and to the former bank vault and allow for a skip to remove.
Remove box structure which housed the former night safe, adjacent to front entrance.
Remove redundant plug switches, fuse points, conduit, trunking, cabling, pipework, telecommunications boxes, electric wall heaters, etc. to the internal walls and ceilings throughout the property.
Remove redundant timber panelling to the front wall in the large open plan room and the proposed Changing Spaces WC, and the remaining sections of skirting board where partially removed.
Remove the remaining high level picture rail/trim detail where still remaining prior to plastering.
Remove remaining timber door and architrave to the electrical cupboard.
Remove any redundant fixings, hooks, etc. to the walls and ceilings.
Remove existing floor finishes to the rear lobby, stairs and first floor areas.
Remove the remaining sanitaryware, vanity units, mirrors, tiling, hand dryers, timber stud walls, lighting and cubicles to the existing ground and first floor WCs.
Remove the existing lighting to both the existing and proposed WCs prior to installing new.
Remove existing floor finishes to the lobby and the stairs.
Remove the existing kitchen to the first floor, including all wall and floor units, sink, pipework, water heater, tiled splashback etc.

Basement repairs/works

Install small section of metal balustrade to the side of the upper section of steps to prevent falling from height.
Undertake masonry repairs to the walls and soffit where spalling has occurred.
Service the sump pump system to leave in full working order.
Apply a non-slip resin floor coating to the concrete floor of the basement and the steps, to provide a useable floor area for storage.  Also install anti-slip high visibility nosings to the steps.
Rub down and treat corrosion to the steelwork at ceiling level and also the existing lower section of balustrade and redecorate.

Ground floor repairs/works

Following the removal of all fixtures, infill all redundant fixing holes, hack off any loose plasterwork and undertake plaster repairs.  Allow to skim coat plaster all wall and ceiling plasterwork following repairs.
Hack off damp section of plaster to the front right corner, replaster with a waterproof additive up to approximately 1.5m in height.
Hack off damp damaged plaster to the rear elevation wall and surrounding walls. Replaster area with a waterproof additive.
Remove the plasterboard to the downstand beam to the rear of the open plan area and also remove any existing studwork.  Following rectifying leaking from above, rebuild studwork and new plasterboard including corner beading.
Whilst removing the plasterboard to the downstand beam (as noted above), check condition of concealed steel beam, treat corrosion and redecorate prior to installing plasterboard.
To the rear lower ceiling height section of the open plan area, undertake plaster repairs to the ceiling and cornice detailing, also install new plasterboard to the triangular section to the corner.
Install new window board to the window on the left of the main entrance.
Remove weights from the bank vault door and locking mechanism.  Refurbish the door for use as a internal door.
Install supply and extract ventilation into the bank vault to allow space to be used as a room.
Redecorate the retained timber window frames of the two large windows on the front elevation.
Redecorate the internal face of the side entrance bank doors.
Install new compliant timber accessible door to the Changing Spaces WC.
Provide new hot, cold and drainage services pipework to the Changing Spaces WC and unisex WC to the rear.  Provisional sum as pipe routing would need to be investigated further.
Install new tiling to walls of Changing Spaces WC and unisex WC to the rear.
Install new fit out to WC facilities on ground floor to serve the Changing Spaces WC and unisex WC to the rear.  To include; new compliance sanitaryware and fittings, including hoist, adjustable bench, fixtures etc.  Also allow for new cubicle and vanity unit within the unisex WC.  Both facilities to be provided with hand dryers and local water heaters.  Replace mechanical ventilation.
Install new IP rated lighting to WC facilities.
Construct new fire rated enclosure for the electrical cupboard, including fire rated door lockable door.
Install new slip resistant vinyl floor coverings and upstands to the WC facilities.
Install new slip resistant vinyl floor coverings and upstands to the rear lobby.
Refurbish all the retained internal doors, including redecoration and servicing.  Allowance to replace ironmongery.
Rub down and redecorate the balustrading to the stairs including installing additional vertical supports to infill large gaps between spindles which exceed 100mm width.
Redecorate ceilings and walls to the ground floor with white emulsion paint.
Provide new hot, cold and drainage services pipework to serve a potential small retailer kitchen at rear of open plan space.
Test and service the radon extract pump located in the rear WC.

First floor repairs/new works

Following the removal of all fixtures, infill all redundant fixing holes, hack off any loose plasterwork and undertake plaster repairs.  Allow to skim coat plaster all wall and ceiling plasterwork following repairs.
Construct a new stud partition wall to enclose first floor unisex WC.
Install new WC facility to first floor including toilet, basin, small tiled splashback, and lighting. Install local water boiler. Replace mechanical ventilation.
Install new staff kitchen, including wall and floor units to match current size, sink, and local water boiler.  Replace mechanical ventilation.
Install new non-slip vinyl floor coverings to the first floor areas and stairs, including upstands and high visibility nosings.
Redecorate any retained joinery.
Redecorate ceilings and walls to the first floor with white emulsion paint.

Completion

Undertake a thorough clean of the unit and surrounding area/s upon completion and remove all builder's waste/materials and dispose of in a safe and legal manner.