

Client Brief

The development of the Coach House is a major capital project for the Gallery anticipating an expansion of 300m². This will be our most ambitious project since the creation of the contemporary wing in 2006 and will help us to achieve our vision:

- To provide the very highest standards of care for our collection, ensuring that it is maintained for generations of visitors to come
- To become a centre of excellence for the study of Modern British art and a leading collection nationally and internationally
- To make our collection accessible to as wide an audience as possible and provide an inclusive environment for its display
- To create a Gallery and workplace that is environmentally sustainable, designed with the lowest carbon footprint in mind
- To enable the Gallery to become a resilient and sustainable organisation, allowing us to face the future with greater confidence, supporting our workforce and the local community.

Outline of changes to be made to ground floor

Bookshop extended into Friends office

Café pushed back into locker space

Lockers relocated

Redesign and refurbishment of Studio

Creation of a quiet space

Rolling racks to be installed in library and connection made to Coach House

Renovation of Reading Room

Works to Garden, including installing sculpture plinths and summer café

Outline of changes to be made to historic house

Lighting upgrade

Improved working environment for staff

Improvements in cellar

Outline of changes to be made to new wing

Lighting upgrade

New gallery space above library

Connection to Coach House via new gallery space

Upgrade to plant system

Outline of requirements for Coach House

Picture racking and environmentally controlled art store

Conservation area

Fully accessible staff offices

Goods lift and stair

Meeting room/learning space

Accessible WC

Pallant House Brief

1.0 Public Areas

2.0 Staff Areas

3.0 Workshops

4.0 Storage

1.0 Public Areas

1.1 Reception

- signage
- lockers

1.2 Shop

- extended into the Friends office
- new entrance where the Friends office used to be situated

1.3 Café

- relocation from its current space (likely to be pushed back to where the lockers currently are)
- a summer café bar to be located in the garden

1.4 Print Room

- No work required

1.5 Reading Room

- glass fronted storage cabinets to display ceramics
- public reading space
- large printer/copier
- (see 2.0 for staff)

1.6 Galleries

A new gallery is required above the library with doors wide enough to transport and turn crates

- environmentally adequate for display of a range of items including unglazed art works
- accessible from Room 15 and Coach House (door wide enough for wheelchair access and large crates)
- Audio visual capacity from the ceiling
- Pocket door on wall adjoining Room 15
- Must be capable of black out
- walls and floor must be consistent with other galleries (no need for permanent hanging system)
- Flexible lighting

2.0 Staff Areas (including storage only if it must be local to workstations)

Private offices

-Finance (2.10)- the only other staff member who could share this office is deputy director

Specific adjacencies

- Director and PA
- Collections manager and curatorial administrator to be kept together and preferably near collection
- departments kept together apart from 2.5: Head of Publications needs to be with Communications (2.6)
- environmental controls for library

2.1 Front of House

- Head of Visitor Services
 - desk
 - bookshelf
 - wall mounted shelves x 2

- Customer Services Supervisor
- Customer Services Supervisor
- Customer Services Supervisor
- Customer Services Supervisor

(All part of the front desk, need under counter storage for personal items)

2.2 Director

- Director
 - desk
 - bookshelf x 2
 - bookshelf x 1
 - meeting table plus chairs

- Personal Assistant
 - desk
 - filing cabinet x 1
 - bookshelf x 1

2.3 Curatorial

Shared furniture:

- bookshelf x 2
- space for layouts (this could be on top of storage units (see 2.6))

- Senior Curator
 - desk
 - bookshelf x 1

- wall mounted shelves x 2
- 2 drawer filing cabinet x1

- Assistant Curator
 - desk
 - wall mounted shelves x 2

- Curator
 - desk
 - wall mounted shelves x 2
 - bookshelf x 1
 - 2 drawer filing cabinet x1

- Senior Art Technician
 - desk
 - wall mounted shelves x 2

- Hot desk for Interns/ volunteers
 - desk
 - wall mounted shelves x 2

- Collections Manager (dependent on location, currently in the Reading Room)
 - desk
 - 2 drawer filing cabinet x1
 - bookshelf
 - large work table

- Curatorial Administrator (dependent on location, currently in the Reading Room)
 - desk
 - bookshelf
 - wall mounted shelves x 2

2.4 Library

- Librarian
 - desk
 - book trolleys x 3

- Hot desk for Interns/ volunteers
 - desk

- Hot desk for Interns/ volunteers
 - desk

2.5 Commercial and Operations

- Deputy Director
 - desk
 - bookshelf x 1

- wall mounted shelves x 2
- filing cabinet x 2
- Head of Publications
 - desk
 - bookshelf x 2
 - wall mounted shelves x 2
- Buildings Manager
 - desk
 - wall mounted shelves x 2

2.6 Communications

Shared furniture

- Current department shared storage unit (79cm W x 186cm D x 95cm H).

Staff consultation suggests this is optimum for their needs and it doubles as a flat surface for layouts.

- 3 x larger bookshelves



- Head of Communications
 - table/flat workspace for layouts (80cm H x 168cm W x 238cm D) could be foldaway if not sharing departmental storage unit
 - desk
 - bookshelf (90cm H x 60cm W x 30cm D) if not sharing departmental storage unit
 - wall mounted shelves x 2
 - filing cabinet
- Marketing Manager
 - desk
 - Bookshelf (90cm H x 60cm W x 30cm D) if not sharing departmental storage unit
 - wall mounted shelves x 2

- Communications Officer
 - desk
 - Bookshelf (90cm H x 60cm W x 30cm D) if not sharing departmental storage unit
 - wall mounted shelves x 2

- Marketing Assistant
 - desk
 - Bookshelf (90cm H x 60cm W x 30cm D) if not sharing departmental storage unit
 - wall mounted shelves x 2

- Designer
 - desk (180cm W x 120cm D x 73cm H) please note this desk must be large to accommodate equipment such as a scanner
 - bookshelf (90cm H x 60cm W x 30cm D) if not sharing departmental storage unit
 - wall mounted shelves x 2

- Hot desk for Interns/ volunteers
 - desk
 - wall mounted shelves x 2

2.7 Development

Shared furniture

- bookshelf x 2
- 2 drawer filing cabinet (shared printer to sit on top)

- Head of Development
 - desk
 - wall mounted shelves x 2
 - 2 drawer filing cabinet

- Development & Capital Projects Manager
 - desk
 - wall mounted shelves x 2

- Hot desk for volunteer/potential new position
 - desk
 - wall mounted shelves x 2

2.8 Friends

- Office Manager
 - desk
 - wall mounted shelves x 2
 - filing cabinet

- Hot desk for volunteers
- desk
- wall mounted shelves x 2

- Hot desk for volunteers
- desk
- wall mounted shelves x 2

2.9 Public Programmes

- Head of Public Programmes
- desk
- bookshelf x 2
- wall mounted shelves x 2
- filing cabinet

- Learning Coordinator (01)
- desk
- bookshelf
- wall mounted shelves x 2
- filing cabinet

- Learning Coordinator (02)
- desk
- bookshelf
- wall mounted shelves x 2

- Community Programme Manager (01)
- desk
- bookshelf
- wall mounted shelves x 2

- Community Programme Manager (02)
- desk
- bookshelf
- wall mounted shelves x 2
- filing cabinet

- Adult Programme Manager
- desk
- wall mounted shelves x 2
- filing cabinet

- Hot desk for Interns/ volunteers
- desk
- wall mounted shelves x 2

2.10 Finance

Shared furniture

- 4 drawer filing cabinet x 2
- 2 drawer filing cabinet x 1
- Large bookshelves x 4
- Small bookshelf x 1

- Head of Finance
 - desk
 - bookshelf
 - wall mounted shelves x 2
- Finance Officer
 - desk
 - bookshelf
 - wall mounted shelves x 2
- Finance Administrator
 - desk
 - wall mounted shelves x 2
- Finance Administrator
 - desk
 - wall mounted shelves x 2

2.11 Communal areas

2.11.1 kitchen/meeting room (upstairs in Pallant House)

- table
- free standing fridge
- sink unit with cupboards and drawers underneath
- 2 x rubbish bins
- 15 chairs

2.11.2 post (Pallant House)

- staff pigeon holes (180cm H x 125cm W x 32cm D)

2.11.3 printer room (Pallant House)

- large printer/copier
- Floor based storage unit
- wall mounted shelves x 5
- Storage space required (volume) 90cm H x 190cm W x 140cm D)

2.11.4 meeting room/learning space (Coach House)

- Board Room table for 15 people
- 20 Chairs

- AV facilities for presentations (ceiling mounted cradle)
- Floor to ceiling storage unit

2.11.5 staff room (Coach House)

- table
- free standing fridge
- sink unit with cupboards and drawers underneath
- 2 x rubbish bins
- 15 chairs

2.11.5 accessible bathroom (Coach House)

- adequate for wheelchair access (measurements to result from Access Audit)
- wash basin
- hand dryer
- toilet

3.0 Workshops (including storage only if it must be local to workshop)

3.1 Clean (this could be combined with 3.3)

- 3 x table tops for wrapping art works (100 cm H [adjustable] x 122.5cm W x 244cm L). These can be folded and stored.
- storage space for wrapping materials
- Frame storage (450cm W x 150cm H x 110cm D)

3.2 Dirty/space for resident artists (located in bike shed)

- sink unit (65cm H x 80cm W x 56cm D)
- dust extractor unit (152cm H x 51cm W x 71cm D)
- work benches x 2 (91.5cm H x 183cm W x 76cm D)
- storage solution for wood and materials to make plinths
- storage solution for tools (possibly perimeter cupboards) (see 4.10)
- storage solution for crates

3.3 Conservation combined with 3.1

- table top (110cm H x 125 cm W x 290cm D)
- space for desktop computer

4.0 Storage

4.1 Admin. Storage

4.1.1 Collection records and administration (to be relocated from the library)

20 linear metres of shelf space (based on shelf 97 cm W x 36.5 cm H x 29.5 cm D)

4.2 Publications storage

- 100 A4 boxes to be rotated 3 times per year (exhibition catalogue deliveries)
- 200 A4 boxes of guidebooks

4.3 Catering storage

No work required

4.4 Paintings

- Racking to fit the equivalent of 10 year's growth of collection (100 paintings- area required based on average size)
- All framed works not in the main galleries (350.22 sqm)

4.5 Works on paper

Located outside of the print room

- A0 plan chests x 10 (136cm W x 91.4cm H x 93cm D standard size) this an extra 10 plan chests on top of what we already have

4.6 Sculpture

Provision in the cellar

4.7 Porcelain

- storage boxes containing ceramics (72 boxes, each 30cm H x 65cm W x 43cm D)

4.8 Library and archive

Projected growth of Pallant House Gallery Library over next 10 years

Total additional shelving (ideally 1 linear metre per shelf) excluding Collections Records
10 years = 113.5 shelves

- Library (books, current journals, Artists' Files, AV, Guides Info, Sales Catalogues, Misc.) = **84.5 additional shelves over 10 years**
- Special Collections (SC) (SC books, SC journals) = **15 additional shelves over 10 years ideally in lockable cupboards and glass fronted cases in Reading Room.**
- Archives = 10 shelves over 10 years

Collection	Current No of shelves	Predicted additional shelves per 10 years
Library: Books (catalogued)	250	70
Library: Artists' Files (file boxes of uncatalogued ephemera)	15	5
Library: Sales Catalogues (mostly uncatalogued)	5	2.5
Library: Current Journals (23 titles with vary number of issues per title: listed but not catalogued)	10	5
Library: Audio visual materials (mostly uncatalogued)	1	1
Library: Guides & Volunteers Information (files)	2	0
Library: Miscellaneous	5	1
Special Collections: Cupboard (Catalogued)	10	10

Special Collections: Journals (101 titles with vary number of issues per title: listed but not catalogued)	10	5
Archives (mostly boxed and listed but not catalogued)	25	10
Reading Room: Books (catalogued)	16	4
Collection Records (files)	17	?

4.9 Materials storage

- storage solution required in well room of current cellar for non-fragile items and packing materials

4.10 Tools storage

- 6 x mobile tool trolleys

4.11 Adult Learning Courses Storage

- space for 12 easels and 12 drawing boards (180cm H x 120cm W x 80cm D)
- cupboard (190cm H x 80cm W x 45cm D)

4.12 Crate Storage

Provision in the Bike Shed, easy access and variety of sizes