

Existing Building	
Generally	Retain layout and existing fabric wherever possible
Strip out	Existing services and suspended ceilings Non-original fixtures and fittings
Fittings	Retain and refurbish panelled doors for re-use in situ
Walls	Make good existing plasterwork. Fix internal plasterboard and insulation batts to external walls. Plaster skim. Refix trims as necessary.
Window	Repair and re-instate existing windows, reglazing as necessary Install secondary glazing
Ventilation	Install new MVHR system in roof space using existing chimney flues to access individual rooms
Heating	New low temperature radiators in the majority of rooms with electric underfloor heating when possible in the learning rooms
Electrics	New lighting, electrical and communications services throughout
Decorations	Make good and re-decorate all walls, woodwork, windows, and doors.
Ground Floor	
Reception + office	New space created between wings of existing building
Stripping out	Existing external soil and rainwater pipes to be removed
For retention/protection	Slopping out hatches below cells to be retained and protected Existing windows to be protected, with glazing to be replaced with solid panels
Structure	Timber structure to be bolted to brickwork walls of existing building
External screen & lobby	A loadbearing double-glazed timber screen wall on a low brickwork plinth. Solid insulated timber panels at low level, glazing above. Children-friendly manifestations on glazing.
Roof & soffit	Timber framed insulated panel roof with plasterboard and acoustic insulation soffit. Single ply roof covering with central sedum planting area. Flashings to be cut into mortar of brickwork
Walls	Existing brickwork to be cleaned, repaired and sealed as necessary. New brickwork (i.e. to internal wall of lift shaft) to match existing. Walls to office, accessible WC etc. insulated studwork and plasterboard.
Floor & ramps	New insulated and screeded floor with underfloor heating. Tiled finish with recessed coir matting at entrance. An area of glass flooring on one ramp will highlight one slop hatch.
Lift	Lift to be installed within walls of existing plant room at ground level. New opening to be created for doorway. Brickwork to be extended up inside reception. Standard platform lift to be installed.

Accessible WC	New room created between building wings
	Create drainage and plumbing runs. Screed laid on separation membrane and insulation. Non-slip vinyl floor finish with coved upstands to walls
	Moisture resistant plasterboard and ceramic glazed tiles to walls
	Install plumbing, sanitaryware, alarms, lighting etc.
Corridor & stairs	Existing spaces and staircase retained
Strip out	Take up existing carpet flooring. Repair subfloor as necessary Remove additional handrail from staircase
Floor	Lay new sheet carpet. Install new contrasting rubber nosings to stair
Wall	Install new hardwood handrails, to match existing, at child and adult heights to outside walls of stair flights
Trims	Install new plain timber skirting
Laundry room	Room retained as is
Strip out	Remove internal fittings
Floor	Prepare floor Lay non-slip vinyl floor with coved upstands to walls
Fittings	Install plumbing, joinery, equipment, splashbacks etc.
Year 2 learning zone	
Room 1 Front room - N corner	Room retained as existing with modern door enclosure removed
Strip out	Door enclosure (non-original - leading to lower hall)
Floor 1	Retain, repair and re-polish area of terrazzo floor inside porch doors
Floor 2	Retain existing parquet flooring Repair retained and install additional parquet blocks as necessary. Sand, wax and polish
External porch doors	Retain and refurbish doors for re-use in situ
Chimney breast	Open up fireplace to form niche
Trims	Reinstate picture rail/ add new picture rail to match existing where required. Retain original skirting and make good/add new skirting to match existing where required.
Change & WC	Strip out raised floor and make good surfaces Install WC and baby changing facilities into existing room
Sensory room	Clean down room, retaining and making good existing tiled finishes Install half height padded wall finishes and padded floor. Fit sensory room equipment

Room 2	Room retained as existing with non-original partition wall removed
Front room - centre	Doorway to Room 3 re-opened
Strip out	Non-original partition wall
Floor	Take up existing sheet flooring. Repair existing screed Lay new floating timber flooring on resilient mat
Chimney breast	Open up fireplace to form niche
New door opening	Lower sill of existing rear window to form new doorway from Reception area
Trims	Reinstate picture rail/ add new picture rail to match existing where required. Retain original skirting and make good/add new skirting to match existing where required.
New Store	Fit out new store cupboard in space behind new Accessible WC
Room 3 Ex Cell room - S wing	Room retained as existing with lobby partition wall removed and former doorway to rear converted to window. Structural arch retained
Strip out	Existing services and suspended ceilings. External door to rear. Lobby partition wall
Floor	Loose-lay insulation board with integrated UFH pipes, chipboard overlay and engineered timber floors
New external door opening	Lower sill of non-original window to form new doorway to front garden. Quoin up opening in stone to match existing Install new timber door to match style of adjacent sashes
Trims	Install new plain timber skirting
WCs etc. Single cells - S wing	Individual cells retained as originally configured and converted into functional rooms
Strip out	Remove modern internal fittings including shower wall etc.
Floor	Create drainage and plumbing runs. Make good floor after. Lay screed on separation membrane and insulation boards to raise level to that of adjacent floor. Lay non-slip vinyl floor with coved upstands to walls
Fittings	Install plumbing, sanitaryware, cubicles, splashbacks etc.
Baby zone	
West side	Rooms retained as existing with additional openings to allow them to function as a suite
Strip out	Internal fittings and non-original cupboards
Floor	Loose-lay insulation board with integrated UFH pipes, chipboard overlay and engineered timber floors
Chimney breast	Open up fireplace to form niche
New external door opening	Lower sill of non-original window to form new doorway to front garden. Quoin up opening in brick to match existing Install new glazed timber door to match style of adjacent sashes
New internal door openings	Create new door openings with new lintels over to link rooms and open spaces. Quoin up bricks to sides
Trims	Reinstate picture rail/ add new picture rail to match existing where required. Retain original skirting and make good/add new skirting to match existing where required.

Preparation kitchen etc.	Create drainage and plumbing runs. Lay screed on separation membrane and insulation boards to raise level to that of adjacent floor. Lay non-slip vinyl floor with coved upstands to walls. Install plumbing, sanitaryware, cubicles, splashbacks etc.
Change room	Open new door in rear of room, block up existing door to corridor
Subfloor	Lay screed on separation membrane and insulation boards to raise level to that of adjacent floor.
Floor	Lay non-slip vinyl floor with coved upstands to walls.
Walls	Make good and plaster
Services	Install plumbing, sanitaryware, cubicles, splashbacks etc.
Stores (GF, 1F & 2F)	
Riser	Create ventilation riser up through three levels
Partitions	Build internal fire separating wall to riser with fire-rated access panels as necessary.
Floor	Prepare floor Lay non-slip vinyl floor with coved upstands to walls
First Floor	
Corridors	
Strip out	Existing bathroom finishes and fitting Existing carpet flooring.
Floor	Repair subfloor as necessary, Lay new sheet carpet.
Doors	Remove doors where impeding landing
Lift lobby	Open out lobby area. Enlarge window to create access to lift shaft. Install new fireproof cupboard
Stores	
Riser	Create ventilation riser up through three levels
Partitions	Build internal fire separating wall to riser with fire-rated access panels as necessary.
Floor	Prepare floor Lay non-slip vinyl floor with coved upstands to walls
Year 3 learning zone	Rooms adapted to form suite
Learning rooms	
Strip out	Remove internal partition walls and open doorway between rooms. Make good after. Floor finishes etc.
Floors	Make good existing floors, lay new floating t&g chipboard subfloor on resilient mat. Lay engineered timber floor
Doorways	Block up redundant door openings
Chimney breasts	Open up fireplaces to form niches
Fixtures & fittings	Install sink units, splashbacks etc.

WCs	
Services	Create drainage and plumbing runs. Make good floor after.
Floor	Lay screed on separation membrane and insulation boards to raise level to that of adjacent floor. Lay non-slip vinyl floor with coved upstands to walls
Services, FF&E	Install plumbing, sanitaryware, cubicles, splashbacks etc.
Meeting room	Room to remain as is
Floors	Make good existing floors, lay new floating t&g chipboard subfloor on resilient mat. Lay sheet carpet
Pre-school learning zone	Rooms adapted to form suite
Learning rooms	
Strip out	Remove internal partition walls and open doorway between rooms. Make good after. Floor finishes etc.
Floors	Make good existing floors, lay new floating t&g chipboard subfloor on resilient mat. Lay engineered timber floor
Doorways	Block up redundant door openings
Chimney breasts	Open up fireplace to form niches
Fixtures & fittings	Install sink units, splashbacks etc.
WCs	
Services	Create drainage and plumbing runs.
Floor	Lay screed on separation membrane and insulation boards to raise level to that of adjacent floor. Lay non-slip vinyl floor with coved upstands to walls
Services, FF&E	Install plumbing, sanitaryware, cubicles, splashbacks etc.
Second Floor	
Corridors	
Strip out	Existing bathroom finishes and fitting Existing carpet flooring.
Floor	Repair subfloor as necessary, Lay new sheet carpet.
Lift lobby	Open out lobby area. Enlarge window to create access to lift shaft. Install new fireproof cupboard
Staff room, office & stores	Rooms remaining as is
Ceilings	Insulate between joists, Replace sloping ceilings etc with moisture resistant plasterboard
Floors	Make good existing floors, lay new floating t&g chipboard subfloor on resilient mat. Lay engineered sheet carpet or linoleum
Fixtures & fittings	Install cupboards, sink units, splashbacks etc.
WCs	
Services	Create drainage and plumbing runs.
Floor	Install WBP ply subfloor, firmly screwed down. Lay levelling screed Lay non-slip vinyl floor with coved upstands to walls
Services, FF&E	Install plumbing, sanitaryware, cubicles, splashbacks etc.

Kitchen	
Services	Create drainage and plumbing runs. Install ventilation system
Floor	Install WBP ply subfloor, firmly screwed down. Lay levelling screed Lay non-slip vinyl floor with coved upstands to walls
Walls	Line walls with hygienic wall covering
Services,	Install plumbing, sanitaryware, cubicles, splashbacks etc
FF&E	Install kitchen an equipment
Roof space	
Access	Install retractable access ladder – ½ hour fire resistant Refurbish and make good access equipment to flat roof.
Insulation	Insulate inside roof space – 300mm mineral wool
Equipment	Install MVHR equipment including on external platform
Ventilation	Vent roof space

TAP August 2024