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PETERSFIELD FESTIVAL HALL

MAIN HALL RIGGIN WORKS

ARCHITECTURAL SUMMARY OF THE SCOPE OF WORKS

STAGE 4 TENDER – P2 (Tender issue)

2024.01.26

TO BE READ WITH:
SCHEME DRAWINGS,
NBS SPECIFICATION

GENERAL NOTES

Other main specifications not covered in this scope:

Design and specification on structural engineering by other consultants
Design and specification of Theatre equipment and AV equipment by other consultants

THIS DOCUMENT ISSUES:

Stage 4 revision P1 this issue : 2023.12.19 (draft stage 4)
Stage 4 revision P2 this issue : 2024.01.25 (Tender set)

COLOUR KEY FOR THIS DOCUMENT

Black = confirmed

Red = to be confirmed/in abeyance subject to final scope & budget

Blue = Updated since last issue

Grey = omitted

REFERENCE NUMBER EXAMPLES

RG – ROOM GROUND FLOOR (i.e. RG.01)

RF – ROOM FIRST FLOOR (i.e. RF.01)

DG – DOOR GROUND FLOOR (i.e. DG.01)

HW – hardwood

SW – softwood

SO – structural opening

Or similar approved – substitutions to be approved by architect

Scope or works to be read in conjunction with Foster Wilson Size (FWS) drawings

PROJECT PHASES

PHASE 1 – renovation of the Petersfield Festival Hall and Town hall Council Chamber

PHASE 2 –Petersfield Festival Hall Rigging works (this phase)

PHASE (tbc) – Full renovation of the Petersfield Festival Hall and Town hall

CLIENT

- PTC - Petersfield Town Council

CONSULTANT & ROLES

Design team (to date)

- FWS - Foster Wilson Size /Architects and lead consultant
- CB – Conisbee /Structural Engineers
- TP – TheatrePlan – Theatre technical consultant and AV
- SSS – Shiel Safety Services / Principal Designer
- AP – Ainsley and Partners / QS

WRITTEN FWS DOCUMENTS

SCOPE OF WORKS DESCRIPTIVE SUMMARY (This document)
NBS specification
DRAWING & DOCUMENT ISSUE SHEET

1.0 SCOPE SUMMARY & BACKGROUND: PHASE 1

INTRODUCTION

The Festival Hall in Petersfield is owned and operated by Petersfield Town Council and was constructed in 1935 as a result of the vision of Harry Roberts to provide a venue for the Petersfield Musical Festival. The building combines the offices of the Town Council with the Hall itself. It continues to provide a home for the Music Festival as well as many other performances and events today. Over the years successive Councils have invested in its performance facilities, which compare favourably with those of other venues in the local area. This has led to hires by dance and drama groups based well outside the Town. Audiences are drawn to events at the Hall from a wide surrounding area.

Currently PTC are developing plans for a significant extension and refurbishment of the building, however ahead of these works PTC are looking to undertake a smaller scale works with this phase renovating and replacing the over stage flying/rigging system.

SCOPE OF WORKS: SUMMARY

Summary Brief

The project brief is to: Undertake the replacement of the stage rigging works

The works involve the:

- Removal of existing rigging system
- Installation of new steel supporting beams at high level
- Installation of new steel columns either side of stage
- Installation of new rigging system

OUTLINE PROGRAMME

- To be agreed with the client PTC – likely Summer 2024 – refer to prelims

TEMPORARY WORKS & LICENCES

2.0 TEMPORARY WORKS & LICENCES

- 2.1 Generally, any hoarding, scaffolding, protection, access equipment (powered/non powered) and any temporary structural works necessary to carry out the works are to be provided. Final arrangements for access into the Town Hall during the works are to be discussed with client.
- 2.2 Internal dust protection where required to isolate areas of the work from the remainder of the building will be required.
- 2.3 Protection of stage surface during works required. Protection of any retained services, AV equipment's and fire alarms from dust required
- 2.4 Any required site setup security and welfare as agreed in the prelims.
- 2.5 Contractor is to allow for and arrange any necessary Temporary Structure Licences, permissions, road closures, parking bay suspensions etc etc . from Council.
- 2.5 Contractor is to allow for site liaison and communication with statutory authorities following applications submitted by design team and client (building control).
- 2.6 Contractor to allow for any notifications if required to statutory suppliers (gas, electricity etc).

DRAWINGS & SITE MEASUREMENTS & SAMPLES

3.0 SITE DIMENSIONS

- 3.1 All dimensions should be checked first on site before manufacture or installation.
- 3.2 All proprietary systems & products should be installed to manufacturer's standard / or best practice details
- 3.3 All figured dimensions on drawings only are to be used.
- 3.4 The contractor must verify all dimensions on site before commencing any work or manufacture, failure to do so will be contractor's risk.

4.0 SHOP DRAWINGS/TEST SAMPLES/PROTOTYPES/CONDITION RECORD/ASBESTOS:

4.1 SHOP DRAWINGS

All specialist contractors will be responsible for surveying the site and the preparation of fully detailed design and installation drawings, which will be submitted to the architect (or appropriate design consultants) for comment, revised in accordance with those comments, and resubmitted until such time as there is no further comment. Adequate time must be allowed for this process, prior to commencement of manufacture.

Shop drawings will also be required for approval on the following architectural items:

NA

4.2 PAINT COLOURS SAMPLES

Paint or stain colour test sample panels

Small 500x500 panels x 4 for colour match tests to hall wall colour

4.3 CONDITION SURVEY

Contractor to undertake photographic (or HD video) condition survey of all areas of planned at commencement of works and supply this to design team.

4.4 ASBESTOS SURVEY

A type 3 R&D survey will need to be undertaken by the main contractor to the areas for demolition.

Note: The client has an up to date asbestos register

SCOPE OF WORKS

To be read in conjunction with NBS document

5.1 REMOVALS

Existing Rigging system – refer to TheatrePlan documents

Remove and store for reuse areas of stage timber surface to allow for install of new columns
Remove and store for reuse areas section of under stage floor to allow for install of new columns
Remove wall timber trim (door level) and stage front and store for reuse to allow for install of new columns
Allow for adjustment (locally) to SW stage timber supports to allow for install of new columns
Form new foundation and padstone – refer to Conisbee structural information.

5.2 EXISTING SERVICES

Prior to any removal – check for any live services and identify to design team.
There are indications that some HW heating pipes may run near to or in the floor near the location of the planned new columns
If so the existing radiator system will need to be drained, pipes temp capped
Once columns and foundation are installed the pipes (if present) can be re routed and the system re commissioned.

5.3 NEW STRUCTURE

Install new padstone/foundations/ steelwork – refer to Conisbee documents

5.4 FINISHES - STEEL FIRE PROTECTION

Steelwork:
Refer to NBS:
M61 Painting
All Steels to have 60min fire protection prior to any covering

5.5 NEW RIGGING SYSTEM

Install new Rigging system – refer to TheatrePlan documents

5.6 MAKING GOOD - FLOORING

Refit under stage floor
Re fit stage flooring
Refit wall trims
Refit stage front

Make defined provisional sum allowance (cost and times) for some potential replacement of trims/timber finishes should they be damaged as part of removals

5.7 MAKING GOOD - PLASTERING/SURFACE REPAIRS

New plaster repairs (local) to ceiling and walls where new padstones /beams/columns installed and following removal of existing rigging system

Allow for localised repairs/infilling of holes ceiling (final extent tbc)
Allow for plastering repairs local to new pad stones only (final extent tbc)
Allow for plastering repairs local to new columns only where steel embedded in brick piers (final extent tbc) Alternative such as over boarding plasterboard to column face maybe possible subject to review by architect post steel install.

Refer to NBS:
M20 Plastering

5.8 MAKING GOOD - PAINTING

New Decorative repairs to ceiling and walls where new padstones /beams/columns installed and following removal of existing rigging system

Allow for whole ceiling to be repainted (final extent tbc)
Allow for 1 side wall to be repainted (final extent tbc)
Allow for location repainting near new column

Refer to NBS:
M20 Plastering
M60 Painting

6.0 FIRE STOPPING NOTE

All fire compartments line (refer to FWS fire series drawings) must be maintained and sealed

Given the historic nature of the building over time holes and penetrations in compartment walls may have been formed and not filled, or filled with unsuitable products, further more it can be that whole or parts of walls/slabs/ceiling may have been constructed in materials or ways that do not meet the correct fire rating for that particular zone.

Any holes / discrepancies such as above that are discovered as part of the works should be highlighted to the design team and a suitable fire stop or remedial works will be specified and fitted

Typically Rockwool or similar fillers and stops will be specified subject to the particular application
<https://www.rockwool.co.uk/applications/fire-protection/fire-stopping/penetration-void-fillers/>
All products should be tested in accordance with BS476 parts 4, 20 and 22 and/or EN 1366-3

All new fire stops should be installed by a sub contractor certified under the Q mark/Firas or equivalent certification scheme and should include the issue for the client of a record/register and dated installations.