

ENVIRONMENTAL ESSENTIALS

# Asbestos Abatement Specification

For

The University of Oxford

At

225 - Radcliffe Science Library  
1a South Parks Road  
Oxford  
OX1 3UB

**Environmental Essentials Ltd.**

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## Version Control

Project Ref	Version	Author	Date of Issue	Description of changes
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## 1.0 Introduction

### 1.1 Introduction

- 1.1.1 Environmental Essentials Ltd. have been appointed by The University of Oxford, hereafter referred to as the 'Client', to produce an asbestos abatement specification for works at 225 - Radcliffe Science Library, 1a South Parks Road, Oxford, OX1 3UB.
- 1.1.2 Site Description:  
Grade II Listed Building. The main block, facing South Parks Road, was built in 1901 to the design of Sir T G Jackson at the cost of the Draper's Company in Douling ashlar. The new wing, facing Parks Road, was built in 1933-34 in Bladon stone with Clipsham stone dressings, by Sir Hubert Worthington. This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.  
The Radcliffe Science Library (RSL) is the main teaching and research science library at the University of Oxford in Oxford, England. Being officially part of the Bodleian Libraries, the library holds the Legal Deposit material for the sciences and is thus entitled to receive a copy of all British scientific publications.  
In December 2018 it was announced that the premises would be used as the basis of a new nonresidential graduate college of the University, Parks College, alongside the library. The library closed for refurbishment in December 2019 to reopen in Summer 2021.  
The RSL building consists of three parts, developed as expansion of the library was necessary:  
The Jackson Wing, parallel to South Parks Road, is Grade II listed. Designed by Sir Thomas Jackson it opened in 1901. This wing currently houses parts of the RSL and formerly housed part of the Hooke Library on the staircase at its east end. It is arranged over 3 floors, all above ground, with two reading rooms and administration offices.  
The Worthington Wing, parallel to Parks Road, was designed as an extension to the Jackson Wing in 1934 by Hubert Worthington. The wing extends to the north of the western end of the Jackson Wing and contains two reading rooms, on the first and second floors, and the library entrance hall on the ground floor.  
The Lankester Room and Main Stack, a two-storey extension under the lawn of the museum, built 1972-5. The Lankester Room is a large reading room of the library containing the book collection. The stack contains additional storage for library materials - readers do not have direct access to this, but can request items from it.
- 1.1.3 It is the intention of the Client to appoint an Asbestos Removal Contractor, hereafter referred to as the 'Contractor', to complete the works as detailed within this specification.
- 1.1.4 The specification has been produced to inform the tendering Contractor(s) of the scope of asbestos works required; please note that this specification details the output of the works required (i.e. what needs removing and from where), the specific removal methodology and control measures to deliver the works are the responsibility of the Contractor to determine as part of the tender process.
- 1.1.5 The Client is to arrange for an independent UKAS accredited Analytical Consultant, hereafter referred to as the 'Analyst', to be in attendance during the works.
- 1.1.6 The Asbestos Containing Materials (ACMs) documented for abatement works within this specification were identified within the following report(s):
- i. P-369541, Asbestos Refurbishment Survey, Environmental Essentials, Issued v4 27.11.2020

## 1.2 Legislative Requirements

1.2.1 All work contracted under this specification must be carried out in accordance with all applicable statutory legislation and HSE guidance including the following (list is not exhaustive):-

- i. The Health and Safety at Work etc Act 1974
- ii. The Control of Asbestos Regulations 2012
- iii. The Hazardous Waste (England and Wales) Regulations 2005
- iv. The Special Waste Regulations 1996 (Scotland)
- v. The Construction (Design and Management) Regulations 2015
- vi. The COSHH Regulations 2002
- vii. L143 (second edition) Control of Asbestos Regulations 2012. Approved Code of Practice and guidance
- viii. HSG247 Asbestos: The licensed contractors guide

1.2.2 In carrying out these works, the Contractor shall also comply with any site-specific requirements of the Client.

### 1.3 Project Directory

1.3.1 The following parties are involved in the project:-

Role	Company & Address	Contact Details
Client	University of Oxford Estates Services, The Malthouse, Tidmarsh Lane, Oxford, Oxfordshire OX1 1NQ	Paul Prince [REDACTED]
Client Project Manager	CPC Project Services LLP 100 Wood Street London EC2V 7AN	Viv Barnard [REDACTED]
Health & Safety Advisor to the Client	TBC	
Principal Designer (PD)	TBC	
Principal Contractor (PC)	Morgan Sindall Construction & Infrastructure Ltd Aquasulis, 10-14 Bath Road Slough SL1 3SA	Richard Ramsdale [REDACTED]
Asbestos Analytical Consultant	Environmental Essentials Ltd Unit 3 Arlington Court, Silverdale Enterprise Park, Cannel Row, Newcastle-under-Lyme, Staffordshire ST5 6SS	Adam Whalley [REDACTED] Adam Brindley [REDACTED]

## 2.0 Tendering Information

### 2.1 Delivery of the Tender

- 2.1.1 The Form of Tender and associated documents as listed in section 2.4.1 must be duly completed and submitted via email to Richard Ramsdale via Richard.Ramsdale@morgansindall.com no later than the tender return date and time as listed within section 2.2.1, or at a date / time to be confirmed, with “Tender for Asbestos Removal” in the Subject Heading. The e-mailed tender must be sent to the above address only and must not be sent to any other e-mail address.
- 2.1.2 It will be the responsibility of the tendering Contractor to ensure that all the required information is provided in full; any missing information could lead to the tender submission being rejected.

### 2.2 Timetable of Events

- 2.2.1 The following timeline applies to the procurement of the works detailed within this specification (amend table as required):-

Phase	Date
Date of site visit	TBC
Tender return date and time	TBC
Tender award date	TBC
Commencement date of the works	TBC
Completion date of the works	TBC

### 2.3 Site Visits

- 2.3.1 Site visits to assess the scope of works as detailed within this specification are required.

### 2.4 Submission Requirements

- 2.4.1 The Contractor is to ensure that the following documents are submitted with their tender return:-

Document	Required (Yes/No)
Signed Form of Tender (Appendix B)	Yes
Signed Bill of Quantities (Appendix C)	Yes
Proposed Programme of Works (detailing each phase of the works Inc. four-stage clearance and air monitoring)	Yes
Insurance Certificates (Public and Employers Liability as a minimum)	Yes
HSE License to Work with Asbestos	Yes

## 2.5 Working Hours

2.5.1 For the purposes of this tender, the Contractor is to price on the assumption that the works are to be undertaken on the following basis:-

Comments
<ul style="list-style-type: none"> <li>Working hours - 0800-1700 weekdays</li> <li>Optional costs to be included for additional weekend day shifts 0800-1700</li> </ul>

## 2.6 Provisions, Supplies & Isolations

2.6.1 The Contractor is to take note of the following table in relation to the responsibilities for provisions, supplies and isolations required to facilitate the works which must be accounted for within the tender submission:-

Element	Details (e.g. who is providing, remit of provisions, etc.)
Provision of suitable power for the works	Morgan Sindall
Provision of water for the works	Morgan Sindall
Provision of suitable welfare for the works	Morgan Sindall
Provision of site security, compound and hoarding for the works	Morgan Sindall
Heating & mechanical isolations	Morgan Sindall
Electrical isolations	Morgan Sindall
Temporary power/water supplies to maintain building operations	Morgan Sindall
Temporary fire safety systems, for the building i.e. alarms, sensors, etc.	The Contractor to agree with Morgan Sindall
Other (specify)	<ul style="list-style-type: none"> <li>This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest. The Contractor is to liaise with the Client regarding the confines of listed building status and heritage limitations throughout these works.</li> <li>Contractor to include suitable high level access equipment options within the Bill of Quantities</li> </ul>

2.6.2 These arrangements are to be considered when bidding/pricing for these works. It will be the responsibility of the Contractor to make the necessary arrangements with the Client and suppliers based on all of the information supplied in section 2.6.

2.6.3 Where the Client can provide power/water (noted within the table above), the Contractor will be responsible for all connections to these supplies including materials, equipment and suitably qualified and experienced persons required to make the connections.

2.6.4 Where the Contractor is to arrange for power/water to facilitate the works, the Contractor will be responsible for the supply, installation and maintenance of such.



- 2.6.5 Where the Contractor is responsible for welfare provisions and is the Principal Contractor for the works (more than one contractor on site), the welfare provisions must be available to all other contractors and sub-contractors for the duration of the works.
- 2.6.6 Where the Contractor is responsible for electrical and mechanical isolations, these must be undertaken by a suitably qualified and experienced person. Assessments must be made prior to isolation to establish any other areas that may be affected by the isolations. The Contractor will be responsible for coordinating such activities in direct liaison with the Client.
- 2.6.7 Where the Contractor is responsible for site security, compound and/or hoarding, the Contractor must liaise directly with the Client regarding any specific requirements for such provisions, i.e. Client hoarding specification (particular type, colour, etc.). The exact locations and extents of the compounds and hoarding are to be agreed directly with the Client.
- 2.6.8 The Contractor must always include for suitable access equipment to complete the works unless specified otherwise within this specification. Access equipment will be used by the Analyst to complete any associated air monitoring and four-stage clearances, therefore, must be dual purposed to allow the complete removal of the asbestos materials (including the cleaning works) and also the Analyst to complete their works without restriction; this includes a thorough visual inspection (stage 2) during the four-stage clearance, where applicable. Please note that failure to complete a satisfactory visual inspection (stage 2) due to a lack of suitable access equipment will result in a failed four-stage clearance with the Contractor liable for project over-runs.
- 2.6.9 The locations of negative pressure units, airlocks, transit/waste routes, waste skips, decontamination units, and all other facilities and equipment required to deliver the works is the responsibility of the Contractor to establish in direct liaison with the Client.

## **2.7 Tender Considerations**

- 2.7.1 The specification must be read in its entirety, including any associated appendices and documentation referenced within the specification.
- 2.7.2 Contractors should ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their bid is accepted.
- 2.7.3 The Contractor will be acting as the Principal Contractor for the duration of the works and tender prices must include all costs associated with this role; duties of the Principal Contractor will be in line with the CDM Regulations 2015.
- 2.7.4 Whilst extents and measurements have been detailed within this specification and associated supporting documentation, i.e. survey report, it will be the Contractors responsibility to make their own assessment of extents and measurements. No variation of cost will be accepted where the Contractor has failed to make reasonable assessments of extents and measurements.
- 2.7.5 The Contractor shall accept responsibility for the co-ordination, supervision and administration of the works detailed within this specification, including any sub-contractors that may be appointed to deliver the works, and other parties that may have an impact on the works, i.e. local authority.
- 2.7.6 The Contractor shall accept responsibility for all costs and time incurred in complying with all local authority/third party requirements in relation to the works, such as: access and egress from the site, vehicular movement and parking, plant or materials on any public, road, path or verge, or any other matter that local authorities or other parties have jurisdiction. Any damage caused to public areas will be made good at the Contractors' expense.
- 2.7.7 The Contractor should be aware to include for: staff attending site specific inductions prior to commencing works, staff following any site specific procedures (i.e. signing in/out), attendance to regular site meetings for the proper management and co-ordination of the contract, attendance to all

meetings in relation to this project (including pre-start and close out meetings) and informing sub-contractors and suppliers when their presence to meetings is required.

- 2.7.8 The Contractor will be responsible for ascertaining the locations for site compounds,
- 2.7.9 The Contractor will be required to assess all hazards and risks associated with the works; should the Contractor be successful in this tender they will be expected to formulate a detailed Risk Assessment and Method Statement (RAMS) for the works. Any issues relating to Health & Safety must be brought to the attention of the Client prior to work commencement.
- 2.7.10 Contractors are requested to ensure that they seek the information necessary from the Client to inform their price submission. Failure to request such information will not entitle the bidder to subsequently claim additional monies or amendment to their price.
- 2.7.11 Contractors submitted prices will be exclusive of VAT, but inclusive of all other costs, expenses and disbursements incurred in the delivery of this tender.
- 2.7.12 If the Contractor cannot tender for any part(s) of the work as defined within this specification or seek amendments to the specification, they must inform the Client immediately, clearly defining the parts that they cannot deliver or amendments sought with an explanation to the reasons. The Client reserves the right to dismiss any amendments or reject the Contractors bid on the basis of failure to meet the specification requirements.
- 2.7.13 For tenders to be considered, they must be received by the Client no later than the tender return date and time referred to in section 2.2, and must be kept open and valid for acceptance, by the Client, for at least 180 days after the submission of the form of tender. Any tenders received after the tender return date and time will not be opened/viewed and will be rejected.
- 2.7.14 Should the Contractor have any doubts, questions or concerns in relation to the information contained within this specification, supporting appendices, and referenced documentation, or any other matter in relation to this tender, the Contractor must deliver their queries to the Client in writing at least 5 working days prior to the tender return date. Any responses from the Client to answer these concerns will be shared amongst all tendering contractors, unless the information is commercially sensitive.
- 2.7.15 The Client is not bound to accept the lowest or any tender and reserves to itself the right at its absolute discretion to accept part, all or not accept any tender.
- 2.7.16 The cost of tendering for these works is entirely borne by the Contractor. The Client will not be responsible for any expenses that may be incurred in the preparation and submission of a tender.
- 2.7.17 Should the Contractor's programme over-run, at no fault of the Client or other party whom is not directly employed by the Contractor, due to events that could not reasonably have been foreseen, the subsequent additional Analyst costs must be covered by the Contractor at the rates agreed between the Analyst and the Client. Any such costs will be deducted from the Contractor's final payment application.

## **2.8 Damage**

- 2.8.1 The Contractor will be responsible for any damage caused as a result of poor working practices, negligence and lack of prior assessment, including damage to the electrical installation and water damage due to bursts and leaks.
- 2.8.2 Care is to be taken during the works, to ensure that dust, waste materials, water etc. arising from the works does not enter electrical equipment, gas and oil burners, pumps, furniture or materials stored or used in the area, etc. causing damage and subsequent hazards.
- 2.8.3 The Client may conduct a full assessment following the works to ensure that all services i.e. heating, electrical, plant etc. are in full working order. Where damage is noted by the assessors, the

Contractor will be challenged as to why the damage has occurred. Where the Contractor cannot provide a suitable reason or evidence to suggest the damage was caused before the abatement works, the Contractor will be deemed at fault and will be charged for the repair costs accordingly. Any such costs will be deducted from the final payment. For this reason, it is recommended that the Contractor carries out their own visual assessment of current site conditions, taking photographs as evidence, and raise any issues with the Client prior to commencing works.

## **2.9 Confidentiality**

2.9.1 The Tender and Specification and all other documentation issued by the Client relating to the Services shall be treated by the Tenderer as private and confidential for use only in connection with the tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Client.

## **2.10 Non-collusion**

2.10.1 By submitting a bid for these works, the Contractor is confirming that:-

- 2.10.1.1 A bona fide offer has been made, intended to be competitive and which has not been fixed or the amount of the offer adjusted in accordance with any agreement or arrangement with any other person (except any sub-Supply Partner identified in this offer);
- 2.10.1.2 They have not entered into any agreement with any other person with the aim of preventing Tenders being made or as to the fixing or adjusting of the amount of any Tender or the conditions on which any Tender is made;
- 2.10.1.3 They have not communicated to any person, other than the Client, the detail of their Tender including but not limited to, the amount or approximate amount of the proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations, for performance bonds or for professional advice required for the preparation of the Tender;
- 2.10.1.4 They have not entered into any agreement or agreements with any other person that they shall refrain from submitting a Tender or as to the amount of any Tender submitted by them;
- 2.10.1.5 They have not contravened the Bribery Act 2010 or any other applicable anti-bribery or anti-money laundering laws and/or regulations;
- 2.10.1.6 They have not offered or agreed to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other Tender or proposed Tender.

## 3.0 Analyst Requirements

### 3.1 Requirements

- 3.1.1 Air monitoring and four-stage clearances will be undertaken in accordance with current HSE guidance and legislation.
- 3.1.2 A consistent approach in the allocation of staff for clearance testing will be adopted wherever possible, there will however be instances where this is not possible and in particular out of hours / weekend working. It may be prudent for the Contractor to consider times / dates for four-stage clearances to ensure consistency as far as practicable i.e. weekday during normal working hours, wherever possible.
- 3.1.3 In no instance will the Analyst enter a 'live' enclosure to assess cleaning standards, monitor removal methods, or any other reason that contravenes current legislation and guidance.
- 3.1.4 The appointed analyst may be required to oversee and sign off smoke tests prior to live enclosure works. Please allow adequate time within the programme for a full enclosure integrity assessment including inspection of all areas above, below and surrounding the enclosure zone for any potential smoke leakage. The Contractor must therefore make provisions to access all necessary room locations. Locked rooms will prevent the smoke test from being complete and therefore delay the project.
- 3.1.5 Prior to inviting the Analyst to commence the four-stage clearance procedure, the Contractor's Supervisor must undertake a thorough visual inspection to assess work completion, and site conditions.
- 3.1.6 The Contractor must allow adequate time within the programme for the four-stage clearance procedure to be carried out diligently. Time delays due to poor planning in respect of the four-stage clearance will not be a justified reason for additional charges. It will also not be acceptable to apply pressure to the Analyst to speed up the four-stage clearance procedure.

## 4.0 Scope of Works

### 4.1 Scoping Information

Item:	01
Floor Level(s):	First Floor
Location(s) and Room Dimensions:	225.30.06 Reading Room – 245.19m <sup>2</sup> - Specified zone only adjacent to column 225.30.10 Office - 27.81m <sup>2</sup> - Full room
Asbestos Materials:	Asbestos containing plaster finish to walls and ceiling, including column to 225.30.06
Scope:	<p><b>Special note:</b> The Contractor is to liaise with the client and project team regarding the confines of listed building consent and heritage limitations throughout these works. Although heritage contractor costs associated with these works will be costed outside of this specification, the contractor must include processes, procedures, safe methodologies etc. and allow time within the programme / costs for the heritage contractor's work. The contractor is to work closely with the heritage contractor to ensure that applicable heritage features are dealt with in a sympathetic manner, under their guidance.</p> <p><b>Refer to below plans for trial areas:</b></p> <ul style="list-style-type: none"> <li>Asbestos Trial Abatement - Area 1 Jackson Wing First Floor (Room No. JF – 09) – 225.30.10</li> <li>Asbestos Trial Abatement – Area 2 Jackson Wing First Floor (Room No. JF-08) – column within 225.30.06</li> </ul> <p><b>Insulation</b> - All insulation materials i.e. MMMF / foam pipework insulation, blanket insulation etc., if present, are to be removed and disposed of as asbestos waste. All remaining pipework should be cleaned to a standard deemed free of dust and debris. No reinstatement of pipework insulation is required.</p> <p><b>Redundant services/fittings/brackets</b> – are to be removed, this may also facilitate access to other services within the area for cleaning. The contractor should ensure all services have been agreed redundant with the client before removal. Brackets that are difficult to clean should be removed, however, suitable industry standard replacement brackets (should they be required, where services are to remain) should be provided and fitted by the contractor. Methods must be adopted to avoid any residual risks / caveats, unless all avenues have been exhausted or excessive damage to heritage features would be caused.</p> <p><b>Ceilings</b> – Lighting, fixtures and fittings to the ceiling are to be isolated by the principle contractor, prior to the works and disposed of by the contractor. The plaster coating to the ceiling is then to be removed in its entirety. Initially the use of hand tools should be considered to reveal an edge of the plaster. The use of more mechanical means to remove the bulk of the plaster material will be trialled to ensure that no damage to the original structure occurs. This work would be undertaken using a blade attachment at an approx. 45 degree angle in order to prevent damage to the original structure beneath the plaster, then once the bulk of the plaster is removed the contractor will return to hand tools only to fine clean the surface of the pot and beam structure. The exact ceiling construction / make up is unknown above the plaster finish, but based on previous works in this building it is expected that it is a pot and beam ceiling with clinker infill and this should be assumed for pricing. All cleaning methods should be used / designed in order to minimise any potential damage to the ceiling structure during removal works. Any remaining gaps in the substrate structure should be cleaned as far as practicable before being sealed with sealant, such as intumescent mastic and ablative coated mineral wool fire batt (large gaps), or equivalents. Encapsulation of any surfaces should only be undertaken where full cleaning without caveats cannot be achieved; having exhausted all methods i.e. where the plaster is trapped deep within the structure etc. and break out work would be excessive and would cause potential structural risks. It should be noted that the cavity above the pot and beam ceiling will be classified as contaminated following the works, as full decontamination could only be achieved by removal / break out of the ceiling structure.</p> <p><b>Walls</b> – Where permitted, items such as lighting, electrical conduits, fixtures and fittings to the walls etc. are to be isolated by the principle contractor, prior to the works and disposed of by the contractor. Bookcases are to be removed with the assistance of suitably competent and face fitted heritage contractors, under suitably controlled conditions. All associated heritage costs are to be covered by the heritage contractor and not the asbestos contractor, however the contractor must account for time allowance to complete such works. The plaster wall finish is to be removed in its entirety, back to bare structure, by suitable methods. Initially the use of</p>

hand tools should be considered to reveal an edge of the plaster. The use of more mechanical means to remove the bulk of the plaster material will be trialled to ensure that no damage to the original structure occurs. This work would be undertaken using a blade attachment at an approx. 45 degree angle in order to prevent damage to the original structure beneath the plaster, then once the bulk of the plaster is removed the contractor will return to hand tools only to fine clean the surface of the stone wall structure. It is the aim to have a surface cleaned to a standard deemed free of asbestos dust and debris. The methods used must ensure that all underlying visible plaster material is removed and consider the avoidance of damage to the stonework and mortar, as far as reasonably practicable. The top surface of the mortar will however need to be scraped back, to ensure the removal of the plaster can be confirmed, as far as reasonably practicable. Contractors are to be aware that it is the intention that the wall surface will be caveat free following this element of the works.

**Floors** – Existing carpets to be disposed of as general waste, unless residual plaster is uncovered beneath, This work must therefore be undertaken by the asbestos contractor. The contractor is to work closely with the heritage contractor to devise a strategy for the retention of any floor-boarding and framework / supports beneath. It is envisaged that the floor structure will need to be removed back to bare concrete slab both in order to gain access for thorough cleaning, without caveats of any potential ACMs residue, and in order to erect scaffolding from a sound/solid structure. Costs and methodologies associated with any heritage aspects are to be covered by the heritage contractor, however the asbestos contractor must allow for the timescale to complete such work. Assume the flooring will be carefully cleaned and retained (to rid of any potential residual plaster and general dirt / dust only) and a numbering system required in order to refit in the correct order by the heritage contractor (costs to reinstate not to be included as this will be undertaken by the heritage contractor's submission, under separate cover).

**Columns** – The suitably competent and face fitted heritage contractor is to remove the bookcase around the column (methodologies as part of heritage contractors submission), with assistance/supervision from the asbestos contractor, under suitably controlled conditions. There is the potential for ACMs/asbestos debris to reside within the void beneath the bookcase. Once access has been achieved, the column is to be fully stripped of all visible coating and fine cleaned. Where the column meets the concrete floor and ceiling beam substrate the contractor should provide in their bill of quantities for either removing any residue as far as practicable using hand tools, or removing any residue by carefully removing the substrate using more aggressive techniques, but NOT including grit blasting techniques. Attempts can be made to use a fine bladed scraping attachment attached to a mechanical device, however if damage is excessive then hand tools must be adopted to carefully chip into the structure and remove residual plaster within pitted areas (liaising with the project team / structural engineers as necessary) . Any remaining gaps in the substrate structure should be cleaned as far as practicable before being sealed with suitable sealant such as intumescent mastic and ablative coated mineral wool fire batt (large gaps) or equivalents. Heavily pitted parts of these columns may be sealed after cleaning using ET150, should the break out work to remove prove to be to an extent whereby it causes structural implications or excessive damage. It is however the intention that caveats are kept to a minimum during this exercise therefore sealants are to be used, when all other means have been exhausted.

**Additional comments / information** – It is suggested that the enclosure be designed oversized in order to maintain better control of removed heritage features/floor boarding etc. ALL retained items must be subject to scrutiny by the analyst to ensure a satisfactory level of cleanliness. Any such enclosure areas must not damage / impact on heritage features. This must be carefully considered in all instances of enclosure erection / dismantling. The contractor must consider the careful temporary removal and cleaning of listed building features, via assistance from the heritage contractor, under suitably controlled conditions, in order to achieve the required level of removal / cleaning to all plaster which could be concealed behind i.e. skirting, boxing, architrave and window areas etc. Associated costs must be allowed for, along with adequate protection of any building features which need to remain during the works i.e. windows, to ensure that damage does not occur. Alternative methods may be required, where protection is incorporated and needs to overlap the asbestos containing materials in situ, in order to fully remove remaining material following any aggressive / mechanical removal methods. There may be instances whereby plaster material may remain embedded between gaps in the structure, behind window framework, around window sills etc. The intention is to remove as much of the plaster without the need for caveats, however where excessive damage would be caused then it may be necessary to seal trapped materials with mastics etc. All moulding etc. must have been completed, prior to the start of works, and checks put in place to ensure that everything has been captured and signed off before proceeding.

Isolation of services within each work location to be provided by Morgan Sindall, prior to the start of the works. The contractor is however to provide a hourly and daily rate to provide a face fitted and suitably trained mechanical and electrical contractor who is able to enter a live enclosure, in order to deal with emergency or reactive problems which can only be resolved via entry into the enclosure.

**Specific notes / overview of works, by area:**

**Area 1:**

**Abatement Scope**

1. Remove existing bookcases (previously approved by Planning Permission 20/00942/FUL and Listed Building Consent 20/00943/LBC).
2. Record existing equipment, fittings, and fixtures where significant for reinstatement.  
Remove existing equipment, fittings, and fixtures as necessary to remove asbestos containing plaster.  
Clean existing heritage equipment, fittings, and fixtures where significant to remove asbestos residue and retain for potential reinstatement.
2. Record existing mouldings and profiles for reinstatement (architrave, cornice, skirting, window cills, and window reveals as required).
4. Remove all asbestos containing plaster and associated framing back to clay pot ceilings.
5. Remove all asbestos containing plaster back to masonry walls including door and window reveals.
6. Remove existing floor coverings.
7. Remove existing floorboards. Clean to remove asbestos residue as required and retain for reinstatement.
8. Undertake further asbestos sampling within floor void and clean to remove asbestos residue as required.

**Reinstatement Scope**

1. As required complete further asbestos sampling generally and apply encapsulation.
2. As required complete reinstatement works generally (subject to approval).

**Area 2:**

**Abatement Scope**

1. Remove existing bookcases (previously approved by Planning Permission 20/00942/FUL and Listed Building Consent 20/00943/LBC) where required to facilitate trial abatement.
2. Record existing mouldings and profiles for reinstatement (beam cornice and moulding, and column base and capital).
3. Remove all asbestos containing plaster and associated framing back to clay pot ceilings including beam cornice and moulding.
4. Remove all asbestos containing plaster back to column.
5. Remove existing floor coverings.
6. Remove existing floorboards and record construction. Clean to remove asbestos residue as required and retain for reinstatement.
7. Undertake further asbestos sampling within floor void and clean to remove asbestos residue as required.

**Reinstatement Scope**

1. As required complete further asbestos sampling generally and apply encapsulation.
2. As required complete reinstatement works generally (subject to approval).

Photographs:



Area 1



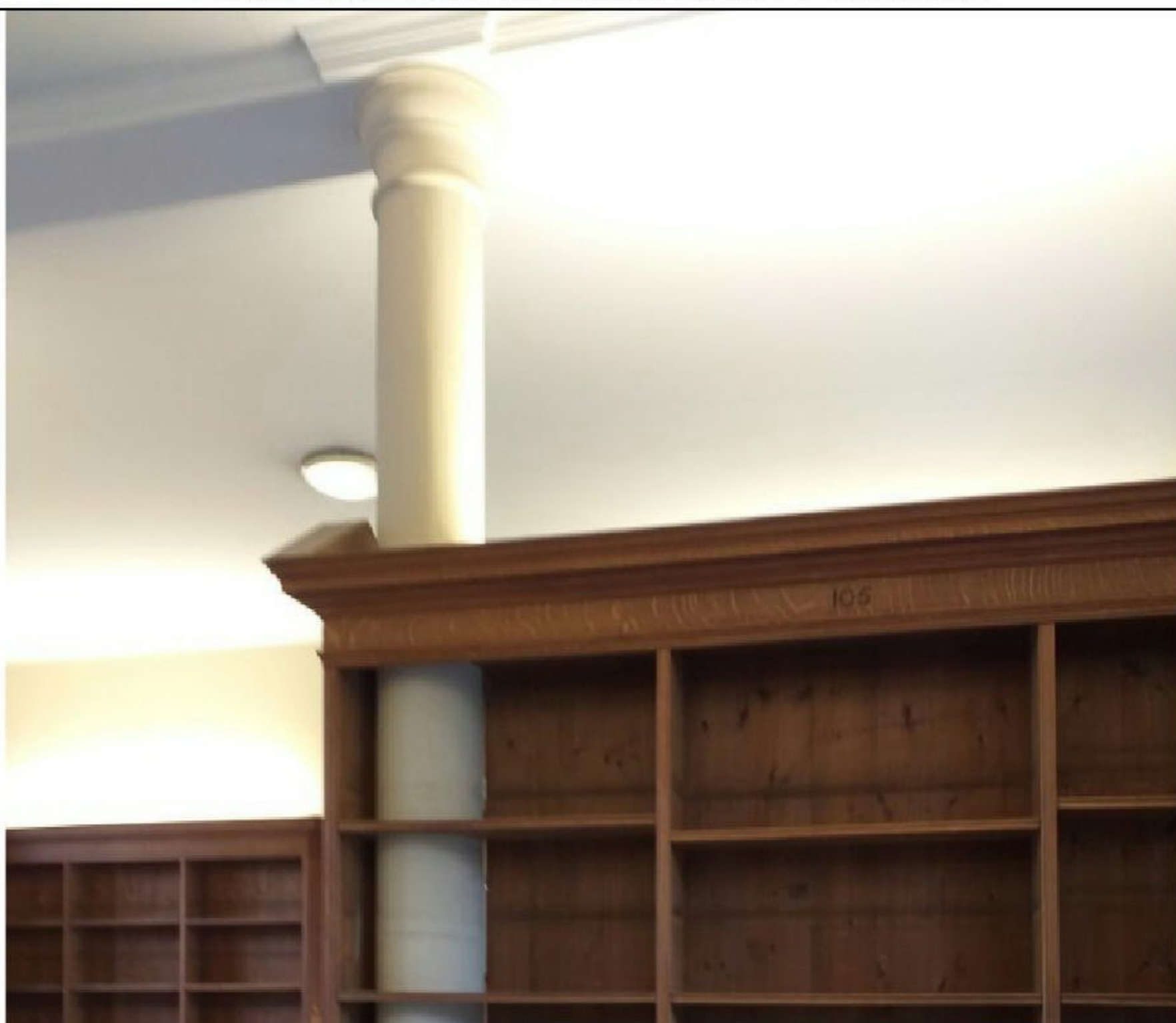
Area 1 window detail



Area between 225.30.10 & 225.30.06



Reading room 225.30.06



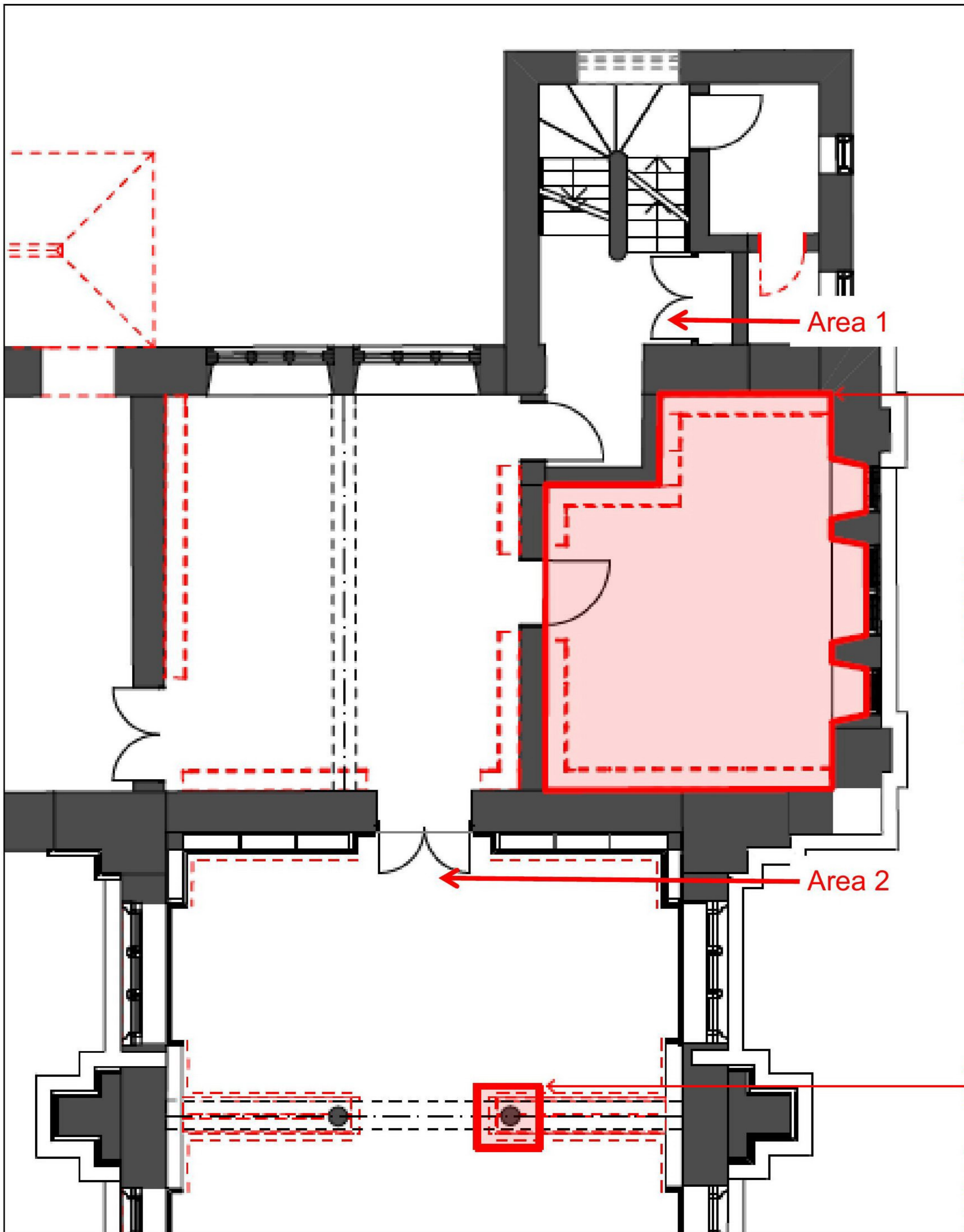
Example: Bookcase to be removed to gain column access



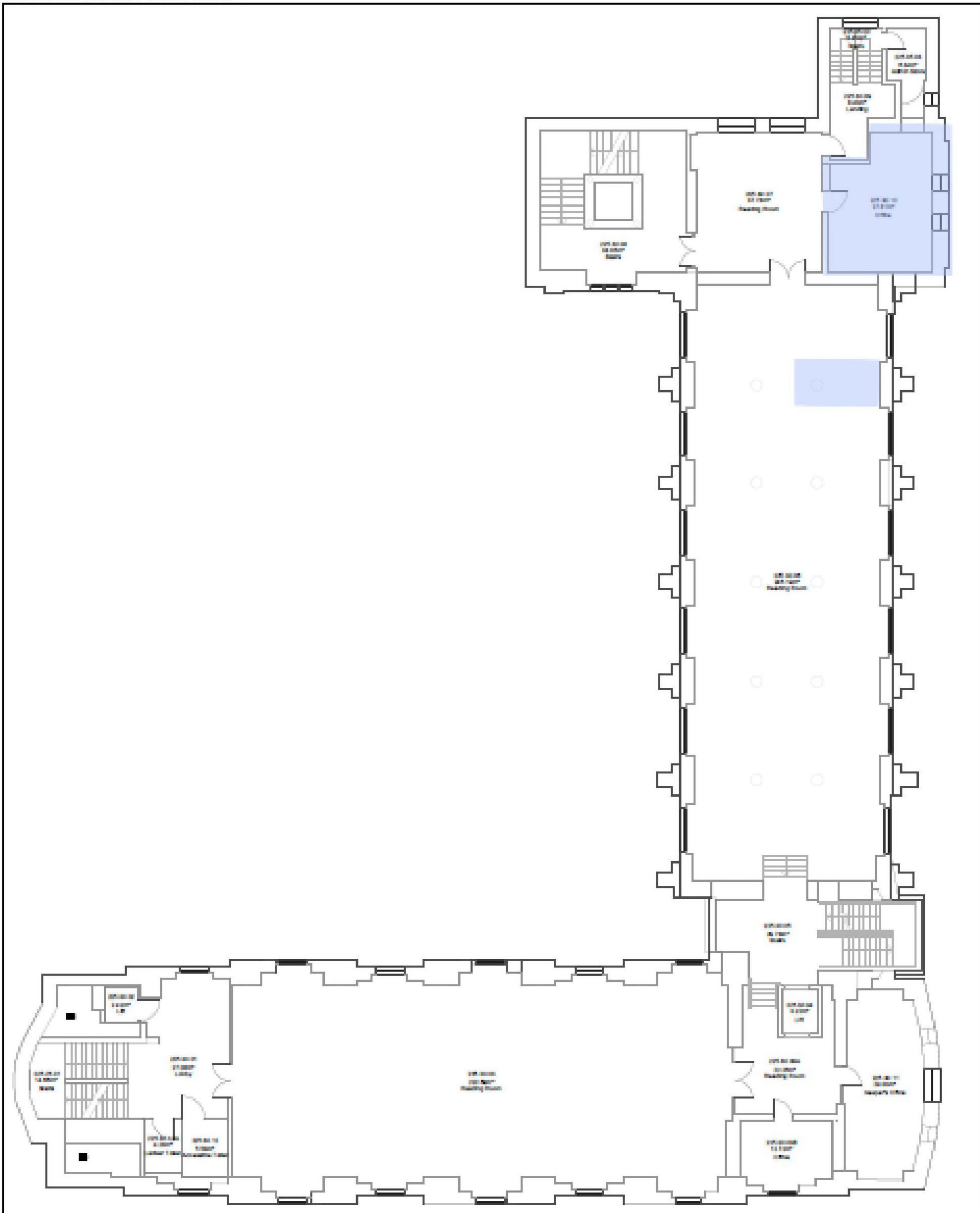
Base of column via removed access panelling



**Plan of areas for trial abatement:**



**General areas overview:**



## **Appendix A – Site Plan(s)**

Please refer to separate document <Appendix A Site Plan>

## **Appendix B – Form of Tender**

Please refer to separate document <Appendix B Form of Tender>

## **Appendix C – Bill of Quantities**

Please refer to separate document <Appendix C Bill of Quantities>