

Consortium Trust

Helmingham School House

Schedule of Works

This document has been prepared in connection with the proposed renovation of the school house at Helmingham Primary School to provide office accommodation for the Consortium Trust.

Location

Helmingham Primary School, School Road, Helmingham, Suffolk, IP14 6EX
School office telephone number: 01473 890267

Project outline

Helmingham Primary School is a small rural primary school in central Suffolk. It is an academy and part of the Consortium Trust. The school is part of the Helmingham Estate and is a historic building that is Grade II listed. It comprises the main school and the adjoining School House. For some years the ground floor of the School House has been used as a nursery school, while the upper floor has been used for storage and as an office.

The nursery provision is being integrated with the main school and its location transferred to an existing classroom in the main school. The Trust proposes to refurbish both floors of the School House to create office space for the Trust.

Method

The project aims to renovate the School House to modern office standard. It will require repurposing some rooms, upgrading heating, lighting and carpets and redecoration.

Finishes and material to match existing, e.g., using breathable paints/washes over any existing breathable paints/limewashes.

No changes to be made to the external appearance of the windows.

Any electrical work will be carried out by a qualified electrician.

Oil boiler work to be carried out by Oftec qualified engineer as necessary.

Heating

Remove existing oil-fired boiler and replace with new wall-mounted oil boiler in Room 16 with open air vent, by Oftec engineer.

Boiler location to comply with Building Regulations diagram 41.

Replace existing oil tank with new, compliant tank.

Radiators to have TMVs.

Position of any new wall openings to be agreed in advance by email with Heritage Officer.

Item 1 – Replacement oil-fired boiler and distribution system extended to serve both floors

Glazing

Thermal efficiency to be improved by installing secondary glazing to the inside of windows throughout both floors of the School House. Sufficient ventilation should be ensured by panels being openable.

Item 2 – Openable secondary glazing to be installed throughout School House.

Lighting

Lighting is particularly poor in the upper floor and is to be upgraded throughout.

Item 3 – Replace lighting with LED throughout School House.

Curtains / blinds

There are no curtains or blinds in the lower floor rooms. Some windows in the upper floor have curtain track and curtains.

Item 4 – Blinds to be installed throughout School House; existing curtains and track to be removed.

Decoration

Decoration is required throughout School House.

Item 5 – Redecorate throughout School House.

Carpets

New carpets are required throughout School House.

Item 6 – New carpets throughout School House; new vinyl to kitchen, toilets and bathroom; anti-slip covering to stairs.

Structural

There is a significant crack to Room 21, another nearby in Room 23 and a further crack in Room 19. We are advised that these are the result of historic movement and that they should be filled and monitored for any further movement.

Item 8 – fill and make good cracks in Rooms 21, 23 and 19.

Rooms 16 and 13

It is intended that Room 13 (existing SH kitchen) should become Reception and Room 16 (existing SH boot room) should become a Staff Room.

Room 16 has a brick floor. This is to remain in place.

Room 16 – exterior door to be widened to accommodate wheelchair access.

Where necessary internal doors to be widened or remodelled to accommodate wheelchair access via Room 16 to ground floor toilet and Room 17.

Room 13 - strip out existing services.

Room 16 - install new services (sink, water heater, plumbing for dishwasher, worktop, mechanical air extraction).

Item 9 - Room 13 (SH kitchen) to be refurbished as Reception and Room 16 (SH boot room) to be refurbished as Staff Room. Install mechanical ventilation in Room 16.

Lower Floor Toilets

Strip out existing fixtures

New vinyl floor

Improved mechanical air extraction.

2 x new adult cubicles with floor to ceiling enclosure. One to be accessible.

Hand wash basin – double (or integrated in cubicles)

Window frosting

Item 10 – Convert existing toilets to 2x adult toilets, one to be accessible. Upgrade mechanical ventilation.

Room 24 (Basement)

There is a basement under the property that will remain sealed up.

Item 11 – check basement for combustible material and ventilation and reseal

Upper floor bathroom

Retain existing fixtures

Renovate and box in pipework

Install mechanical ventilation and heating

Item 12 – Renovate existing bathroom. Install mechanical ventilation.

Exterior

Remove blue canopy

Remove black fencing

Remove short section of low brick wall

Remove shed

Item 13 – Remove canopy and fencing, wall and shed.