1 Webster Close
Stoke Holy Cross,
Norwich, NR14 8LU

M 07886 527700
T 01508218643
E info@archidite.com

archidite

Activity Schedules– To be read & priced in conjunction with Architectural & Structural Details + specifications which provide the construction information that forms the bases of the contract sum.
Unlisted items will be dealt as variation.

Job Title	Cloakroom conversion into a break-out office with additional window to match existing and widen a rear storeroom door to match the one to the south which enters the main hall.	Job Number	ARC2108-100UK
Date	4th March 2022	Revision No.	-
Client	Poringland Parish Council Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB		

Item	Description	Measure Costs £
1.00	**Demolition, Site Preparation & Sub-Structure**	
1.01	Demolish all relevant parts of existing internal wall as shown on floor plan drawings in red to allow reinstatement later to suit proposed layout.	£ .....
1.02	Remove existing building signage and store safely – To be re-used and installed within new space	£ .....
1.04	Create a new opening through external wall to allow reinstatement later to suit proposed new full height window.	
2.00	**Structural Works**	
2.01	Modification of existing new steel/timber structure as noted on Structural engineer's details	£ .....
2.02	Modification to new opening where new full height window / New door are to be positioned	£ .....
2.03	Supply and install beams and lintels as specified by structural Engineers	£ .....

3.00 Internal Walls

3.01 Existing Blockwork Walls to be skimmed and painted £ .....

4.00 External Walls

4.01 Horizontal timber Cladding to be cut back neatly to allow
Insertion of new full height window with cill to match existing £ .....

4.02 Existing Logo and signage to be displaced between existing fire exit door and new window as indicated on architectural elevation £ .....

5.00 Doors

5.01 Supply & Install 1No. 1040mm pre finished door with kicking plate £ .....
to match existing
Re-use/transfer existing 3no. hinges & Ironmongeries on new door

5.02 Supply & Install 1No. fire door with vision panel to suit existing opening and make good as per architectural drawing £ .....
Re-use/transfer existing 3no. hinges & Ironmongeries on new door

6.00 Windows

6.01 Supply & Install 1No. Full height aluminium window with top hang openable section & window cill to match existing window profile & colour £ .....

7.00 Joinery & Timber

7.02 Supply & install architraves painted £ .....
With gloss satin finish to match existing

8.00 Decorating £ .....

8.01 Apply three coats of Johnstones Scrubbable Vinyl Matt on walls
Colour Magnolia

8.02 Apply two coat gloss paint, one coats undercoat or primer to internal woodwork/skirtings/frames and architraves

9.00 Electrical £ .....

9.01 Supply & Install Power sockets with usb/Telephone sockets 2No. x double sockets + 1 x telephone socket + 1 x internet socket for each desk including FALCON DADO 3 COMPARTMENT TRUNKING - 3MTR - FDT1 - Specifications to match existing

9.02 Check fire protection and detection system to the Fire Officer's and Building Inspector's requirements

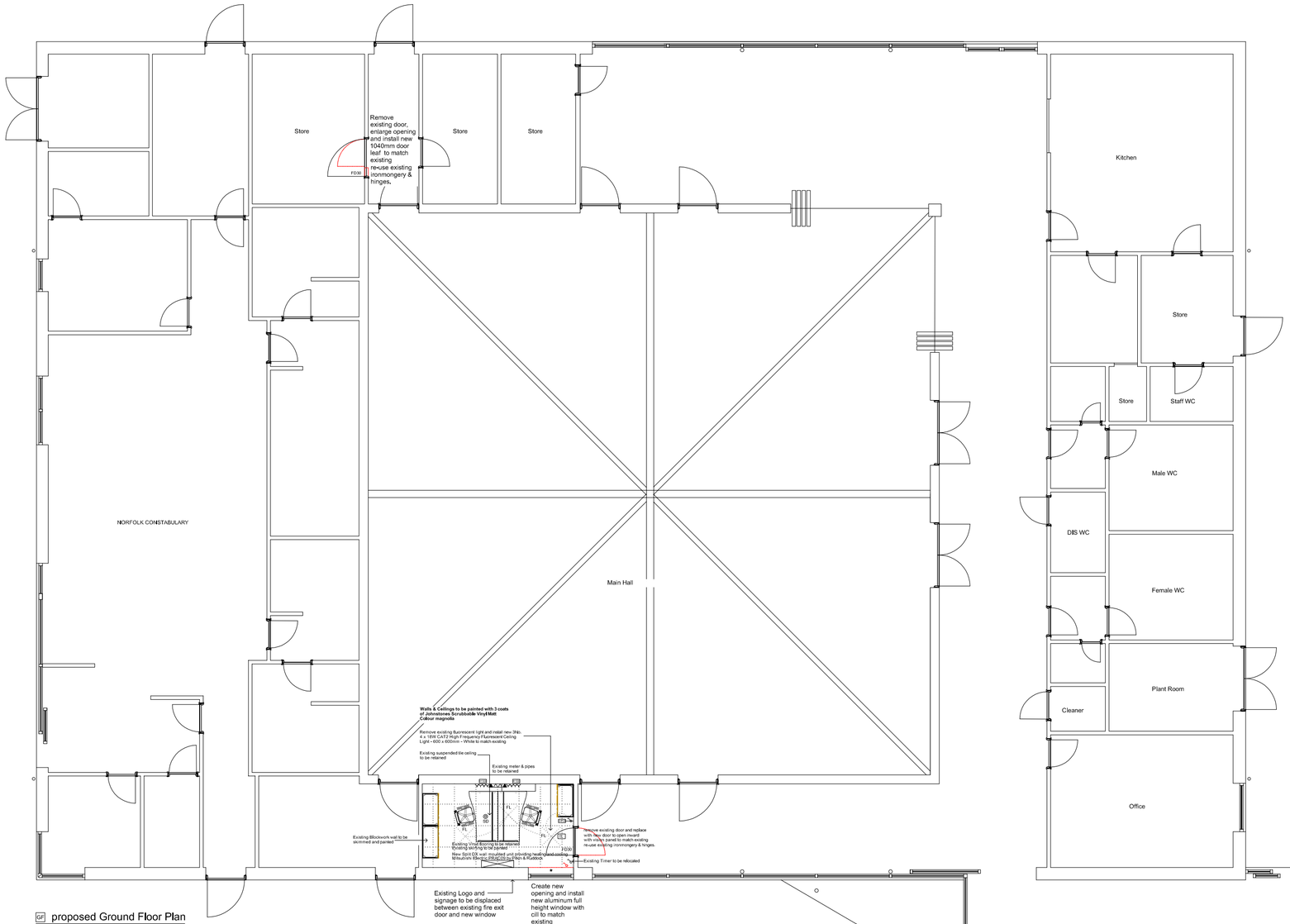
9.03 Supply & install new 3No. 4 x 18W CAT2 High Frequency Fluorescent Ceiling Light - 600 x 600mm - White to match existing

9.04 relocate existing office timer as shown on architectural drawings

9.05 Supply & Install EMERGENCY LIGHT in accordance with BS 5266 and Fire exit signage in accordance with BS 5499

10.00 Heating / Cooling £ .....

10.01 Supply & Install 1No. Split DX wall mounted unit providing heating and cooling – to match existing unit at main office. Mitsubishi Electric PRAC09 by Pitkin & Ruddock



GF proposed Ground Floor Plan

KEY & NOTES

Existing Walls to remain

Existing Walls and fixtures to be demolished

New Opening

SITE DIMENSION TO BE CONFIRMED PRIOR TO CONSTRUCTION

Angle beads incorporated to all internal corners and 2 to 3mm finishing skim coat applied in accordance with manufacturers recommendations at corners and reveals.

Close cavities around openings with Thermabate or similar insulated cavity closers

Provide Hylbad or similar dpc min 150mm above ground level. Provide Hylbad or similar dpcs vertically and horizontally around openings.

Provide cavity barriers to party walls abuts existing to prevent damp transference along wall.

Seal all abutments with ceilings, floors, openings and services holes - against draughts

INCOMING SERVICES

Prior to completion the Council should be satisfied that Part P (Electrical Safety) of the Building Regs requirements, using appropriate reduced ducts brought into the building in the positions shown.

M&E SERVICES

Mechanical provision is to comply with current C.I.B.S.E. standards.

Existing heating system to the entire premises fed from existing central heating system to remain.

All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed inspected and tested by a person competent to do so.

has been complied with. This may require an appropriate BS 7671 electrical installation certificate to be issued for the work by a person competent to do so.

NEW GLAZING

Following new windows and doors must be safety glazed :-
a) Any glazing below 800mm above Finished floor level
b) Any glazing to doors and adjacent windows/sidelights
c) Any glazing in doors within 1500mm above.
d) Any glazing within 300mm of a door.

ELECTRICAL KEY

NEW SOCKET OUTLETS AND SWITCHES ALL TO BE FITTED BETWEEN 450 AND 1200mm ABOVE FLOOR LEVEL IN ACCORDANCE WITH PART M OF THE BUILDING REGULATIONS

KITCHEN: PROVIDE MECHANICAL VENTILATION TO THE KITCHEN EXTRACTION RATE OF 30L/S ACHIEVED BY COOKER HOOD M/L/S ELSEWHERE. FAN FITTED WITH EASY FIT DUCT TO EXTERNAL AIR

TOILET: EXTRACT FAN AND DUCT LINKED TO LIGHT SWITCH/CORD SWITCH - 15 MIN OVERRUN — WIRED WITH:

EXISTING SOCKET OUTLETS & SWITCHES TO REMAIN

FIRE REQUIREMENTS

FD30: 30mm fire door to BS 476, part 22.

HD Heat Detector — SD Smoke Detector

Provide fire sleeves to all penetrations through the floor to NHBC requirements.

Automatic fire detection to be installed at both ground and first floor circulation areas. Smoke/heat detectors should be interconnected and circulation areas, mains supplied with battery back-up.

MEANS OF ESCAPE

ALL HABITABLE ROOMS AT GROUND FLOOR, ARE TO HAVE

WINDOWS SUITABLE FOR EMERGENCY ESCAPE AS PER PART B OF THE BUILDING REGULATIONS

at least 0.33sq.m and 450 x 450mm, bottom of opening at not more than 1100mm above floor level.

NEW WINDOW NOTES

NEW WINDOWS
WITH OPENING CASEMENTS AND FULLY DRAUGHT PROOFED, ALL NEW WINDOWS INSTALLED ARE TO ACHIEVE 1.6Wm2k.

ALLOW FOR ALL PACKINGS ETC. REQUIRED, AND PROVIDE COLOURED MASTIC TO ALL EDGES.

CAVITY CLOSERS WILL BE PROVIDED TO ALL NEW WINDOW & DOOR REVEALS.

COLOURS TO MATCH EXISTING.

ALL OPENING LIGHTS ARE TO BE FULLY WEATHER STRIPPED.

ALL WINDOWS ARE TO INCORPORATE CLOSABLE TROUGH VENTS TO PROVIDE MIN. 8000 sq.mm. VENTILATION AREA. (4000 sq.mm. TO BATHS, WCs, KITCHENS)

ALL WINDOWS ARE TO HAVE A SMALL PROJECTION CILL EXCEPT WHERE NOTED OTHERWISE.

ELECTRICAL KEY

SOCKET OUTLETS AND SWITCHES ALL TO BE FITTED BETWEEN 450 AND 1200mm ABOVE FLOOR LEVEL IN ACCORDANCE WITH PART M OF THE APPROVED DOCUMENTS

DOUBLE SWITCHED SOCKET OUTLET ABOVE WORKTOP

DOUBLE SWITCHED SOCKET OUTLET AT HIGH LEVEL

LIGHT SWITCH ONE WAY

TELEPHONE POINT

SPUR UNIT - Heating / Cooling

REVERSE POINT

4 x 18W CAT2 High Frequency Fluorescent Ceiling Light - 600 x 600mm - White to match existing

EMERGENCY LIGHT in accordance with BS 5266 and Fire exit signage in accordance with BS 5499

ALL NEW EXTERNAL WALLS TO BE CUT TO ONE AND BONDED WITH EXISTING WALLS. WHERE THIS IS NOT OR SIMILAR WILL STARTERS, ALL TO MANUFACTURERS FIXING DETAILS. ALL NEW WINDOWS AND DOORS NECESSARY PROVIDE THERMABATE CAVITY CLOSERS TO ALL NEW DOOR AND WINDOW REVEALS TO ENSURE THERMAL BRIDGING IS AVOIDED. NEW WINDOWS AND DOORS ARE TO HAVE MASTIC SEALANTS TO ALL SURROUNDS TO ENSURE AIR TIGHTNESS. ALLOW ALSO TO ALLOW WORKTOP TO THE INSULATED CRAFTI CLOSERS

0 1 2 3 5m

DRAWING CAN BE SCALED FOR PLANNING PURPOSES. USE FIGURED DIMENSIONS ONLY. WHERE APPLICABLE, CHECK DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.

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3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE, ALL DIMENSIONS TO BE VERIFIED ON SITE & APPROVED BY THE ENGINEER.
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5. PRIOR TO CONSTRUCTION, THE CONTRACTOR IS TO PROVIDE SHOP/ CONSTRUCTION DRAWINGS FOR ARCHIDITE'S APPROVAL
6. E-0000 EXISTING FLOOR TO CEILING LEVEL. P-0000 PROPOSED FLOOR TO CEILING LEVEL.

Revision Notes

Site Plan

Structural Engineers
-

M & E Engineers
-

Quantity Surveyors
-

Other Consultants
-

Project Title
Cloakroom conversion into a break-out office with additional window to match existing and widen a rear storeroom door to match the one to the south which enters the main hall.

Drawing Number
ARC2108-121UK

Stage
Production Information & Specifications

Drawing Status
For Tender

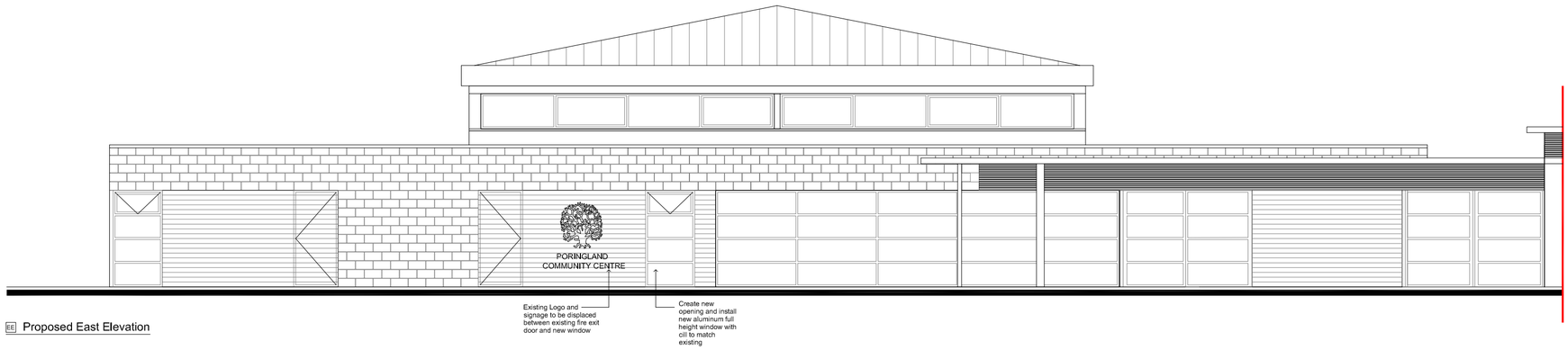
Revision
C

Drawing Title
Proposed Ground Floor Plan Layout

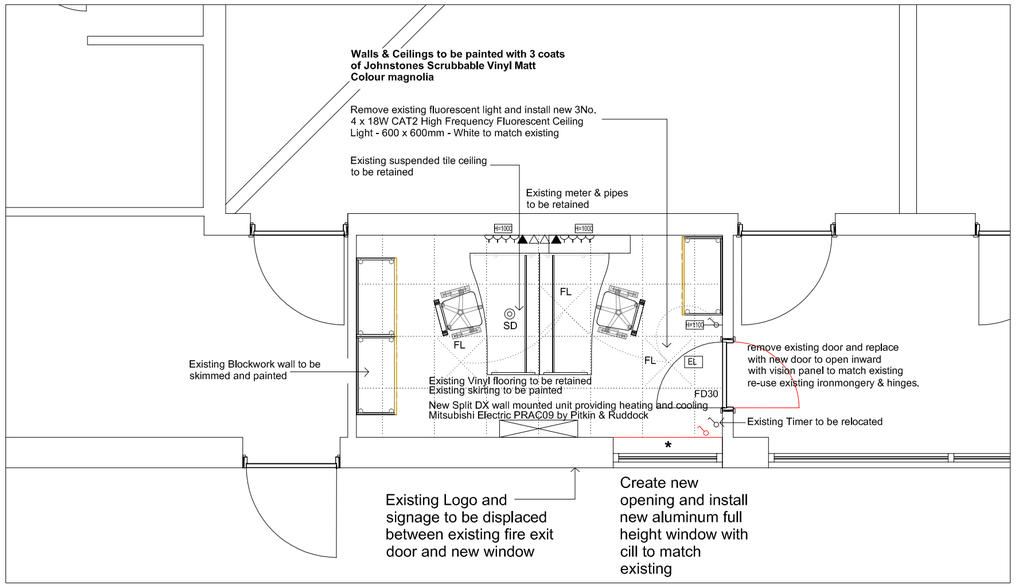
Date	Scale	Drawn	Checked
07.10.2021	1:100 @ A2	DB	DB

Client
Poringland Parish Council
Poringland Community Centre,
Overtons Way,
Poringland,
Norfolk, NR14 7WB

archidite
1 Webster Close, Stoke Holy Cross, Norwich, NR14 8LU
phone: 07886 52 77 00 **e-mail:** info@archidite.com **www.** archidite.com



EE Proposed East Elevation



New Office Layout - Scale 1:50

KEY & NOTES

Existing Walls to remain

Existing Walls and fixtures to be demolished

* New Opening

SITE DIMENSION TO BE CONFIRMED PRIOR TO CONSTRUCTION

Angle beads incorporated to all internal corners and 2 to 3mm finishing skim coat applied in accordance with manufacturers recommendations at corners and reveals.

Close cavities around openings with Thermabate or similar insulated cavity closers

Provide Hyload or similar dpc min 150mm above ground level. Provide Hyload or similar dpc's vertically and horizontally around openings

Provide vertical dpc where new walls abuts existing to prevent damp transference along wall

Seal all abutments with ceilings, floors, openings and services holes - against draughts

INCOMING SERVICES

Prior to completion the Council should be satisfied that Part P Install in accordance with the Utilities's requirements, using appropriate radiused ducts brought into the building in the positions shown.

M&E SERVICES

Mechanical provision is to comply with current C.I.B.S.E. standards.

Existing heating system to the entire premises fed from existing central heating system to remain.

All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed inspected and tested by a person competent to do so.

This has been complied with. This may require an appropriate BS 7671 electrical installation certificate to be issued for the work by a person competent to do so.

NEW GLAZING

Following new windows and doors must be safety glazed :-
a) Any glazing below 800mm above finished floor level
b) Any glazing to doors and adjacent windows/sidelights below 1500mm above finished floor level.
c) Any glazing within 300mm of a door.

ELECTRICAL KEY

NEW SOCKET OUTLETS AND SWITCHES ALL TO BE FITTED BETWEEN 450 AND 1200mm ABOVE FLOOR LEVEL IN ACCORDANCE WITH PART M OF THE BUILDING REGULATIONS

KITCHEN: PROVIDE MECHANICAL VENTILATION TO THE KITCHEN EXTRACTION RATE OF 30L/S ACHIEVED BY COOKER HOOD 60L/S ELSEWHERE. FAN FITTED WITH EASY FIT DUCT TO EXTERNAL AIR

TOILET: EXTRACT FAN AND DUCT LINKED TO LIGHT SWITCH/ORD SWITCH — WIRED WITH 15 MIN OVERRUN

* EXISTING SOCKET OUTLETS & SWITCHES TO REMAIN

FIRE REQUIREMENTS

FD30: 30min fire door to BS 476, part 22.

HD Heat Detector

SD Smoke Detector

Provide fire sleeves to all penetrations through the floor to NHBC requirements.

Automatic fire detection to be installed at both ground and first floor circulation areas. Smoke/heat detectors should be interconnected and circulation areas. mains supplied with battery back-up.

MEANS OF ESCAPE

ALL HABITABLE ROOMS AT GROUND FLOOR, ARE TO HAVE

WINDOWS SUITABLE FOR EMERGENCY ESCAPE AS PER PART B OF THE BUILDING REGULATIONS:

at least 0.33sq.m and 450 x 450mm, bottom of opening at not more than 1100mm above floor level.

NEW WINDOW NOTES

NEW WINDOWS
WITH OPENING CASEMENTS AND FULLY DRAUGHT PROOFED.
ALL NEW WINDOWS INSTALLED ARE TO ACHIEVE 1.6W/m2k.

ALLOW FOR ALL PACKINGS ETC. REQUIRED, AND PROVIDE COLOURED MASTIC TO ALL EDGES.

CAVITY CLOSERS WILL BE PROVIDED TO ALL NEW WINDOW & DOOR REVEALS.

COLOURS TO MATCH EXISTING.

ALL OPENING LIGHTS ARE TO BE FULLY WEATHER STRIPPED.

ALL WINDOWS ARE TO INCORPORATE CLOSABLE TRICKLE VENTS TO PROVIDE MIN. 8000 sq.mm. VENTILATION AREA (4000 sq.mm.TO BATHS, WC's, KITCHENS)

ALL WINDOWS ARE TO HAVE A SMALL PROJECTION CILL EXCEPT WHERE NOTED OTHERWISE.

ELECTRICAL KEY

SOCKET OUTLETS AND SWITCHES ALL TO BE FITTED BETWEEN 450 AND 1200mm ABOVE FLOOR IN LEVEL IN ACCORDANCE WITH PART M OF THE BRITISH BUILDING REGULATIONS

DOUBLE SWITCHED SOCKET OUTLET ABOVE WORKTOP

DOUBLE SWITCHED SOCKET OUTLET WITH USB

LIGHT SWITCH-ONE WAY

TELEPHONE POINT — Split Unit - Heating / Cooling

INTERNET POINT

4 x 18W CAT2 High Frequency Fluorescent Ceiling Light - 600 x 600mm - White to match existing

EL EMERGENCY LIGHT in accordance with BS 5266 and Fire exit signage in accordance with BS 5499

ALL NEW EXTERNAL WALLS TO BE ALL NEW INTERNAL WALLS TO BE EXISTING WALLS OR FIX NEW EXPAMET OR SIMILAR WALL STARTERS. ALL TO MANUFACTURERS FIXING DETAILS. CARRY CAVITY THROUGH IF NECESSARY
ALL NEW WINDOWS TO HAVE CAVITY CLOSERS TO ALL NEW DOOR AND WINDOW REVEALS
ALL FIXINGS TO MANUFACTURERS DETAILS
NEW WINDOWS AND DOORS ARE TO HAVE MASTIC SEALANTS TO ALL SURROUNDS
NEW WINDOWS AND DOORS MUST HAVE 30MM OVERLAP TO THE INSULATED CAVITY CLOSERS

4 x 18W CAT2 High Frequency Fluorescent Ceiling Light - 600 x 600mm - White to match existing

Mitsubishi Electric PRAC09 by Pitkin & Ruddock

0 1 2 3 5m

DRAWING CAN BE SCALED FOR PLANNING PURPOSES. USE FIGURED DIMENSIONS ONLY. WHERE APPLICABLE, CHECK DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.

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6. E-0000 EXISTING FLOOR TO CEILING LEVEL. P-0000 PROPOSED FLOOR TO CEILING LEVEL.

Revision Notes

Site Plan

Structural Engineers
-

M & E Engineers
-

Quantity Surveyors
-

Other Consultants
-

Project Title
Cloakroom conversion into a break-out office with additional window to match existing and widen a rear storeroom door to match the one to the south which enters the main hall.

Drawing Number
ARC2108-122UK

Stage
Production Information & Specifications

Drawing Status
For Tender

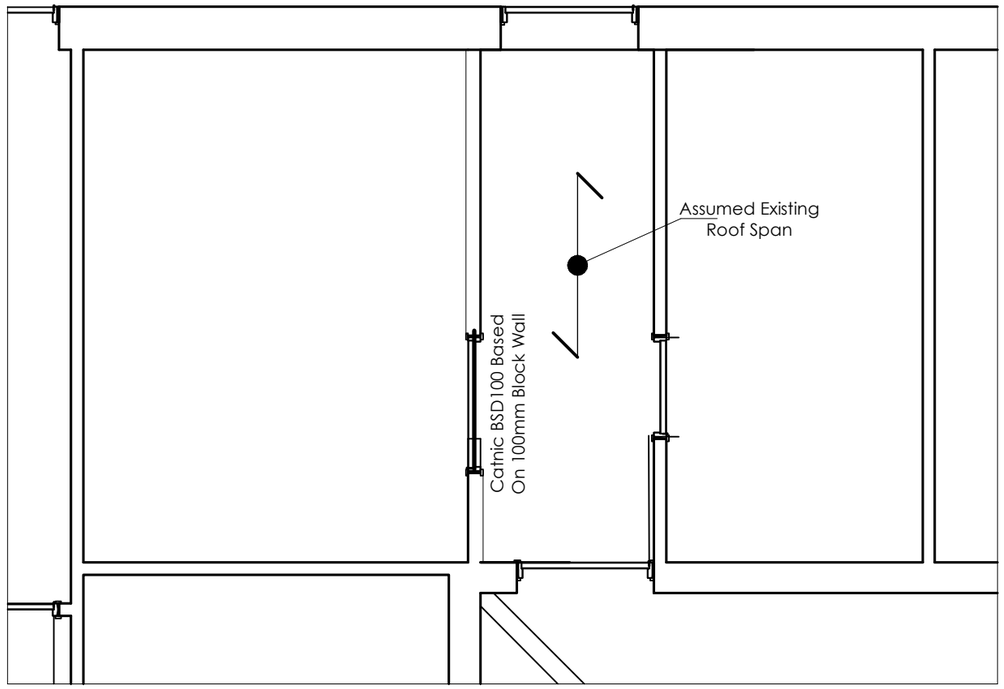
Revision
C

Drawing Title
Proposed East Elevation & Office Layout

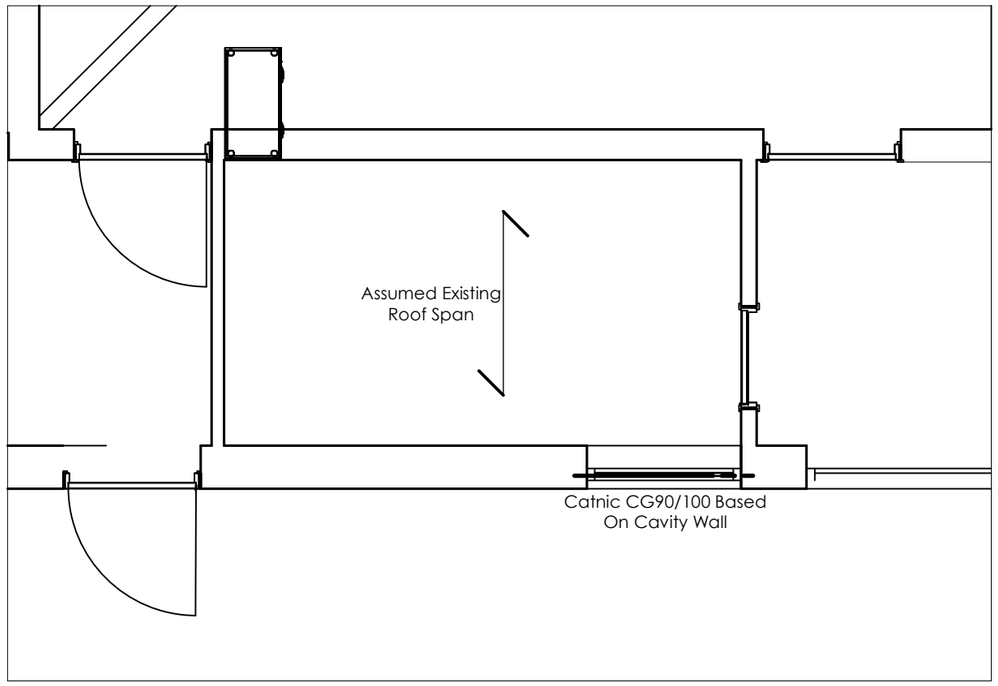
Date	Scale	Drawn	Checked
07.10.2021	1:100 @ A2	DB	DB

Client
Poringland Parish Council
Poringland Community Centre,
Overtons Way,
Poringland,
Norfolk, NR14 7WB

archidite
1 Webster Close, Stoke Holy Cross, Norwich, NR14 8LU
phone: 07886 52 77 00 **e-mail:** info@archidite.com **www.** archidite.com



GROUND FLOOR PLAN - STORE AREA



GROUND FLOOR PLAN - OFFICE AREA

GROUND FLOOR PLAN
SHOWING STRUCTURE OVER

1:50

0 1 2 3 4

SCALE BAR 1:50 @ A3

LINTEL NOTES

1) All proprietry lintels to be installed in accordance with Manufacturers Details.

2) Lintels to be installed with minimum 150mm bearing.

WALL REMOVAL NOTES

1) If any assumptions made are incorrect, please inform the Engineer prior to starting any work.

2) Foundations / Any Underpinning Requirements to be agreed on Site with Building Control.

3)Temporary Works are the responsibility of the Contractor.

4) Temporary works are to be designed for an unfactored line load of 5kN/m.

5) All Steelwork is to be site measured.

GENERAL NOTES

1) All dimensions to be checked on site and not scaled off this drawing ©

2) This drawing is to be read in conjunction with all relevant Architects, Engineers and Specialists latest drawings together with their latest specifications. Any discrepancies are to be reported to the Architect/Engineer (Alcock Lees Partnership) immediately.

3) The Contractor shall be responsible for the design, fabrication, erection and removal of all temporary works and shall provide all temporary bracing as neccessary to maintain structural stability during construction.

4) If the Contractor considers that they do not have sufficient information to safely complete the works detailed on this drawing, they should contact the Engineer.

5) All proprietry products to be installed in accordance with the Manufacturers Recommendation.

6) All works are to be carried out in accordance with the Building Regulations (as amended) and to the approval of Building Standards.

7) For all setting out dimensions and details, refer to Architects drawings, details and specification / instructions.

8) Lifting /Handling Materials:
The Contractor must be aware of structural member sizes / weights and adopt safe lifting / handling practices as outlined in the latest HSE guildlines.

CDM 2015 DESIGNER RISK INFORMATION

1) In addition to the hazards/risks normally associated with the type of construction work detailed on this drawing which a competent contractor should be able to control using normal good practice and procedures.

2) The following unusual and extraordinary risks to health and safety:-

Construction
- N/A

3) It is assumed that all works will be carried out by a contractor competent under CDM 2015 working to an approved method statement.

4) Unless noted otherwise, we understand a CDM principal designer is already in place.

Letter	Date	Description

REVISIONS

ALP alcock lees partnership Ltd

CONSULTING CIVIL & STRUCTURAL ENGINEERS

JONATHAN SCOTT HALL THORPE ROAD, NORWICH, NORFOLK, NR1 1UH
TELEPHONE : (01603) 764448
E-MAIL : mail@alcock-lees.co.uk

Client

Poringland Parish Council

Project

Poringland Community Centre

Drawing Title

Ground Floor Plan Showing Structure Over

Scale 1:50 @ A3 | Drawn by G.W | Designed by O.J

Date 03.03.22 | Checked by O.J

Drg No. 10203/01 | Rev.

ALP alcock lees partnership Ltd

Consulting Civil and Structural Engineers

Structural Calculations for:

Job Number -	10203
Project Name -	Poringland Community Centre
Date -	February 2022
Client -	Poringland Parish Council
Designer -	Oliver Jackson - B.Eng (Hons)

STRUCTURAL TIMBER ASSOCIATION Designer / structural engineering member

STA ASSUREGOLD

TRADA member

The Institution of Structural Engineers

Jonathan Scott Hall, Thorpe Road, Norwich, Norfolk, NR1 1UH Tel: (01603) 764 448 Email: mail@alcock-lees.co.uk

ALP alcock lees partnership Ltd

CONSULTING CIVIL AND STRUCTURAL ENGINEERS

Design Information

Job Number	10203	**Date**	February 2022	**Designer**	Oliver Jackson
Client	Poringland Parish Council				
Project Name	Poringland Community Centre				
Site Address	Poringland Community Centre				

British Standards, Codes of Practice and Design Standards Relevant to this Project			
BS 648:1964 - Weights of Materials	☒	BS 5628 Pt 1:1992 - Masonry	☒
BS 6399 Pt 1:1996 - Building Loads	☒	BS 5950 Pt 1:2000 - Steelwork	☒
BS 6399 Pt 2:2002 - Wind Loading	☒	BS 8110 Pt 1:1997 - Concrete	☒
BS 6399 Pt 3:1988 - Snow Loading	☒	Building Regulations Approved Doc. A: 2004	☒
BS 5268 Pt 2:1996 - Timber	☒	NHBC Standards	☒
BS 5268 Pt 6:1996 - Timber Frame Walls		Joints in Steel Construction - Moment Connections	

Subsoil Conditions	N/A	**S.I. Report by**	N/A

CDM Statement	**Principal Designer:**	Others	
1) We consider this project to have standard residual risks that a competent contractor would be aware of, therefore no additional designers risk assessment is required.			☒
2) We consider this project to have significant risks therefore a designers risk assessment is required			

Scope of Works

Alcock Lees Partnership have been appointed by our client to design alterations at the above address.

All drawings and calculations should be read in conjunction with the Architectural and manufacturers drawings.

All dimensions used within these calculations are for design purposes only for dimensions refer to Architectural and manufactures details.

DESIGN PHILOSOPHY

These calculations have been produced in line with the British Standards the current Building Regulations and where applicable NHBC standards. All calculations and drawings issued will be of a standard to enable Building Regulation approval and for construction on site by a competent Contractor.

Where making alterations to an existing structure until these areas are fully opened up on site designers will have to make reasonable assumptions. Where this is the case it will be noted on the drawings and calculations. These should be checked by the Contractor on site prior to ordering materials.

In the absence of a detailed site investigation ground conditions will be determined from the British Geological Survey website and local knowledge. This will give the designer an assumed ground bearing pressure noted in the design information sheet. Where trial holes are investigated on site by the designer these findings will be assumed across the site but these may vary and would need to be highlighted where different by the Contractor / Building Control.

ALP alcock lees partnership Ltd
CONSULTING CIVIL & STRUCTURAL ENGINEERS

Job No. 10203 | Calc. Sheet No. 40.01
Designed by: O.J. | Date: Feb '22
Contract: Poringland Community Centre, Poringland Parish Council. c/o Archidite

Roof Loading

Flat Roof -		Say 1.5	kN/m2

Masonry

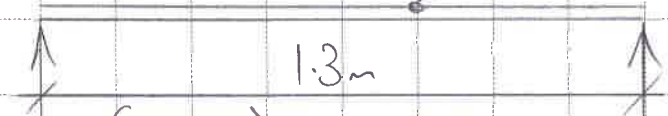
Dead Load -	Brick (per skin)	1.920	kN/m2
	Block (per skin)	1.000	kN/m2

ALP alcock lees partnership Ltd
CONSULTING CIVIL & STRUCTURAL ENGINEERS

Job No. 10203 | Calc. Sheet No. 02
Designed by: | Date:
Contract:

New External Lintel

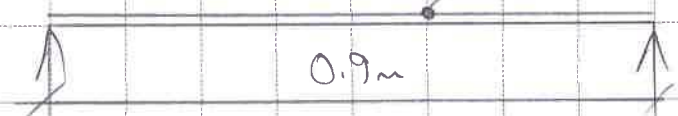
Wall: 2.92 × 1.25
Roof: 3/2 × 1.5
Σ = 5.9kN/m



Total Load = (1.3 + 0.3) × 5.9 = 9.44kN ∴ Use Catnic CG90/100

New Internal Lintel

Wall: 1 × 1.25
Roof: 4.4 × 1.5
Σ = 7.85kN/m



Total Load = (0.9 + 0.3) × 7.85 = 9.42kN ∴ Use Catnic BSD 100

Jonathan Scott Hall, Thorpe Road, Norwich, Norfolk, NR1 1UH Tel: (01603) 764 448 Email: mail@alcock-lees.co.uk