

Ref:	Location (as shown on plans as existing)	Work required	Comments
<b>1.0</b>	<b>67 Upper Bognor Road</b>		
1.01	Ground floor generally	Locally repair existing raised timber ground floor as required	
1.02	Ground floor generally	Undertake local repairs of timber first floor as required	
1.03	Ground floor generally	Remove existing plaster to walls affected by damp . Walls to be recoated using specialist render	
1.04	Ground floor generally	Remove all existing electrical fittings	
1.05	Living room	Licensed contractor has removed asbestos insulating board panels to chimney breast. Replace with non-asbestos lining board.	
1.06	Dining Room	Licensed contractor has removed asbestos insulating board panels to walls and chimney breast. Replace with non-asbestos lining board.	
1.07	Roof to single storey section	Fix back the lean to rafters to the wall plate in accordance with the structural survey	
1.08	Kitchen	Remove area of existing ceramic wall tiling	
1.09	Kitchen	Infill door to WC and firestop wall to underside of roof.	
1.10	Kitchen	Erect new partition to create bathroom.	
1.11	Ground floor generally	Construct new plasterboard ceilings throughout	
1.12	Roof voids	Provide a full fire break wall between the two cottages within the main roof space and the lean-to roof in accordance with the structural survey..	
1.13	First floor generally	Undertake local repairs of timber roof structure	
1.14	First floor generally	Provide restraint straps to tie the first floor joists to hip end in accordance with the structural survey..	
1.15	Stairwell / landing	Licensed contractor has removed asbestos insulating board panels to wall. Replace with non-asbestos lining board.	
1.16	Bedroom	Strap back the oriel window to the walls and the ceiling joists in accordance with the structural survey.	
1.17	Bedroom	Remove existing built in wardrobes	
1.18	Bedroom	Remove existing airing cupboard	
1.19	First floor generally	Remove existing plaster to walls affected by damp . Walls to be recoated using specialist render	
1.20	First floor generally	Remove all existing electrical fittings	
1.21	First floor generally	Construct new plasterboard ceilings throughout	
1.22	First floor generally	Provide wall plate straps to the main roof in accordance with the structural survey..	
1.23	Externally	Repair or replacement of blocked rainwater goods and possibly new soakaways will be needed to prevent future flooding under the back doors of both cottages in accordance with the structural survey..	

Ref:	Location (as shown on plans as existing)	Work required	Comments
<b>2.0</b>	<b>69 Upper Bognor Road</b>		
2.01	Ground floor generally	Locally repair existing raised timber ground floor as required	
2.02	Ground floor generally	Undertake local repairs of timber first floor as required	
2.03	Ground floor generally	Remove existing plaster to walls affected by damp . Walls to be recoated using specialist render	
2.04	Ground floor generally	Remove all existing electrical fittings	
2.05	Entrance lobby	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.06	Living room	Licensed contractor has removed asbestos insulating board panels to chimney breast. Replace with non-asbestos lining board.	
2.07	Living room	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.08	Dining Room	Licensed contractor has removed asbestos insulating board panels to walls and chimney breast. Replace with non-asbestos lining board.	
2.09	Dining Room	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.10	Understairs cupboard	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.11	Dining room store cupboard	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.12	Roof to single storey section	Fix back the lean to rafters to the wall plate in accordance with the structural survey	
2.13	Kitchen	Demolish the wall that currently separates the WCs to 67 and 69 Upper Bognor Road ( the existing wall to the WC in No. 67 becomes the new party wall).	
2.14	Kitchen	Reverse door hanging to WC so outward opening.	
2.15	Kitchen	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.16	WC	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.17	Rear lobby	Asbestos containing vinyl floor tiles and adhesive to be removed and disposed of by a licensed contractor or encapsulated.	
2.18	Ground floor generally	Construct new plasterboard ceilings throughout	
2.19	Roof voids	Provide a full fire break wall between the two cottages within the main roof space and the lean-to roof in accordance with the structural survey..	

Ref:	Location (as shown on plans as existing)	Work required	Comments
2.20	First floor generally	Undertake local repairs of timber roof structure	
2.21	First floor generally	Provide restraint straps to tie the first floor joists to hip end in accordance with the structural survey.	
2.22	Bedroom	Remove existing airing cupboard	
2.23	First floor generally	Remove existing plaster to walls affected by damp . Walls to be recoated using specialist render	
2.24	First floor generally	Remove all existing electrical fittings	
2.25	First floor generally	Construct new plasterboard ceilings throughout	
2.26	First floor generally	Provide wall plate straps to the main roof in accordance with the structural survey..	
2.27	Externally	Repair or replacement of blocked rainwater goods and possibly new soakaways will be needed to prevent future flooding under the back doors of both cottages in accordance with the structural survey..	
<b>3.0</b>	<b>71 Upper Bognor Road</b>		
3.01	Room 3	Remove existing door from hall and bulkhead over and infill opening on Toilet partition line.	
3.02	Room 3	Build new internal lining to two walls to create acoustic separation between adjoining flats.	
3.03	Room 4	Reposition door within existing internal wall.	
3.04	Room 4	Build new partitions to form new WC	
3.05	Toilet	Remove partitions forming corner boxing	
3.06	Toilet	Rebuild partitions to create new bathroom	
3.07	Kitchen	Block up existing internal door opening	
3.08	Kitchen	Replace existing external door with new sliding sash window to match existing complete with cill and wall below	
3.09	Kitchen	Form new internal door opening in existing wall.	
3.10	Equipment store	Remove internal walls separating equipment store and store and forming rear lobby.	
3.11	Equipment store	Build new partitions to form new Bathroom	
3.12	Equipment store	Remove existing boiler and redundant services	
3.13	Store	Infill opening between store and Room 3 and remove steps in doorway for change in level.	
3.14	Room 5	Create opening in wall between rooms 5 and 6	
3.15	Room 5	Infill existing door opening	
3.16	Room 6	Reposition door opening	
3.17	Room 6	Block in window opening to west elevation to allow for constuction of new extension.	

Ref:	Location (as shown on plans as existing)	Work required	Comments
3.18	Room 8	Form opening for new timber sliding sash window in south elevation to match existing windows complete with cill.	
3.19	Room 8	Form new opening in wall to Room 9	
3.20	Room 8	Extend area of floor at higher level to relocate step up build new partition to create new bathroom lobby	
3.21			
3.22	Roof externally	The central valley gutter requires repair/maintenance along with review of the rafter bearings and any timber plates in accordance with the structural survey.	
3.23	Roof	Inspect the sagging west roof and strengthen accordingly. Consider installing new ceiling joists at wall plate level that will triangulate and strengthen the roof and improve any further potential sagging. All in accordance with the structural survey.	
3.24	Roof externally	Repair / replace flashings at the west chimney as required.	
3.25	Roof externally	Reinstated loose and missing slates to roofs.	
3.26	Roof externally	Check all gutters, support brackets and downpipes for adequacy and serviceability and consider taking to new soakaways as existing pipes are likely to be silted up	
3.27	External walls	Open up small sections of external wall at ground and first floor to confirm the actual wall construction and help gauge the condition of all timber. Localised opening up of the ceilings at both first floor and roof level may also be needed for ease of inspection to ascertain extent of any remedial work required.	
3.28	External walls	Make good large historic crack through the sill of the west window to the south elevation	
3.29	External walls	Use render lathe to repair cracks in the south elevation render.	
3.30	External walls	Redecorate external walls cream -white to match other listed buildings on the campus	
3.31	Windows	Extensive refurbishment of the existing sash windows is required to ensure they fully shut and are operable.	
3.32	Rainwater goods	Repair / replace the guttering with the continuous leak on the buildings northwest corner. Replace section of rotten fascia of the lean-to roof over the access to the first floor.	
3.33	Drainage	Unblock the gully to the south west rain water outlet.	
3.34	Extension	Construct new west extension using materials that match the existing building.	
<b>4.0</b>	<b>Charlotte House</b>	<b>Otherwise known as - 65 Upper Bognor Road</b>	
4.01	North Elevation	Form two new window openings in the north elevation to Room 1 and Room 4. Window surrounds to be red brick soldier course to head and cill and stack bonded to jambs. Brick to match existing quoins. Windows to be timber sliding sashes, style to match existing. Window to Room 1 to match existing window to Lounge. Window to Room 4 to match existing window to Room 7.	
4.02	External store	Asbestos cement sheet roofing to be removed and disposed of by a licensed contractor.	

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4.03	External store	Roof to be covered in natural slates abutments to existing building walls to be flashed with lead.	
4.04	Boiler	Construct raised timber floor over existing brick floor to bring floor level flush with adjoining kitchen.	
4.05	Boiler	Form new door opening in wall to Room 3	
4.06	Boiler	Remove existing boiler and redundant services	
4.07	Kitchen	Remove timber first floor construction to northern half of kitchen to allow for the insertion of a new staircase	
4.08	Kitchen	Demolish wall between kitchen and boiler room and reinforce timber floor above as required.	
4.09	Kitchen	Infill opening between kitchen and lounge	
4.10	Kitchen	Construct partitions to enclose new WC.	
4.11	Lounge	Form new opening in wall to Room 3	
4.12	Lounge	Infill opening in wall to WC lobby	
4.13	Room 3	Infill existing door opening	
4.14	WC	Remove existing internal partition and door	
4.15	Bathrooms lobby	Licensed contractor to remove asbestos insulating board panels to walls and ceilings replace with non-asbestos lining board.	
4.16	Airing cupboard	All partitions forming airing cupboard are to be removed	
4.17	Corridor	Licensed contractor to remove asbestos insulating board panels to walls and ceiling and replace with non-asbestos lining board.	
4.18	Corridor	Construct new wall to separate the first floor into the two new dwellings and so create new bathroom	
4.19	Room 6	Form new door opening in wall to corridor	
4.20	Room 6	Infill existing door opening	
4.21	Room 7	Existing wall to corridor to be rebuilt to accommodate new door opening and new built in wardrobe	
4.22	Wc	Remove existing internal partition and door	
4.23	Landing	Partially infill existing opening to form doorway into new bathroom	
4.24	Room 5	Widen existing door opening and build new partitions to create new entrance into room.	
4.25	Room 6	Adjust door opening position in internal wall to landing	