



VA Services  
76 Bridge Way  
Twickenham

12 January 2024

Nick Shaw  
Deputy Head Compliance  
Hampton Court House School  
KT8 9BS

Dear Nick

### **Performing Art Studio – Ceiling / Roof Repairs**

As requested, based on our two site visits and discussions with Declan from Duffy Associates our draft method statement is set out below.

Please note that we have already undertaken the preliminary investigative works as requested by Declan and yourself, stripping back all plaster boards and the treatment of the wood has now been completed. The method statement set out below is based on the final report from Declan and the works were approved by Lisa Manyard subject to the planning officer site visit.

Following the visit and our meeting with the Conservation Officer and Planning Officer on 10 January I understand that the works will be authorised to proceed under emergency works. Let me know if you need anything further to send to the Conservation Officer as she requested and of course approval to proceed.

Many thanks  
John

### **Emergency Roof and Ceiling Repairs**

1. Investigative Works A. – undertaken as agreed.
  - Provide Scaffold Tower

- Attend two site visits (August and September) with Declan the Structural Engineer and Nick the Deputy Head Teacher Compliance
- Remove plaster board 1.5 meters to expose decayed rotten rafters and roof-boards
- Inspect roof
- Open other sections of the ceiling to check for potential decay

## 2. Investigative Works B

- Remove all plaster boards to expose roof joists and plates
- Attend further site visit and meeting with Declan Duffy (3/10/23)
- Attend site visit and meeting with Conservation Officer, Planning Officer and LXA (10/1/24)

## 3. Emergency remedial work - to be carried out:

- Supply and install full scaffold platform
- Support roof, while work is being carried out
- Replace rotten wall plates with tanalized C16 timbers
- Strap down wall plates with sabre heavy duty restraining straps, galvanised steel 150 x 1200mm. Vertical straps connecting timber roof to existing brick walls.
- Supply and fit sabre heavy duty angle brackets, galvanised steel 150 x 90 x 63mm to secure rafters to wall plate to prevent movement.
- Undertake localised repairs to split timbers and dowel connections.
- Cut back damaged rafters one meter back from affected areas
- Bolt on tanalized treated new rafters
- Remove slates above damaged rafters
- Remove damaged decayed slate boards
- Supply and fit new tanalized treated slate boards
- Replace slates (like for like)
- Supply and fit new suitable reclaimed slate to replace missing tiles (previously replaced by green mineral felt during historical repairs) as directed by Declan and Laura the Conservation Officer.

- Apply a ply sheet diaphragm membrane layer, to the underside of the roof
- Make good
- Decorate 2 coats white emulsion.