

Method Statement

Entrance Foyer Refurbishment Works



Project: HMCTS Reading Crown Court

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Table of Figures

Figure 1: Photo showing the east elevation of the Entrance Foyer.....	6
Figure 2: Photo showing south elevation of the Entrance Foyer.	6
Figure 3: Photo showing southwest corner of Entrance Foyer, with the ancillary rooms and lobbies.	7
Figure 4: Photos showing the existing stonework alterations to embed the glazing frame where the stone details protrude from the face of the column.....	7
Figure 5 Extracted plan drawing, showing the existing entrance foyer layout.	9
Figure 6: Extracted plan drawing, showing the proposed entrance foyer layout.	9

Contents

1	Introduction	5
1.1	Assumptions and Limitations.....	5
1.2	Existing Information.....	5
2	Existing Condition	6
3	Scope of Works and Method Statements.....	8
3.1	Scope of works.....	8
3.2	Method Statement	10
3.2.1	Floors	10
3.2.2	FF&E	10
3.2.3	Walls	10

1 Introduction

Northmill Associates have been instructed by EW Beards, on behalf of MoJ, to provide a package of refurbishment works within the existing Entrance Foyer at HMCTS Reading Crown Court. These works are in addition to the wider ground floor refurbishment. The purpose of this document is to outline the scope of works and methods involved, with respect of the historically important building fabric.

1.1 Assumptions and Limitations

This report and any recommendations are subject to the following assumptions and limitations:

- Works addressed in this report are contained solely within the Entrance Foyer and staff office spaces.
- Works descriptions are provided for information only. Follow all manufacturers guidance and industry best practices.
- Works are not listed in an operational order.
- All materials are to be installed in strict accordance with manufacturer's details and instructions.
- This report does not consider Health and Safety matters associated with the works. The Main Contractor is to prepare a Construction Phase Health and Safety plan, documenting all applicable Health and Safety requirements and implications associated with the works.

This document is limited to its intended purpose only.

Any decisions based on this document must consider suitable contingencies and the likelihood of 'unknown issues' usually associated with refurbishment projects of this nature.

1.2 Existing Information

This report has been based on the following information:

- Building survey provided by MoJ's client team.
- Visual assessments.

2 Existing Condition

The existing entrance foyer and public concourse is accessed via the secure entrance from The Forbury, via a semi-enclosed courtyard space. The foyer is a large, double height space comprising of original architectural features and materials, principally the original decorative stone walls and details. The space is lined on two sides by stone archways, with existing channel glazing infill. A granite plinth lines the perimeter of the space.

The stonework remains exposed and largely unaltered, with no evidence of applied paint finishes or surface treatments. The stone archways have however been locally altered to accommodate a glazed partitions and access doors. These alterations include cut cornice and moulding details to embed the framing within.

Generally, the fabric within the foyer is in good condition.

The existing floor finish is a terrazzo-style floor tile, with a diamond banded pattern and a checkerboard perimeter. It is understood that this floor finish is not original.



Figure 1: Photo showing the east elevation of the Entrance Foyer.



Figure 2: Photo showing south elevation of the Entrance Foyer.



Figure 3: Photo showing southwest corner of Entrance Foyer, with the ancillary rooms and lobbies.



Figure 4: Photos showing the existing stonework alterations to embed the glazing frame where the stone details protrude from the face of the column.

3 Scope of Works and Method Statements

3.1 Scope of works

The proposed scope of works within the entrance foyer is as follows:

- Remove the following items:
 - All existing loose and fixed furniture.
 - Existing glass partitions and doors where indicated on the planning drawings provided.
 - Existing radiators, which are to be salvaged and relocated.
- Cleaning of all retained exposed surfaces.
- Installation of a new barista point with required electrical connections and drainage outlets.
- Installation of a new reception desk with required electrical connections.
- Infill existing wall openings with acoustic performing drywall partitions, where existing glazed partitions walls are removed.
- 1 nr. to have glazing partition removed and left open to support the new public security entrance layout.
- Provisions of new loose, movable furniture.
- Installation of a new sliding glazed entrance door.
- Install new radiators in proposed positions, refer to NMA drawings.
- Install new court listings board and display screens onto new drywalls partitions.
- Replacement of non-original barrier matting to public entrance, set within the existing barrier matting frame.
- Making good of existing, non-original floor tiles.
- No works proposed to other walls within Entrance Foyer.
- The staff office space is to receive a new carpet tile finish.
- No works are proposed to the ceilings in the entrance foyer.
- For works within the security office, refer to method statement: 256379-9573-NMA-RCC-XX-RP-A-1010-S4-P02-D0100

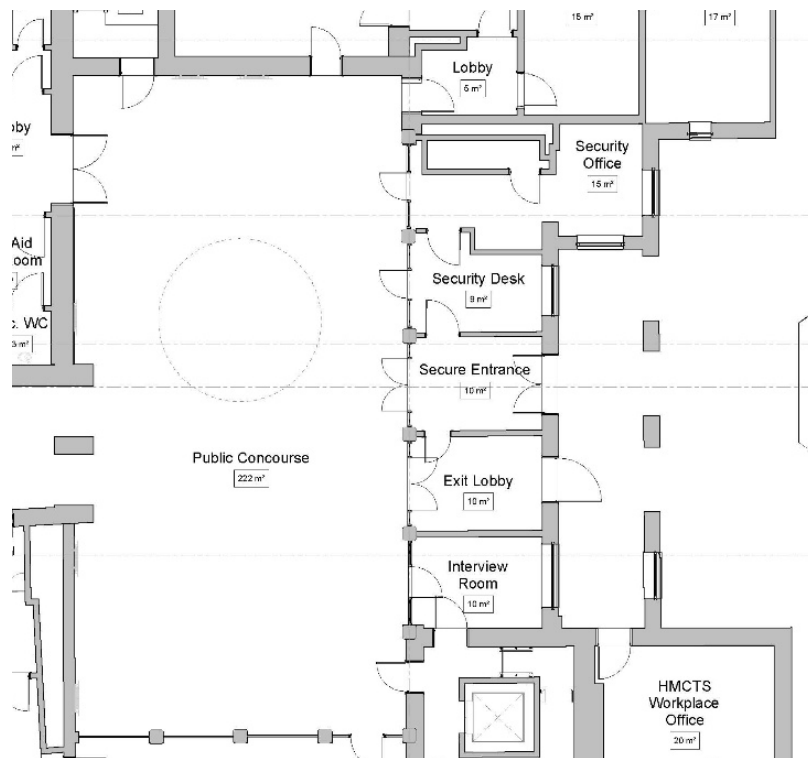


Figure 5 Extracted plan drawing, showing the existing entrance foyer layout.

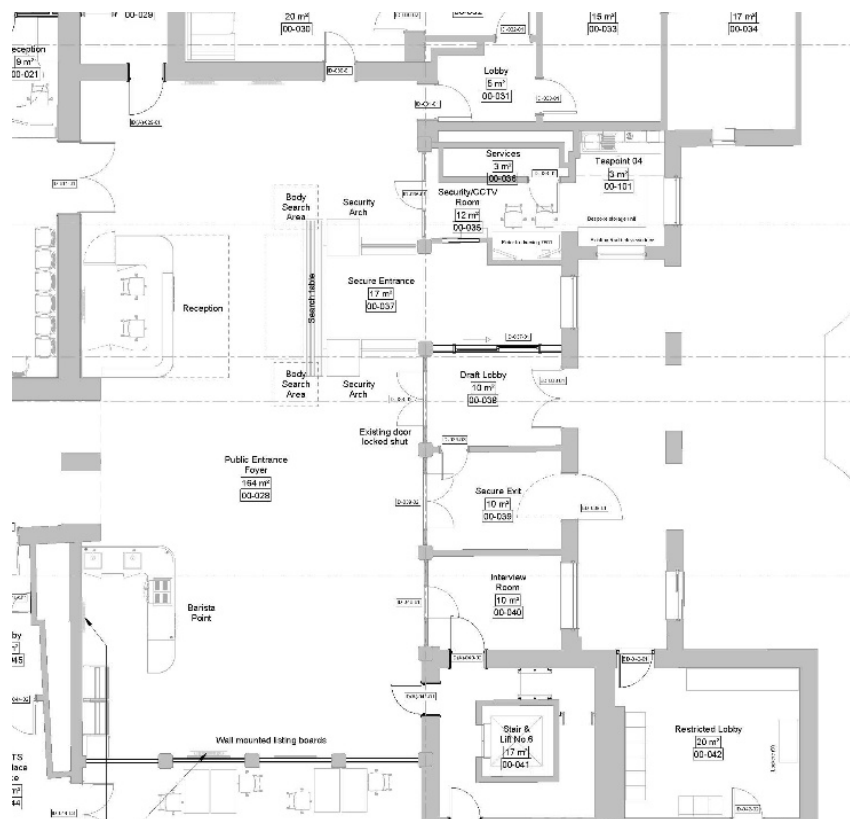


Figure 6: Extracted plan drawing, showing the proposed entrance foyer layout.

3.2 Method Statement

All existing, original fabric is to be suitably protected throughout works, including floors, wall and ceilings as necessary to suit the level of works occurring within the area. No original building fabric is to be removed as part of the proposed works.

A photographic record survey is to be undertaken prior to commencement of works and provided to contract administrator.

An R&D survey has been undertaken by the Main Contractor, and no Asbestos Containing Materials (ACMs) are noted.

3.2.1 Floors

Existing floor finishes to be retained, are to be protected using suitable sheeting throughout duration of works.

Where fabric is removed, where indicated on the drawings only, all exposed floors are to be inspected for damage any areas of concern reported immediately to the Contract Administrator. Infill and make good all floor penetrations and redundant fixing locations, resulting from the removal of existing fabric and make good non-original floor finishes on a like-for-like basis; ensuring surfaces are left neat, level and free from defects upon completion

Existing floor mounted radiators to be carefully removed and relocated in new positions, as shown indicated on drawing, 256379-9573-NMA-RCC-00-DR-A-2282. Radiator pipework to be re-routed at lower ground floor level and new penetrations through non-original floor finishes to be provided locally only. Pipework routing to be fully concealed.

3.2.2 FF&E

The same principle will be applied to the services for the reception desk and barista point, with all services being routed at lower ground floor level and only local penetrations provided at ground floor. All penetrations are to be fully sealed and concealed as far as practically possible, underneath the proposed furniture items, with cabling and pipework routed through the proposed furniture.

Existing, redundant FF&E including the central reception desk and wall mounted listing boards are to be removed. Redundant fixing locations in stone walls to be cleaned of dust and left exposed. Floor tiles to be repaired on a like-for-like basis.

3.2.3 Walls

All existing walls in the vicinity of works are to be protected using suitable sheeting for the duration of the works.

Carefully remove the existing glazed partition partitions, doors, framing system, associated ironmongery and all sealants. Removal works to be carried out used hand tools and small handheld power tools only. Particular attention is to be given to interfaces with existing stonework, ensuring the stonework is left undamaged.

Stonework to be fully cleaned using warm water only, following removal works, no harsh chemicals to be used. Remove all dust and detritus, leaving a clean working area to install new partitions.

Install new metal stud partitions, centred and aligned with the locations of the removed glazed partition. Stud fixings to utilise existing fixing locations as far as practically possible. All partition boards are to be scribed around existing stone details, projecting from the face of the existing stone archway columns, achieving a neat and consistent junction without cutting, damaging or altering the retained stonework.

Existing cuts in stonework to be retained and concealed by the proposed drywall partitions. No new cutting, chasing or forming of new channels within the retained stonework is permitted.

Apply a plaster skim finish to the proposed partition walls to achieve a smooth surface ready for decoration. Beads and flexible sealants to be utilised at junctions with stonework. Stonework to be covered during skimmed to prevent splatter.

Proposed drywall partitions to receive a painted finish.

Ends.