

Construction phasing plan

Extension and alterations to Treloweth Community Hall, Moorfield Road, Pool

Construct and fit out both extensions while the existing building remains open. Move offices into the new office extension before altering the vacated accommodation. Close the existing building for final connections and internal works, complete the permanent external works and hand over, then remove the temporary car park and reinstate the site.

Phase 1 Temporary parking and site establishment

Establish the temporary car park in the playing-field area shown on 22-192-BR15, using the existing gate for access. Record the original condition of the affected land and confirm the temporary surfacing and drainage arrangements. Provide signed parking, accessible provision and a protected pedestrian route to the occupied building.

Bring temporary parking into use before taking over the existing car park for the compound. Install fencing, gates, welfare and storage. Implement tender clauses A to C before intrusive works, including the joint FRA and solid fire-rated dust partitions. Establish external construction access to both extension work areas. Maintain building entrances, escape routes and access to the field for grounds staff and machinery.

Release point: Temporary parking and pedestrian access are operational; segregation, the joint FRA and agreed escape routes are in place.

Phase 2 Both extensions and complete fit out

Keep the existing building open and in use. Construct the office accommodation extension and the ground-staff accommodation and store extension, including foundations, drainage, structures, roofs, external envelopes, services and full fit out. All workforce access, deliveries and waste removal are to be from outside the existing building.

Maintain solid, floor-to-ceiling, fire-rated dust partitions at live-building interfaces under clause A. Apply clauses B and C to escape routes, shutdowns and deliveries. Defer final knock-throughs and alterations within the existing building to the later phases. Complete the external entrance and ramp needed for independent occupation of the new office. Test and commission the extensions, complete snagging and cleaning, and provide the information needed for occupation.

Release point: Both extensions are ready for handover; the new office has independent safe access, working services, WC facilities and suitable escape arrangements before the office move.

Phase 3 Office relocation and initial alterations

Move staff, furniture, records and IT from the existing offices into the completed office extension. Confirm that office operations can function independently of the existing building.

Release the vacated offices for alterations shown on 22-192-BR09, including partitioning and associated services and finishes where these can be safely isolated. Protect continuing building use with the segregation, escape and services controls in clauses A to C. Reserve final knock-throughs and disruptive building-wide works for Phase 4.

Release point: Office relocation is complete; vacated rooms are available to the contractor and the Phase 4 closure arrangements are agreed.

Closure handover and reinstatement

Phase 4 is divided into work stages below, retaining the requested five-phase sequence.

Phase 4 Closure final alterations and handover

4A Close the existing building. Close the existing building to the public and staff. Review the joint FRA, secure the closure boundary and complete the final knock-throughs, structural openings and connections to both extensions. Undertake the remaining internal alterations, service adjustments, door and ramp works, making good and finishes shown on 22-192-BR09 and the associated drawings.

4B Remove the compound and complete external works. Remove the compound from the existing car park once it is no longer needed there. Provide alternative contractor welfare, storage and access for the remaining works. Complete alterations to the existing car park and the area in front of the main entrance, including permanent access, surfacing, drainage, markings, accessible parking, cycle parking and EV provision as specified.

4C Final handover. Complete integrated testing, commissioning, snagging and cleaning. Provide operation and maintenance information, as-built records, certificates and user training. Hand over the completed building and permanent external works. Record temporary car park removal and reinstatement as the outstanding Phase 5 work.

Release point: The building and permanent parking/access arrangements are ready for use. Reopening follows acceptance of the works, access arrangements and updated FRA.

Phase 5 Temporary car park removal and reinstatement

Once the permanent car park is operational and the temporary parking is no longer needed, close and remove the temporary car park, temporary access surfacing and associated temporary equipment. Reinstate affected ground, levels, drainage, grass and landscaping to the recorded original condition. Retain the existing gate and grounds access unless an agreed design requires otherwise.

Release point: Inspect and accept reinstatement against the pre-works condition record; close out the remaining site works.

Building use through the phases

Phase	Existing building	New office extension
1	Open and in use	Not available
2	Open and in use	Construction and fit out
3	Office areas released; other use segregated	Occupied after readiness checks
4	Closed to public and staff	Occupation conditional on safe separation
5	Available following handover	In use

Coordination notes. During Phase 4, staff may remain in the new office only where its access, escape routes and services remain independent and protected; otherwise arrange temporary relocation. Exact fencing, delivery routes, compound limits, service connections and closure dates are to be agreed before the relevant phase. This plan sets the work sequence and does not establish construction methods or dates.

Drawing basis. Attached sign-off pack: 22-192-EX01; 22-192-BR05 revision B; BR06 revision A; BR09 revision B; BR12; BR15; and the parking provision detail on PDF page 30 labelled BR20. The pack repeats BR15 on floor-finish sheets, so sheet titles and page content must also be checked. Latest coordinated drawing issue to be confirmed before works.

Critical tender clauses

Mandatory project requirements and allocation of responsibilities during partial occupation.

Client-supplied areas: **176 sq m live hall** and **100.46 sq m extension zone**. Verify areas and extension scope against the coordinated drawings; areas alone do not establish occupancy or escape capacity. These mandatory clauses apply at all live-building interfaces.

A Strict physical segregation

Tender requirement. The contractor shall provide and maintain a solid, floor-to-ceiling, fire-rated dust partition separating the live hall from the extension works. Plastic sheeting, cones and tape are not acceptable substitutes. The partition shall be structurally stable, securely fixed and sealed at perimeters and penetrations, with controlled access where required.

Responsibility and release point. The contractor shall allow for design, installation, inspection, maintenance and removal. The required fire resistance and construction details shall be specified through the coordinated fire strategy and joint FRA before tender issue. Inspect before adjacent works and public use, and regularly thereafter. If separation fails or dust, smoke or tools enter occupied space, stop the affected works, secure the area and rectify before resuming.

Insurance risk. Inadequate segregation or an unsafe system of work may lead an insurer to dispute a claim, subject to policy terms and circumstances. Confirm occupied-premises cover, conditions and notification requirements with the relevant insurers before works.

B Access egress and fire escape routes

Tender requirement. Before groundworks or intrusive works begin, the contractor shall coordinate a revised **joint Fire Risk Assessment (FRA)** with the hall operator and relevant responsible persons, with competent fire-safety input. Assess any escape route potentially blocked or altered by either extension, ramps, hoarding, compound or deliveries; do not assume the existing escape arrangement remains adequate.

Responsibility and release point. Agree and record the occupied areas, escape routes, exits, signage, lighting, alarm arrangements and emergency access. Public escape routes shall remain completely clear, well-lit, structurally sound and usable throughout the works. Put any agreed replacement route in service before changing the existing route. The contractor shall maintain construction controls; the hall operator shall coordinate occupied-premises arrangements. Review the joint FRA at phase changes and before reopening; coordination does not transfer the statutory duties of either party.

C Shared services and segregated deliveries

M&E isolations. New office plumbing and electrical services tie into existing mains. The contractor shall plan, notify and agree every tie-in shutdown with the hall operator and carry it out **outside public operational hours**. Confirm essential services and safe office occupation, test the reinstated supply and return it to service before the next public opening.

Delivery traffic. The contractor shall agree a booking-based delivery and waste-removal schedule with the hall operator. Time construction vehicle movements, material drops and skip exchanges to avoid peak public use, including preschool arrivals and departures, community groups and evening events. Segregate routes and loading areas and keep all public entrances and emergency routes clear.

Tender allowance. The operator shall supply opening hours and the bookings calendar. The contractor shall price and programme these controls and agreed windows. Changes to restrictions shall follow the contract change procedure.

Guidance basis. HSE General fire safety: www.hse.gov.uk/construction/safetytopics/generalfire.htm. GOV.UK Fire safety responsibilities: www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible. Checked 14 October 2026. Project partition specification and timing restrictions above are tender requirements.

Site phasing overview

Diagrammatic location key on the supplied proposed site plan 22-192-BR15, PDF page 24. Not to scale.



A Temporary car park

Phase 1 establishment; retained through the works; Phase 5 removal and reinstatement. Existing gate access as shown.

B Existing car park and compound

Phase 1 compound in the existing car park. Indicative location only; exact extent to be agreed. Remove in Phase 4.

C Office extension

Phase 2 construction and full fit out. Phase 3 office relocation into the completed extension.

D Ground staff extension

Phase 2 construction and full fit out. Final links to the existing building completed in Phase 4.

E Existing building

Phase 2 continued use. Phase 3 vacated office alterations. Phase 4 closure and final internal works.

F Entrance and permanent parking

Phase 4 main entrance area and car park alterations following compound removal.

Access requirements

External access only to both extensions during construction. Preserve occupied-building access and fire exits in Phases 1 to 3, and field access for grounds staff and machinery. Apply tender clauses A to C: solid fire-rated segregation, joint FRA, out-of-hours shutdowns and timed deliveries.

Letters locate the relevant areas and do not define fencing, compound boundaries or vehicle routes. Original drawing labels describe the proposed completed layout; apply the phase sequence in this plan.