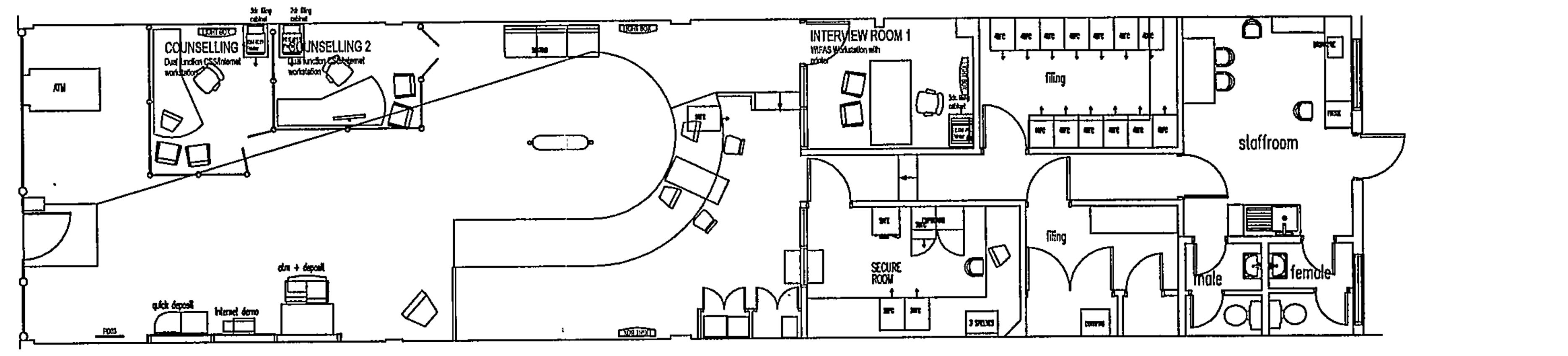
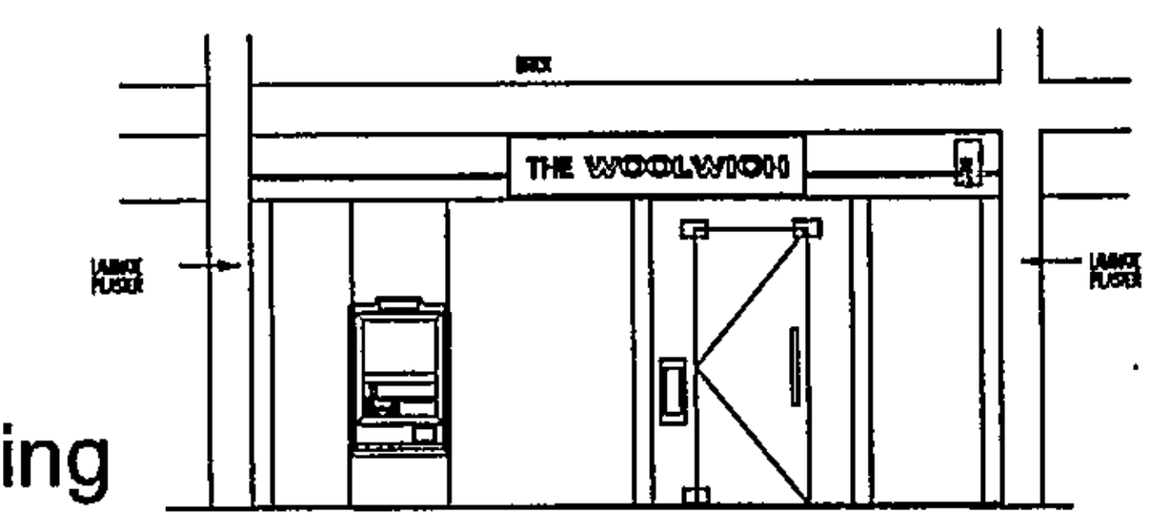
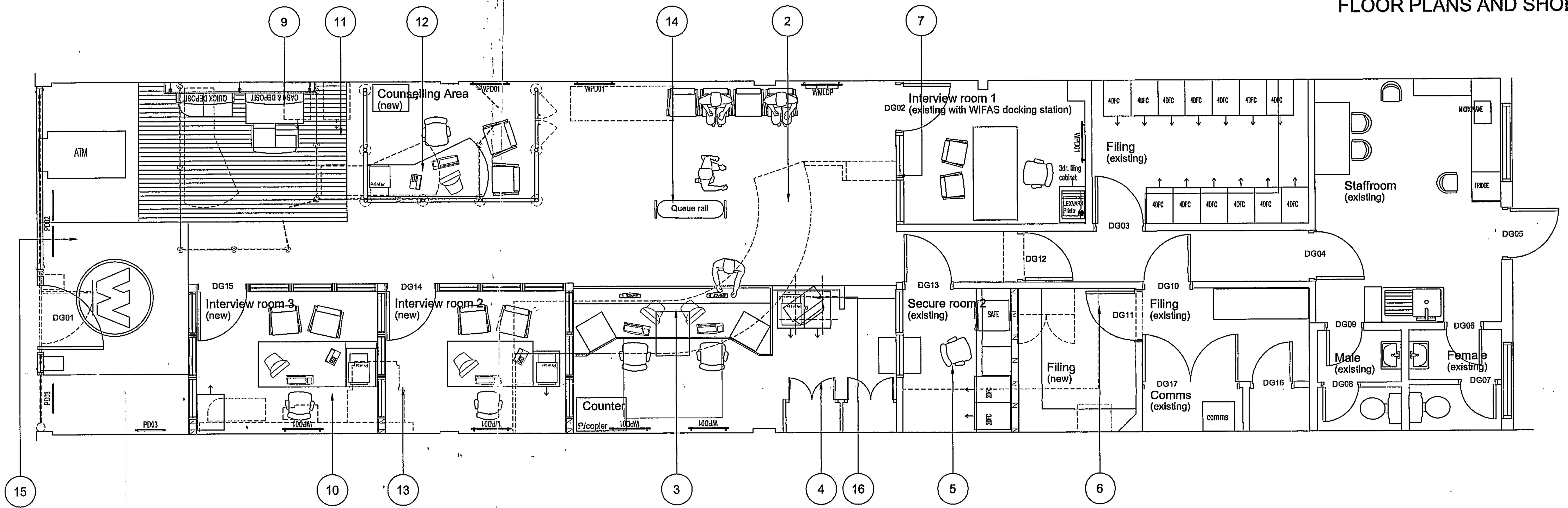


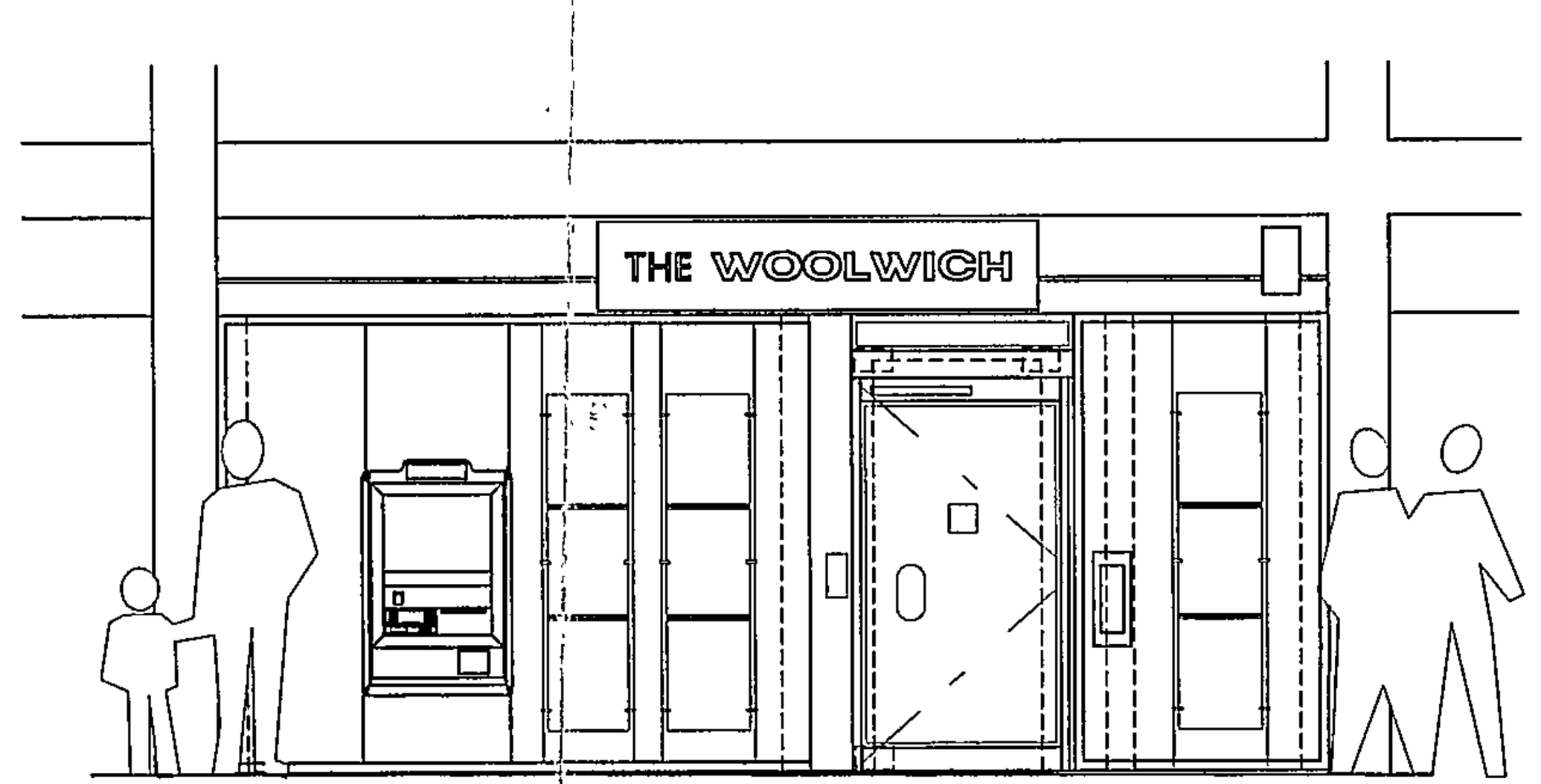
GROUND FLOOR PLAN



FLOOR PLANS AND SHOPFRONT ELEVATION - As Existing



GROUND FLOOR PLAN - As Proposed



SHOPFRONT ELEVATION- As Proposed

Schedule of Furniture

All existing furniture to be returned to OES for refurbishment

Supply and place in position the following furniture

- 7no. operators chairs
- 12no. visitors chairs
- 3no. 1600mm dble. ped. desks
- 1no. counselling desk
- 6no. 2dr filing cabinets
- 2no. metal filing cabinets
- 1no. secure room cpd.
- 1no. CCTV cpd

Scope of Works

1. Branch to be finished in steamed beech
2. Remove existing TAU counter and cut back raised floor.
3. Form 2 position TAU counter and associated handrails.
4. Remove doors to signature card cupboards, stain remianing ash and fit new doors.
5. Remove raised floor in secure room, form new partition and supply new worktops storage cupbaords etc. (allow for repositioning safe)
6. Form new opening and rack out new filing area.
7. Remove existing screens and doors to interview room 1 and secure room and replace to suit new floor levels.
8. Remove existing automation panelling
9. Reform automation ares comprising atm and qds, panels and housings in beech
10. Remove wall mounted internet unit
11. Remove existing counselling areas
12. Form new counselling area
13. Form new interview rooms, 2no
14. Install new queue rail
15. Strip out existing shopfront and install new, including automatic door
16. Reposition marketing screen
17. Renew decorations, ceilings and finishes throughout ground floor public area.
18. Redecorate staff room and w.c's.
19. Allow for renewing alarm system to current standard.
20. Strip out existing defective a/c system and install new to suit new layout. (Note 1no. wall mounted cassette to be put into stock for reuse elsewhere.)
21. Upgrade/Renew data installation.
23. Upgrade CCTV to suit new specification
23. Existing signage retained.
24. Marketing renewed to current specification.
25. Upgrade fire alarm suit meet current regulations.
26. Supply 1no double printer pedestal to interview room 3.

10.JAN.2003 7901 APP

Door Schedule

Ref. no.	Specification	Fire Signage
DG01	New auto door	No requirement
DG02	New Beech Laminate with vp	No requirement
DG03	Existing retained	Fire door keep closed
DG04	Existing retained	Fire exit keep clear
DG05	Existing retained	Fire exit keep clear
DG06	Existing retained	No requirement
DG07	Existing retained	No requirement
DG08	Existing retained	No requirement
DG09	Existing retained	No requirement
DG10	Existing retained	Fire door keep closed
DG11	New 1/2hr frsc painted with VP	Fire door keep closed
DG12*	New Beech Laminate 1/2 frsc with vp and unican	Fire exit keep clear
DG13	New Beech Laminate sc with vp and unican	No requirement
DG14	New Beech Laminate with VP	No requirement
DG15	New Beech Laminate with VP	No requirement
DG16	Existing retained	Fire door keep locked shut
DG17	Existing retained	Fire door keep locked shut

* Will require electronic strike linked into fire alarm

Rev	Comments	Date	Rev	Comments	Date
A	Alterations to secure room noted Scope of works updated	18.07.02			
B	Furniture and door schedules added	18.07.02			

Regional Manager's Scheme Approval

Signed ________________ Date ________

Name ____________________________

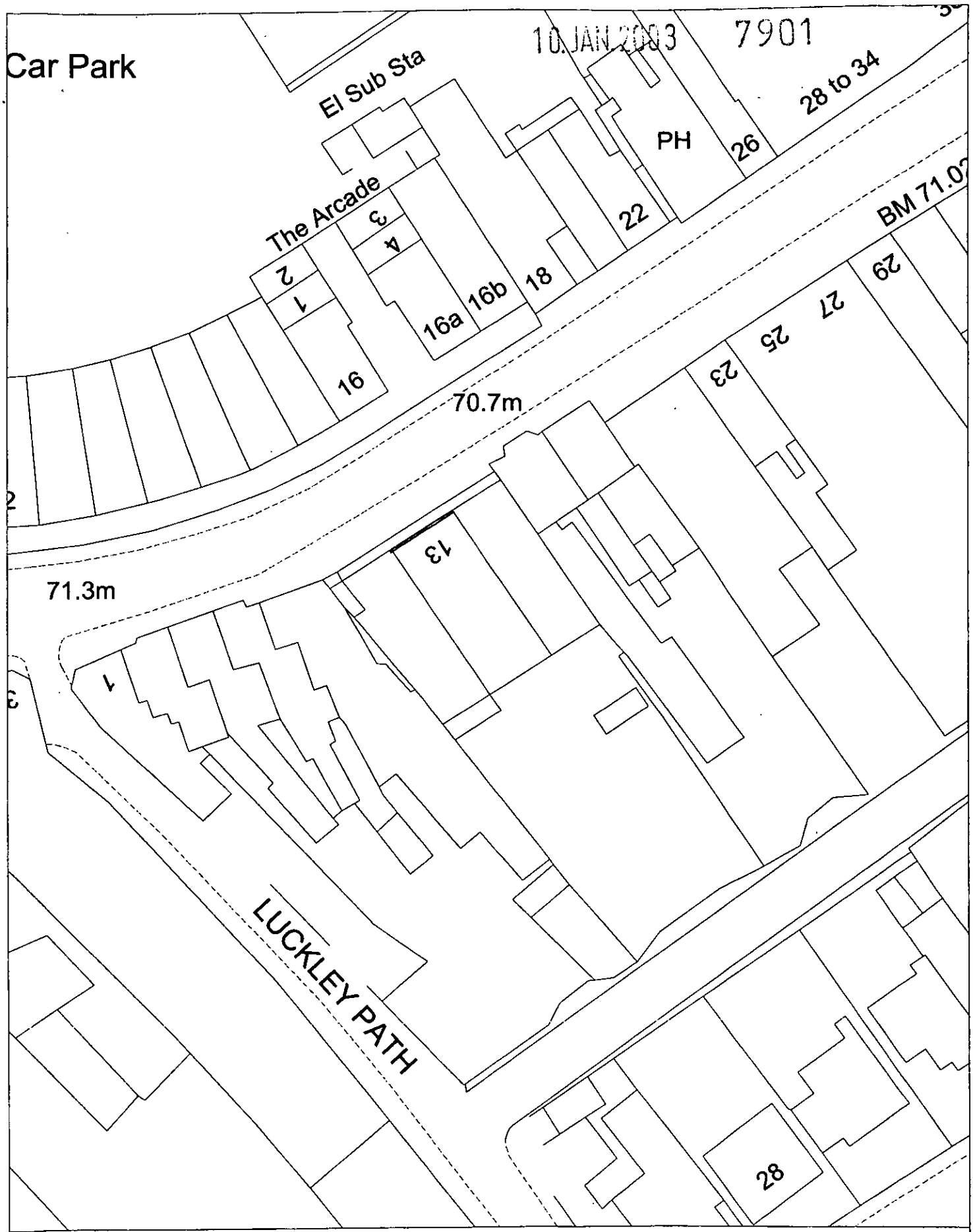
DO NOT SCALE FROM THIS DRAWING . ALL DIMENSIONS MUST BE VERIFIED FROM SITE PRIOR TO COMMENCING WORK. THIS DRAWING IS THE PROPERTY OF WOOLWICH PLC AND COPYRIGHT IS RESEVERED BY THEM . THE DRAWING IS NOT TO BE COPIED OR DISCLOSED TO ANY UNAUTHORISED PERSONS WITHOUT PRIOR CONSENT FROM WOOLWICH PLC.

THE WOOLWICH
BRANCH DEVELOPMENT TECHNICAL AND DESIGN TEAM . WATLING STREET . BEXLEYHEATH . KENT . DA6 7RR .
TELEPHONE 020 8298 5000 . FAX 020 8298 4321

Address:-
WOKINGHAM
13 Peach Street
Berkshire RG40 1XJ

Subject:-
Sketch Scheme - Plans and Shopfront Elevation

Scale @ A1:-	Date:-	By:-	Drawing No:-	Region:-	Rev:-
1:50	July 2002	G. Taylor	428/SK/02	SW London	B



Site Plan, Scale: 1 to 500

This copy has been produced specifically for the map return scheme purposes only. No further copies may be made.

RECEIVED 29 NOV 2002

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO Office. © Crown Copyright. Wokingham District Council, Licence No. LA086134

Date: 27 November 2002

N
W E
S



Site Plan, Scale: 1 to 2500

This copy has been produced specifically for the map return scheme purposes only. No further copies may be made.

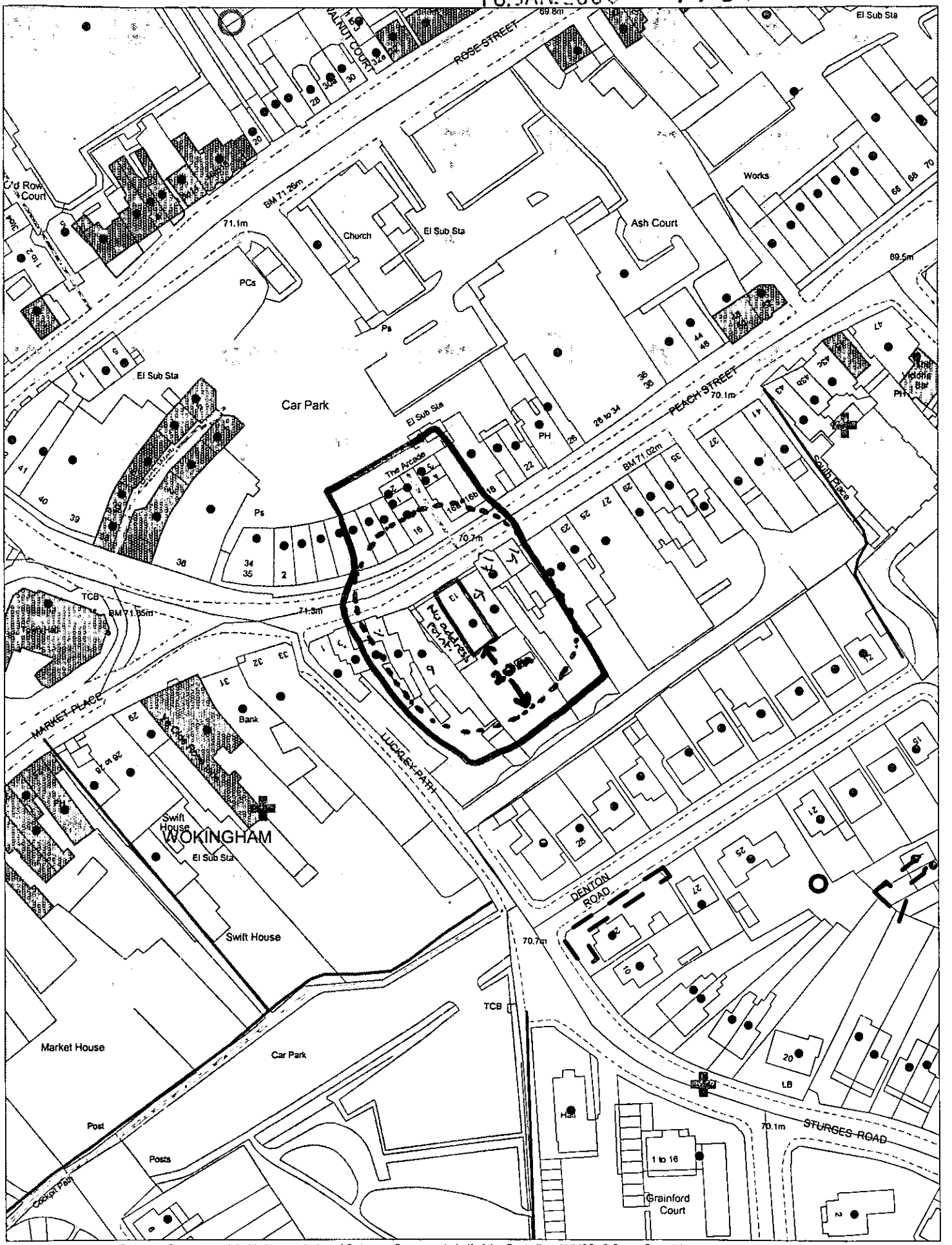
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO Office. © Crown Copyright. Wokingham District Council, Licence No. LA086134

Date: 27 November 2002

N
W E
S

RECEIVED 29 NOV 2002

10 JAN 2003 7901



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Wokingham District Council Licence LA086134

Development Control, Wokingham District Council.
6 November 2002

Scale: 1 : 1250

N
W E
S