

PROS
ITEM 74.2(b)

Rye Town Council

From: "Kerry de Courcy" <KdeC@ryelodge.co.uk>
To: "Rye Town Council" <townhall@ryetowncouncil.gov.uk>
Sent: 04 January 2008 19:52
Subject: Heritage Centre WORKPLAN January 2008

Dear Richard Sorry to have been so long coming back to you but the Christmas period has been hectic. In your letter of 20th December you asked for details of the 'in house' refurbishment' which is now being undertaken and its stage one is due for completion by the end of this month. I can do no better than enclose a copy of our work plan. I am acting as Project Manager and we are employing labour direct to work to my instructions, I am confident that this will be very much cheaper than any other method. I am pleased with the progress made so far.

Regards

Kerry

Heritage Centre WORKPLAN

January 2008

BUILDER

Clear Front Entrance area and WASH DOWN ceiling and walls

Re- SITE existing COUNTER across rear of Front Entrance area

Construct temporary screen behind counter leaving access to rear on one side

Construct low level window display shelves to special design – see KdC

ELECTRICIAN

Re-site TELEPHONE LINES [phones - fax – Credit card machine – computer - Copier – etc., as agreed with Mr Paine Liaise with KdC – Laura Simmons – Laton Computers.

REMOVE existing fluorescent TUBE LIGHTS but leave hanging for working light

RE-WIRE for new recessed LOW ENERGY down lights at agreed strategic points
[recessed light fittings and low energy bulbs to be selected – some to be angled to illuminate wall shelving displays]

WIRE for illuminated DISPLAY BOX SIGNS in corner behind counter – at entrance to Town Model, window display and at other strategic points to be agreed on site – liaise with KdC and with Care Signs.

Wire for new COUNTER with illuminated fascia and points for telephones, computers, credit card machine, as per plan - Liaise with KdC Laura Simmons and counter staff

Wire for – [or co-operate with DNA] to install security CCTV in strategic areas

CARPENTER & JOINER

Form new archway from small office to store room and board up existing doorway to main show room to provide additional display space in main area.

Remove existing floor covering and lay new FLOORING

Create new COUNTER and shelving with CUPBOARDS
to new design as prepared by KdC *Liase with Laura Simmons and counter staff*

Fit counter and shelving with doors to form cupboards behind counter [ready made doors supplied]

DECORATOR

Prepare and paint primer, undercoat and topcoat in Dulux oil based Satin wood finish to Pantone colour specified [paint will be supplied] all new counter and cupboards.

Rub down, make good all joints of all ceiling and wall beams, distress new beams and treat with Cuprinol [or similar preservative].

Make good ceiling and walls and paint all surfaces with two coats of Vinyl emulsion paint as specified.

BUILDER

Clear all rubbish from site and leave clean for re-fitting of display units and shelves

ELECTRICIAN

Final fix of all new and existing light fittings, power points, new CCTV etc