



April 20, 2022

Reliance Construction

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Attention: Barry Padolsky, on behalf of Reliance & Cadillac-Fairview

Re: 70 Nicholas St., CRO Relocation

Note: the following is intended to be read in conjunction with D.E.C.L. March 2022 report, "Ottawa Registry Office - Dismantling Plan," attached as a separate document. Qualified heritage conservation personnel to be present at all stages and actively involved in documentation for the project duration.

Proposed Phases:

- 1) Testing/ analysis, including material identification and test removals (if additional required, locations to be confirmed by others)
- 2) Design of selective removals, accounting for structural and material information obtained during the test removals. To be identified on record drawings and approved prior to on-site works
- 3) In-situ documentation
- 4) Removals (including plaster, selective masonry dismantling, glazing, and entrance door), identification, and packaging
- 5) Interior repointing as required to ensure stability throughout the move process
- 6) Transportation of removed elements for storage
- 7) Post-move assessment of structure to determine if additional restoration works are required
- 8) Retrieval and delivery of removed assets
- 9) In-situ reinstatements per approved drawings and photographic documentation

Background

The Land Registry office at 70 Nicholas St is one of four remaining land registry offices based on the designs of Kivas Tully, Ontario's first Provincial Architect and Engineer. Completed in 1874, the main structure consists of 3 to 4 wythes of brick, structural and decorative Gloucester limestone, local sandstone features, steel windows, and a wooden door.

All exterior materials appear to be in good condition, remaining suitable candidates for preservation. The original building and its integral heritage features can be restored using a combined off-site and in-situ approach once moved to its new location, thus preserving the character of the street as well as the building.

All unique elements are to have their condition, size, shape, location, fastenings, etc recorded in situ before being carefully removed and packed for transportation to Heritage Grade's shop. All elements identified for removals – to allow for building move and for future restoration scope – are to be removed intact and complete with a view to either restore each piece or use the remnants as a pattern / model for new, recreated pieces.



Phase 1.1 - Selective Heritage Masonry Removal Procedures

- Survey and record the existing conditions and document on drawings supported with digital photography, in accordance with an established Heritage Materials Management Protocol (H.M.M.P., as outlined in the final section of this document).
- Remove existing, lead-containing interior plaster coating to allow for inspection of brickwork and repair as required to ensure structural integrity during the move
- Repoint interior brickwork as required
- Remove and label all glazing units in coordination with selective masonry dismantle.
- Remove and label the wooden entrance door to facilitate removal of floor slabs. Measure and template opening for record. Note that the frame is to remain in-situ.
- Temporarily infill all openings per mason's recommendations to ensure stability during the building move and to provide environmental protection until site is ready for works to be reinstated
- Selective removal locations to be labeled per grid system as outlined in D.E.C.L. dismantling plan from Option 1 (separate document, enclosed), including floor slabs, front steps, and brickwork for cross beams, needle beams, to ensure future reinstallation at original locations. Catalogue per Heritage Material Management Protocol (H.M.M.P.), as outlined at the end of this document.
- All stone and metal elements remaining in-situ, such as windows, shutters, medallions and cornice work, to be thoroughly documented, with location identified on photographs and the established grid system, and labeled for record. Unique labels to be noted on elevation drawings of facades and interior sections where applicable, in accordance with the H.M.M.P. (refer to the H.M.M.P. guidelines at the end of this document).
- Salvage loose stone left from original construction in the basement, and foundation walls. Retain for replacement materials and/or adaptive reuse as required
- Pack each removed piece on sound wooden pallets for transport. Label and tag individual assets and pallets using the crating inventory/database system in accordance with the H.M.M.P.
- Pick up all crated and palletized heritage components from jobsite, 70 Nicholas St.
- Transport to Heritage Grade's shop, 2880 Stevenage Dr., Ottawa. Store for future reinstatement at original locations
- All removed assets to be stored in a covered, dry location with sufficient airflow so as to prevent biological growth
- Full site assessment to be completed once building is at its new location, including annotated, side-by-side images from pre-move survey, to identify any pre-existing and/or new conditions requiring intervention in order to ensure long-term preservation of the building. Assessment to inform masonry conservation scope.
- All ironwork, ornamental stone, and brick components to be evaluated by qualified personnel once the structure is in its permanent position, with restoration works to be completed, and replicas to be produced of elements showing significant damage, on an as-required basis



Phase 1.2 - Heritage Glazing Removal Procedures

- Survey and record the existing conditions and document on drawings supported with digital photography, in accordance with an established H.M.M.P. Identify and template any openings requiring new glazing units
- Number pieces that will be removed on the designated set of as-built drawings
- Gently remove all glazing units. Number all pane and note locations on drawings to ensure future reinstatement at original locations
- Package all glazing units in accordance with an established H.M.M.P.
- Label and tag crates using the crating inventory/database system in accordance with established H.M.M.P.
- Transport glazing units to Heritage Grade's shop for storage
- Work in conjunction with the masonry and building move teams to ensure stabilization of the openings and install temporary bracing/infill as required.

Phase 2.1 - Re-Installation of Masonry Units

- Transport palletized masonry units from storage location (Heritage Grade's shop at 2280 Stevenage Drive) to site
- All brick units to be reinstalled at original locations, per grid segments established on elevation drawings, using approved mortar mix
- Interior floor slabs to be reinstalled at original locations per labeled pre-removal survey
- Front steps to be reinstalled at adapted original locations per labeled pre-removal survey and confirmation of new location grade/conditions

Phase 2.2 - Re-Installation of Glazing Units

- Prepare replacement glazing units, where required, per templates produced during removals
- Transport palletized glazing units from storage location (Heritage Grade's shop at 2280 Stevenage Drive) to site
- Remove all temporary infill and prepare openings for glazing
- Reinstall glazing units at original locations, per labeled elevation drawings
- Supply and install interior caulking at perimeter of glazing units only
- Supply and install exterior caulking at perimeter of glazing units only
- Demob site

Note:

1. Current procedure is not inclusive of restoration works that may be required to ensure the long-term preservation of the building envelope, such as localized brick replacements, repointing, ironwork repairs, maintenance and/or replacement of ironwork paint coatings, repairs to interior doors, replication of original brick chimney.
 - a. Restoration procedures will need to be approved per detailed post-move building assessment. Pricing and schedules to be submitted for approval per agreed upon scope of work
2. All necessary permits by others
3. Access and hoarding by others
4. Preparation of foundation by others



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5. Approved mortar mix to be specified by others
6. New roofing by others
7. Structural and interior modifications by and/or as directed by others, per approved, stamped drawings to be issued by others

If you have any questions or comments email them to shauna@heritagegrade.com

Yours truly,

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Heritage Material Management Protocol

The following Heritage Material Management Protocol (“H.M.M.P.”) has been adapted from standardized Public Services and Procurement Canada Specifications.

1. INITIAL MATERIAL ACTIONS

Prior to undertaking any of the Work contained below the Contractor shall:

- A. Identify the item or material that is to be removed from its current location for the purpose of completing the action assigned in the Contract Documents.
- B. Provide a schedule outlining the dates for the removal of each item
- C. Instruct all workers on procedures concerning working around heritage finishes and components, accidental damage as a major risk (such as falling tools or materials) moving of lifting equipment, etc.

2. CATALOGUING

All completed cataloguing deliverables are to be submitted in digital format to allow for integration into the Heritage Material Database (“HMD”).

Each tag is to be completed and placed as follows:

- A. As per instructions listed on the sample crating tag/heritage material removal tag included as part of this document (Appendix 1).
- B. On the back or rear side of the material or in a location that is not on the visible side(s) of the material.
- C. In a non-invasive location and using a non-invasive attachment method.
- D. In a location which will remain visible for the duration of the project, but can be removed after completion of the project, leaving no residue or damage.
- E. All writing must be done using a laser printer or in exceptional cases felt markers using waterproof permanent ink.
- F. Numbered as per the HMD.

Refer to Appendix 1 for samples of cataloguing and recording procedure forms.

3. MATERIAL HANDLING DURING REMOVAL

Removal types R02 and R03 to be followed for this project, identified as follows:

REMOVAL TYPE R02 – Salvage (Remove and Retain) for Reinstallation in Existing Location:

- A. All heritage components are required to be removed by qualified personnel with skill and experience in removing and handling the affected type of material.
- B. Heritage components identified under this category shall be removed by the Contractor as soon as practical, in a manner that minimizes the potential risk to the heritage component and the building as a whole.
- C. Cataloguing of the heritage component is to be completed prior to its removal, including all protocols associated with the assigned cataloguing type for that item.
- D. All removal procedures for heritage components under this category are provided in the applicable specification trade section. No damage should be incurred to the heritage building and its historic finishes and elements when these items are being removed.



- E. Protection, in this case, is meant for the affected heritage component to minimize risk of harm during post-removal operations and storage.

4.4. REMOVAL TYPE R03 – Salvage (Remove and Retain) for General Reinstallation:

- A. All heritage components are required to be removed by qualified personnel with skill and experience in removing and handling the affected type of material.
- B. Heritage components identified under this category shall be removed by the Contractor as soon as practical, in a manner that minimizes the potential risk to the heritage component and the building as a whole.
- C. Cataloguing of the heritage component is to be completed prior to its removal, including all protocols associated with the assigned cataloguing type for that item.
- D. All removal procedures for heritage components under this category are outlined in the above procedure, as well as D.E.C.L. “Dismantling Procedure.” No damage should be incurred to the heritage building and its historic finishes and elements when these items are being removed.
- E. Protection, in this case, is meant for the affected heritage component to minimize risk of harm during post-removal operations and while in storage.

5. PROTECTION

5.3. OFF-SITE PROTECTION: CRATING TYPES

Refer to D.E.C.L. report, enclosed, for detailed procedures for palletizing masonry assets.

General Crating Notes:

- A. Ensure the material identification tag is affixed to each assembly component.
- B. Affix crating tag to outside of crate or pallet as per procedure outlined in the Cataloguing section of this document.
- C. Ensure all associated fasteners and accessories are crated with related heritage item to allow for future re-installation.
- D. Assemblies placed in a single crate are to have separation spacers between the individual components. Spacers are to be wood strapping wrapped with foam sheeting, unless otherwise specified.
- E. Crating for heritage materials and artifacts shall be designed and fabricated in such a way as to prevent movement of items within the crate and to protect items from damage in any way during handling (transportation, storage, etc.).

6. TRANSPORTATION

6.1. GENERAL NOTES

Final transportation procedures are the Contractor’s responsibility and must conform to overall project protection requirements.

7. DISPOSAL

NOT USED

8. TEMPORARY STORAGE

Note: For the scope of this section, temporary storage refers to storage locations and



characteristics to house items for the duration of the construction project or less. All assets to be stored in a secured, covered, dry location with sufficient airflow so as to prevent biological growth.

9. UNANTICIPATED HERITAGE ELEMENTS DISCOVERED IN-SITU NOT USED

10. HERITAGE MATERIAL DATABASE

The Heritage Material Database (“HMD”, “the database”) will be developed by the contractor and used for cataloguing and tracking Heritage Materials during the construction process. The database will be updated throughout the duration of the project

11. UNANTICIPATED DAMAGE TO HERITAGE ELEMENTS DURING CONSTRUCTION

In the event of damage occurring to heritage elements during the course of work:

- A. The finder shall immediately stop all work in the area of the damage and contact the Consultant to inform them of the damage verbally, followed by a written communication.
- B. The Contractor is to immediately inform the Project Design and Heritage Consultants, together with any other appropriate project team members. This notification shall include a “Heritage Material Condition Report” including the following minimum information: date, reason for report, location (key plan and elevation as applicable), a brief description of damaged element, a brief outline about the damage (written and sketch), a description of work on damaged element as defined by construction documents, a digital image of the item post-damage and if possible, a digital image of the item pre-damage.
- C. If work around the damaged heritage element is risking life safety or risking/causing damage to additional heritage element(s), this work shall stop immediately except for any work necessary to stabilize the work area for health and life safety reasons and to safeguard the damaged heritage element. All adjacent heritage elements shall be checked for damage and for characteristics that would make them susceptible to similar damage. The damaged heritage component shall be maintained in closest proximity to the damage site until input is provided by the Consultant regarding next steps.
- D. The damaged heritage element shall be provided with temporary protection as required until it can be viewed by appropriate built heritage conservation personnel. Temporary protection measures shall be put in place to ensure that further damage to the heritage element is minimized.
- E. In instances where adjacent heritage elements may be susceptible to similar damage, appropriate on-site personnel are to provide a written methodology outlining potential mitigation measures as part of the “Heritage Material Condition Report” for review and approval by the Departmental Representative prior to carrying out any further work, including mitigation work. Where potential further damage is considered to be an imminent risk, temporary protective measures shall be instituted immediately, in keeping with typical project protective measure protocols and in a manner that minimizes damage to heritage elements.
- F. The “Heritage Material Condition Report” and, if necessary, the damaged heritage component(s) may be reviewed by the Consultant and further direction may be provided in writing to instruct the Contractor prior to actions being undertaken.



APPENDIX 1

Old Ottawa Registry Office HMMP Operations Sample Forms (3 forms)

Old Ottawa Registry Office - 70 Nicholas St.

Heritage Asset Tag:

Old Ottawa Registry Office

70 Nicholas St.

Type

Elevation & Grid ID

Specific Item #, if Relevant

EXAMPLE:

Old Ottawa Registry Office

70 Nicholas St.

Limestone - Foundation

North, H5

Old Ottawa Registry Office - 70 Nicholas St.

Heritage Crating Tag

Pallet # <i>May also be listed as crate #, e.g. for ironworks</i>	
Pre-Removal Images:	
Date Removed:	Removed by:
Item #s <i>May also be listed by grid location, per D.E.C.L. example. Refer to D.E.C.L. report, enclosed.</i>	
Item Names <i>May be a brief description, e.g. stone and element type</i>	
Elevation:	Storage Location:
Action <i>I.e. retain for reinstallation, salvage for reuse at alternate location, salvage for adaptive re-use</i>	

Note: Heritage Crating Tags are to be affixed to heritage material pallet or crating in a transparent resealable plastic pouch or laminated sheet which is easily accessible on the face of the pallet or crate. A digital copy is to be included in the Heritage Material Database for tracking purposes.



**Old Ottawa Registry Office, 70 Nicholas Street, Ottawa
Sample Heritage Material Condition Report**

HERITAGE MATERIAL CONDITION REPORT

Unique Item #(s): _____

Prepared by: _____

Report #: _____

HG-

Reason for Report: _____

Location: _____

Description of Item(s): _____

Anticipated work on affected element(s) as defined by Contract Documents (If applicable)

Scope to be determined by repair survey

Graphic representation of location

(Provide graphic representation of approximate location – graphics to suit removal)

Description of affected element(s)

Description of concerns/damage associated with affected element(s)

Graphic illustration of concerns/damage associated with affected element(s)

Description	Image
<i>Add rows as needed</i>	

Secondary survey notes (post removal)

Post-removal photographs

Description	Image
<i>Add rows as needed</i>	



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Pre-removal Completed by:

Heritage Grade

Name

Organization

Date

Post-removal Completed by:

Heritage Grade

Name

Organization

Date

Secondary Survey Completed by:

Heritage Grade

Name

Organization

Date

Final Survey Completed by:

Heritage Grade

Name

Organization

Date