

YOUR REF.: WCS: 045965  
OUR REF.: 2023-Proposed Work Report-  
Newcastle Justice Complex

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4 August, 2023

## WCS: 045965: NEWCASTLE JUSTICE: HERITAGE BUILDINGS: PROPOSED WORK REPORT

Supervising Heritage Architect: Christopher Sparks – SACAP Reg. : 4661

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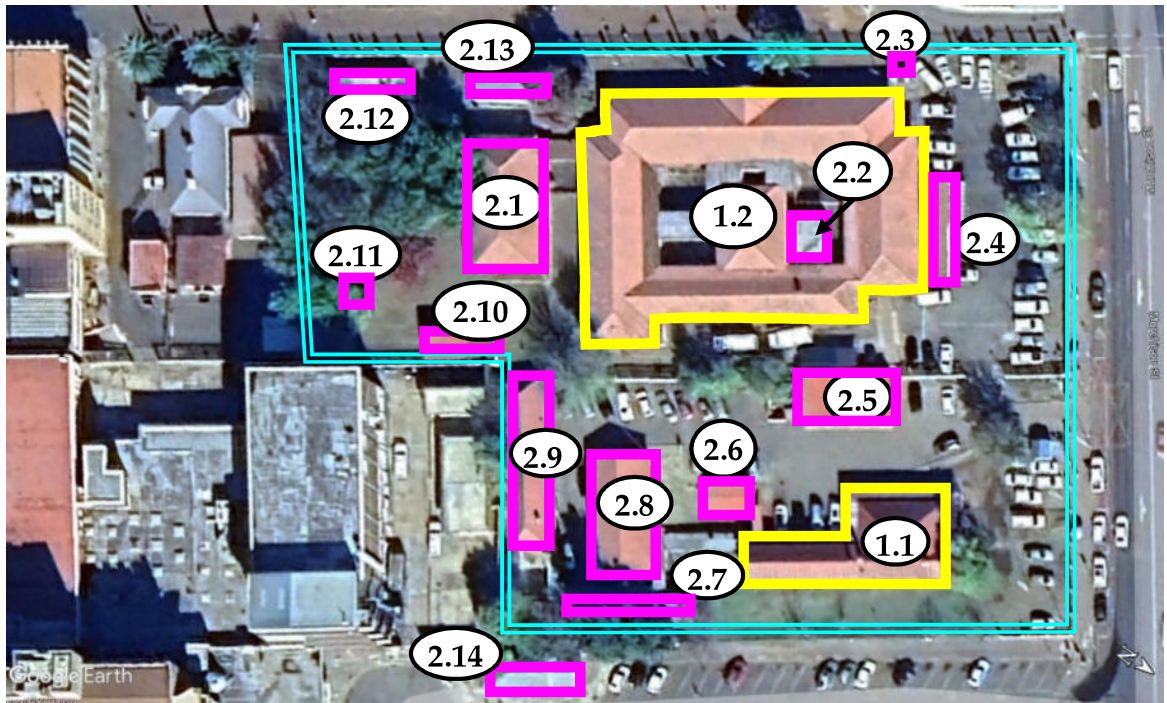
### 1 EXISTING SITE:

The site is known as the Newcastle Magistrates Court and is located on Erf 16957 (33 and 35 Murchison Street) in Newcastle, on the corner of Murchison and Voortrekker Street.

**Cape Town**  
PO Box 46184  
Durbanville 7551  
082-829 9332

Associated Office:

**Windhoek**  
PO Box 5043  
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Namibia



 Site/Erf 16957.

1)  Buildings/Structures of Heritage Significance

1.1) Existing Family Court, Masonry Structure. (Block C)

1.2) Existing Administration Building, Masonry Structure. (Block B)

2)  Buildings/Structures not of Heritage Significance

2.1) Existing Archive Building, Masonry Structure (Block F)

2.2) Cell Building. (To be Demolished)

2.3) Timber Shack. (To be Removed)

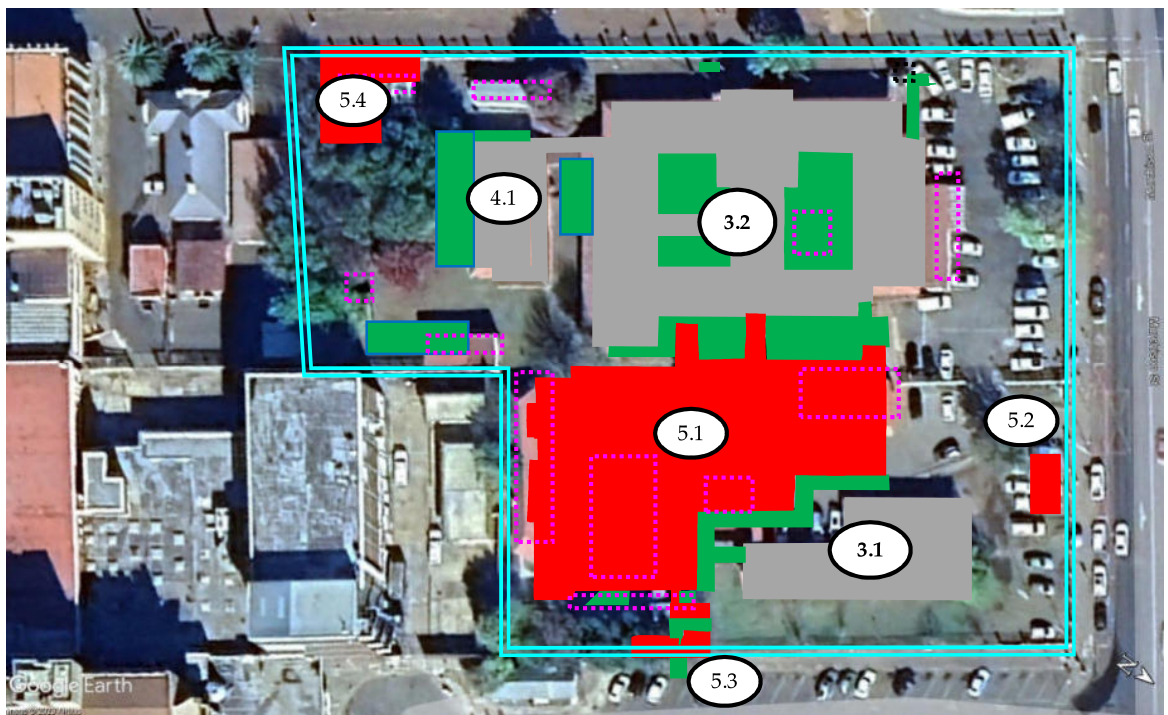
2.4) Prefab Structure. (To be Removed)







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- 2.5) Carport, Masonry Structure. (To be Demolished)
- 2.6) Masonry Structure. (To be Demolished)
- 2.7) Masonry Structure. (To be Demolished)
- 2.8) Prefab Structure. (To be Demolished)
- 2.9) Masonry Structure. (To be Demolished)
- 2.10) Masonry Structure. (To be Demolished)
- 2.11) Wendy House. (To be Removed)
- 2.12) Prefab Structure. (To be Removed)
- 2.13) Prefab Structure. (To be Removed)

## 2 PROPOSED SITE:



-  Site/Erff 16957.
-  Existing.
-  Demolish.
-  New Concrete.
-  New Masonry Structures.
-  New Iron or Steel Structures.

### 3 PROPOSED WORK TO BUILDINGS/STRUCTURES OF HERITAGE SIGNIFICANCE:

#### 3.1 EXISTING FAMILY COURT BUILDING. (BLOCK C)

##### ALTERATIONS SUMMARY:

A few minor alterations will be made in order to adapt the building to cater for modern technology and other requirements.

A full restoration will be done on this building in order to restore it as close as possible to its original state.

1. The addition of a toilet to accommodate the Magistrate.

The department of Justice, require that a private toilet be provided for each Magistrate to avoid direct contact with members of the public. This is to secure the safety of Magistrates as incidents of threats or assault have been recorded at other courts.

The position for the proposed toilet is in the passage with access directly from the Magistrates Office, this requires:

- A new wall to be built in the passage in order to create the space required.
- The removal of the existing un-used front door and frame which will be re-purposed and used as the toilet door.
- A window and frame matching the existing will be built into the opening where the front door has been removed.
- The removal and closing up of one of the doors leading to the Maintenance Investigator Office which will be used to replace the current access door to the Magistrates Office which was added at a later stage and does not match the other doors.

2. Create space for an IT Switch Room.

The IT Switch equipment is currently exposed and does not have a secure area.

- A wall will be built and a door fitted in a niche within the Maintenance Officer Office to create the space required for the IT Switch.

3. Create space for consultation.

The Consultation room requires a private space for consultations.

- Partitioning will be fitted across the middle of the Consultation room in order to create the required private space.

4. Create space for a Mechanical Duct.

A Mechanical Duct is required in order to hide the surface mounted services such as pipes and electrical conduits, therefore maintaining the original aesthetic look of the building.

- A duct with a door will be built in the far right hand corner of the Domestic Violence Officer Office to create the space required for the Mechanical Duct.

5. Removal and Replacing of air-conditioning installation.

Air-conditioning units and visible pipework spoil the elevations of the building, these will all be removed to restore the elevations of the building.

- In lieu of traditional air-conditioning units, ceiling cassette air-conditioning units will be installed in the ceilings of all the offices which will get fresh air by means of air dampers and 100mm vent pipes which will be installed in the roof space.

Conclusion of General Summary

The proposed alterations and renovations as described in this summary will be made while respecting and resembling the original features of the building, this will restore the building as close as possible to its original state.

**INTERIOR WORK AND FINISHES:**

1. Ceilings

Ceiling panels to be checked for water damage. Replace swollen or damaged ceiling panels with Gypsum Ceiling Boards. Sand down and clean and repaint with "Plascon Super Acrylic Polvin Walls & Ceilings"-Specification 5.

2. Cornices

Check cornices for damage. Replace cornice with matching Lafarge Gypsum Polyester moulding (profile to be determined) where needed.

Paint with "Plascon Super Acrylic Polvin Walls & Ceilings"-Specification 5.

3. Walls

Sand down walls to remove loose and flaking paint. Repair walls and repaint with "Plascon Double Velvet" – Specification 3.

4. Doors

All doors to be sanded down to remove loose and flaking paint. Repaint with "Plascon Velvagio" – Specification 4.

Remove door to Magistrates office as this door does not match any of other doors. Remove door no. 8 (whole door including the frame and top light) and install at Magistrates office. Brick up door no. 8's opening with a recess as indicated on the architectural drawings.

5. Ironmongery

All doors to be fitted with (handles and locks) specified locks: Union 1448 Rim Lock & 5249PL Brass Knob to match original ironmongery. Some doors still have the existing locks and handles and this will need to be assessed on site to determine the condition.

6. Coat hooks

Remove existing stainless steel coat hooks and replace with brass coat hooks to match existing.

7. Fire place

Restore the fire places timber mantle pieces to match photographs. Architectural drawings indicated dimensions and correct position. Mantle pieces to be sourced from the National Museum in Bloemfontein for possible matching elements.

8. Windows

Windows on the Northern and Western facade to be removed and replaced. All new timber windows to match the profile of the existing windows.

Timber to be sanded down, primed and painted and installed in original position on site. Prime windows with "Plascon Wood Primer"-Specification 8 and paint with "Plascon Enamel Doors & Trims" in White, NY1 on the inside and outside, as per manufacturer's specifications.

9. Skirtings

Repair damaged skirtings (in Court room) with timber profile to match existing. Sand down, prime and repaint with "Plascon Enamel Doors & Trims" as per manufacturer's specifications..

10. Floors

Floors need to be sanded down with a mechanical sander at a 45° angle to prevent timber floor planks from making deep grooves. Clean and wash floor after sanding and apply "Woodoc 20 Indoor Polyurethane Sealer", as per manufacturer's specifications.

11. Threshold

The threshold at the entrance door to the Court Room area is damaged. Repair by installing new pieces of timber floor planking and repairing the concrete step at the outside. Install a brass weatherbar strip at the connection between timber and concrete.

12. Electrical work

The existing building will need to be rewired as faulty plug points and oddly positioned light switches are a safety risk. All light switches will be moved to appropriate positions, at the entrance doors, and sufficient electrical plug points will be provided as per the Electrical Engineers design proposal.

13. Chubb safe

This is still the original safe and has been slightly modified with a new custom made handle. The aim is to source the missing parts and hopefully restore the safe to its original condition.

14. Loose furniture & Computer Servers

All loose furniture & computer server of the SAPS, will need to be moved to the new allocated area for SAPS.

15. Burglar Bars (windows)

Remove burglar bars at the windows in the court room. Clean and prime with "Plascon Metalcare Mild Steel Primer" and repaint with "Plascon Enamel Walls & Trims" as per manufacturers specification. Colour: White. Reposition and fit to window frame.

**EXTERIOR WORK AND FINISHES:**

1. Roof

Remove existing roofsheeting and replace with 0.55mm thick corrugated roofsheeting (To match existing). Chromadek Finish: Sunset Red. Roof structure (including beams and purlins) to be inspected by Engineer, for rot and damage, and replaced where necessary.

2. Roof vent

Remove metal sheeting covering existing roof vent. Install flyscreen on the inside of the roof vent to prevent birds from nesting there. Remove badly damaged and weathered timber slats of the roof vent. All timber slats to be replaced with new timber slats (approved timber, e.g. Meranti), matching existing and primed and painted before installation.

Paint with "Plascon Velvagro" as per manufacturer's specification.

Sand down steel roof vent to remove loose and flaking paint. Repaint with "Plascon Galvanised Iron Primer" and finish with "Plascon Nuroof Acrylic Roof Paint" as per manufacturers specification. Colour to match roof sheeting colour.

3. Roof finial

The roof finial was found broken off and on the ground in front of the building. Remove all damaged and badly weathered timber from this structure. Replace all timber beams and posts with new approved timber elements. Prime and paint before installation and repaint after installation. Dimensions and details as per Architectural drawings.

Prime new wood with "Plascon Wood Primer" as per manufacturer's specification.

Paint with "Plascon Velvagro"

4. Chimneys

Sand down chimneys to remove loose and flaking paint. Repair plaster cracking, prepare and repaint with "Plascon Wall and All Suede Sheen" as per manufacturers specification.

5. Verandah beams and purlins

All timber beams and purlins to be sanded down and repaint. Prime with "Plascon Wood Primer" and repaint with "Plascon Enamel Walls & Trims" as per manufacturers specification.

Damaged beams to be measured, removed and replaced with appropriate hardwood timber beams (preferably Meranti beams). New timber beams to be primed and painted before installation. Final coat of paint to be applied after installation.

Prime with "Plascon Wood Primer" as per manufacturers specification.

Paint with "Plascon Enamel Walls & Trims" as per manufacturer's specification.

6. Fascias and Barge boards

All fascias and barge boards will need to be replaced. These will be modelled on site and replace with new timber fascias to match the existing profile.

All new timber fascias to be primed with "Plascon Wood Primer" then painted (on all sides) with a "Plascon Enamel Walls & Trims" as per manufacturers specification, and be installed in position. Colour: White.

Final coat of paint to be applied after installation.

7. Gutters and downpipes

All gutters and downpipes to be replaced due to evidence of severe rust and weather damage.

To be replaced with seamless aluminium gutter and downpipes, with Chromadek finish on outside. Colour to match roof sheeting.

8. Sandstone cladding

Sandstone to be cleaned with ONLY water and a bristle brush (not a steel brush).

9. Window cills

Clean window cills with a bristle brush and water and remove loose and flaking paint. Window cills to be cleaned and restored to expose original sandstone finish.

10. Window frames

Timber Windows on the Northern and Western façade to be removed and replaced. All new timber windows to match the profile of the existing windows.

Timber to be sanded down, primed and painted and installed in original position on site.

Windows to be primed with "Plascon Wood Primer" and painted with "Plascon Velvagro" as per manufacturer's specification, on the inside and outside.

11. Doors

All doors to be sanded down to remove loose and flaking paint.

Prime with "Plascon Wood Primer" as per manufacturer's specification.

Repaint with "Plascon Velvagro" as per manufacturer's specification.

12. Ironmongery

All doors to be fitted with (handles and locks) specified locks: Union 1448 Rim Lock & 5249PL Brass Knob to match original ironmongery. Some doors still have the existing locks and handles and this will need to be assessed on site to determine the condition. If the condition is of acceptable standard, these may then be serviced.

13. Walls

All disintegrated brickwork to be carefully removed and replace with matching bricks. Bricks to match in size and in colour. The dimensions are 220x110x75mm. All other walls should be washed down with ONLY water and a bristle brush to clean. Mortar mix to be: 1:1.5:8 (cement:lime:sand).

14. Floors (verandah)

Remove damaged screed on floor of the verandah. Take care not to damage column footings and place formwork in place. Concrete to be cast on site and the finish to be smooth. All expansion joints to be installed in the same position as the existing. Cure concrete to 20MPa and clean.

Prepare concrete surface by cleaning and paint with "Plascon Stoep Enamel" – Specification 7. Colour to be matched to existing colour – Terracotta FPT 10 tint.

15. Steps

Steps to be recast along with the new verandah floor. All steps to be recast in the same position, with the same height as indicated on the drawings. Dimensions of the steps are on the drawings.

16. Mechanical Equipment (Air conditioning Units)

All mechanical equipment and piping to be removed from exterior walls. Holes and damaged bricks to be replaced with matching materials. All walls will need to be assessed on site once the equipment has been removed.

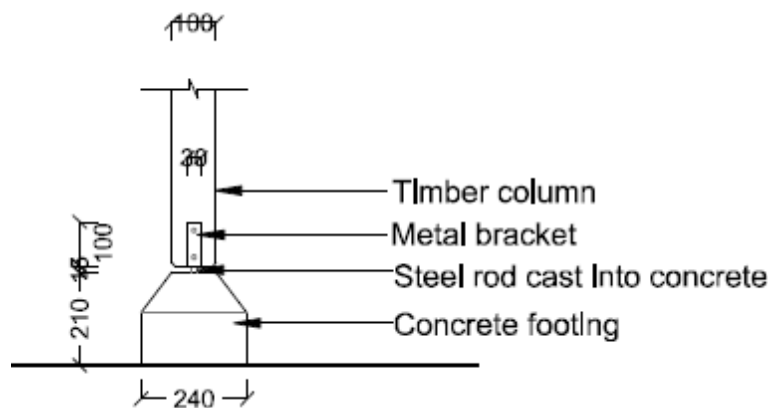
17. Columns

All timber and steel columns to be replaced. The profile of the detail on the columns to be reproduced to match existing timber columns.

New timber columns to be primed with "Plascon Wood Primer" and painted before installation with "Plascon Enamel Walls & Trims" as per manufacturer's specification. All dimensions on the Architectural drawings.

18. Column footings

Concrete footings to be replaced to match existing. It is evident that there is a water problem where the timber and concrete meet. See proposed detail to avoid water damage and to resolve this problem.



Detail 1: Illustrating column footing: Chamfer base of column @ 45° and attach timber column to concrete base with steel rod and metal bracket.

19. Floor vents

All floor vents on the verandah to be checked and cleaned. Prime with "Plascon Metalcare Mild Steel Primer"- and paint with "Plascon Enamel Walls & Trims" as per manufacturer's specification.

All floor vents in plinth walls to be serviced, cleaned and locked.



### 3.2 EXISTING ADMINISTRATION BUILDING. (BLOCK B)

#### ALTERATIONS SUMMARY:

A few minor alterations will be made in order to adapt the building to fulfil a new function, as well as to cater for modern technology and other requirements.

Major alterations will be made in the form of demolishing an unwanted addition, replacing the unsuitable tiled roof with a steel roof sheeting and linking the main old Court building with the new main building.

Further to the above, a full restoration will be done on this building in order to restore it as close as possible to its original state.

#### 1. Demolition of the Cell Block.

The cell block was added in 1978 which is less than 60 years ago and the addition currently adds no significant historic or aesthetic value to the existing building.

In demolishing the cell block we aim to restore the courtyard to pre-1978.

- The cell block as well as both access staircases will be removed.
- The floors where the staircases are will then be closed off and a concrete floor slab will be cast.

#### 2. Replace existing timber truss and tiled roof with a timber truss and steel sheeting roof.

The original steel roof covering had previously been removed and replaced with a tile covering at an unknown date.

The timber roof Truss design was not sufficient to carry the roof tiles and therefore the roof has failed, causing irreparable damage to the existing timber trusses.

- A new timber truss and steel sheeting roof will be installed for which the building was originally designed.

#### 3. Linking the main old Court building with the new main building.

A closed walkway will link the old and new Court buildings to facilitate secure movement.

- The walkway will be on the North Eastern side of the existing building and will consist of a steel frame with a steel roof and glass panels, making the link possible without having to cut into the existing external walls.

#### 4. Room B3 – Office.

- Wall will be built through the centre of the existing room to split the area into two separate offices.

#### 5. Room B4 – Family Advocate.

- Wall will be built through the centre of the existing room to split the area into two separate offices.

#### 6. B12 – Board Room.

An opening will be made in the South Eastern wall of this room and five walls will be built in this space to create the following rooms:

- B12 – Board Room.
- B13 – Kitchen.
- B14 – IT Co-Ord.
- Passage.
- B15 – Office.
- B16 – Personal Assistant.
- 

7. Room B23 – Estates Clerk.

- Wall will be built through the centre of the existing room to split the area into two separate offices.
- Extra door and Frame will be removed and the opening will be bricked up, leaving the office with only one access door.

8. Room B26 – Administration Clerk 2.

- Duct will be constructed.
- Opening in the wall will be bricked up to split the area into two separate offices.

9. Room B27 – Administration Clerk 1.

- Wall will be built through the centre of the existing room to split the area into two separate offices.
- Extra door and Frame will be removed and the opening will be bricked up, leaving the office with only one access door.

10. B32 – Cash / Registration.

This area handles cash and is not sufficiently secure for this purpose.

A few alterations will be made in order to provide a more secure area with controlled access, direct access for the cash truck, a cash safe, minor layout changes and an extra office.

- The window in the Southern corner of the room will be removed and replaced with an access controlled door to the cash truck.
- A cash safe will be built in near the South Western end of the room.
- Two walls will be built between the cash safe and the North Western wall to create B35 – Financial Operations Manager office.
- The passage access at the Western corner of the room will be made more secure by creating a secure lobby and installing an access controlled door into the passage. Two more doors will be fitted in this lobby, one will give access to the back (secure area) and the other will give access to the newly created B35 – Financial Operations Manager office.
- The existing service counters will be removed.
- Columns will be built with a concrete beam over the top in the same area, between the safe and the North Eastern wall.
- Bullet proof glass will be installed in the openings in order to create the secure service area.
- New service counters will be installed.

11. B39 – Cash Truck Parking.

This area is a secure steel cage for the cash truck and will have direct access from “B32-cash/Registration”.

- A concrete floor will be cast.
- A secure steel cage constructed Clearvu security screen will be fitted in position and will have a double door gate for access of the cash truck.

12. B40 – Court Manager.

- Wall will be built through the centre of the existing room to split the area into two separate offices.

13. B42 – Family Councillor 2.

- Extra door and Frame will be removed and the opening will be bricked up, leaving the office with only one access door.

14. Room B43 – Family Councillor 3.

- Wall will be built through the centre of the existing room to split the area into two separate offices.

15. Removal and Replacing of air-conditioning installation.

Air-conditioning units and visible pipework spoil the elevations of the building, these will all be removed to restore the elevations of the building.

- In lieu of traditional air-conditioning units, ceiling cassette air-conditioning units will be installed in the ceilings of all the offices which will get fresh air by means of air dampers and 100mm vent pipes which will be installed in the roof space.

Conclusion of General Summary

The proposed alterations and renovations as described in this summary will be made while respecting and resembling the original features of the building, this will restore the building as close as possible to its original state.

**INTERIOR WORK AND FINISHES:**

1. Ceilings & Cornices

Remove existing ceilings, and replace with 12.5 mm Gypsum plastered ceiling.  
Finish as follows: Apply one coat universal plaster primer and finish with 2 coats Acrylic PVA paint (with anti-fungal agent in wet areas). Colour: White.

Provide 45x19mm Purpose-made Hardwood cornice with shadow line.  
To be sanded down and finished with 2 coats Plascon Velvaglo. Colour: Black.

2. New dry wall construction

Ensure that new dry wall construction do not damage the existing timber floors where applicable. Walls to be painted with Plascon Double Velvet in colour, white.

3. Windows

Sand down to remove loose and flaking paint. Clean and apply new coat of paint in Plascon Velvaglo, white.

4. Doors

All doors to be sanded down, cleaned and varnished.

Remove "safe" doors as indicated and replace with doors to match rest of the offices in the building. "Safe" doors to be reused at docket rooms.

5. Ironmongery

All doors to be fitted with (handles and locks) specified locks: Union 1448 Rim Lock & 5249PL Brass Knob to match original ironmongery. Some doors still have the existing locks and handles and this will need to be assessed on site to determine the condition.

6. Skirtings & Floors

Timber floors: Floors need to be sanded down with a mechanical sander at a 45° angle to prevent timber floor planks from making deep grooves. Clean and wash floor after sanding and apply varnish with a soft roller in the direction of the wood grain.

Tiled floors: Tiles to be cleaned. Replace and repair cracked or broken tiles.

**EXTERIOR WORK AND FINISHES:**

1. Roof

Existing roof structure to be removed completely, and replaced with New 0.58mm Thick klip-lok 700 Longspan Roof sheets on roof structure as specified by Engineer.

Finish: Chromadek Finish (Colour: Charcoal). Roof sheeting, Ridge-, Apex-, Barge flashings, Poly-strips and the installation thereof strictly as per Manufacturers specifications. All to match colour of roof sheeting.

2. Gutters & Downpipes

New seamless aluminium gutter and downpipes, with chromadeck finish on outside. Colour to match roof sheeting.

3. Ceiling

6.4mm Nutec ceiling boards with h-profile jointing strips.

Finish as follows: Apply one coat universal plaster primer and finish with 2 coats Acrylic PVA paint Colour: White.

4. Cornice

Purpose-made Hardwood cornice. To be sanded down and finished with 2 coats Plascon Velvaglo. Colour: Black.

5. Walls

Clean walls by washing it down with water and a bristle brush. Sand down painted walls to remove loose and flaking paint. Repair cracked plaster work with polyfilla and clean. Paint walls with Plascon Double Velvet (or similarly approved) in colour as specified by Architect.

6. Sandstone Cladding

Main entrance façade: Wash Sandstone with water and bristle brush. Remove loose and flaking pieces and clean.

7. Windows

Sand down to clean and remove loose and flaking paint. Repaint with Plascon Velvaglo. Colour: White.

8. Doors

All doors to be sanded down, cleaned and varnished. All cracked glass to be repaired/replaced.

9. Ironmongery

All doors to be fitted with (handles and locks) specified locks: Union 1448 Rim Lock & 5249PL Brass Knob to match original ironmongery. Some doors still have the existing locks and handles and this will need to be assessed on site to determine the condition.

10. Skirtings

Skirting tiles to be cleaned from loose and flaking paint. Repaint with Plascon Floor Paint (colour to be matched on site).

11. Tiles

Remove all existing tiles in the passages. Replace with new non-slip tile as specified by Architect.

12. Entrance from proposed new building

Re-open the entrance on the Northern side by removing the brick work. This will serve as the entrance from the proposed new building. Brickwork should be removed carefully not to damage lintels.

13. Courtyards

Clean concrete slabs in courtyards by removing any plant material. Repair any damaged or cracked concrete and storm water drains.

14. Paraplegic Ramp

The angle of the access ramp should be at 1:12. Repair damaged concrete work and smooth out expansion joints. Surface finish and handrail to comply with SANS10400:S. Buildings/Structures NOT of Heritage Significance:

## **4 PROPOSED WORK TO BUILDINGS/STRUCTURES NOT OF HERITAGE SIGNIFICANCE:**

### **4.1 ARCHIVE BUILDING. (BLOCK F)**

#### **ALTERATIONS SUMMARY:**

- A wall will be built across the larger room, splitting it in two to create F2-Archives and F3-Fitness room/Store.
- A 2<sup>nd</sup> skin of wall will be added to the 110mm wall in order to make the Archive more secure.

- A toilet will be provided against the North Eastern external wall. The existing external door leading to this toilet will be removed and will be replaced with a window.

## **5 PROPOSED NEW BUILDINGS:**

### **5.1 MAIN COURT BUILDING. (BLOCK A)**

**A Main Court Building of four floor levels will be constructed. This building will be linked to the Existing Administration Building.**

**The majority of the Department of Justice Services will be concentrated in this building and it will consist of the various room areas required in order to fulfil this function.**

Materials used on the exterior of the building:

- External steel staircase x 2.
- Face brick walls
- Plaster and paint panels.
- Sand stone cladding.
- Aluminium, Timber and Steel Doors
- Aluminium Windows.
- Aluminium shading devices.
- Long-span roof sheeting.
- 300mm Nutec Facias (Fibre cement).
- Aluminium gutters and downpipes.

### **5.2 GUARD HOUSE BUILDING. (BLOCK D)**

**A Guard House Building with vehicular entrance for the public will be constructed, this building will also house the Attenuation Pond Pump house.**

Materials used on the exterior of the building:

- Face brick walls
- Plaster and paint panels.
- Aluminium Doors
- Aluminium Windows.
- Long-span roof sheeting.
- 300mm Nutec Facias (Fibre cement).

### **5.3 GUARD HOUSE BUILDING. (BLOCK E)**

**A Guard House Building with private vehicular entrance for the staff and other services will be constructed, this building will also house the Refuse Yard.**

- Face brick walls
- Plaster and paint panels.
- Aluminium Doors
- Aluminium Windows.
- Long-span roof sheeting.
- 300mm Nutec Facias (Fibre cement).

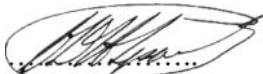
#### 5.4 ELECTRICAL SUB-STATION AND EMERGENCY GENERATOR BUILDING. (BLOCK G)

**An Electrical Sub-station and Emergency Generator Building will be constructed.**

- Face brick walls
- Plaster and paint panels.
- Aluminium Doors
- Aluminium Windows.
- Long-span roof sheeting.
- 300mm Nutec Facias (Fibre cement).

#### 6 GENERAL SITE WORKS:

- Boundary walls are not currently uniform. The existing walls resembling the era of construction will be maintained and repaired, the rest of the boundary fencing will be removed and replaced with new, to match the original.
- All internal fencing and gates will be removed.
- All loose concrete slabs will be removed.
- All free standing walls will be removed.
- All trees will be removed.
- New concrete paving will be laid for vehicular movement and parking.
- New cobble stone will be laid as pavement around all the buildings.
- Belgotex artificial grass will be used in the two courtyards and between Block A and Block B.



C.D.H.Sparks

MNI Architects and Project Managers