

Exchequer Court  
25-51 St.Mary Axe  
and 9 St.Helen's  
Place London EC3

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**Appraisal and  
Testing of Retained  
Elements**

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Library of Documents  
CD-ROM Version  
User Guide

Ove Arup & Partners  
Consulting Engineers  
45668/01/DH/BJO  
12 September 1995

13 Fitzroy Street  
London W1P 6BQ  
Telephone 0171 636 1531  
Direct Dialling  
Telephone 0171 465 3319  
Facsimile 0171 465 3679

Mrs S Lovitt  
Clifford Chance  
200 Aldersgate Street  
London  
EC1 4JJ

ARUP

Dear Mrs Lovitt

**EXCHEQUER COURT DOCUMENT LIBRARY**

I have pleasure in issuing to you copy number 1 of the CD-ROM version of the Document Library for the Assessment and Testing of the Retained Elements. A User Guide is also enclosed.

This copy is for you to hold on behalf of Spaxe Properties Ltd (in administrative receivership) as agreed with Buro Four Project Services.

Yours sincerely



David Hadden

Enc

cc Mr P Heritage - Buro Four

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13 Fitzroy Street London W1P 6BQ  
Telephone 0171 636 1531 Facsimile 0171 465 3679

Job number 45668/01/DH

## **CD-ROM DOCUMENT LIBRARY - USER GUIDE**

### **1.0 Hardware and Software Requirements**

The CD-ROM version of the Document Library can be accessed using an IBM-compatible personal computer equipped with a CD-ROM disk drive.

The data files stored on the CD are in .TIF format. They can be read using a suitable document imaging software package such as Watermark. Clearly the specification for the personal computer used must be not less than that required to run the chosen software.

### **2.0 File Structure**

The .TIF files held on the CD reflect the arrangement of the hard copies of the library. Each volume of the paper library has been split into manageable segments for scanning and storage on disk. For example each of Volumes 2, 3 and 4 is stored as a single .TIF file whereas Volume 7.2 is stored as seven such files. The drawings in Volume 20 are each stored as an individual .TIF file.

### **3.0 File Index**

The index which follows lists each .TIF filename, the library volume to which it belongs and a brief description of its contents. The Detailed Index for the Library is included in this guide for ease of reference. By using these documents together any item held in the Library can be located on the CD and viewed or printed out as required.

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## **DETAILED INDEX ORGANISATION**

The DETAILED INDEX is in two SECTIONS.

### **SECTION 1 Library ITEMS**

ITEMS include:

- reports
- drawings
- photographs
- correspondence
- file notes etc.

ITEMS are grouped by ORIGINATOR, e.g. Waterman Partnership, Taywood Engineering Ltd.

ITEM ADDRESS Is given by VOLUME NUMBER and SECTION or APPENDIX NUMBER where appropriate. Some VOLUMES contain layers of Appendices. In these cases only the highest level APPENDIX NUMBER is given.

### **SECTION 2 Library TOPICS**

TOPICS include:

- areas or zones of the building
- individual Retained Elements
- particular technical issues and investigations

TOPIC ADDRESS is given by VOLUME NUMBER only

In addition copies of the CONTENTS pages from Waterman Partnership's Strategy Document, Phase Reports and Final Report are included in this Volume along with the CONTENTS page from Ove Arup & Partners' Capacity Check on Retained Elements.

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