

Jones Lang LaSalle Incorporated

Regent's Wharf

2nd Draft

Office Occupier Fit Out Guide



Contents

Table of Contents

Introduction.....	6
Estate Management Team/Development Fit Out Team.....	7
Landlord's Fit Out Approval Team.....	7
Base Build Consultants and Design Team.....	8
Occupier Liaison.....	8
Landlord Estate Management Function.....	9
Building Security Responsibilities.....	9
Postal Addresses.....	10
General Responsibilities.....	10
Base Build Information.....	10
Building Information Management – BIM.....	11
Connections to Landlord's Systems.....	11
Water Treatment Requirements.....	11
Data Warehouse.....	12
Green Building Guide (BREEAM).....	13
Relevant Links.....	13
Fit Out Design Guide.....	15
Introduction.....	15
Office Interior Design.....	15
Interior Design and Space Planning.....	15
Lighting.....	17
MEP Services.....	17
Installation Standards and Fit Out Compliance.....	17
Electrical Services.....	18
Zoning.....	19
Noise and Vibration.....	19
Services External to the Demise.....	19
External Terraces.....	19
Commissioning.....	20
Landlord Testing Requirements – Chemical Cleaning and Inhibitor Dosing of Closed Loop Water Circuits.....	20
BMS.....	22
Water and Air Balancing.....	22
Fire Alarm System.....	23
Electrical Testing.....	23
Lighting Controls.....	23

Emergency Lighting.....	24
Consent Process.....	24
Structural Alterations.....	24
Services Alterations.....	24
Application for Licence for Alterations.....	24
Telecoms Providers and Wayleaves.....	26
Documentation.....	26
Landlord's Documentation.....	26
Occupier Contact.....	26
Detailed Information Required from the Occupier.....	26
Documentation Identification.....	27
Document Revisions.....	27
Landlord Consent.....	27
Design Responsibility.....	28
Pre Works Inspection and Handover Process.....	28
Schedule of Condition of Areas.....	28
Project Directory.....	29
Insurance Details.....	29
Statement of Insurance and Notification.....	29
Sub-Contractor Insurance.....	30
Occupier to Indemnify the Landlord.....	30
Insurance in Accordance with the Lease.....	30
Insurance of Landlord's Fixtures and Fittings.....	30
Contractor Fit Out Fire Prevention.....	30
Local Authority & Statutory Consents/Applications/Compliance.....	32
CDM Regulations 2015.....	32
Statutory Approvals.....	32
Fire Certificates.....	33
Health & Safety.....	34
Health and Safety at Work Act 1974.....	34
Incident Reporting.....	34
Health and Safety (First Aid) Regulations 1989.....	35
Fire Risk and Incident Management.....	35
Construction Design and Management Regulations 2015.....	35
Confirmation Before Works Commencement.....	36
Specific Arrangements.....	36
Health and Safety File.....	36
Occupier Responsibility for Contractors.....	36
Personal Protective Equipment.....	36
Compliance with Instructions.....	36
Site Rules.....	37
Access Regime.....	37

Goods Lift.....	37
Delivery Booking Regime.....	39
Protection of the Base Build.....	39
Hours of Working.....	39
Deliveries.....	40
Cranes.....	40
Permit to Work System.....	40
Works Requiring Landlord Permits.....	40
Hot Work Permits.....	41
Permit Procedures.....	43
Waste Management.....	45
Waste Disposal.....	45
Servicing During Fit Out.....	45
Electricity.....	46
Water.....	47
Signage.....	47
Responsibilities.....	47
Smoking.....	48
Hoarding and Protective Coatings.....	48
Fire Protections.....	48
Pre-Start Meeting.....	49
Landlord Inspection.....	49
Building Security.....	50
Interface with the Landlord's Systems.....	50
Connection Documentation and Procedures.....	50
Occupier Responsibility for Application.....	50
Completion.....	50
Practical Completion of Occupier's Work.....	50
Completion Documentation.....	51
Working Fire Preventions.....	52
Making Good Damage.....	52
Information to be Provided Upon Completion.....	52
Occupier Works Record Documentation.....	52
Prior to Occupation.....	52
Post Practical Completion.....	53
Appendix 1 – Base Build Definition.....	55
Appendix 2 – Base Build Specifications and Manufacturers Information.....	83
Appendix 3 - Acoustic and Vibration Guidelines.....	84
Appendix 4 – Water Quality Management.....	85
Appendix 5 – Lift Protection.....	86
Appendix 6 – FOAC Flow Chart.....	87

Appendix 7 - Outline Access Regime.....88

Introduction

Introduction

The purpose of this document is to provide general guidance on the procedures that the office occupiers shall adopt when undertaking fit out works. These requirements relate purely to logistical operations on site. They must be read in conjunction with the terms and conditions of the licence to alter or lease documents. Reference should also be made to the Occupier Guide and the Regent's Wharf Base Build Specification.

From time to time we may need to amend this document to reflect changes in legislation or changes in management policies and procedures. You will be advised of any changes in writing.

This guide summarises the management function for the building and provides a guide to the requirements in respect of fit-out design and materials. Information is given to assist occupiers in preparing their fit-out proposals for Landlords approval. It also draws attention to the fit-out regulations, which are mandatory and must be observed by all occupiers and their contractors. These are intended for the mutual benefit of all occupiers and compliance is essential. The occupier must ensure that staff, professional advisors and fit out contractors meet the requirements of the guide.

The occupier fit out works should be notified to the Landlord's team by way of an Occupier Proposal. The requirements relating to fit-out works are governed by the terms of the relevant lease and no such works will be permitted to commence until the submissions have been formally approved and where necessary, a licence granted.

Only approved contractors will be permitted to work on electrical, mechanical and fire-related projects which might affect the base building systems. To that end, the Occupiers Project Manager must arrange a pre-commencement meeting with the Building Management team thus ensuring a smooth commencement of the construction works.

By following these guidance notes, Occupiers will enable the Landlord to attend to applications for approval of fit-out works with minimum delay.

No work is to be carried out until an Occupier has been granted approval by the Landlord or nominee, the contractor has been granted a relevant Permit by the Landlord or nominee and all site staff have been inducted.

The information provided does not imply that the Landlord will give consent for all or any works requested by the occupier and certain work may also require consent of the ownership.

To ensure the general building operations and fit-out programs are executed efficiently and with the minimum degree of disruption, it is recommended that a regular forum of communication is established between the Occupiers fit-out contractor, the Building Management and where relevant, the building consultancy team. The format of the meeting is intended to provide an

opportunity to discuss permit applications, interfaces with the Base Building and general issues of a logistical nature. The Occupiers contractor shall be responsible for coordinating a program convenient to both parties.

Estate Management Team/Development Fit Out Team

Landlord's Fit Out Approval Team

For initial fit out projects and subsequent projects that involve fitting out an area or areas within a demise, the Landlord has appointed a third-party consultant to act as the Fit-Out Approval Coordinator (FOAC). FOAC will act as the first point of contact for receipt of proposals. They will distribute them to the specialists as required, collate approvals or transfer comments, and look at the proposals overall to see if there are obvious areas of conflict with other proposals or fit outs which have or are taking place. They will liaise with the Landlord and Property Manager during the approval process.

During the course of the works it is anticipated that occupiers or their project teams may request amendments. This might be through changes in design approach, technical issues that arise, or changes to finishes, either as a result of design changes or problems with supply. The FOAC will ascertain whether the changes are of sufficient nature that they need to be referred back through the approval process.

Please refer to the FOAC document ([appendix 6](#)) for details and scope of the FOAC role and workflow process.

The General Manager (Landlord's appointed Managing Agent) and the Building Management team will deal with the control of access to the building and the demise and the practical aspects of the work.

Details of the Property Management team are set out in the Occupiers Guide document. They will be responsible for processing the appropriate Licence for Alterations that will be required to document the works.

The Landlord's solicitor is Norton Rose Fulbright who will be dealing with the preparation of the Licence for Alterations for the Works.

Role	Company	Name	Title	Email
Landlord	BentallGreenOak	Elodie Fyffe-McLarty	Principal	Elodie.FyffeMcLarty@bentallgreenoak.com
Building Management	JLL	Ralph Kamper	General Manager	Ralph.Kamper@jll.com
FOAC	TBC			
Landlord's Agent	JLL	Sophie Dunn	Senior	Sophie.Dunn@jll.com

Access to the Building

The occupier and their fit-out contractors shall only be permitted access to the building during the fit-out period via the Loading Bay on the western entrance of All Saint's Street. No access shall be permitted via the front of house areas of the building or through the main reception area.

Occupier's contractors will be given access to a lift (subject to Landlord approval) and stairwell for servicing the fit-out floors. The occupier's contractor shall use the designated access routes to their demise. All Goods Lifts and stairwells shall be protected by the occupier's Fit Out contractor prior to starting works and shall be maintained for the duration of the fit-out programme, see appendix 5.

A photographic schedule of condition of the access route should be provided by the occupier's fit out contractors prior to the commencement of work and agreed with the General Manager. This will be referred to at the time of completion of works and any damage caused by the occupier's fit out contractors shall be made good to the satisfaction of the Landlord.

Outline access regime details are provided in Appendix 7. JLL will advise of the exact route with the occupier representative during the pre-start meeting.

The occupier's contractors shall not have use of the main passenger lifts except where Landlord permission for their use is given. Access to the lift lobbies will be via permit for specific fit-out activities.

Occupier's contractor's welfare and accommodation is to be contained within the occupier's demise. The occupier's contractor shall not be allowed to use the Landlord's WC facilities.

Base Build Consultants and Design Team

Role	Company	Name	Title	Phone	Mobile	Email
Client CDM Advisor	MLM					
Planning Consultant	DP9					
Cost Consultant	Alinea Consulting					
Main Contractor	Wates					
Architect	Hawkins\Brown					
Structural Engineer	Bridges Pound					
Services Engineer	Watkins Payne					
Acoustic Consultant	Clarke Saunders					
Fire	MLM					

Occupier Liaison

Once an occupier has been issued with landlord's consent to the proposed works, the General Manager assisted by the Building Management team will oversee the execution of the occupier's works. The General Manager will be the point of contact for the occupier's representatives for all construction approvals required. The General Manager will be responsible for ensuring fair and reasonable access for the occupier's contractors and project team to the building and its services. The Building Management Team will have responsibility for ensuring that the possibility of conflict between potential competing demands in the event of multiple fit-out activity is at a minimum. The General Manager and Building Management Team's role is specific to the physical act of undertaking the works. They have no authority to authorise design alterations.

In the event of simultaneous fit-out projects the General Manager will organise compulsory weekly meetings to discuss Logistics and Health & Safety issues.

The FOAC will be responsible for leading pre-start meetings prior to commencement of works on site acting as a conduit between all parties involved in the works process and receiving and communicating any requests for modifications to the occupier's proposed works, referring such requests back through the approval process, if appropriate.

The FOAC will facilitate on-site monitoring of the occupier's works during their execution, together with the final sign off. The FOAC will take delivery of the occupier's detailed works programme and provide necessary input where appropriate on any issues which may affect the smooth execution of the works programme, or any conflict with either the base build or other site activities.

Landlord Estate Management Function

Following practical completion of the development, responsibility for the management of the building falls to JLL Property Management Team. The Building Management team is responsible for all functional aspects of the building including security, cleaning, landscaping, mechanical and electrical maintenance of the Landlord's plant and the decoration, repair and maintenance of the Landlord's internal common areas and building fabric. Whenever possible the Building Management team shall give assistance and an advisory service to maintain and promote the efficient running of the building.

Building Security Responsibilities

The primary purpose of the security personnel is to safeguard the communal areas of the building and the service areas. They are not permitted to patrol occupiers' demise on a routine basis but may be called upon to assist in the event of emergency. Security personnel are not permitted to escort occupiers' personnel for cash in transit.

If security personnel are required for escort duty while occupiers' contractors are accessing other occupiers' demises or supervising excessively noisy working or out of hours/weekend working the landlord shall make a charge to the occupier for costs incurred for additional security. The landlord shall also make a charge to the occupier for any additional security costs associated with managing access/egress to the property. If multiple fit outs are taking place, then the cost will be split between occupiers. Additional security requests must be made 48 hours prior to the shift start time. These costs can be made available upon request to the Building Management team.

The Property Management team maintains a confidential record of occupier's key holders for use in emergency. Occupiers are under no obligations to provide this information but are advised to, as security has no other way to inform of emergencies after closure of business. Security personnel will update key holder records on a regular basis by routine visits. Occupiers are advised not to wait for a visit if a key holder changes but to advise the Building Management team who shall arrange for a new record form to be delivered and completed upon completion.

All fire exit doors are alarmed and any access through these doors will be classed as a security incident and will require further investigation. When exiting the building via these exits, contact with the Building Management Team must be undertaken before operating the door release device, (this rule is exempt in an emergency).

The Building Management Team on site will retain responsibility for security of the premises. Any activity which necessitates breaking the security arrangements must be approved.

During the fit out process the occupier's contractor may be subject to a security search upon entering or exiting the property. In addition, the occupier's contractor may also be subject to an 'under vehicle search', conducted by a trained member of the security team.

During the fit out the occupier shall incorporate a robust security culture at the premises in accordance with guidance provided by Project Griffin and the Centre for Protection of National Infrastructure.

Postal Addresses

Regent's Wharf.
10-18 All Saints Street,
Islington,
London,
N1 9RL.

General Responsibilities

Within the confines of the occupiers' premises, the occupier is responsible for compliance with all legislation, health and safety obligations and public liability requirements.

Occupiers are responsible for the regular removal of all redundant/waste materials during and on completion of their fit out. Should waste not be removed to the satisfaction of the Building Management team the Building Management shall arrange for its removal at the occupier's cost.

All common areas, emergency escape routes and services risers must always be kept free of redundant waste/materials. Tools, access equipment or other materials belonging to the Landlord are not available for hire or loan.

No pets are allowed on site unless needed for special assistance.

Base Build Information

All base building information that is available is managed within the data warehouse. Access to this system will need to be requested from the FOAC.

A number of the base build contractors have been appointed by the main engineering service provider to deliver maintenance services for Regent's Wharf, these are listed below and identified as base build in addition to the other key incumbent contractors,

- Fire alarm: TBC (Base Build)
- Lighting: TBC (Base Build)
- BMS: TBC Base Build)
- Access Control/ CCTV: TBC (Base Build)
- Water Treatment: TBC

A schedule of base build systems and equipment specifications, along with the manufacturers information is available in **Appendix 2**. The occupier is required to match these specifications where applicable as part of their fit-out design proposal.

Building Information Management – BIM

MEP, Structural and Architectural base build Revit models are available from the FOAC and available for access and use as **information only**, these are not record information. The models are to be updated by the occupier's contractor and issued in conjunction with the H&S and O&M information upon completion of the fit out. The final version will need to be agreed with the Managing Agent and FOAC in the pre-start meeting before commencement of the fit out.

Connections to Landlord's Systems

All connections to any landlord's system are to be undertaken by the landlord's Engineering Maintenance contractor and/or incumbent specialist contractors. These include, but not

exclusively, interface or modifications to the security and CCTV systems, the BMS, heating, cooling or ventilation, any structured cabling system, satellite/TV installation, IP Phone system, fire detection and access control systems. The associated costs will be payable by the occupier. Should sub-meters need to be installed in the premises, this work will be undertaken by the landlords' contractors at the cost of the occupier also.

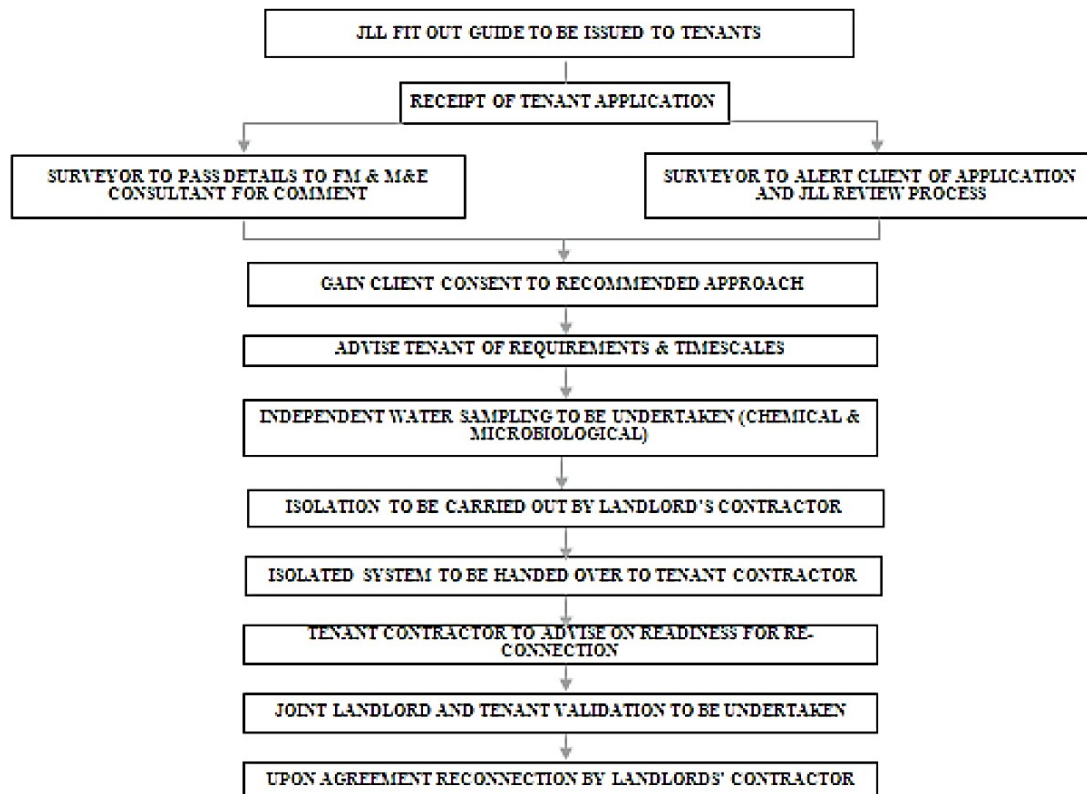
Water Treatment Requirements

The landlord's water treatment principles associated with closed systems (heating, chilled and condenser water) pre practical completion are as follows:

- BSRIA Guide BG 29/2011 – Pre-commission Cleaning of Pipework
- The Building & Engineering Services Association (B&ES) Standard Maintenance Specification for Mechanical Services in Buildings SFG20
- BS 8552:2012 – Sampling and Monitoring of Water from Building Services Closed Systems – Code of Practice
- BSRIA Guide BG50/2013 Water Treatment for Closed Heating and Cooling Systems
- Weekly water sampling from completion of the water flushing and cleaning up to sectional/practical completion with the results to be continually issued for monitoring purpose

Flow Chart for Water Quality Management

TENANT FIT OUT & ALTERATIONS



NB –for Post practical completion water treatment regime’s and management –Please refer to The Water Quality Management Guide, see **appendix 4**.

Data Warehouse

Wates are to provide a data warehouse repository for Regent’s Wharf on a platform called Zutech.

All base build information will available will be stored on the repository and managed by the FOAC. Access to the system will need to be requested by the tenant to the FOAC at **xxxxxxxxxxxx**.

Following completion of the tenant’s works as built records shall be provided for documentation and loading to the data warehouse. This will include:

- Health and Safety (H&S) File
- Operation and Maintenance (O&Ms) Documentations
- Record Drawing Information
- Any additional information required by the FOAC/Building Management

This information shall be provided to the FOAC to be loaded to the Data Warehouse. Any costs associated with updating the system shall be borne by the occupier.

Green Building Guide (BREEAM)

The Landlord is very keen to establish the environmental footprint of their developments and has opted to use BRE Global Limited's recognised Building Research Establishment's Environmental Assessment Method (BREEAM) schemes as the benchmark. Regent's Wharf is being assessed under the BREEAM targeting an Excellent rating under the scheme.

The occupiers fit out shall comply with the following criteria; (Details tbc)

Area	Specification
Terminal Fan Coil Units (FCUs)	SFP: 0.25 W/l/s
Lighting	LED Lighting (>100 lm/W) PIR sensors (Auto On/Off) Daylight sensors (Dimming/ Addressable) Controls with time switch Parasitic power < 0.10W/sqm
Heating and Cooling in ground floor areas that are not fitted out (rear office area)	The Seasonal Coefficient of Performance (SCOP) of the heating system shall be a minimum of 4. The Seasonal Energy Efficiency Ratio (SEER) of the cooling system shall be 5 as minimum.

In addition, it is recommended to consider the following to encourage the correct procurement of energy efficient equipment to ensure optimum performance and energy savings within the operation of the building. The following equipment items have been identified which we believe will be present and be responsible for the majority of unregulated energy consumption within the occupied areas of the building.

Small Power, Plug in equipment:

- Office equipment including Computer monitor, desktop monitors, scanners, photocopiers, printers, workstations etc.
- Domestic scale white goods including washing machines, fridges & freezers & other small powered equipment
- Supplementary electric heating including air movement fans / heaters

The above equipment should be procured in line with EITHER of the following:

- qualifies for an Enhanced Capital Allowance Scheme claim (i.e. is on the Energy Technology Product List, ETPL)
- has been awarded an Energy Star rating
- has been procured in accordance with the Government Buying Standards
- are identified as products with at least a Green Tick on the Buying Solutions Website

Relevant Links

Enhanced Capital scheme, <https://etl.decc.gov.uk/etl/site.html>

Energy Star Labelling scheme, http://www.energystar.gov/index.cfm?c=products.pr_find_es_products

Government Buying Standards, <http://www.sd.defra.gov.uk/advice/public/buying>

Government Buying Solutions website,

<http://www.buyingsolutions.gov.uk/aboutus/sustainability/sustainable-solutions/quickwins/>

EU Code of Conduct on Data Centres,

http://re.jrc.eu/energyefficiency/html/standby_initiative_data%20centers.htm

As the floor finishes of the office buildings will be the main responsibility of the occupier, there are recommendations regarding the choice & specification of these finishes to be installed as part of your fit-out works. Acting on this guidance will help minimise the environmental impact of such fit-out works and will also support the credits achieved within the BREEAM 2015 'International Non-Domestic Refurbishment' assessment which has been undertaken for this development.

There are many well-known product manufacturers/suppliers of both carpets and laminate flooring who offer A+ rated products and they can easily provide guarantees of such certification. An internet search will highlight these manufacturers/suppliers.

Fit Out Design Guide

Introduction

This section gives the occupier information for guidance on the design of the office areas.

The development has been completed to a CAT A standard with an open plan office arrangement.

The Landlord encourages imaginative, sustainable and original design incorporating high quality materials within the constraints of the building. The general objective is to provide an efficient and well-designed office layout, which shall complement the high quality of the architecture of the development.

The Building Management Team, FOAC and Landlord consulting team shall monitor all fitting out to ensure that occupiers and their contractors comply with this guide.

Office Interior Design

Interior Design and Space Planning

It is the intention of the landlord that the quality of the office interior design shall be thoroughly in keeping with the very high quality of the building design. All elements of the design, such as furniture, signage, partitioning, and colour scheme must be designed to provide an attractive working environment, which shall serve to enhance the other spaces in the building. All details are to be submitted for the Landlord's approval prior to installation.

The office area design must maintain existing maintenance access to areas such as but not limited to the cores, ceilings, risers and building exterior.

No fixings, adhesives or any other markings on internal base building finishes are permitted unless with the specific prior permission from the Landlord.

Fire barriers have been provided in the office ceilings and are located between the corners of the core and external facade, refer to architects' drawings for locations.

Costs Associated with Fit Out

Costs arising from the provision of updated fire risk assessments, as-built drawings, O&M manuals, CDM and Health & Safety files, EPCs, metering strategies or other specialist information is to be borne by the occupier.

Any costs that arise from the contractor's or occupier's misuse of Landlord's property will be re-charged to the occupier.

Multi Tenancy

Where the scheme allows for sub-division of floors a split location shall be agreed in accordance with the terms of the lease and the capabilities of the mechanical, electrical and metering systems for the building.

Core Arrangements

The development comprises of a number of cores and risers. Central cores across the development provide access to toilets, lifts and stair cores. Drawings identifying the riser strategy for the building on the data warehouse. Proposals can be discussed with the FOAC and M&E consultant during the licence to alter process.

Floor Fabric Works

The occupier must satisfy themselves that the floor system is sufficiently strong to support the chosen partitioning systems, this should be indicated on the drawings. In some instances, weight loading and antivibration systems proposed, will need approval from the Landlord appointed Structural Engineers, this will be highlighted by the FOAC and any associated costs shall be borne by the occupier. The occupier is responsible for any damage which may occur as a result of the installation of inappropriate systems.

Partitioning

Where proposed, the partition layout must be based on the planning grid of 1500mm X 1500mm. At the perimeter of the office space, partitions must terminate on a solid wall, a glazing mullion or a column. Termination between mullions shall not be permitted. Note the 1500mm grid has been set out from the core. Partitions must also be coordinated with ceiling grilles and diffusers.

Fixings to floors and existing walls should be as non-invasive as possible and appropriate in strength and visually to the material being attached to.

The occupier may need to extend the partition above the CAT A ceiling and below raised floor infrastructure as appropriate to achieve the acoustic and fire separation as required. The mechanical ventilation return air path should be maintained through any ceiling void cavity barriers. There should be no fixings into the curtain walling as this will invalidate the warranty/acoustic performance – internal panels in these locations would need to span floor to ceiling/slab to slab if required.

The occupier should be aware of the limitations on the size of partition panels imposed by internal dimensions of the goods lift, which shall be used to deliver the panels to the relevant floor.

Any proposed fixing to the structural slab or steelwork must be approved by the Landlord appointed Structural Engineers. Fixings must not compromise fire integrity of slab or steelwork intumescent coatings.

Summary of Permitted Finishes

All finishes are to be submitted for Landlords approval.

- Partitions: occupier to determine. No finishes chosen shall decrease the fire rating of any base building fire rated partition.
- Core doors and Ironmongery: occupier to maintain in current condition.
- Furniture and Fittings: occupier to determine.
- Existing external (internal and external faces) walls and glazing: occupier to retain in current condition.
- Existing metal work: occupier to retain in current condition
- Junctions between the occupiers and landlords' finishes are to be provided with a compression joint and suitable sealer.
- Blinds: Required details tbc by architects. Detailed requirements are included within appendix 2.

Lighting

Supplementary office lighting may be installed to suit the occupier's fit out. Emergency lighting shall be amended/ enhanced as necessary to maintain compliance with the requirements of the fire strategy, BS5266: part1 and BS EN 1838 as well as the specific planning requirements for the perimeter lighting. Fittings to be approved by the Building Management and Landlord's Agent.

The development has a LC DALI Hardwired lighting management system. Occupiers shall connect to the existing network infrastructure located in the core Landlord electrical risers. The headend PC is located in the landlords' managed areas.

Lighting management system modifications to the fit-out floor arrangement must be included as part of the fit-out package and submitted to the Building Management and Landlord's Agent for approval.

MEP Services

The occupier shall refer to the Base Building Definition in Appendix 1 for general description of the base build services. Detailed specifications and record drawings for building services elements are included in the Health & Safety File and Operations & Maintenance Manual available from the Data Warehouse. A schedule of base build systems and equipment specifications, along with the

manufacturers information is available in **Appendix 2**. The occupier is required to match these specifications where applicable as part of their fit-out design proposal.

Installation Standards and Fit Out Compliance

The occupiers engineering services installation shall be in accordance with the current standards and any other statutory requirements applicable, including:

- All relevant Acts of Parliament including the Town and Country Planning Act 1990
- Regulatory Reform (Fire Safety) Order 2005 Building Act 1984
- Health & Safety at Work Act etc. 1974
- Environmental Protection Act 1990
- Electricity at Work Regulations 1989
- BS 7671 – 18th Edition – IET Wiring Regulation
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Regulations made there under as well as other statutory and common law obligations and all approvals required by competent authorities.
- Current Building Regulations
- CIBSE Design Guides
- BSRIA Commissioning Codes
- BSRIA Application Guides, including BG 29 'Pre-commission cleaning of pipework systems'
- All standards, regulations and codes of practice relevant at the time of fit out.

Occupier's Cat B Fit Outs must not reduce the building's target EPC and BREEAM ratings. The occupier Fit Out shall incorporate design standards and performance parameters that allow the BREEAM ratings to be achieved.

The Fit-Out services installation must be high quality to complement the base build standard.

There shall be no fixings permitted to base building structural elements without the Landlord's prior approval/consent.

Electrical Services

In particular, the following are specific requirements regarding the electrical installation works:

Low smoke zero halogen (LSZH) cabling must be utilised throughout.

Installations must be installed in screwed galvanised metal conduit/trunking or FP200 or LSZH /SWA glanded cable, on cable tray or clipped direct to the structure, the installation should be consistent (i.e. all lighting cabling to be the same type).

Occupiers power cables should be segregated and protected throughout the entire length from extra low voltage installations e.g. fire alarms, CCTV, telephone or any other ELV application. They

must be fully segregated and protected from the Landlords installation. The installation shall be installed and tested in accordance with the latest version of the 18th Edition of BS 7671, the IET Wiring Regulations

Any redundant or surplus to requirements electrical wiring and/or fittings, above or below suspended ceilings, must be removed prior to electrical handover and an inspection made to confirm that this has been undertaken.

Access & Maintenance

Access to services in ceiling voids shall always be maintained/provided as a part of the fit out design.

Access to service risers is afforded by riser doors and access panels by prior arrangement through Building Management. The Building Management holds the keys to all risers and the occupier shall arrange access via permit. Access to risers shall always be kept free from restrictions.

Access hatches and walkways are provided in roof areas to enable inspection, maintenance and replacement to be undertaken safely.

Zoning

The zoning of the floors is based on a $Ym \times Ym$ per meter zone with valved CHW/LTHW connections to facilitate a future $3x \times 4.5m$ perimeter zone. Internally, the zoning is based on a single FCU serving a $67.5m^2$ area (max) applicable to the largest floor area.

The fit out shall follow the same principles as a minimum.

Contractors shall refer to mechanical services record drawings.

Noise and Vibration

Definition which are subject to Landlord and Local Authority approval. Proof of compliance (calculations and or certification) is to be provided.

All occupiers plant shall be provided with suitable anti-vibration facilities to ensure no vibration from occupier's plant is transferred to the structure of the building.

Working hours and noisy working limitations are detailed under the Site Rules section of this document. Further details on noise and vibration are referenced in **Appendix 3.**

Services External to the Demise

Allowances for services outside of the demised area are based on the specific lease wording.

Occupiers' services located outside the demised area shall be required to be finished to a high standard, compatible with the base installation.

In addition to the occupier systems that are provided by the base build design (refer to the Base Build Definition and Specifications), the installation of additional services plant and equipment by the occupier is available in certain designated and uniquely allocated areas of the building. A drawing depicting these designated locations can be made available upon request to the FOAC.

External Terraces

Please refer to the separate guidance 'Terrace Rules and Regulations' for detail on permitted finishes, fixing details, general use and health & safety for the external terraces. This can be provided by the Building Management team upon request.

Commissioning

All services are to be fully commissioned to the satisfaction of the Landlord, Building Management and all Statutory Authorities. Copies of relevant certificates are to be provided to the General Manager.

Landlord Testing Requirements – Chemical Cleaning and Inhibitor Dosing of Closed Loop Water Circuits

Prior to the Modifications

Where modifications are proposed to the closed water systems, the occupier shall appoint the incumbent water treatment specialist to take water samples for analysis. All samples must be witnessed when being taken by both the Building Management and occupier representative. Both parties agree that the incumbent water treatment specialists' results will be the precedent. Notice should be given of any water sampling that may be required for chemical and microbiological water quality.

Any water sampling results must be returned in full, including but not limited to, a 21-day incubation period where required. Copies of all relevant certificates must be provided to the General Manager.

The results of the analysis must be accepted by all parties before works are agreed to proceed. Occupiers secondary (CAT B) closed water circuits shall be physically isolated from the Landlord's risers by the incumbent Engineering Maintenance contractor.

Post Completion of the Modifications

The contractor shall issue a flushing and chemical cleaning Method Statement and Risk Assessment to the Building Management for review and approval prior to commencement of work and shall include:

Dynamic Flush – The water systems shall be flushed including batchwork flushing, to the maximum possible rate given in BSRIA BG 29/2012. The systems shall be flushed until the effluent water is visually clear and free from suspended solids. This process shall be witnessed by the Building Management.

Biocide Wash – A biocide and bio-dispersant wash shall be used to remove any biofilm that may be present following the drain down of the system. All existing terminal units and wetted pipework should come into contact with the biocide solution. At the time of dosing a tracer chemical shall be added to demonstrate full circulation to the Building Management. The product shall be left in contact for a minimum of 3 – 5 days and be regularly circulated every 24 hours.

Chemical Clean – A cleaning chemical shall be introduced and circulated until the iron plateau level is reached. Existing coils will require contact with the cleaning solution. This process shall be witnessed by the Building Management. Where saturation of iron results in the need for mains flush and re-dose this shall be undertaken.

Mains Flush – Once witnessed the system shall undergo a final balanced flush with monitoring and documenting of water quality at various points on the system until TDS and iron levels are within 10% of mains water.

Back Flush – Each of the coils shall be flushed until visually clear water and nil debris is achieved. Existing coils will require additional backflushing before contact with chemical solutions.

Final dose – The inhibitor and biocide chemicals shall be the same product as the base build chemicals used when the system was commissioned for PC. Building management will provide the occupier fit out team with the product and supplier details. The introduction of inhibitor and biocide treatment to pacify the system shall precede the preceding stage as quickly as possible. This shall be witnessed by the Building Management and samples taken for full independent analysis.

The system shall be circulated daily to achieve full periodic circulation until confirmation of clean is confirmed by the laboratory results.

Final Analysis – 7 days after final dose the system shall be sampled and analysed by the Landlord incumbent water treatment specialist for the following (as a minimum), any water sampling results must be returned in full, including but not limited to, a 21-day incubation period where required:

- Pseudomonas
- Iron
- Nitrite
- PH

- Conductivity
- Molybdate
- Total Dissolved Solids
- Suspended solids

The contractor must strive to achieve water quality detailed within BG29/2012 although it is recognised that the systems are operational, and this will be considered when assessing the results.

Once the results are received, they shall be issued to the Building Management and Landlord's Agent for approval.

A water treatment certificate shall be issued after approval of results. The Building Management shall sign the water quality sign off sheet (refer to Appendix 4) to record the status of the systems. Instruction shall then be given by the Landlord's Agent for the Engineering Maintenance team to reconnect the systems to the Landlord's risers.

Systems that are separated by a plate heat exchanger, tertiary systems, will require the same considerations as the CAT B circuits. System pumps may be used for the treatment process if the pumps can achieve BSRIA BG29 velocities otherwise temporary pumps shall be used. The tertiary side of the plate heat exchanger must be protected from the ingress of debris at all times.

The occupier shall be charged for independent witnessing and water sampling by the Landlords water treatment specialist for confirmation of water treatment results. The occupier shall be charged for the disconnection and reconnection of CHW and LTHW valves to the occupier's circuits by the Landlords maintenance contractor.

Any contamination of the Landlords base build systems which require dosing and sampling shall be charged to the occupier.

Chlorination – Domestic Hot and Cold-Water Systems

The contractor shall issue chlorination Method Statement and Risk Assessment to the Building Management for review and approval prior to commencement of work and shall include:

Chlorine solution (sodium hypochlorite) to be injected to 50mg/l and left for one hour when the residual chlorine level should 30mg/l or higher. After successful chlorination of domestic services, the complete system is to immediately be flushed with clean water until free chlorine level is 0.5mg/litre or equivalent to the utilities supply water level.

Samples shall be taken 3 to 7 days following the disinfection and immediately dispatched to an independent analyst. Once results are received, they shall be issued to the Fit-Out Project Manager/Engineer and Landlord's Agent for approval.

A chlorination certificate shall be issued after approval of results. Instructions shall then be given to open the isolation valves to the Landlords system.

BMS

The BMS contractor shall undertake their own commissioning checks (to include PTP and sensor calibration checks, control loop tuning, etc) prior to offering the system for witnessing, which shall also include the demonstration of all additional and any related existing plant/system/Network graphics that have been modified on the Operator's Terminal. NB - All additional graphics shall be produced to the same standard and in a similar format as the existing plant graphics and presented with the same level of technical information.

The contractor shall issue BMS Method Statement and Risk Assessment to the Building Management and Landlord's Agent for review and approval prior to commencement of work and shall include;

Undertaking a fully integrated system demonstration, including PTP and sensor calibration checks, operation of the plant on the fit-out floors together with review of the new and modified existing plant/system/Network graphics on the Operator's Terminal. All to be witnessed by the Building Management and Landlord's Agent and issue of completion certificate.

Alterations that have been agreed (under licence) must be updated on the landlord BMS headend at the occupier's cost.

Water and Air Balancing

The contractor shall issue a Balancing Method Statement and Risk Assessment to the Building Management and Landlord's Agent for review and approval prior to commencement of work.

Full details of all commissioning readings taken shall be submitted for approval by the Building Management. The Building Management and Landlord's Agent to witness sample of test results as required. This shall include witness of floor branch air and water flow measurements.

Additional terminal unit controls must be included in the landlords BMS automatic anti-stagnation routine. All to be witnessed by the Building Management and Landlord's Agent and issue of completion certificate.

Fire Alarm System

The fire alarm contractor shall undertake their own commissioning checks prior to offering the system for witnessing which shall include updating of device addresses on the head end panel for the new 'fit out' arrangement.

The contractor shall issue a fire alarm Method Statement and Risk Assessment to the Building Management and Landlord's Agent for review and approval prior to commencement of work and shall include:

Undertaking a fully integrated system demonstration, including audibility and cause and effect operation, all to be witnessed by the Building Management and Landlord's Agent and issue of BS5839 completion certificate.

These tests shall be carried out outside of normal office hours to avoid disruption to other occupiers. Where support is required from the Landlord incumbent supplier, this can be arranged at an additional cost which will be attributable to the occupier.

Electrical Testing

NICEIC test and completion certificates to be issued to the Building Management and Landlord's Agent for approval. The Building Management to witness sample of test results as required. All dead testing should be witnessed by building management.

Lighting Controls

The lighting controls contractor shall undertake their own commissioning checks prior to offering the system for witnessing. The perimeter lighting settings sit in line with the planning obligations and shall not be amended.

No updates to the head end software shall be undertaken without the approval of the Building Management. A software 'back up' must be taken before any alterations are carried out.

The contractor shall issue a lighting control Method Statement and Risk Assessment to the Building Management and Landlord's Agent for review and approval prior to commencement of work and shall include:

Undertaking a fully integrated system demonstration including head end, all to be witnessed by the Building Management and Landlord's Agent and issue of completion certificate.

Emergency Lighting

The contractor shall undertake their own commissioning checks prior to offering the system for witnessing which shall include interface with the lighting control system.

The contractor shall issue an emergency lighting Method Statement and Risk Assessment to the Building Management and Landlord's Agent for review and approval prior to commencement of work and shall include;

Undertaking a fully integrated system demonstration including a 3-hour battery discharge all to be witnessed by the Building Management and issue of BS5266 completion certificate.

Consent Process

All applications are to be made to the FOAC who shall act on behalf of the Landlord.

It is intended that this section be used by the occupier for general guidance in preparing fit out proposals. The need for high quality sustainable design and finishes in fit out work is stressed.

Base Build Consultants shall review occupier proposals to satisfy the FOAC and Building Management. occupiers will be required to meet consultants' fees.

Structural Alterations

Alterations must not be carried out to the structure, except as allowed for in the lease, without the express agreement of the Landlord. Separate drawings shall be submitted specifically detailing any such proposed work, together with supporting calculations as required. The specification, methodology and extent of the work shall be to the satisfaction of the Landlord's Structural Engineer and where appropriate, the local authority/building control. The Landlord shall, at the occupier's cost, rectify any work that has not been approved.

Services Alterations

Alterations must not be carried out to the services installations, except as allowed for in the lease, without the express agreement of the Landlord and Building Management. Separate drawings shall be submitted specifically detailing any such work, together with supporting calculations as required. The specification, methodology and extent of the work shall be to the satisfaction of the Landlord's services engineer and where appropriate, the local authority/building control. The Landlord shall, at the occupier's cost, rectify any work that has not been approved.

Application for Licence for Alterations

Before commencement of the occupiers fitting out works, the occupier must submit applications to the Landlord's Agent and Building Management for approval. Any material variations during construction shall be notified for approval before implementation.

The Occupier shall submit a full fit-out design presentation for the Landlord's consent. In the event that Freeholders consent is required, the Landlord will advise the Occupier of what additional information is required. The Landlord will not be held responsible to the Occupier in obtaining the

Freeholder's consent but will endeavour to facilitate this procedure with reasonable care and attention. A period of extension is likely to be required.

While it is understood that information may be circulated informally between Occupier and Landlord as it becomes available the Occupier is required to prepare and formally submit coordinated packs of information generally as follows in order to obtain Landlord consent. It is proposed that a three-stage approach is adopted to information approvals as set out below.

Stage 1 – the initial information pack broadly reflecting a level of design commensurate with RIBA Stage 3 that defines the scope of the Occupiers works, proposed programme of works and identifies any 'non-standard' works.

Stage 2 - information pack broadly reflecting a level of design commensurate with RIBA Stage 4, to be submitted and approved and in turn incorporated within the License for Alterations prior to commencement of works on site. To include (but not be limited to);

- Written scope of works document
- Detailed drawings for both architectural and building services, structural, acoustic and fire engineering works as appropriate including supporting calculations and schedules
- Building Regulations design stage approval certification
- Contractor's methodology statement for carrying out the works demonstrating provisions for access and egress, materials distribution and storage and site welfare etc.
- A detailed programme for the works
- A list of sub-contractors for the works
- The contractor's construction phase plan together with a statement from the Principal Designer confirming that it is suitable advanced to permit a commencement of works on site
- The F10 HSE Notification
- Copy of any planning approvals relevant to the scope of works
- Commissioning method statement
- Insurance details
- Project directory
- Schedule of Condition

Unless specifically agreed to the contrary and documented in the Agreement for Lease it is the Landlords expectation that the License for Alterations will be completed prior to handover of the demise to the occupier for fitting out.

Stage 3 – information pack reflecting the 'as-built' Occupier works to include (but not be limited to);

- Written scope of works document.
- Detailed drawings for both architectural and building services, structural, acoustic and fire engineering works as appropriate including supporting schedules.
- Fire strategy document.

Other 'Information to be Provided at Completion' as per the relevant section of this document.

If the License for Alterations is completed at Stage 2, it will be necessary for an addendum to be prepared to update the License to reflect the Stage 3 information.

Telecoms Providers and Wayleaves

All occupier works are to comply with the Landlord's Riser Management Strategy and the buildings Connectivity Guide. Please note all third-party communication cables being installed and satellite dishes are subject to a Wayleave application. There will be a charge raised for the Wayleave application and technical support provided by the landlord.

The Telecoms provider's technical submissions will be reviewed, and their works monitored on-site. The same regulations apply to this work, as to the occupiers' general works.

Documentation

Landlord's Documentation

The occupier is to inform the Landlord's Agent and Building Management of the name and details of the principal contact to whom correspondence and enquiries relating to the fit-out works are to be addressed.

Occupier Contact

The occupier is to inform the Landlord's Agent and Building Management of the name and details of the principal contact to whom correspondence and enquiries relating to the fit-out works are to be addressed.

Detailed Information Required from the Occupier

The occupier is required to provide the following information:

- General Arrangement plans showing the layout and specifying finishes and materials.
- Reflected ceiling plans including where provision has been made for access to the Landlord services.
- Sections showing typical elevations of the partitioning system, doors, internal glazing, storage units, special features etc.
- Internal elevations, sections and details, including details of all junctions with Landlord's finishes.

- Floor finishes plans
- Finishes specifications
- Details of all signs including sizes, locations, fixings, materials, colours, and method of illumination.
- Samples of materials to be used on the fit out. (as required)
- Lighting including lamp specifications, lux levels and trade literature
- Details of fixing to the Base Build Structure
- Floor loading calculations and positions for any heavy items such as safes and storage racking
- Drawings and calculations showing structural loadings to ensure that all main structure and fabric of the building is not affected by the occupiers works.
- Proposed mechanical, heating ventilation cooling and controls installations and supporting design calculations.
- Proposed electrical installation and supporting design calculations including load schedule.
- Power (lighting, fire detection and alarms).
- Noise and Vibration specification for plant and plant support
- Acoustic analysis of roof plant.
- All ventilation, fire alarms and smoke detection systems
- Water services
- Proposed security installation including a block plan and details of manufacturer along with confirmation of compatibility with the Landlords system.
- Information submitted to Local Authority to gain statutory approvals.

The occupier's proposals should take note of any Landlord services passing through the tenancy and the fit-out design must accommodate these services and provide permanent access for maintenance. See Health & Safety File.

Documentation Identification

All drawings and documents should be clearly marked with the project name, occupier name together with the office floor number complete with document issue sheet recording document name, number, date produced, date issued, purpose of issue and circulation list.

Document Revisions

Any revisions to drawings or documents should be forwarded immediately in the numbers indicated, to the above address, complete with document issue sheet as above.

Landlord Consent

The occupier shall be notified in writing of the Landlords consent of the outline and detailed fitting out proposals. The occupier shall not be permitted to commence fitting out work without prior written consent.

Design Responsibility

The occupier should note that issue of the detailed fit out design consent indicates only that the fit-out submission has been consented to by the Landlord and the fit out may commence. Consideration and consent of the occupiers fitting out proposals does not imply any warranty as to the adequacy of those proposals to meet the occupiers or any other requirements.

The responsibility for the design of the occupiers fit out rests with the occupier and no warranty on the part of the Landlord shall be given or should be implied to the effect that any system, apparatus or arrangement comprised in the fit out proposals shall function adequately or safely, either alone or in conjunction with other elements of the Building. Any assurance required by the occupier as to the compatibility of its proposals with the design and function of the Building may be sought from the Landlord, but the Landlord cannot give any warranty that such assurance shall be forthcoming or accept any liability for any such assurance that may be given. Landlords Consent does not imply consent by any other authority.

The occupier shall be required to complete and keep the Landlord's Agent and Building Management updated in relation to the fit-out progress record.

Pre Works Inspection and Handover Process

Occupier site visits shall be by agreement with the Landlord's Agent and Building Management prior to works commencing.

Schedule of Condition of Areas

Where relevant and prior to commencement of fitting out work on site, the occupier is to prepare and agree with the Building Management Team a schedule of condition of areas in and immediately adjacent to the occupiers' demise. This is appropriate where occupier works impacts on areas adjacent to or comprising completed areas of landlord's works.

An inspection and photographic record of the leased area, access routes and any other area shall be made available to the Landlord. This shall be carried out by the Occupier or their contractor in conjunction with the Landlord's Agent and Building Management. The inspection will identify the environment and conditions of the areas to be used by the Occupier's contractor before access is allowed. A copy of the schedule is to be provided to the Building Management Team for review and agreement prior to commencement of works. Examples of areas to be included are toilets,

stairwells and corridors. All communal areas used by contractors should be in the same condition at the end of the fit-out period as they were before works commenced. Any resulting repair works will be chargeable to the Occupier with the condition survey being the document to determine what works are correctly chargeable.

For the avoidance of doubt, the condition survey must be approved by the Building Management Team. If there is no agreed condition survey the occupier will be held responsible for all defects as part of this process it is recommended that a full M&E validation survey is undertaken which includes taking water samples of the landlords CHW and LTHW systems serving the occupiers demise that not hydraulically isolated from the base build services.

A further follow up condition survey shall be carried out on completion of the fit out works.

Project Directory

It is important at the outset of a project to have a good understanding of all parties involved, including their role and personnel involved. The occupier is required to issue a Project Directory to the Landlord's Agent and the Building Management Team, this document will include the relevant Occupier personnel, the Main Contractor and all sub-consultants and sub-contractors. The Project directory must be updated and reissued to the Building Management Team when there is a change of personnel.

Insurance Details

In order to ensure that the building insurance policy is not invalidated all contractor insurance must be approved by the Landlord's insurers prior to commencing any works. It is the Occupier's responsibility to ensure that their Main Contractor's insurance cover is approved by the Landlord's insurers and to keep the Landlord's insurer informed of any amendments. Whilst undertaking any fit-out works at the property, the Landlord requires Occupier's contractors to have insurance details to include proof of cover of:

- Public & products Liability for vendor/contractors and occupiers set at £10 million
- Contractors All Risks Insurance (insuring the Occupiers Works) at a value commensurate with the Occupiers Works.

Statement of Insurance and Notification

Before commencing any works, the occupier must submit to the Landlord (via the building management) a written statement from the relevant insurance broker, confirming details of the insurances required above. In addition, these details are to be submitted to the main contractor where fit out is being carried out prior to the completion of the Landlords Works.

The Landlords insurers must be notified of all work that involves structural changes to the building, alterations or amendments to the fire safety systems and the following information is to be provided with the application for Landlord consent:

- Description of works
- Details of any work affecting the operation of fire safety or fire prevention systems e.g.
- Sprinkler Installations or Fire Alarms
- Start and completion dates
- Value of works - Re instatement value including fees

The Landlords insurers shall not allow complete fire alarm systems and sprinkler systems to occupier's demises to be isolated at the same time, particularly adjacent floors during fit out works. Of particular importance are measures to prevent a fire entering a riser open for access to enable final connections to be made.

Sub-Contractor Insurance

It is the occupier's responsibility to ensure that any sub-contractor employed has appropriate insurance cover.

Occupier to Indemnify the Landlord

Note that the Landlords insurances do not in any way cover the occupier for any of their liabilities. The occupier and his contractors and other agents must indemnify the Landlord for any loss or damage (including any consequential loss) that may occur due to his operations, including a substantial consequential loss, to the satisfaction of the Landlord before commencement of any fit out works.

Insurance in Accordance with the Lease

All the above insurance matters are to be in accordance with the full requirements of the Agreement for Lease and/or Lease.

Insurance of Landlord's Fixtures and Fittings

Some items of the occupiers fit out may under the terms of the lease be regarded as Landlords fixtures and fittings at completion of the occupier fitting out work. The occupier is required, prior

to completion of the fitting out works, to provide the Landlord with written details of the items to be insured together with an insurance reinstatement valuation.

Contractor Fit Out Fire Prevention

The occupier and all contractors must at all times comply with the current "Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation". Also, comply with any risk management requirements of the Landlord and/or their insurers.

All employees have a duty under the Health & Safety at Work Act 1974 and the Fire Regulatory Reform Act 2006, to take reasonable care for the health & safety of themselves and others who may be affected by their acts or omissions, to co-operate and use all work equipment, dangerous substances and personal protective equipment in accordance with the training and instruction they receive.

JLL is strongly committed to achieving the highest possible standards of fire safety. We will actively promote a positive safety culture which will lead to the avoidance of, or reduction in, risks from fire, and ensure compliance with fire safety related legislation and associated guidance. These regulations apply when either of the following activities take place at Regent's Wharf:

- Fitting out of a floor or floors.
- Major alterations to a floor or floors.
- Major renovation or refurbishment of a floor or floors.
- Other construction work.

Companies undertaking work of this nature will, during the planning stage, be required to liaise with the Building Management Team for the purpose of ensuring that the fire risk and potential for damage are properly assessed and kept to a minimum during construction and also that the finished building will comply with all statutory requirements in respect of fire regulations.

The main contracting company shall appoint a senior person to act as a fire co-ordinator who will be responsible for:

- Liaising with the Building Management Team for assessing the degree of fire and safety risk
- Preparing a written statement of fire Preventative measures which shall be known as The Fire Safety Plan; and
- Regularly updating the fire safety plan as construction proceeds.

The plan shall include the recommendations of either HS (G) 168 Fire Safety in Construction Sites or the current edition of the joint code of practice of Prevention of construction fires issued by the LPC/BEC and ABI as appropriate to the site but including the following.

The contents of the Fire Safety Plan shall include arrangements for:

- The organisation of and responsibilities for fire safety.
- General site precautions, fire detection, warnings alarms, and fire-fighting equipment
- The provisions of an adequate 24-hour fire watch to be maintained until such time as all fire safety arrangements are operable.
- Location, structure and maintenance of temporary buildings located inside of a building.
- Fire brigade access facilities and co-ordination.
- A detailed fire evacuation plan.
- The introduction of our Permit to work procedure for High Risk Works:
- All roof works.
- All work on atria, cupolas, canopies and other such high-level glass or fragile structures.
- All excavations and excavation work.
- All demolition works.
- All confined spaces.
- All work on pressure systems.
- The use of all cartridge tools.
- All hot work (including the use of asphalt and bitumen boilers).
- All welding and flame cutting.
- All work in Landlords Risers.
- All work on live electrical systems or systems above 240v where workers are exposed to live conductors.
- All cranes, hoists, and access equipment (but not goods lifts and passenger lifts).
- All overhead work which includes the use of scaffolding, scaffolding and mobile elevating platforms.
- The use of flammable and highly flammable liquids (except for cleaning and decorating materials).
- Where it is shown by risk assessment that a Permit to Work is necessary for work where there is a high risk of injury (such as exists in working with or near live electricity) or where it is not sufficient to rely upon either human behaviour or systems of work.
- All usually straightforward operations which may interact with others to cause a serious hazard.
- Areas of lone working that carry a potential of injury – e.g. lift examination/ repairs in the shaft, other work at height.

The Fire Safety Plan shall form part of the Health & Safety Plan when the work to which it applies constitutes a project under the Construction (Design & Management) Regulations 2007.

Local Authority & Statutory Consents/Applications/Compliance

CDM Regulations 2015

The Occupier shall ensure they adhere to and comply with the Construction (Design and Management Regulations) 2015 (CDM 2015) by adopting appropriate duties outlined in the Regulations. For purposes of the Fit Out work the Occupier is deemed to be the Client and is expected to fulfil the requirements associated with this role.

Where the fit-out project is deemed notifiable to the HSE, the Occupier must ensure that the requirements of CDM 2015 and the Client duties are fulfilled. This will include notification of the project to the HSE and monitoring of the design and construction activities associated with the fit out works

Updates to H&S file must be issued to the Managing Agent for inclusion within the central file. Any changes to fit-out design proposed by the occupier must be subject to a design risk assessment to ensure that the overall use of the building is taken into consideration, including maintenance etc.

Statutory Approvals

Occupiers and their fit-out contractors must take due notice of and comply with the requirements of the Statutory Authorities in respect of their proposals.

The occupier is required to submit all designs for Building Regulations approval to the Building Control Officer once all detail issues have been resolved and the detail design has been approved.

The occupier should bear in mind that if alternative approved inspectors are used for Building Regulations approval, they must have a thorough understanding of the base building and the fire strategy to ensure that all relevant issues are taken into account when assessing the occupier proposals.

The Occupier must, prior to commencement of any works, apply for and obtain approval from all statutory authorities where applicable such as;

- Building Regulation Approval.
- Fire Authority Approval.
- Statutory Planning Approval.
- Any other Statutory Approval.

The approvals of the Landlord and those of any Statutory Authority are entirely independent and therefore the approval of any such party should not be taken as an indication that the approval of the other party will necessarily be forthcoming.

Fire Certificates

Application should be made to the Local Authority for consent to all fit out proposals under the Building Regulations (current edition) for onward submission to the Fire Authority. On completion

of the works it is the responsibility of the occupier to provide as-built drawings to the Fire Officer for the issue of a Fire Certificate or to comply with the Regulatory Reform (Fire Safety) Order 2005 and to make formal application for a Certificate of Completion on the prescribed form.

Health & Safety

Health and Safety at Work Act 1974

Occupier's personnel and contractors must adhere to The Health and Safety at Work etc. Act 1974 on site at all times and must also adhere to verbal and written directives from the Landlord and the Building Management in respect of safe working practice and pollution control standards.

The occupier and their contractors / visitors are always required to conform to all current legislation.

Incident Reporting

All incidents involving damage to property, personal injury or dangerous occurrence within the occupiers' demise must be communicated to the Landlord on a monthly basis (or sooner dependent on the severity of the incident). All incidents involving damage to property, personal injury, dangerous occurrence or near miss incidents outside the occupiers' demise but on site must be reported immediately to the Building Management with confirmation in writing within 7 days of such notification. Where appropriate the occupiers' main contractor is to advise the Health and Safety Executive in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, RIDDOR. This should be undertaken in conjunction with the Landlord.

Should an accident have to be reported the following details must be given to the Building Management team:

- Name of the injured party, address and telephone number
- Time, date of accident and location of accident
- Description of accident
- Immediate and root cause of accident
- Witnesses if applicable
- Immediate treatment given/action taken

This information is for entry into our official accident book and details must reflect the requirements set out in the RIDDOR Regulations.

The Building Management Team has a duty to ensure that all accidents and incidents which are hazardous to health and safety are properly investigated and the appropriate steps are taken to avoid a repetition. Where a contractor carries out an investigation, a copy of their report is to be provided to the General Manager or Building Management Team.

All contractors will familiarise themselves with FIRE and BOMB evacuation procedures in place at the commencement of their work.

The Occupiers Contractor is to provide a list of substances and chemicals to be used on site for approval by the Building Management Team.

Health and Safety (First Aid) Regulations 1989

The occupiers' main contractor shall ensure that all the necessary provisions are made for first aid in accordance with the Health and Safety (First Aid) Regulations.

Fire Risk and Incident Management

The Building Management team shall ensure that the occupier has been provided with a building/common area fire safety risk assessment, emergency arrangements and details of the buildings fire plan/strategy. The occupier's main contractor is responsible for managing fire risk within the occupier's demise. Arrangements for managing fire risks are to be incorporated within the projects construction phase plan and agreed with the Building Management in advance of any work taking place.

Construction Design and Management Regulations 2015

For all fit out projects the occupier, must:

- Appoint duty holders in writing
- Ensure there are suitable management arrangements for the project welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

Where there is more than one contractor working on behalf of the occupier at any time, the occupier must appoint a designer with control over the pre-construction phase as a Principal Designer.

Where the project is also notifiable* the occupier, must also:

- Appoint a Principal Designer in writing
- Appoint a Principal Contractor in writing
- Make sure that construction work does not start unless construction work can be carried out without risks to those affected by the project and there are adequate welfare facilities on site

- Make sure that a construction phase plan is drawn up by the Principal Contractor prior to works commencing on site
- Provide information relating to the health and safety file to the Principal Designer
- Retain and provide access to the health and safety file

***Projects that last longer than 30 working days and has more than 20 workers working simultaneously on the project, or exceeds 500 person days**

Confirmation Before Works Commencement

The occupier is to formally confirm that the requirements outlined in 4.8.1 shall all be met prior to the commencement of any work.

Specific Arrangements

Before any work commences the occupier shall request from the Building Management any known specific hazards and management arrangements under the landlord's control, which shall need to be considered by any appointed contractors.

Health and Safety File

Irrespective of a project being notifiable or not, the occupier is required to provide the Building Management with a Health and Safety File, proportional to the work undertaken. For notifiable projects the health and safety file must satisfy the requirements of CDM 2015. Upon completion of the project, 1 hard copy and 3 electronic copies on CD of the health and safety file must be submitted to Building Management.

Occupier Responsibility for Contractors

The occupier shall be entirely responsible for any contractors or persons carrying out work on his behalf and shall keep the Building Management informed of any operations, which could jeopardise the security or safety of the Building and its occupants or disrupt the operation of the Building.

Personal Protective Equipment

The occupier shall be entirely responsible for any contractors or persons carrying out work on his behalf and shall keep the Building Management informed of any operations, which could jeopardise the security or safety of the Building and its occupants or disrupt the operation of the Building.

Compliance with Instructions

The occupiers main contractor shall comply with any written or verbal instructions or site rules from the Building Management with respect to health, safety or welfare and environmental/pollution control, and shall ensure compliance by any other contractors working for themselves or the occupier, both within the occupiers demise and elsewhere within the boundaries of the overall development.

Site Rules

The Landlord Building Management Team is responsible for the overall management of the building and the occupiers fit out contractors must comply with their procedures thereafter. Please note the logistics strategy for the office fit out outlined in this document is subject to changes to accommodate building operational issues and the number and sequence of occupiers fitting out.

No fuel or gas cylinders are to be stored within the Building.

The occupier must provide adequate and suitable portable fire extinguishers.

Access Regime

The occupier's fit-out contractors shall be permitted access via either the East or West entrance on All Saint's Street.

Loading and unloading in the loading bay area is not permitted (due to planning requirements).

All deliveries are to be made from the street and removed immediately to yard spaces or to the demised space via the agreed routes. No materials are to be left in the yard spaces. Yards and the street area are to be cleaned after all deliveries.

Only trolleys with rubber tyres are permitted for use (due to planning requirements).

A dedicated access route will be established across either the East or West entrances to provide access to a staircase or lift (if use is approved), or via the goods lift entrance and through basement areas to the core staircases. Access is not permitted through 'front of house' areas unless agreed with the Building Management team or otherwise.

Goods Lift

The occupier's fit-out contractor shall be permitted use of the Goods Lift which travels between the ground and basement levels only.

It should be noted that use of the goods lift will be shared with building occupiers.

The Goods Lifts finishes shall be protected for the duration of the fit-out works, see **appendix 7**. The Goods Lift will be permanently manned (during fit out) by a designated driver supplied by Building Management and must be used in line with the following operating instructions.

- The lifts have a variety of load restrictions as detailed an allowance of 100kg should deducted from the below schedule:
 - o 2 No. 13 person / 1000 kg electric traction machine room less passenger lifts are provided to Thorley Works serving basement to 5th floor.
 - o 1 No. 26 person / 2000 kg electric traction machine room less goods lift is provided in Thorley Works serving basement and ground floor.
 - o 2 No. 9 person / 675 kg electrical traction machine room less passenger lifts are provided to the Canal Buildings and The Mill building serving ground to 5th floor.
 - o 1 No. 9 person / 675 kg electric traction machine room less passenger lift is provided to the Packing House building serving basement to 5th floor.
 - o All lifts are provided with centre opening doors and operate a speed of 1.6m/s. The lifts are provided with group collective control in each core.
- Ensure lift is operated in "Independent Service" at all times. In 'Independent Service' the car motion is initiated by holding the selected car call button continuously until the doors have fully closed.
- Do not obstruct doors or block them whilst they close. If the doors are required to be re-opened, release the car call button or press the door open button.
- Goods lift use is strictly for transportation of materials.
- The following equipment can be used with the Goods Lift, confirmation to be sought from Building Management if a contractor is proposing to use a different type;
 - o Trolley or Caddy
 - o Two-wheeled hand-truck
 - o Four-wheeled container
 - o Hand fork truck lift
- Contractors must use stairs located in the cores to access their floor.
- Only one (1) contractor allowed inside goods lift for purposes to load / unload goods.
- Load must be spread evenly across the entire goods lift. Secure loads carefully to prevent items moving.
- No loose items to be transported, goods must be in boxes or sealed containers.
- Tracks must be kept clear of rubbish and materials as this could cause break downs.
- Any equipment using wheels (rollers) should be used with care to avoid them being caught in the gap between the sills of the car and landing or the sill-tracks.
- Be careful when loading / unloading materials so they do not collide with the lift doors.

- Do not lean against the lift doors when they are shut and lift is in motion.
- Make sure goods are fully loaded inside the lift and there is nothing obstructing the doors before closing the doors.
- If the fire alarm is activated, the lift will stop at the next floor in its direction of travel and then return to the designated evacuation floor. Passengers should leave the lift car quickly and follow the building evacuation procedures.
- If the lift stops for any reason and the doors do not open, NO ATTEMPT should be made to leave the lift car. Contact Security Control via radio.

This shall be funded by the occupier's fit-out contractor or split between the number of occupiers fitting out simultaneously and costs will be confirmed in advance. Following the completion of the fit out an inspection and condition survey will be instructed by Building Management to identify any damage caused by the fit-out contractor. The cost of this inspection and any remedial actions required as a result will be borne by the occupier. This will include the condition of the lift pit and shaft as well as the equipment located within.

Other lifts may be made available subject to similar restrictions subject to Landlord approval.

Delivery Booking Regime

The occupier's fit-out contractor shall commit to and comply to a delivery booking regime. The Goods Lift will be available subject to an advance booking agreed with the Building Management. The Goods Lift will be available to all office occupiers fitting out the building. It is therefore essential that the booking regime is adhered to account for the fact that the building will be multi-tenanted and that there could be multiple fit outs occurring simultaneously.

The occupier's fit-out contractor shall coordinate deliveries to align with their pre-booked use of the Goods Lift so that goods and deliveries are taken directly to the occupier's demise. There will be no storage of goods permitted in the Loading Bay or outside of the occupier's demise.

Any "special" deliveries such as large bulky elements which cannot be delivered through the normal service routes, the occupier will be required to submit a detailed method statement to the Building Management team 4 days in advance of the operation.

Protection of the Base Build

The occupier's fit-out contractor shall undertake a condition survey of the base build works within the occupier's demise prior to commencing fit-out and provide a copy to the Building Manager. The occupier's fit-out contractor shall adequately protect, to the satisfaction of the Landlord's Agent and the Building Manager, the base build works to protect this from damage during the fit-out works.

Hours of Working

The occupiers fit out contractor must comply with the working hours set down by the Building Management and the Local Authority. No deliveries shall be made before 08:00hrs or after 18:00hrs unless approved by the Building Management. Additional security costs incurred will be charged to the occupier.

The agreed hours of working for Regent's Wharf are as follows; Monday – Friday 08:00 – 18:00.

Weekend working or extended working hours is subject to approval by the Building Management. If agreed and additional security is required, the costs shall be charged to the occupier and these costs can be provided upon request.

Quiet working rules apply at Regent's Wharf. Noisy works are prohibited unless in line with Islington Council's policy and agreed with JLL prior to commencement. Further guidance on the limit of noisy works should be sought from the Building Management team.

When an occupier is in occupation all noisy works are to be done **in restricted times only**. (08:00 – 09:00, 13:00 – 14:00, 17:00 to 18:00, Monday to Friday only). There is no provision for noisy works at weekends or night work.

Contractor's radios, CD players etc shall not be used during the fit out works.

All fit out/construction related operations must be confined to the demised area, unless the Landlord has given prior written consent.

Deliveries

The Building Management should be made aware of deliveries via the Permission to Access Form. Deliveries should be made in hours (08:00-18:00, Monday to Friday only unless specialist delivery is required); a delivery out of hours will require additional security that will in turn be charged to the occupier.

Cranes

In the event the occupier fit out contractor requires a mobile crane to lift plant and equipment onto the roof. The occupier must submit a lifting plan and coordinate all lifts and any road closures with the Building Management and Islington Council, along with RAMS, permission to access and permit to work. The occupier is responsible for securing the necessary consents and statutory approval relating to all crane operations and road closures.

Permit to Work System

Works Requiring Landlord Permits

An occupier will be required to request a permit to work from the Building Management Team in the following circumstances:

- Any occupier services to be run outside the agreed demised areas, such as in Landlord risers or in common parts, or on roofs.
- Any structural works, including cutting of holes in slabs or load bearing parts.
- Any works that involve special risks, such as working at heights/ confined spaces.
- Any works that involve connection to Landlord base build systems.
- Any works that involve significant noise, vibration, dust or other nuisance to the normal operation of the building or that could have an adverse effect on other occupiers in the building.
- Hot works and works likely to affect the fire alarm, detection devices, sprinkler systems or security system (such works include soldering, brazing, or welding; painting especially sprays; use of blowlamps, any works likely to cause dust etc.).
- Works likely to affect the water supply or main drainage system of the building.
- Works to office areas which require contractors to operate in the public/ landlord or communal areas.
- (The "Appointed Person" must be a qualified engineer for the purposes of Electrical Permits to work).

Prior to the Building Management team issuing a permit to work, the occupier's contractor is required to issue any task specific Risk Assessments and Method Statements (RAMS) for approval. Where works require access to another occupier's demise, the General Manager will arrange for the contractor to be escorted to the required areas for the period of works. There may be a charge to the occupier for this service.

RAMS are to be issued, in writing, 72 (working) hours prior to any works to ensure that there is ample time to consider the request. Under no circumstances is work to be carried out on electrical or other services in a 'live' condition.

Applications for permits shall be submitted to the electronic system on Touchpoint. Access can be provided to a named individual for the purposes of applying for permits subject to application in writing and contact details for that person being provided. Once the permit application is posted to Touchpoint, the site team have 72 (working) hours to review the application. Particularly your attention should be given to the method of operation and precautions taken for the avoidance of fire. Where the information and permit details are insufficient the occupier/fit out contractor will be asked to resubmit, in which case the 72 (working) hour approval process will begin again.

Applications must be accompanied with method statements and risk assessments, and a Pre-start Evaluation Form. Where applicable these must detail communications had with base build suppliers/installers to demonstrate that base build warranties are maintained.

The Owner shall undertake an independent test of the building water supplies immediately prior to any isolation or disconnection by the occupier and, immediately after the Occupier's

reconnection. The Occupiers notice and application for associate permit must take this into consideration.

Where the proposed occupiers fit out works require access to operating plant/equipment rooms or connection to electrical power supply. In these circumstances the General Manager will arrange for the Occupiers fit-out personnel to be escorted and attended as necessary whilst any works are carried out.

Hot Work Permits

Due to increased risk and safety considerations associated with cutting, grinding and any other works which involved a naked flame or sparks, a separate Hot Work Permit is required which controls this method of working. If the Hot Works form part of a larger package of works, a separate Hot Work Permit will be required for these specific Hot Work operations. A minimum of 48 hrs notice is required for hot works.

All Hot Work Permit Applications should be submitted to the electronic system on Touchpoint. No welding or other equipment utilising or producing heat or flame, or petroleum fired generators, compressors, etc. is to be used by the Occupier Contractor without the Owner's written consent. No fuel or gas cylinders are to be stored within the Building and must be removed from site each day.

For the safety of the contractor, Occupiers and members of the public it is essential that during operations involving Hot Work, a separate fire watch observes the works with the appropriate firefighting equipment such as extinguishers, immediately available. The Occupier must provide adequate and suitable portable fire extinguishers.

A Hot Work Permit will only be valid for the time stated on the permit. If an extension of a permit is required, the Building Management Team will need to grant authorisation.

Prior to commencement of any work involving the use of flame, hot air, arc welding and flame cutting, metal cutting equipment, blowlamps, brazing and soldering equipment, space heaters or any other equipment producing heat or naked flames – permission must be obtained in the form of an 'Hot Work Permit'. To obtain a Hot Work Permit the contractor must satisfy the following conditions:

Confirm if smoke detection needs to be isolated and the areas concerned.

Only qualified operators shall be allowed to use 'Hot Work' equipment.

All equipment being used must be secure, e.g., gas cylinders must be chained to either wall, bench or transporting trolley and welding cables must be secured in a safe manner.

All equipment being used must be in a safe working order. All valves, regulators and hose cables must be in a good condition with secure connections. Flash-back arrestors incorporating a cut off valve shall be fitted to all cylinders.

Any combustible materials must be removed from the vicinity of the work prior to commencement, where this is not practicable non-combustible screens must be used.

Gas bottles must be stored and used in well-ventilated areas.

Firefighting equipment (e.g., fire extinguishers) must be provided by the contractor and tested to ensure compliance with current standards throughout the duration of 'Hot Work'. (The contractor must determine the size and type of firefighting equipment for the task in hand). The contractor must not use the buildings firefighting equipment. The operator must be aware of:

- The fire procedures for the site.
- How to operate firefighting equipment.
- Evacuation procedures.

A thorough inspection of the work area must be made by the contractor upon completion of the work and then thirty minutes after completion.

'Hot Work' undertaken by a contractor shall not be deemed to be completed until cancellation of the 'Hot Work' permit by the site Building Manager or representative.

When using welding, flame cutting, metal cutting equipment, blow lamps or any other naked flame, the contractor may be required to provide the following:

- Non-reflective screens around the areas where such work is being carried out.
- Notices warning of arc flashes, light flashes, hot metal etc.
- Suitable eye protection to all personnel entering a welding, flame cutting area.
- Additional protection to floors, walls, painted and finished surfaces.
- Mechanical means of ventilation to remove smoke or fumes.

All gas supplies must be effectively isolated, if possible, at the cylinders, when the equipment is not in use.

Only cylinders which are required for immediate use shall be permitted on the site. Where storage facilities are required by contractors, they shall be provided off site. No storage of oxyacetylene shall be agreed.

Contractors are expected to comply with the standards laid down by the British Oxygen Company and other accredited suppliers.

Fire alarm detectors within the vicinity of work will require isolating, the contractor must provide exact details of the areas involved and request fire alarm isolation to the Building Manager and Building Engineer prior to works commencing. Protective caps for the fire alarm devices will be provided as part of the system isolation process, these must be used to cover any devices in the immediate area of works. Note, these caps are not accepted as a means of isolation to the devices, they are used to prevent the ingress of dust or debris.

Permit Procedures

If multiple fit outs are taking place at once a 'permit manager' will be employed to manage the review, authorisation and management of the permit process. The cost associated with employing a 'permit manager' are to be borne by the occupier and their fit-out contractor.

It is important that all members of the occupiers fit-out team understand the "Permit to Work" systems. These systems must be fully adhered to and will be strictly enforced throughout the fit-out program. An induction will be undertaken with the Building Management Team to ensure all personnel working at the property are fully aware of the site rules. The permit system has the following objectives:

- To give Landlord's consent to proposed Occupier's fit-out work that affects the load bearing capacity of the building.
- Connects to the Base Building Mechanical, Electrical & Public Health services (MEPH).
- May affect the operation of any of the Base Building systems.
- May affect any other Occupier.
- To control Occupiers access in areas outside the demise and ensure that the Base Building security provisions are not compromised.
- To preserve the Base Building and its services and to prevent damage.
- To control access in areas containing machinery or live equipment and to ensure that work is carried out in a safe and controlled manner in areas containing live or functioning equipment.
- To ensure that Occupiers do not exceed their MEPH service entitlement.
- To ensure that the Building Insurance Policy is not invalidated.
- To ensure other Occupiers are not adversely affected by any fit-out works.

The permit system covers all work to those areas outside the Occupier's demise, including the Landlord's facilities made available to the Occupier's fit-out team during their works. These areas and facilities include but are not necessarily restricted to; plant rooms, risers, ducts and shafts, lifts, staircases, lobbies, roof areas, communal access corridors and escape routes, estate areas external to the building, loading bay area.

The completed and countersigned permit application form should be submitted to the Building Management Team for authorisation. The Landlord reserves the right to include the Base Building designer's sign-off in this procedure when he deems appropriate. Landlord's consent to the fit-out should be noted on the permit form where relevant.

Applications shall be submitted to the Building Management Team with a reasonable notice period before the proposed fit-out works are planned to commence. The notice period given by the Occupier should generally not be less than 72 working hours.

In the event the contractor requires to carry out "hot works", then the Building Management Team must be notified in advance to enable the relevant Permit to Work is issued and the following procedures must be undertaken and followed diligently:

- The Permit to Work is raised and signed accordingly but is only valid for that date
- A thorough preparation of the area the works will be undertaken in is to be completed
- The equipment to be used for the hot works is in good order
- The appropriate isolations are to be made (Building Management Team to enable)
- A minimum of two appropriate fully functioning fire extinguishers, which should comply with BS EN 3: All Parts, are next to the hot works location
- Check the emergency/fire escape route is clear
- Ensure you are aware of the Building fire alarm and how it sounds
- Ensure appropriate ventilation is present and available
- The contractor must ensure that all combustible materials are moved at least ten metres away
- Protect fitted wooden fixtures with fire resistant material where applicable
- Following completion of the hot works, the contractor should stay adjacent to the job for at least thirty minutes
- During the subsequent thirty minutes, infrequent visits to the area should be undertaken and then once an hour has passed, accompanied by a Fire Marshall, check the area is okay and safe

In the following circumstances a Permit for Access will be required as part of a permit to Work:

- Where the proposed Occupier's fit-out works are required to be undertaken outside the demise.
- Where the proposed Occupier's fit-out works require access to operating plant/equipment rooms or connection to electrical power supply or any MEPH service.
- Routing of all services through existing base build risers are subject to written permission from the Building Management Team prior to commencement of Works.
- Access to all mechanical and electrical risers within the building.

In these circumstances the Building Management Team will arrange for the Occupier's fit-out personnel to be escorted and attended as necessary whilst any works are carried out. The cost of this attendance will be recoverable from the Occupier.

To successfully carry out fit-out projects in a multiple occupancy building, it is essential that all works activities are carefully structured and controlled in a coherent manner ensuring the minimum disruption to other Occupiers and occupation of their demise. It is the responsibility of the Occupier to ensure their project team abides by the requirements set out by the Landlord for the benefit of all Occupiers. The management strategy to be adopted by the Occupier in carrying out works within the property is to minimise the impact to other Occupier's business, the general public and the day-to-day servicing and operation of the building. The intention is to keep the area under construction isolated and maintain a "low profile" strategy, ensuring quiet enjoyment by the Occupiers already in occupancy of the building and its environment.

The Occupier shall be responsible for ensuring that Landlords scheduled maintenance activities are not impeded upon by Occupier's fit-out works. The Landlord does not accept responsibility for

interruption of fit-out program due to their planned maintenance works. At all times, the Occupier will conform to the Site Rules set by Building Management Team.

Waste Management

All work areas are to be regularly cleared of all rubbish, packaging and waste, and all such refuse is to be removed from the Occupier's area on a regular basis by the Occupier (at cost to the Occupier) to ensure so far is possible that areas remain free of rubbish and refuse. Failure to comply with this requirement will result in the owner being entitled to suspend the Occupier's works until such time as clearance is completed. Such suspension shall not entitle the Occupier to any claim for reimbursement for loss or delay.

Waste removal from site is the responsibility of the contractor and the occupier will be liable for such costs if the landlord has to remove any waste. Waste must not be stored in the Holding Area for longer than 30 minutes before designated pick up and only then if there is room in the Holding Area for it. Packaging material must be minimised.

Occupier's contractors are encouraged to use segregated waste disposal for recycling.

Dusty works are to be carried out in a controlled area to prevent dust ingress into air conditioning systems, lifts, lift shafts, etc. The lift shaft shall form part of the pre inspection and condition survey of post works. Any repairs required will be at the cost of the occupier.

It is preferable that your contractors have ISO14001 Accreditation or show evidence they have an alternative Environmental Management System.

A statement of the process used for waste disposal is to be provided to the General Manager as part of the pre-start package, to include copies of waste licences and information on the ultimate destination of the waste. Copies of waste transfer notes should be available in the site Health and Safety file.

Waste Disposal

The occupier is responsible for the removal and disposal of all waste during the fit-out period. All work areas are to be kept clear and free of all rubbish, packaging and waste, and as such refuse is to be removed from the Occupiers area on a daily basis (all costs to be borne by occupier). Failure to comply with this requirement shall result in the Landlord being entitled to suspend the occupiers works until such time as clearance is completed. Such suspension shall not entitle the occupier to any claim for reimbursement for loss or delay.

Under no circumstances is the fit-out contractor to use other vacant floors for storage of waste or building materials.

The occupier will need to coordinate the removal of waste and materials with the goods lift and delivery bay booking system as previously referred to.

Servicing During Fit Out

The Landlord shall provide permanent services as set out in the lease from the access date. The occupier is to provide sufficient access (during fit out and after) to landlord services so that maintenance can be carried out. If access isn't available, then the landlord will instruct the works and all costs are to be borne by the occupier.

The occupier shall make an application for temporary services to the landlord at least four weeks prior to taking possession. Generators shall not be allowed.

The occupiers' contractor shall not be allowed to make use of the Landlords services unless agreed under the application for temporary services.

Occupiers are to refer to the landlords comprehensive testing and commissioning procedures/requirements.

In order for the building to function with the minimum disruption to trade, it is essential that occupiers' services are coordinated and their timing of making connection into the Building base build services is agreed with the building management. Connections/isolations shall be at the occupier's cost.

Electricity

The contractor will not be permitted to use the site electricity supply without the agreement of the Building Management Team. Temporary electricity feeds shall be taken from tap offs installed in the occupier electrical risers on the floor. The contractor will:

- Take all practicable precautions to prevent danger to any person from any live electrical cable or apparatus or any electrically charged overhead cable or apparatus.
- Ensure that all electrical connections to the site supply are only carried out by a qualified electrician.
- Ensure that all installations and appliances are without avoidable safety risk and conform to the "Electricity at Work Regulations 1989" and all associated statutory provisions and accepted practices, including current IET wiring regulations, BS 7671.
- Provide suitable switching/isolating at the tool or equipment end of any extension cable used.
- Ensure that all electrical equipment and temporary installations are disconnected or isolated before leaving the area of work or at the end of each working session.
- Ensure that all portable tools are of maximum voltage 110v, supplied from a transformer.

- Ensure that all portable tools and electrical appliances, including extension leads and multi-socket connectors, in use at the premises are examined and tested regularly and are fit for safe operation.
- Electrical equipment and appliances will be visually examined prior to each use to check for obvious faults such as loose wires or damaged plugs, and to remove damaged items from site.
- Not to work on any high-tension electrical equipment unless in possession of a valid Permit to Work.
- No Live Working is permitted on any Electrical System within Regent's Wharf.

The occupier is responsible for ensuring that 'step down' transformers to 110v are used throughout the fit out works. The use of 240v tools and equipment is strictly prohibited.

The occupier is responsible for all electricity charges incurred as a result of their fit-out.

Landlord 'live' electrical circuits are located throughout the floors, these differ from one floor to another and can be identified upon request by the Building Management team. These services must remain 'live' for the duration of the project. The occupier's contractor must consider how the fit out is managed with these circuits in situ and agree the process during the pre-start meeting.

Water

Temporary water shall be provided from the water services connections within the WC's or at the provision for tea points. The occupier is responsible for installing a backflow device, with suitable backflow category protection to suit the intended temporary water usage. This installation needs to be in compliance with water regulations and failure to provide this may result in the water supply being disconnected. Chlorination certificates shall be required from all occupiers prior to connection to the main system.

The occupier shall be responsible for all water charges incurred as a result of their fit-out.

Signage

No signs of any nature are to be erected by the occupier or his fit-out contractor that are visible to the public without the written consent of the Building Management. It is the occupier's responsibility to obtain all necessary consents and pay any associated fees.

Responsibilities

The contractor's appointed person shall ensure that all procedures, precautionary measures and safety standards as laid down in the site Fire Safety Plan are clearly understood and complied with

by all contracting staff employed on the project. Contractor's will be required to notify building management of any impairment to the fire protection and/or detection systems by giving details of what is to be isolated along with a written description of mitigation measures that will be put in place during the isolation, notification must also be provided once the systems have been reinstated, the Building Management team will liaise with the insurers for these notifications and each requested isolation will require at least 3 working days' notice. In addition, they will:

- Provide a Fire Watch for the duration of any sprinkler or fire alarm deactivation within the occupier demise.
- Ensure that weekly checks of firefighting equipment, fire exit, escape routes, detection devices and alarms are undertaken, and written records are maintained.
- Provide clear signage in prominent positions indicating the location of fire access route fire escape routes and positions of portable firefighting equipment.
- Maintain all flammable liquids and gases to a level of 50 litres or half a day's supply whichever is the lesser.
- Provide a store cupboard or bin which is of fire-resistant construction appropriately worded HIGHLY FLAMMABLE LIQUIDS NO SMOKING boldly displayed at the entrance to the store, for the storage of all flammable materials. Supply and locate adequate number of powder fire extinguishers of appropriate type and train persons in their use.
- Appoint sufficient numbers of persons to act as Fire Marshals and ensure their understanding of procedures by ongoing training in evacuation procedures.
- Ensure that practice fire evacuations are carried out and recorded.
- Ensure the cleanliness of the site is maintained by the removal of all waste materials, packaging and unwanted materials at the end of each working day (twice per day if 24hr working is operated).
- Take all reasonable steps to ensure that wilful damage to plant, property and equipment is minimised and site security is maintained at all times.

Smoking

No smoking is allowed in any part of the building and contractors must not smoke or congregate in any fashion in or around the property. It is a criminal offence to smoke in all office premises in England.

Hoarding and Protective Coatings

Hoardings shall only be permitted with prior Landlord consent and should be of a high quality with a decorated finish. No company or contractor branding is permitted. The type and finish of protective coverings (e.g. Correx) will also be subject to Landlord approval prior to installation.

Fire Protections

The fire integrity of the building is to be maintained at all times and therefore certified fire stopping, LPC approved fire boarding, is to be provided as necessary to achieve this requirement. It is to be maintained by the occupier as fit out works proceed to the satisfaction of the relevant Statutory Authority and Landlord.

Occupier Fire Safety measures to be in place prior to fit out and operation of the demise in accordance with the Agreement for Lease.

The occupier is to comply with the latest version of the Fire Prevention Association Joint Codes of Practice on the

Protection of Fire on Construction Sites and Buildings Undergoing Renovation.

It is the responsibility of the occupier's contractors' site supervisor to ensure that all personnel are familiar with methods of raising the alarm, recognising the alarm and fire exit routes and meeting points.

Firefighting equipment and all alarms as required by the Fire Authority/Building Control must be provided and maintained by the occupier during both the fitting out stage and duration of the lease. The Landlord reserves the right for the buildings fire officer to inspect and check all such equipment.

The occupiers fit out contractor, on completion of fitting out works each day, is to ensure that all equipment is turned off and the electrical supply is turned off at the intake.

The occupier shall provide diagrams of all plant, electrical installation and controls to the specific unit/demise. These shall be kept up to date and readily available for the reference of the fire and demise security officers visiting the demise/unit.

For the avoidance of doubt, smoking is expressly forbidden in the building/demise/unit during the fit out.

Pre-Start Meeting

Before the fit out commences the occupier is required to attend a meeting with representatives of the fit-out contractor, the Building Management, the FOAC and the Landlord's Agent Team a week before works commence.

The goal of this meeting is to ensure a smooth transition from the design process to the fit-out process and to set the ground rules for the professional, timely and safe execution of the fit-out works.

The meeting shall cover site rules, health and safety issues, agree access and programme, as well as further items such as working hours, waste/rubbish disposal, deliveries and the establishment of progress meetings with the Building Management.

The following is a list of items that must be submitted to the Building Management by the occupier not less than one week prior to the meeting:

- Programme for fit-out works;
- 24-hour contact list for the project team;
- Building control approval reference and warrant;
- Confirmation of compliance with the CDM regulations;
- Method statements for major work elements;
- Insurance details (as described in the occupier's agreement for lease or lease);

The Building Management shall confirm acceptance of the above information.

All main fit out contractors are invited by the Landlord to conduct a presentation to the Landlord team giving an overview program and scope of works, detailing any intrusion on demised areas and the isolation of shared services and reasons, detailing how the main fit out contractor shall manage noisy works and how they shall react to complaints of noisy works from existing occupiers.

The occupier shall provide a named person as the point of contact for the property management team for the management of such complaints on site. The Building Management shall maintain a noisy works complaints logbook on site.

Landlord Inspection

The Landlord and Building Management reserve the right to view the fit-out work at any time by prior appointment with the contractor with reasonable notice and at reasonable times of the day, but without any responsibility whatsoever for site viewing or consent of occupiers work. The Landlord reserves the right to suspend works if they are being undertaken contrary to the approved plans or in a manner not in keeping with the onsite document or appropriate codes of practice. Works shall not be permitted to recommence until the Landlord is satisfied that the works shall comply fully with the aforementioned.

Building Security

The Landlord is not, under any circumstances, responsible for the security of occupier areas. Occupiers must protect their own working area and no responsibility shall be accepted for any loss or damage caused to their works.

Access and routes to the works for the occupier fit out contractor must be agreed and protected beforehand with the Building Management and any damage reinstated and/or paid by them. All fit out operations by the occupier shall be restricted to the occupiers' demise.

All materials to be used in the fit-out works are to be stored within the occupiers' demise.

The Property Management Team shall charge the occupier for any additional personnel costs involved in monitoring/recording of occupier fit out contractor personnel accessing and vacating the building.

Interface with the Landlord's Systems

Connection Documentation and Procedures

The occupier shall be required to apply to the Landlord's Agent /Fit out Project Manager/engineer for connection to all Landlord base build services

The occupier must submit full design detail of all occupier connections including sprinklers, chilled water, power, security, lighting controls, fire alarms, BMS etc. Landlord drawings and head ends should be updated to reflect any agreed changes, with all costs to be borne by the occupier or their fit-out contractor.

Occupier Responsibility for Application

The occupier's application shall only be deemed to be valid when formal consent by way of license has been received and any fee levied paid. It is the occupier's responsibility to ensure that all information has been gathered to support the application. Failure to do so may result in additional charge or connections not being made before fit out handover.

Completion

Practical Completion of Occupier's Work

The occupiers Architect shall not less than 10 working days before the anticipated date of Practical Completion notify the Landlords' Agent/Fit out Project Manager/engineer in writing of their intention to issue the Practical Completion Certificate.

The occupier shall allow the Landlord the opportunity to attend with him an inspection of the occupiers works at which the landlord shall have the right to make reasonable representations. The occupier shall have due regard to those representations when deciding whether or not to issue the Certificate of occupiers Works Practical Completion.

The occupiers Architect shall not less than 10 working days before the undertaking of testing of all major items of plant and machinery notify the Landlord in writing of such tests.

The occupier shall allow the Landlord the opportunity to attend these tests at which the Landlord shall have the right to make reasonable representations. The occupier who shall have due regard to those representations when deciding whether or not to issue the Certificate that the tests are satisfactory.

The occupier shall give ten working days prior written notice to the Landlord of any intention to undertake any testing and commissioning of all material items of plant and machinery installed by the occupier.

The Landlord shall have the right to attend the testing and commissioning and make reasonable representations to the commissioning engineer who shall have due regard to these when deciding whether or not he should issue a certificate to the effect that the commissioning is satisfactory.

The commissioning engineer shall be jointly appointed by the Landlord and occupier. The cost of the Commissioning engineer shall be borne by the occupier.

Following the issue of the Certificate of occupiers Works Practical Completion (which may be issued subject to a snagging list) the occupier shall supply a certified copy to the Landlord.

Completion Documentation

The occupier is to provide DWG format 'as-built' drawings together with copies of O&M documentation and the Health & Safety File within two weeks of fit out practical completion. A draft set consisting of the following information is to be made available at fit out practical completion.

- A set off as-built drawings showing the works actually carried out together with a set of DWG format CAD discs showing the same
- Two copies of all consents, including fire alarm test certificates, Building Regulation completion notices etc. In particular the Appendix 6 of the IEE Wiring Regulations: BS 7671: 1992 shall be fully completed and submitted accordingly.
- All tests and commissioning records, certificates and test data relating to the occupiers Works
- All operating and maintenance manuals relating to the occupiers Works

A copy of the up to date health and safety file (including all relevant drawings and specifications) required to be kept available for inspection Health & Safety file; The occupier is to notify the Fit-out Project Manager/Engineer on completion.

The Health & Safety O&M information must be produced in a records system format which must be agreed with the Managing Agent.

The occupier shall be charged a fee for uploading of the O&M and H&S files onto the Landlords building records system.

Working Fire Preventions

All fire prevention measures must be fully commissioned, operational and connected into the Landlords Building systems where appropriate. Final connection to Landlords Building systems is to be undertaken by the Landlord incumbent contractor and approved by the Landlord's Agent/Fit out Project Manager/engineer.

Making Good Damage

The Landlord reserves the right to make good any damage caused by the occupiers fit out works, including cleaning soiled areas, and re-charge all reasonable costs to the occupier concerned unless agreed otherwise in writing.

Information to be Provided Upon Completion

Occupier Works Record Documentation

All costs associated with this procedure will be met by the Occupier.

Prior to Occupation

The Occupier must provide confirmation in writing to the Landlord's Agent and Building Management that:

- The London Fire and Emergency Planning Authority approve or have no objection to, occupation of the demise in the "as altered" state. If no such confirmation is received, the Building Manager will contact and make arrangements to accompany the Fire Authority on an inspection of the Occupier's demise.
- The District Surveyor approves or has no objection to, occupation of the demise in the "as altered" state. If no such confirmation is received, the Building Manager will contact and make arrangements to accompany the District Surveyor on an inspection of the Occupier's demise.
- All fire detection systems are fully operational.
- All fire suppression systems are fully operational.
- All relevant fire stopping has been undertaken and completed.
- All drains within the area demised to the Occupier, and toilets within the areas allocated to Occupiers contractors, have been rodded and cleared from the basement to the nearest connection of the common drain to the approval and acceptance of the Landlord.
- Provide written confirmation that no CFC's or deleterious materials have been used during the fit-out.
- Provide details of health and safety implications and appropriate documentation to meet CDM legislation.

- A suitable voice/data cable must be installed from the Landlord's electrical riser to the Occupier reception desk/post room. Upon confirmation of the location of the outlet point, the Building Manager will commission a handset extension of the buildings' internal telephone system. Cost to be borne by the Occupier.
- Write to the Surveyor confirming the value of the fit-out for insurance purposes.
- Confirm to the Building Management Team that statutory risk assessments are in place for the occupied areas.

The following commissioning and record documentation must be made available to the Building Management Team at Practical Completion:

- Electrical Distribution Board Circuit Schedule
- District Surveyor Certificate of Practical Completion
- Sprinkler Pressure test certificate
- Confirmation of Fire Signage in place
- Closed Systems {CHW & LTHW} Analysis of new works
- Fire Detection System record drawings (with dba notation to BS EN 54-11:2001)
- BMS graphics updated
- Lighting Control System graphics updated
- Air Side Commissioning records
- Water Side Commissioning records
- Written confirmation that all fire systems are re-instated & operational

The Landlord's consultants will then inspect and confirm that the 'altered' services can be maintained satisfactorily and that the 'altered' services will operate to their original design specification. The Landlords consultants and Building Manager must be fully briefed regarding the completed works.

Post Practical Completion

Within 28 days of completion of the Occupiers fit out works and alterations (as certified by Occupiers Designer/contractor) to provide the following to the Landlord's satisfaction:

- Two complete hard copies and two electronic (discs) sets of record drawings, specifications and other record material covering all aspects of the works carried out. If "Drop-box" facilities are available, then the electronic copies of documentation can be issued via this method.

The manual should include as a minimum:

- IET Electrical Form of Completion and Inspection Certificate
- Chlorination Certificate for Drinking water pipe work

- Record of Emergency Light Installation
- Sprinkler Record Drawings
- BMS graphics updated (Paper copy as record)
- Description of Operation of Building Management System (if amended)
- Description of Operation of Lighting Control System (if amended)
- Fire Detection system graphics updated
- Lighting Layout drawings (with control & Power notation)
- Lighting Control graphics updated (Paper copy as record)
- Description of Operation of Lighting controls system (if amended)
- Mechanical Services record drawings (A0 size) per quadrant
- Public Health Services record drawings
- Electrical Services record drawings
- Reflected ceiling plan
- Partition Layout (incorporating cavity/fire barrier positions)
- Chilled Water Flushing records
- Floor plan (incorporating cavity/fire barrier positions)
- Security System record drawings
- Description of Operation of new equipment
- Where PC based control systems have been amended, hard copies of the amended graphics shall be incorporated within the O & M's
- Building Control Approval
- Four copies of all Statutory Approvals not listed above
- It must be appreciated that the information set out above is required as a matter of urgency to:
- Allow the Occupiers Licence to Alterations, formally recording Landlord's approval to be documented promptly.
- Permit the Landlord's and Occupiers service & maintenance engineers to safely and successfully maintain the altered systems and responds to any service calls.

The Occupier shall ensure that the Landlord receives the benefit of all warranties or guaranties in respect of any services for which the Landlord is responsible for the maintenance or performance of, in order that the Landlord may (in addition to the Occupier, if necessary) enforce the warranties or guaranties directly. Warranty length should be in line with landlord base build warranties for each item of plant.

Appendix 1 – Base Build Definition

Base Build Definition

1

Contents

- 1.0 General
 - 1.1 General Description
 - 1.2 General Parameters
- 2.0 Building Specification (Shell)
 - 2.1 Below Ground Level
 - 2.2 Structural Frame and Floors
 - 2.3 Roof
 - 2.4 External Walls and Windows
 - 2.5 External Doors & Entrance Screens
 - 2.6 Party Walls
 - 2.7 Window Cleaning Strategy
 - 2.8 Fire Strategy
- 3.0 Building Specification (Core)
 - 3.1 Lifts Lobbies
 - 3.2 Internal Doors
 - 3.3 Wall Finishes
 - 3.4 Floor Finishes
 - 3.5 Ceiling Finishes
 - 3.6 Other
- 4.0 Building Specification (Office Cat A Finishes)
 - 4.1 Wall Finishes
 - 4.2 Floor Finishes
 - 4.3 Ceiling Finishes
- 5.0 Building Specification (Retail Areas)
 - 5.1 Wall Finishes
 - 5.2 Floor Finishes
 - 5.3 Ceiling Finishes

6.0 Building Specification (Main Reception)

6.1 Wall Finishes

6.2 Floor Finishes

6.3 Ceiling Finishes

6.4 Fixtures & Fittings

7.0 Environmental Services Specification (Shell and Core)

7.1 General

7.2 Public Health

7.3 Electrical Services

7.4 Mechanical Services

7.5 Lifts

7.6 Protective Installations

7.7 Controls Installations

7.8 Incoming Services

8.0 External Works & Landscaping

8.1 General

8.2 Surface and Edges

8.3 External Furniture

8.4 Fences and Gates

8.5 Drainage, Irrigation and Venting

8.6 Planting

8.7 Roof

1.0 General

1.1 General Description

The proposal is for the reinvigoration of the site at 10-18 All Saint's Street including the refurbishment and extension of 10-12 Regent's Wharf. The proposal is intended to create a city centre campus for creative industries that will complement the surrounding context, Islington's wider townscape and the significant commercial development to the west whilst respecting and enhancing the conservation area and the setting with meaningful conservation and enhancement of the heritage assets including clear articulation of the site's historic narrative.

The proposal will provide:

- Additional Class B1 floorspace
- Ancillary Class A1/B1/D1 floorspace at ground level
- Demolition of 14, 16 and 18 Regent's Wharf
- Construction of a ground plus 4 and part ground plus 5/6 storey building providing Class B1 office floorspace
- Class A1/A3/B1/D1/D2 floorspace at ground floor
- Associated hard and soft landscaping

The buildings will be designed to comply with all relevant British and European Standards, statutory regulations/legislation, the BCO 2019 Guide to Specification, with exception of items defined as excluded in 'Regents Wharf – WELL_BCO Wates clarifications Doc 310521' and such other guidelines/regulations applicable to the project (the Documents).

Where British Standards or Codes of Practice are not applicable, materials will be tested and certified by a recognised authority and workmanship will be to an approved standard.

Materials will be of reputable manufacture, to be consistent in colour, quality and texture in the case of raw materials and, in the case of construction, to be sampled and laboratory tested as required.

The use of a firm or propriety article in this Specification or on the drawings is to be read only as an indication of the class or quality of material or workmanship proposed. Refer to the Health and Safety and Operation and Maintenance files for further details.

Fire protection, Fire Officer and Building Regulation requirements are based on the open plan areas shown on the drawings attached to this document.

Where a floor plate is sub-divided there is a fire escape requirement for each tenancy to have access to 2 staircases.

1.2 General Parameters

Regents Wharf - Area Schedule

Building	Demise	NIA (ft ²)	NIA (m ²)
Thorley Works	5 th	7,290	677
Thorley Works	4 th	10,721	996
Thorley Works	3 rd	10,699	994
Thorley Works	2 nd	11,134	1,034
Thorley Works	1 st	11,134	1,034
Thorley Works	GF	6,222	578
Thorley Works	GF	3,754	349
Thorley Works	B1	653	61
The Canal Building	5 th	1,625	151
The Canal Building	4 th	4,932	458
The Canal Building	3 rd	5,599	520
The Canal Building	2 nd	5,560	517
The Canal Building	1 st	5,473	509
The Canal Building	GF	5,419	503
The Mill and The Packing House	5 th	2,334	217
The Mill and The Packing House	4 th	3,086	287
The Mill and The Packing House	3 rd	2,609	242
The Mill and The Packing House	3 rd	872	81
The Mill and The Packing House	2 nd	1,869	174

The Mill and The Packing House 2 nd	1,736	161
The Mill and The Packing House 1 st	1,815	169
The Mill and The Packing House 1 st	1,690	157
The Mill and The Packing House GF	1,475	137
The Mill and The Packing House GF	1,073	100
The Mill and The Packing House B1	1,481	138
	110,256	10,243
Level Totals		
Basement	2,134	198
Ground Floor	17,942	1,667
Level 1	20,112	1,869
Level 2	20,299	1,886
Level 3	19,780	1,838
Level 4	18,739	1,741
Level 5	11,249	1,045
Roof		
	110,256	10,243

Note: All areas are approximate. They may vary as a result of verification of the survey; design development; construction tolerances; statutory requirements or re-definition of the areas to be measured.

Building Lifespan:

- Structure: 75 years (NB. of new build elements only. Where existing structural elements are being retained / refurbished the lifespan is designed to give a minimum 25 years' service post PC
- Envelope: in accordance with BCO Guide to Specification
- Services: 15-20 years

Stairs:

The main stairwells are visible from the external routes into the campus, encouraging their use in the first instance ahead of lifts.

Lifts:

Thorley Works

Two 13 person/ 1000kg passenger lifts* One of which is a fire fighting core.

Heritage Buildings

The Canal Buildings & The Mill are provided with two 9 person/675kg passenger lifts*, one of which is a fire fighting core in the NE core.

Dedicated goods lift of 2000kg at 1.0 m/s serving basement and ground floor

The Packing House

Provided with one 9 person/675kg passenger lift*

*All passenger lifts to operate at speeds of 1.6m/s

Design Densities:

	Thorley Works	Heritage Buildings
Workplace:	1/8m ² (NIA)	1/10m ² (NIA)
Core:	1/10m ² (NIA)	1/12m ² (NIA)
Escape:	1/6m ² (NIA)	1/6m ² (NIA)
All WCs are gender neutral, with 1no. accessible + 1no. ambulant cubicle provided within every WC block.		

General Services Design Criteria:

External Design Conditions:

Winter -4°C db / saturated Summer 30°C db / 21°C wb

Heat rejection plant to be capable of operating at design duty at an external dry bulb temperature of 35°C

Internal Design Conditions:

Office Areas	Winter	20°C db / no RH control
	Summer	24°C db / no RH control
Toilets	Winter	20°C db / no RH control
	Summer	No maximum temperature control / no RH control

Reception / Lift Lobby/Entrance	Winter 20°C	db minimum / no RH control
	Summer 26°C	db maximum / no RH control
Circulation Areas	Winter	18°C db minimum / no RH control
	Summer	No maximum temperature control / no RH control
Staircases	Winter	20°C db minimum / no RH control
	Summer	No maximum temperature control / no RH control
External Noise Design Criteria:		In compliance with the acoustic consultant requirements based on 24

hour operation

Internal Noise Design Criteria (due to Mechanical and Electrical Services):

Office areas	NR38
Reception	NR40
Toilets	NR45
Staircases and Circulation Areas	NR45

Design Cooling Loads

Office occupancy level (for cooling load)

1 person per 8 m² net office area for new building

1 person per 10 m² net office area for existing buildings

Small power

25 W/m² for office area plus terminal unit fan gains

25 W/m² plus 10 W/m² capacity on risers and central plant

Lighting

8 W/m² office areas

Occupants

Sensible 90 W per person

Latent 50 W per person

Infiltration

Summer 0.2 air changes per hour

Winter	0.2 air changes per hour
Reception	1.0 air changes per hour

Ventilation Rates

Office occupancy level (for fresh air provision)

1 person per 8 m² net office area for new building

Mixed mode ventilation comprising natural ventilation via openable windows and mechanical fresh air ventilation for the existing buildings

Office fresh air supply rate 1.5 litre/s per m² + 10% for meeting rooms and high occupancy areas for new building and internal zones in the existing buildings

Perimeter areas in the existing building to be naturally ventilated via openable windows

Toilet / shower ventilation rate 10 air changes per hour extract

Cycle store ventilation rate 3 air changes per hour

Basement Ventilation Rate

Normal mode 3 air changes per hour supply and extract

Controls Tolerance

Controls tolerance on room temperature $\pm 2^{\circ}\text{C}$ at point of measurement

Electrical Services

Lighting Levels

As CIBSE Lighting Guide, to include the following:

Office areas 375-400 lux maintained illuminance at 0.75 m working plane and 0.4 uniformity based

upon the following reflectance's:

Walls 50% Floors/upward horizontal surfaces 20%

Toilets 200 lux maintained illuminance at floor level

Plantrooms 250 lux maintained illuminance at floor level Main staircases 150 lux maintained

illuminance at floor level

Secondary staircases 150 lux maintained illuminance at floor level
 Storeroom 200 lux maintained illuminance

at floor level

Reception 300 lux maintained illuminance at floor level

Circulation area 150 lux maintained illuminance at floor level

Lift lobbies As CIBSE Lighting Guide and including the requirements of BS EN 81 relating to the

illumination levels adjacent to the following items of lift equipment:

Machine Roomless Lift: 200 lux level of illumination at the landing where the machine roomless lift control

panel is mounted.

Lift Landing Doors 50 lux level of illumination on all other landings at the lift doors.

Other internal areas As CIBSE Lighting Guide

Small Power Loads

Office Areas 25 W/m² for office areas

25 W/m² plus 10 w/m² spare capacity for incoming supply, risers and main distribution

Overall Building 10% spare capacity

Wired Score Platinum

Emergency Lighting In accordance with BS 5266 and BS EN 1838

Defined Escape Routes 1 lux minimum

Escape Routes 0.5 lux minimum

Open Areas 0.5 lux minimum

Lightning Protection In accordance with BS EN 62305 Parts 1, 2 & 3

Fire Alarm System In accordance with BS 5839, Part 1, Category L1 with single stage evacuation

Generator Fuel Storage Minimum 8 hour day tank

Landlords Life Safety Bulk 24 hours at full load provision

Public Health Services

Cold water storage 15 litres storage per person/day

Occupancy level 1 person per 10 m² net office area
 (for water storage)

Domestic water system To achieve minimum 1 bar pressure from outlets
operating pressure

Hot water storage 60°C
temperature

Hot water distribution 55°C
temperature

Hot water outlet 41°C (controlled via TMV3 valves)
temperature

Pasteurisation temperature 70°C for 1 hour

Passenger Lifts

Occupancy (for lifts) 1 person per 8m², 80% utilisation

Up peak handling capacity 12% of design population with 85% up, 10% down and 5% inter-floor
traffic
in a 5 minute period

Up peak average waiting Not to exceed 25 seconds (up to 30 seconds is acceptable if average
time to
time across all floors destination does not exceed 80 seconds)

Up peak maximum time to Not to exceed 90 seconds (up to 110 seconds is acceptable if
average
destination from main entrance waiting time is less than 25 seconds)

Two way handling capacity 13% of design population with 45% up, 45% down and 10% inter-floor
traffic
in a 5 minute period

Two way average waiting time Not to exceed 40 seconds
across all floors

Loading capacity factor Car loading area per person Not to exceed 80% standard lifts
0.21m²

Air Conditioning:

Combination of exposed and perimeter four-pipe fan coil units for simultaneous heating and cooling served by central air source heat pumps.

Fresh Air:

Thorley Works

Heritage Buildings

Mechanical ventilation with heat recovery. On floor recovery. Perimeter

Mixed mode ventilation, with heat

fresh air via exposed ceiling ductwork distribution ventilated with

areas near the windows to be naturally

internal areas provided with mechanical ventilation

Ventilation designed at 1.5 litre/s per m² + 10% for meeting rooms and high occupancy areas.

Lighting Levels:

As per CIBSE Lighting Guide

Other Lighting:

Emergency Lighting: Comprehensive system in accordance with BS 5266

Lightning Protection:

In accordance with BS EN 62305 Parts 1, 2 and 3

Small Power Loads:

Office Areas: 25 W/m² + 10 W/m² spare capacity for incoming supply and mains distribution

Lighting: 8 W/m²

Dedicated future hand drier connection points are also provided within each toilet cubicle.

Mains Distribution:

The building is provided with a 1522 kVA incoming low voltage electrical supply by UKPN.

Back-up Generator (life safety) provided.

Space available on roof for tenant generator.

Fire Alarm and Disabled Alarm Systems:

In accordance with BS 5839: Part 1 Category L2

Disabled person WC alarm system with remote indication

A disabled refuge alarm system with intercom facilities provided at refuge points connecting to an indicator panel at reception/security.

Security Systems:

Access control system including video door entry systems to primary entrance doors.

Internal tenant entrance doors supplied with containment systems.

CCTV coverage is provided to all main entry points of the building.

Telecommunications:

Incoming dual fibre routes.

Vertical containment is provided in the risers.

Structural Loadings:

Thorley Works	Heritage Buildings
General area - 3.0 kN/m ² ; Office	The existing structure has been assessed for
High loading area (5% per floor) - 7.5 kN/m ² ; of each services of 1.2	allowance for partitions, raised floor and
potentially sub lettable floor area and not in primary circulation routes;	kN/m ² . New elements of structure will be designed as
per	
Superimposed Dead loads:	Thorley Works.
Demountable partitions – 1.2 kN/m ² ;	
Raised floors, ceilings and building services – 0.85 kN/m ² ;	
Plant rooms - 7.5 kN/m ² ;	
Roof plant - 5 kN/m ² (to accommodate specific plant if higher).	

Office Floor to Ceiling Heights:

	Thorley Works Packing House	The Canal Buildings	The Mill	The
Upper Floors				
(Level 1-5)	2.9m – 3.15m	2.20m – 3.00m	2.36m – 3.43m	2.37m –
				2.81m
Ground Floor	3.50m	3.93m	3.75m	3.57m
Lower Ground				
/ Basement	n/a	n/a	2.09-2.32m	2.60m

Measurements are floor to ceiling heights from top of finished floor slab to underside of soffit.

Raised Floor Zones:

Thorley Works	Heritage Buildings
Minimum of 150mm gross (100mm clear)	Minimum of 115mm gross (65mm clear) and maximum of 180mm gross (130mm clear), according to agreed FCU strategy.

Kitchen Facilities:

Tea Points: Capped off plumbing and drainage services provided at every floor for tenant installation.

Small Kitchen: Capped off plumbing and drainage services provided at every floor for tenant installation of small re-heat kitchens (based on one multi-hob, an oven and several microwaves).

Bicycle Spaces and Lockers:

153 no. long-stay spaces.

26 no. short-stay cycle spaces.

15 no. Brompton bike lockers.

6 no. Disability cycle spaces with e-bike and scooter charging points.

16 no. showers and 108 lockers.

Bicycle facilities for tenant use only.

WC Numbers:

Thorley Works: 1 person per 10sqm NIA

Refurbished Buildings: 1 person per 12sqm NIA

Capped-off services to be provided, to allow for future additional WC provision. This is on the basis of 1/8sqm (Thorley Works) and 1/10sqm (Refurbished Buildings).

Baby Changing and Nursing Room:

1 no. dedicated space provided at ground floor of Thorley Works accessed from communal courtyard.

BREEAM Target:

To achieve BREEAM "Excellent" 2014 standards.

WELL Target:

To be WELL Gold enabled.

Wired Score Target:

To achieve Wired Score "Platinum".

2 Building Specification (Shell)

2.1 Below Ground Level

General:

The below ground structure comprises a reinforced concrete box within a secant piled wall. The basement is designed with a combined protection system to BS8102 utilising waterproofing Type A and B. This comprises a waterproof membrane applied to the inside of the secant piled wall and

taken below the floor slab as Type A protection with a liner wall / basement slab of water resisting concrete, of type B protection.

Horizontal surfaces exposed to the elements in the courtyards are waterproofed as noted below.

Basement:

Thorley Works:

Within the cycle store the rubber floor material is used to provide a non-slip surface. The ceiling will be exposed concrete finish with visible ceiling services. Within the adjacent shower and changing areas, walls are finished with painted water-resistant plasterboard and wall tiling and suspended ceilings with painted water-resistant plasterboard with integrated access panels to give access to the ceiling services.

Refurbishment Buildings:

Within the Mill Building basement there is an area of office/business lounge space, which is connected to the main entrance on Ground Level through four large light corner wells. This area is to be fitted out as part of the reception space with a raised access floor, acoustic ceiling finish and feature lighting.

Basement level circulation and ancillary spaces:

Floors to front of house (FoH) circulation spaces are covered with a proprietary rubber floor material to create a non-slip surface for use with cycling cleats.

Walls are painted fair face blockwork (note walls from the goods lift to the cycle store will have wall protection applied to a level of 1.5m from FFL) and plasterboard ceilings to front of house with inset metal ceiling tiles to give access to services.

Within wet areas, a proprietary water-resistant rubber flooring material is specified to create a non-slip surface for use with cycling cleats.

Facilities manager's office and lobby have rubber flooring. Ancillary management spaces have raised floors have a proprietary epoxy paint on screed. All other rooms and plant areas formed in the basement will be constructed of painted fair faced blockwork or insitu RC.

Back of house plant areas have proprietary epoxy painted screed floors with painted blockwork walls.

There are smoke knock out panels and end of life plant replacement panels within areas of basement roof to ground level. These will be finished in materials consistent with the rest of the landscape.

There are smoke and MEP vents within basement plant rooms to ground level which are integrated into the landscape which use drained and insulated ductwork as designed by the MEP engineers to not compromise the basement thermal performance or basement waterproofing.

2.2 Structural Frame and Floors:

Thorley Works:

The buildings structural frame is made of reinforced concrete which will be exposed in defined locations and be of good quality finish which is smooth and even with no variations in colour and blowholes to be less than 5 mm in diameter and at an agreed frequency.

Concrete finish benchmarks to be agreed with Client before commencement of onsite works. The concrete floors provide fire separation between levels.

A lightweight structural steel frame clad in zinc faced panels will be constructed to form the roof top plant enclosure.

Refurbishment Buildings:

The existing structure within the refurbishment areas of the buildings are to be exposed, retained and made good. Where the existing structure cannot be used such as the Mill Building extensions the structural frame is made of fire protected steelwork and composite profiled steel and concrete deck to the floors.

Note: Fire strategy under review and for agreement with Building Control and Local Fire Authorities on agreed strategy.

Within the Canal Building the existing pitched roof structure is to be adapted to increase head height and strengthened with a new structural frame made of fire protected steelwork to support the roof and the suspended floor at level 4.

2.3 Roof:

Thorley Works:

The main roof level is an inverted flat roof of the Bauder (or acceptable equivalent) hot melt system is constructed on top of the concrete slab structure. Compatible rigid insulation and pavers/round washed ballast finish. The roof falls towards the perimeter rainwater outlets.

In inverted flat roof is to be constructed at level 5, 3 and 1 for the roof terrace with the Bauder (or acceptable equivalent) hot melt system beneath rigid insulation and paving slab or meadow flower finish to BD Landscape scope. Integrated cast in davit bases for use in rope access are included.

The plant screen to the roof is supported by a galvanised steel structure which is fixed via upstands to the RC slab. The screen is clad with zinc panels and items of Plant within this screen are supported on a combination of non intrusive bases (AVM's, steelwork, Big Foot etc) support system as WPP scope to spread the load and minimise the number of penetrations through the waterproofing.

Roof accessed via stair core to roof level.

The basement roof is a hybrid Bauder (or acceptable equivalent) roof system. The hybrid system allows a warm roof insulation to be used, which minimises the build-up depth. This sits between the concrete structural slab and landscape finishes.

Rainwater down pipes will run internally within the façade of the building. An access plate will be provided at each change in direction and at the bottom of each downpipe.

Refurbishment Buildings:

The main roof to the Mill Building and Packing House terraces at level 5 and 4 are constructed from an inverted flat roof with a Bauder (or acceptable equivalent) hot melt system beneath rigid insulation and paving slab/ round washed ballast finish. AOV's are required for fire strategy and roof access is via an opening roof access hatch and ladder in the North Eastern and South Eastern lift lobby areas.

The pitched roofs to the canal buildings will be finished in natural slates to match existing. The flat roof sections of both pitched roofs will be a warm flat roof at level 4 with Bauder (or acceptable equivalent) total roof system and insulation laid to falls.

The rooftop fall restraint access ladders from Thorley works roof to the Canal Building and the Canal Building to Mill Building roof will be finished in PPC steel to match the zinc plant enclosures.

Rainwater down pipes will be painted cast iron and drop on the façade of the refurbishment buildings. An access plate will be provided at the bottom of each downpipe as MEP scope.

2.4 External Walls and Windows:**Thorley Works:**

The facades are a combination of fixed full height windows, curtain walling, zinc rainscreen cladding, precast concrete and facing brickwork. They are of cavity wall construction, with SFS framing forming the inner leaf with plasterboard finish and exposed concrete columns. The zinc rainscreen and precast concrete façade and bandings to the outer leaf are to be carried by a stainless-steel suspension system. The cavity will be partially filled by non-combustible insulation to achieve the required thermal performance.

Refurbishment Buildings:

The existing facades require remedial works to be carried out as necessary to clean and repair both internally and externally. These walls will have no insulation applied to them so that they can be exposed internally and so have limited thermal performance.

The existing windows and doors will have remedial works carried out to clean and repair them, but they will also have limited thermal performance and air tightness. Where timber doors have been recommended to be replaced in the condition survey, they will be replaced with a metal heritage style door to match the existing windows.

The extension to the Mill Building level 4 & 5 will be zinc rainscreen to the outer leaf and carried by a stainless-steel suspension system with non-combustible insulation to achieve the required thermal performance.

The extension to the Packing House will be anodized aluminium rainscreen to the outer leaf and carried by a stainless-steel suspension system with non-combustible insulation to achieve the required thermal performance.

Schedule of External Finishes:

Materials approved by Islington Council through the planning process.

North Elevation (to Regents Canal):

Existing façade retained, repaired and cleaned.

Existing heritage style metal windows retained and refurbished.

Existing pitched roof rebuilt using slates to match existing.

New pitched roof to match existing pitched roof with slates to match.

New and refurbished balconies with GRC/Precast fascia and soffits. New PPC metal balustrades RAL TBC from standard range.

Eastern Elevation (to Bartlett Courtyard):

Existing façade retained, repaired and cleaned to Canal Buildings.

New double-glazed aluminium curtain walling, anodized finish. RAL TBC from standard range.

New zinc standing seam rainscreen cladding to high level extension (Level 4 &5).

Existing heritage style metal windows retained and refurbished.

New and refurbished balconies with PPC fascia RAL TBC from standard range and aluminium panel soffits RAL TBC from standard range. New PPC metal balustrades RAL TBC from standard range.

South Elevation (to All Saints Street):

Existing façade retained, repaired and cleaned to Packing House.

Existing heritage style metal windows retained and refurbished to Packing House.

New aluminium panelised rainscreen cladding to the Packing House extension (Level 4). Anodized finish RAL TBC from standard range.

New double-glazed aluminium curtain walling with integrated fins for solar shading and aluminium louvers behind patterned perforated panels for natural ventilation to entrance 'Totem'. Anodized finish RAL TBC from standard range.

New brick façade with precast concrete banding and punched openings to Thorley Works. Openings at ground level are full height glazing with retail signage zone. Openings at upper levels are anodised aluminium Crittall-style windows with solid and louvred panels for natural ventilation.

New double-glazed aluminium curtain walling and full height windows, anodized finish. RAL TBC from standard range.

Precast concrete copings to upper levels on brick facades.

New zinc standing seam rainscreen cladding to Level 5 and roof plant enclosures.

Western Elevation (to Ice Wharf/Thorley Gardens):

Brick façade with precast concrete banding and punched openings to Thorley Works.

New double-glazed aluminium curtain walling and full height windows, and louvred plant doors to ground floor services / goods entrance zone. anodized finish. RAL TBC from standard range.

Precast façade with punched windows to central façade portion of façade (Ground to level 4), composite windows with a frameless appearance externally.

Windows are a composite type with anodised aluminium external appearance and timber internal finish.

Windows which face towards Ice Wharf have deep precast concrete mullions between each window / glazed pane for privacy.

Precast concrete copings to upper levels on brick facades.

New zinc standing seam rainscreen cladding to level 5 and roof plant enclosures.

Brickwork includes areas of patterned brickwork and landscaping trellis.

North Elevation (Internal Courtyard):

Existing façade retained, repaired and cleaned to Canal Buildings.

New double-glazed aluminium curtain walling, anodized finish to external walkways. RAL TBC from standard range.

Existing heritage style metal windows retained and refurbished.

New aluminium panelised rainscreen cladding to the Canal extension (Level 4). Anodized finish RAL TBC from standard range.

Reinstatement of new insulated cavity wall reclaimed London Stock brickwork to match existing and new heritage style windows to match existing, to infill area opened up by removal of existing curtain wall. Note brick leaf to inside and outside face of new wall to match existing.

East Elevation (Internal Courtyard):

New double-glazed aluminium curtain walling, anodized finish to external walkways. RAL TBC from standard range.

Existing white painted render walls retained, repaired and cleaned.

New white painted render wall to match existing (Level 4). Note to achieve required build-up use of ventilated render rainscreen rather than insulated cavity brick and block.

Existing heritage style metal windows retained and refurbished.

New zinc standing seam rainscreen cladding to high level extension (Level 5)

New external walkways with painted steel fascia's RAL TBC from standard range and perforated aluminium soffits. Anodized finish RAL TBC from standard range. New PPC metal balustrades RAL TBC from standard range.

Brickwork includes zone of patterned brickwork with landscaping trellis.

South Elevation (Internal Courtyard):

New double-glazed aluminium curtain walling, anodized finish. RAL TBC from standard range.

Brick façade with precast concrete banding and punched openings to Thorley Works.

New zinc standing seam rainscreen cladding to Level 5 and roof plant enclosures.

West Elevation (Internal Courtyard):

New double-glazed aluminium curtain walling with integrated glazed AOV and aluminium louver spandrel panels, anodized finish. RAL TBC from standard range.

Brick façade with precast concrete banding and punched openings to Thorley Works.

New zinc standing seam rainscreen cladding to Level 5 and roof plant enclosures.

New metal entrance canopy. Design to be developed in Stage 4.

2.5 External Doors and Entrance Screens:

The external doors to the rear service yard will be anodised aluminium / Steel RAL TBC from standard range.

External doors to the new build accommodation, entrances and within curtain walling will be glazed anodised aluminium frame RAL TBC from standard range.

External doors to the main entrance in the Mill Building will be heritage style glazed metal double doors to match existing heritage style doors and windows.

2.6 Party Walls:

There is a party wall condition with the Packing House Building and the NCVO Building on All Saints Street. Existing internal brickwork to be retained, refurbished and cleaned.

2.7 Window Cleaning Strategy:

Thorley Works:

Cast in davit bases to Thorley Gardens elevation for rope access.

MEWP access to Shadbolt Sq. and Bartlett Courtyard elevations.

Rope access to Canal elevation or accessed from balconies.

General roof where not enclosed by plant screen to be latch way.

2x fall restraint ladders to access pitched roof areas from Thorley Works and Mill Building.

Thorley Works roof accessed from stair core. Mill Building accessed from opening roof hatch at top lift lobby.

Plant crossovers and raised walkways as required to access plant equipment.

MEWP access to All Saints Street, Shadbolt Square and Bartlett Courtyard elevations or water fed pole.

Canal Buildings:

General roof to be latch way and accessed from either Thorley Works plant enclosed area or Mill Building roof. Both via fall restraint ladders.

Window/gutter cleaning and façade access via rope or from within the building where windows/doors open inwards/accessed from balconies.

MEWP access to Shadbolt Square elevations or water fed pole.

Mill Building:

General roof to be latch way and accessed from 2no. roof hatches with ladder in core heads.

MEWP access to Shadbolt Square and Bartlett Courtyard elevations or water fed pole.

Packing House:

Windows to terraces to be accessed from terraced areas.

MEWP access to All Saints Street and Bartlett Courtyard elevations or water fed pole.

2.8 Fire Strategy:

Thorley Works:

Compartmentation between floors: 90 minutes.

Fire fighting core with dry riser.

Refurbishment Buildings:

Compartmentation between floors: 60 minutes.

Fire fighting core with dry riser.

Note: Fire strategy under review and for agreement with Building Control and Local Fire Authorities.

2.9 Fencing and Gates (to main entrance 'Totem')

Main entrance gate to All Saints Street (at base of 'Totem') to match design for new balustrades to stairs and balconies. PPC metal horizontals and uprights. Gate to be bi-folding on rails and fold/tuck in behind curtain wall panel to side when open, as design drawings. The design will allow for one leaf of gate to open on swipe card access out of hours. The main gate will be manually openable and linked to the Building Management System for automatic release in case of fire.

Other external gates and fencing sit within BD Landscape scope.

3 Building Specification (Core)

3.1 Lift Lobbies:

Thorley Works lift lobbies are to be exposed concrete finishes to walls and soffits with a polished screed floor.

Refurbishment Buildings lift lobbies are exposed existing blockwork walls painted and made good, polished resin floor finish and exposed concrete soffits retained and made good. New lift shaft

extensions (level 4 & 5) are to be exposed concrete finish walls with polished resin floor finish and non-combustible timber slat lined ceilings.

3.2 Internal Doors:

The main internal doors to the core areas will be of solid cored hard wood, veneered with stainless steel ironmongery.

In general, the internal doors and frames will have a solid core with hardwood veneer. Frames and architraves will be in hardwood to match. Stainless steel ironmongery will be provided.

Doors will be fire rated as necessary to fire strategy recommendations.

Doors to circulation areas will incorporate glazed vision panels where required.

Toilet lobby areas will be veneered timber doors to match feature natural timber walls.

Appropriate ironmongery will be provided.

Shower cubicle doors will be veneered or painted timber doors. TBC Appropriate ironmongery will be provided.

Doors and frames to non 'front of house' areas in the basement plant rooms will be of exterior quality where appropriate and finished with a paint finish. Appropriate ironmongery will be provided.

3.3 Wall finishes:

Walls to general core areas will be exposed concrete finish.

Toilet lobby areas will be constructed of full height dry lined partitions with a natural timber 'feature wall' and veneered timber doors to match.

Walls to toilet cubicles including disabled WC will be tiled high quality porcelain finish and painted water-resistant plasterboard above. Access panels will be integrated into the porcelain tiles behind the WC.

Shower rooms in the basement will be constructed of full height dry lined partitions with a water-resistant painted plasterboard finish and tiled high quality porcelain finish.

Shower cubicles will be tiled high quality porcelain finish.

Walls to cleaner's cupboards will be finished with a paint finish.

Wall finishes will be applied to risers, storage areas or plant rooms as appropriate.

3.4 Floor Finishes:

Thorley Works staircases will be exposed polished concrete with recessed safety nosing's to complement finish.

Lift core lobby areas will be polished screed to Thorley Works and polished resin finish to Refurbishment buildings.

Refurbishment Buildings staircases will be retained and made good. New extensions to the existing staircases will match existing retained.

Porcelain tiles will be provided to toilet cubicles and shower cubicles.

Shower rooms will be high-quality water-resistant rubber finish.

Toilet lobby areas will be polished screed to Thorley Works and polished resin finish to Refurbishment buildings.

A mat and mat well will be provided at the entrances on the ground floor.

A proprietary epoxy paint finish will be provided to the relevant basement floor areas that are not front of house.

Front of house basement areas such as the corridors and cycle store will be high quality rubber finish.

3.5 Ceiling Finishes:

The ceiling finish to the toilet and shower areas will be water resistant plaster, formed using Gyproc MF system or similar, with a plaster skim coat and a paint finish, with integrated metal ceiling tiles to provide access to the ceiling void where required.

Fire barriers in ceiling voids as required.

The staircase ceiling will be plaster, formed using Gyproc MF system or similar, with a plaster skim coat and a paint finish. Stair soffits will be exposed concrete finish in Thorley works and as existing in the refurbishment buildings.

3.6 Other

Bronze Art Word Wall with embossed lettering reflecting the heritage of the site. Design to be a commission for an artist. Scope to be confirmed by Client.

4 Building Specification (Office Cat A Finishes)

4.1 Wall Finishes:

Walls to general office areas will be in dry lining and finished with emulsion paint. Where concrete structure is exposed to be visible.

Surface mounted skirting will be provided to the general office areas.

4.2 Floor Finishes:

A fully accessible raised access floor will be provided to general office areas of an overall depth of between 115mm (65mm clear) and 180mm (150mm), based on the agreed FCU arrangement. A floor sealant will be applied to the concrete in Thorley Works before the installation of the raised floor. Fire barriers to be included as necessary.

4.3 Ceiling Finishes:

The ceiling finish to general office areas will be either exposed concrete to Thorley Works or exposed timber as existing in the Refurbishment Buildings.

Refurbishment buildings extensions (Level 3-5) will be proprietary natural timber slat ceiling with integrated lighting.

No ceiling finishes will be provided to the plant rooms, risers, non-habitable basement areas.

5 Building Specification (Retail Areas)

5.1 Wall Finishes:

Walls to retail areas will be exposed blockwork.

5.2 Floor Finishes:

A fully accessible raised access floor will be provided of an overall depth of 150mm and with a 100mm clear void, based on agreed FCU arrangement. A floor sealant will be applied to the concrete in Thorley Works before the installation of the raised floor. Fire barriers will be included as necessary.

5.3 Ceiling Finishes:

The ceiling finish will be either exposed concrete to Thorley Works or exposed timber as existing in the Refurbishment Buildings.

No ceiling finishes will be provided to the retail storeroom in the basement.

6 Building Specification (Main Reception)

6.1 Wall Finishes:

Walls to reception area in The Mill building will retain the existing exposed brickwork, made good where required.

6.2 Floor Finishes:

The floor to the reception area of The Mill building will be finished with a new engineered timber floor with level access.

6.3 Ceiling Finishes:

The ceilings to the reception area will retain the existing timber joists with new timber deck above.

6.4 Fixtures & Fittings:

Integrated power and data to be provided to the fixed reception desk as required, light fittings to be integrated and coordinated. Timber shelving to recesses in the brickwork walls is to be provided.

6.5 Joinery:

A fixed reception desk is to be provided to the main reception area of The Mill Building with DDA access and integrated power & data as per 6.4. The desk is to be clad in timber panels and hot rolled steel top.

7 Environmental Services Specification (Shell and Core)

7.1 General:

See below sections regarding MEP and services.

7.2 Public Health:

Sanitary fittings comprising WC suites and urinals of a commercial standard. Fittings are complete with a waste system and include hot and cold water supplies as appropriate.

Disabled WC facilities are provided.

The mains water installation is provided from the local Supply Authority connection for the offices and retail units.

Cold water GRP storage tanks provided at basement level. A boosted cold water distribution system serves all sanitary fittings and mechanical services plant requirements.

Boosted water connections provided at each floor based upon the tenancy split arrangements for future extension by the tenant.

Sanitary plumbing installation provided. Capped off branches provided at each floor based upon the tenancy split arrangements for future extension by the tenant.

The building is provided with a gravity drainage system for ground floor and above with two sewer outfalls. Basement areas provided with pumped drainage.

A capped SVP connection for future tenant WC provisions is provided.

7.3 Electrical Services:

Two UKPN single substations are provided on the ground floor area of the Thorley Works building. The premises are provided with a landlord supply and a separate supply serving the tenant's office and retail areas with individual utility meters for each of the office tenancy.

The premises have a cubicle switch panel provided in the basement switch room to serve the principal landlord's services. A separate sealed switch panel provided in the basement switch room to serve the tenant's services. Separate sub-main switch panels provided for electrical supplies to lifts and life safety loads.

Electrical distribution boards are provided to serve office area lighting and power for each tenancy. Electrical distribution boards are provided at various levels to serve the landlord's core area lighting and power, external services and plant rooms. All distribution boards are of 3 phase capacity.

The office areas are provided with LED light fittings to follow the recommendations of CIBSE Lighting Guide LG7. The installation generally consists of suspended direct/indirect profile or

circular luminaires. The tenant shall provide supplementary lighting to suit their requirements and achieve of full LG7 conformance.

The landlord's areas are provided with surface or recessed LED light fittings.

External lighting is provided to the building including to the courtyards, external plant areas and external escape routes. External lighting is controlled by time switches in conjunction with external photocell and manual override control facilities.

The office area lighting installation is controlled via a DALI based hard wired lighting control system to comply with the Building Regulations. The landlord's area lighting installation is controlled via a DALI based lighting control system to comply with the Building Regulations. A dedicated lighting control head end is provided in the Building Manager's office.

Emergency lighting is provided in accordance with the recommendations of BS 5266 using local inverter battery packs on standard luminaires. Emergency lighting is designed based upon open plan office format.

Office areas provided with a raised floor void for tenant's power and data distribution systems. Tenants to provide underfloor power distribution busbars, floor boxes and grommets to suit their requirements. Cleaner's power via grommets or wall sockets provided in the office areas.

Landlord's areas provided with a general small power installation via wall mounted socket outlets in main core, circulation, reception, staircases, plant rooms and risers.

Power supplies to the main mechanical and public health services plant and equipment is provided.

Tenant's data and voice risers, complete with vertical cable trays are provided.

A life safety generator is provided at roof level with spare capacity to serve security and comms room areas.

A complete earthing installation in accordance with BS 7671 is provided. New earth electrodes within the basement main switch room are provided to form new terminals for the building and the UKPN substations. The main earth bar is located within the basement switch room.

7.4 Mechanical Services:

The office areas and reception are heated and comfort cooled by a 4-pipe fan coil unit system served via the air source heat pumps. A combination of exposed ceiling and perimeter floor mounted fan coil units are provided throughout. Fan coil unit distribution and control are generally in accordance with BCO recommendations as the building form allows. The fan coil units discharge air via plenum boxes and grilles mounted directly on the fan coil units.

The air source heat pumps are provided on the roof of Thorley Works.

The heating and cooling systems are controlled via a central BMS head end located within the basement plant room.

A condensate drainage pipework system is provided to serve the fan coil units. This connects to the sanitary plumbing pipework via waterless traps at each floor level.

Fresh air to Thorley Works is provided via two air handling units located in the basement plant rooms.

Fresh air to the Canal Buildings, The Mill and The Packing House is provided via mixed mode ventilation with all perimeter areas provided with natural ventilation via openable windows and internal zones provided with mechanical ventilation via air handling units located in the external roof plant compounds.

The fresh air discharges into the office areas at each level via primary ductwork distribution. The extract air is drawn from the office areas via an exposed extract bell-mouth at the risers. The air handling plant provides filtered and tempered fresh air. The air handling plant is provided with heat recovery facilities.

The toilets in each core are provided with a mechanical air transfer and extract ventilation system. The extract ventilation plant incorporates duty and standby extract fans and are located at roof level above each toilet core.

The basement shower block, refuse store and plant room areas are provided with ventilation via dedicated supply and extract fans located in the basement plant rooms with ductwork distributed to each room.

Space has been allocated for future tenant's plant at roof level.

The UKPN substations are naturally ventilated via louvres in the façade at ground floor level.

A diesel storage and transfer system is provided with a fill point.

Dedicated tenant's future kitchen ductwork riser is not provided.

7.5 Lifts

2 No. 13 person / 1000 kg electric traction machine room less passenger lifts are provided to Thorley Works serving basement to 5th floor.

1 No. 26 person / 2000 kg electric traction machine room less goods lift is provided in Thorley Works serving basement and ground floor.

2 No. 9 person / 675 kg electrical traction machine room less passenger lifts are provided to the Canal Buildings and The Mill building serving ground to 5th floor.

1 No. 9 person / 675 kg electric traction machine room less passenger lift is provided to the Packing House building serving basement to 5th floor.

All lifts are provided with centre opening doors and operate a speed of 1.6m/s. The lifts are provided with group collective control in each core.

Platform lifts are provided in a number of locations to allow for the level change access.

Finishes to the lifts comprise stainless steel, mirror/glass to the walls, stone and wall finishes to match reception areas and metal ceiling lights. (Final finishes to be confirmed by Hawkins Brown architects)

7.6 Protective Installations:

Statutory signage is provided for an open plan office.

An empty conduit installation complete with draw wires for future tenant's access control system is provided to each of the office tenancy.

An analogue addressable fire alarm system in accordance with BS 5839: Part 1 Category L1 is provided. The fire alarm panel is located in the main fire escape in Thorley Works with repeater/network panels provided in The Mill building reception area and the basement Building Manager's office. The fire alarm system is capable of being extended to serve tenant fit-out requirements. The fire alarm system shall initiate an 'ALL OUT' evacuation upon the receipt of alarm activation.

A lightning protection system is provided.

A closed-circuit television (CCTV) system comprising internal and external mounted cameras, CCTV monitoring, control and recording equipment is provided. CCTV monitoring screen shall be positioned within the reception desk in such a manner so that they are only viewable by the security personnel. A repeater screen facility is provided in the Building Manager's office.

An access control/security system comprising a PC based central control unit, touch free reader unit, local control units, door release buttons, break glass units, door contacts, electric locks and monitoring / alarms recording unit is provided to the main entry and exit points into the premises.

A disabled WC alarm system is provided within each of the disabled WC areas. Each system comprises ceiling mounted pull cord unit located adjacent to the WC pan, a control unit mounted above the ceiling line, a flush mounted reset unit with reassurance lamp and a flush mounted over door indicator lamp with sounder mounted directly above the door outside each of the disabled WCs. Remote indication of activation of a disabled persons WC alarm is provided in the reception / Building Manager's office.

A disabled person's refuge alarm system is provided comprising disabled refuge panel complete with power supply unit and battery backup facility located in the ground floor fire escape with a repeater panel in the reception / Building Manager's office. Refuge alarm points at each refuge area located in the lobbies are provided.

7.7 Controls Installations:

An automatic controls system complete with a BMS head end terminal and associated graphics package is provided to control the mechanical services. The system consists of distributed motor control panels in various plant rooms provided with intelligent outstations throughout the premises. A BMS network shall link the intelligent outstations and the BMS head end terminal. The BMS head end terminal is located in the basement Building Manager's office.

An energy monitoring system complete with a head end terminal and associated graphics package is provided to monitor the electricity, water and fuel usage.

7.8 Incoming Services:

Metered water supplies are provided to the office and retail areas.

Two electricity substations are provided by the UKPN. Electric supplies are provided from the substations for the specific use of the landlords and tenants.

UPS system is not provided.

100mm telecommunication ducts are installed and capped off in the basement in two diverse locations for the future use by the tenant's telecommunications providers. An Openreach fibre connection is provided at basement level within the main comms room.

8 External Works and Landscaping

8.1 General

The site is located within the London Borough of Camden, to the North-East of Kings Cross Station and bordering Regent's Canal. The area is a mix of heritage and new builds with limited areas of soft landscape or wildlife value (other than Regents Canal).

The proposed hard landscape spaces differ in scale and function, but the aim is to create a sense of unity and order, through a complementary and coherent palette of hard surfaces. Hard materials have been chosen to be attractive, durable, robust and low maintenance, whilst maximising the use of the final scheme materials.

The planting strategy for 10-18 All Saints Street sets out to form a confident approach to planting by:

- Create habitable and treasured spaces
- Improving habitat and biodiversity provision through biodiverse and native planting
- Use shrubs and lower storey planting to create interest and spatial definition
- Use climbing plants to colonise blank walls and as a nod to the current green walls on site which are very successful
- Use of wildflower green roofs
- The use of planting as a buffer or green boundary to protect views to existing residences.

The site is separated into three key areas. Thorley Gardens west of the site. Shadbolt Square is the central courtyard and Bartlett Yard on the east.

8.2 Surfaces and edges

Granite paving will be installed for the majority of the site. This will include the vehicular access routes and pedestrian access points. The paving depth and unit size varies dependent on if the area requires vehicular access or purely pedestrian. All natural stone is to be rigidly laid. Dutch clay pavers are to be flexibly laid.

The existing paving from Bartlett Yard has been retained and is proposed to be reused across the scheme against the building threshold and other small areas. Total approximate area to be provided by Wates to confirm additional potential order required.

In Thorley Gardens there is a mixture of different surfaces; to the main entrance route is granite paving units suitable for vehicular access; beyond this paving is suitable for pedestrians only with Dutch clay pavers with a mix of colours and resin bound gravel.

The paving to the canal is blue engineering brick.

In Shadbolt Square the main paving is granite flags that is to a depth suitable to accommodate vehicular access. There is bespoke paving to that links to the history of the site and references the historic kilns.

To Bartlett Yard the granite flag paving is suitable for pedestrian access only.

Natural stone kerbs to match existing will be used along All Saints Street that are 100mm width x 200mm depth x 1000mm length. The material is granite and the colour is royal white with a flamed texture. Flush kerbs to vehicular entrances/drop kerbs (100mm depth) Flush kerb required to delineate pedestrian route to Thorley Gardens Courtyard.

There will be high quality concrete edging that is 150mm width x 400mm height. The edging will act as a raised planter and allow for seating to be installed on top. timber slats to wrap top edge and exposed face to hide air in/out vents. Plain/fairfaced finish to concrete. Concrete specification/structure to engineer's detail and specification.

Metal edging will be used for a high quality finish to planting areas.

8.3 External Furniture

Raised metal planting edges with rolltop edge to be installed. Between 500 and 600mm height and powder coated to look like corten steel without the issue of the oxidisation process staining the paving. Corten should not be used.

There are four types of seating in Regents Wharf. Slatted benches, integrated seating (on top of planters), timber cubes and seating designed to go over air vents in Shadbolt Square and Thorley Gardens.

2no. short-stay accessible cycle spaces are provided within Shadbolt Square with artscape paving signage.

2no. short-stay accessible cycle spaces are provided within Bartlett Yard with artscape paving signage.

22no. short stay standard cycle spaces are provided within Bartlett Yard.

8no. standard long-stay cycle spaces are provided to the under-croft access to Bartlett Yard in a secure shelter with lighting to meet BREEAM requirements in a two-tier cycle stand.

2no. accessible long-stay cycle spaces are provided within the same shelter.

Allowance for bespoke metalwork sculptures referencing the heritage of the site (pig themed) in Shadbolt Square.

Metalwork signage to Thorley Gardens to be developed by artist and incorporate lighting.

Habitat stations located around Thorley Gardens for bats and birds.

8.4 Fencing and Gates

The main run of fencing is located on the west boundary in Thorley Gardens. A 1.8m high metal fence that ties in with the architectural elements. A grid panel (aperture size to be confirmed) between posts allows light into the site as well as planting to grow onto it.

Fencing to tie the pedestrian and vehicular gates together at the entrance point is to match bespoke metal gates. Each gate made to measure and ties in the architectural elements. Gates and signage to be developed by supplier to tie into site wide signage strategy. Top of signage to tie into +25.560 to match architectural heights of banding.

Other external gates and fencing site within Hawkins\Brown scope. (see 2.9 above)

Existing access gates/doors to Bartlett Yard are to be retained. Right hand leaf to be locked shut to form end of cycle store. Access to be required to manhole for maintenance/works if required.

8.5 Drainage, Irrigation and Venting

External irrigation points to allow for hose connections for manual access if required and automated watering of the soft landscape. Compact wall mounted stainless steel box with spherical type tap and hose connection with lockable hinged lid and rear pipe entry through wall/facade. Refer to WPP information for locations and types.

Smoke vent panels with recessed paving to match surrounding paving. To provide minimum 34m² across the site.

Air vents to meet minimum air intake/exhaust as per WPP information. To be incorporated as metal grilles in ground, louvres to the vertical face of benches and utilising the top slatted face.

There will be a mix between slot and channel drains. There will also be drainage points to all raised planters above slab/roof. Drainage to engineer's detail and specification.

8.6 Planting

There are different types of planting situated around the site. This is because of character, location and ideal spots of growth.

The type of planting will be: Ornamental (shady mix), shrub planting, bulb underplanting to ornamental and climbers.

Climbers are proposed to areas of blank façade using a tensioned wire trellis system as per the planning information.

Tree planting will vary through the site. The types of species are: *Prunus serilla*, *Betula papyrifera*, *Betula jaquemontii*, *Betula nigra* 'Black Star', *Pinus sylvestris*, *Betula nigra*, *Prunus serrulate*.

8.7 Roof

The landscape approach to the roof terraces is a simple and minimal approach. Street furniture is kept to a minimum and a single type, large paving unit will reduce labour, reduce waste and increase efficiency; to create a uniform and well thought out landscape design.

The roof terraces adjacent Thorley Gardens will not be accessible other than for scheduled maintenance (an annual cut of the green roof etc.) This is to ensure that there will be no overlooking into Thorley Gardens or the adjacent Ice Wharf from these terraces.

To the accessible terraces raised planters are located adjacent the parapet in order to keep access adjacent the edge to a minimum and prevent overlooking. A 1.1m height edge will be provided – to Hawkins Brown architects detail and specification.

Appendix 2 – Base Build Specifications and Manufacturers Information

Please refer to the premises Operation and Maintenance manuals as provided by Wates Construction Limited.

Appendix 3 - Acoustic and Vibration Guidelines

Please refer to the Acoustic Design Report carried out by Clarke Saunders (dated 13 Aug 21) attached below.



8635.210319.Stage
4.0 - signed (1).pdf

Appendix 4 – Water Quality Management

Water Risk Assessment

A specialist water Risk Assessor has prepared a site-specific water risk assessment which will be made available to contractors as part of the information pack at the initial planning stage. Contractors should review this document and plan to work in so far as is possible within the guidelines set out in that document where they apply to the works.

ACOP L8

The approved code of practice for water service management is L8. Any work to be carried out should meet the requirements of this guidance.

Note – Where the BSRIA 29/2020 Fit Out and Construction JLL Guidance Note refers to fit out circuits being connected to the base build systems on receipt of satisfactory interim microbiological and chemistry results, the guidance within the Fit Out Guide: Section 3.3.1, is the precedent and should be followed. Any water sampling results must be returned in full, including but not limited to, a 21-day incubation period where required.

Design Approval

Drawings showing any proposed works must be submitted to the FOAC in advance for review. Works are not to commence until such times as the FOAC has accepted the design. As part of the review process, copies of these drawings will be forwarded to the General Manager and potentially to the Risk Assessor if specialist guidance is required.

Sampling

Please refer to the Fit Out Guide, section 3.3.1 for the sequence of events for pre-start, in progress and completion sampling.

Certificates

Copies of all sampling certificates are to be provided to the General Manager as part of the site record keeping processes.

Copies of any flushing documentation including any drain down permissions from all relevant authorities should be provided to the General Manager as part of the site record keeping process.

Isolation of Services / Draining Down Services

The General Manager is to be advised of any proposed isolation of services or drain down works at least seven days in advance. This notification should include an appraisal of how the works proposed would impact on any other building user so that they can be notified and, if necessary, arrangements can be made to provide alternate water sources / access to alternative facilities, etc.

Appendix 5 – Lift Protection

Use of Lifts

With the exception of the goods lift which runs between the ground floor and basement levels only, the use of lifts is not permitted except by Landlord agreement.

Schedule of Condition

A full photographic schedule of condition is to be provided to the Building Management team before any work is commenced. This is to include lift surrounds, door, walls, ceilings and floors, and the lift lobbies around the lifts. This is to ensure that contractors are not blamed for any pre-existing damage when this schedule is referred to at the time when they are preparing to leave site.

Protections Required

Lifts

Any lift for which use is authorized should be protected as follows:

Lift ceilings are to be protected using Correx or a similar material.

Lift Walls are to be covered using Correx or a similar (as a minimum standard). The Building Management team may require this to be increased to chipboard panels if bulky, sharp edged or unusually shaped items are to be moved.

The lift floor is to be boarded up using a suitable material with such boarding to be properly secured.

While lift doors cannot be protected, care is to be taken to avoid damage.

Contractors will need to regularly inspect protections for security / damage and refix / replace materials as required or at the discretion of the Site Management team.

Lift Lobbies

Lift lobbies should be included in the photographic schedule of condition and protections provided as follows:

- Ceiling protection will be dependent on the height and at the discretion of the Building Management team.
- Walls are to be protected using Correx or a similar material.
- Floors should be protected with Correx or a similar material.

Contractors will need to regularly inspect protections for security / damage and refix / replace materials as required or at the discretion of the Site Management team.

Appendix 6 – FOAC Flow Chart

Appendix 7 - Outline Access Regime

10-18 All Saints Street is located within the London Borough of Islington, 700 metres north-east of King's

Cross-National Rail and Underground station. The Site is bounded by 8 All Saints Street to the east; All Saints

Street to the south; the Ice Wharf residential development to the west; and the Regent's Canal to the north.

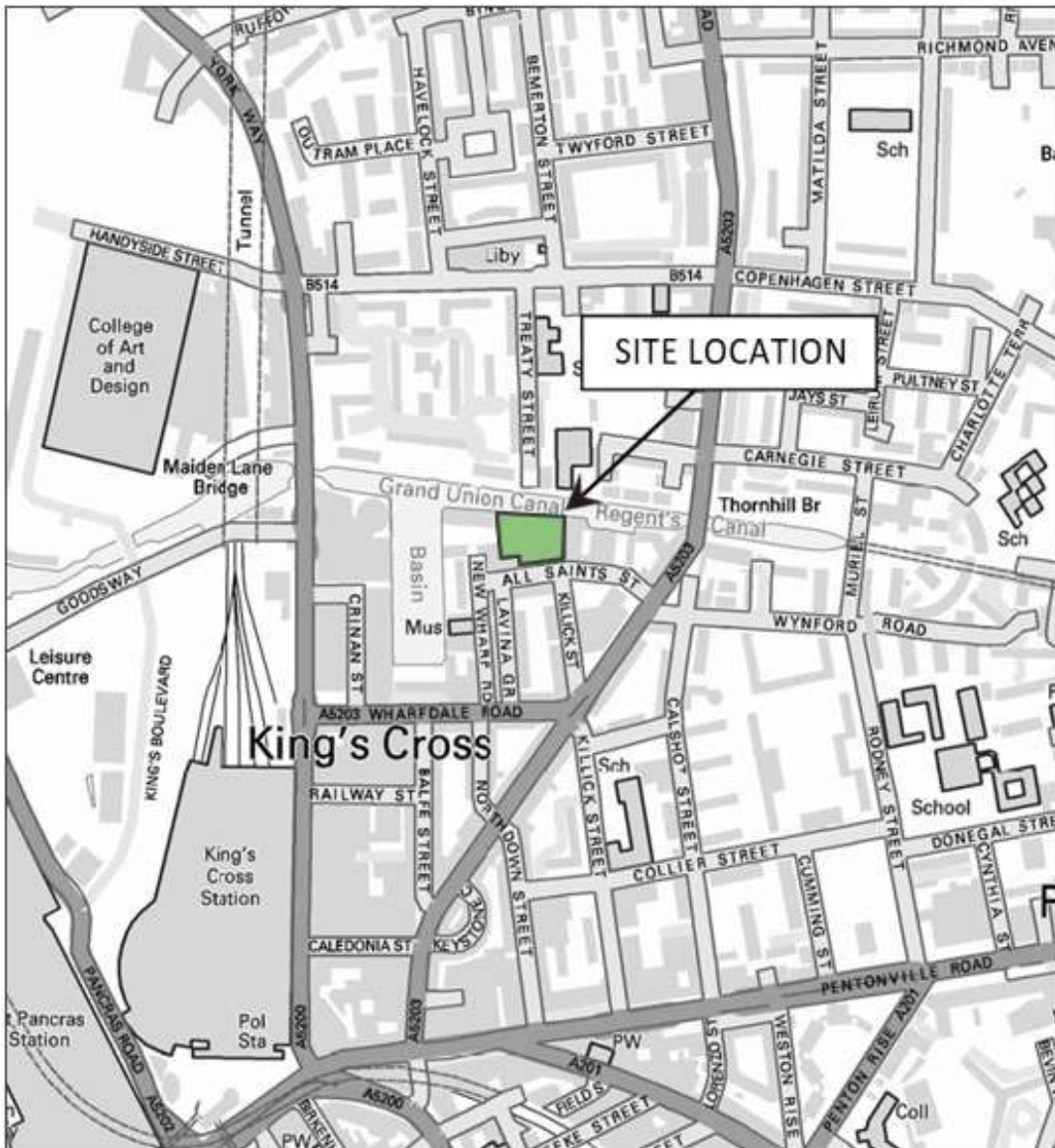
Figure 1 shows the location of the Site.

Regent's Wharf is located at 10-18 All Saints Street, N1 9RL. It comprises several parts including Thorley Works, Canal Building, Mill Building and The Packing House. In addition, on the west side we have Thorley Gardens and on the East Side is Bartlett Yard. The four main buildings surround Shadbolt Yard where you can find the reception services.

The campus is enclosed on three sides by residential properties and therefore a number of restrictions are in place.

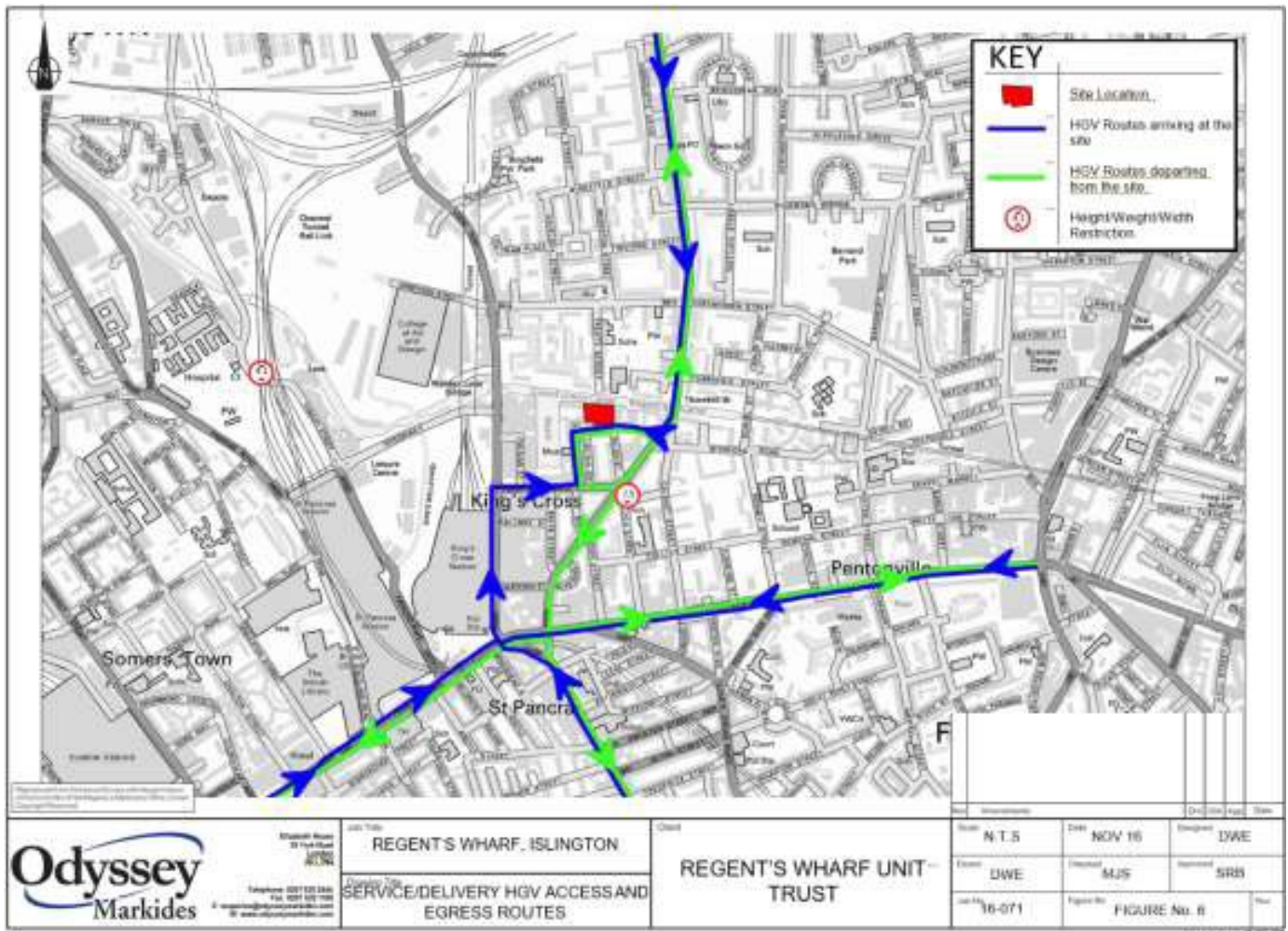
Deliveries and Collections

Fig. 1 – Site Location



As part of planning requirements, agreed vehicular access routes are in place (**see Fig. 2 below**). This is to minimize the impact of the campus on the local residents.

Fig. 2 – Access Routes



While there are areas on both the east and west sides where the original plan was to form access routes into the building, these have in practice been limited as a result of planning decision designed to keep the noise impact of the premises to a minimum. Accordingly, all deliveries or collections to site are to be made at street side (**see Fig. 3 below**) and then materials moved to either the Thorley Gardens pedestrian entrance or goods lift entrance, or to the Bartlett Yard pedestrian access where they can remain for 30 minutes until taken to where they are needed. Deliveries must not remain in the street, and the delivery area is to be kept clean at all times.

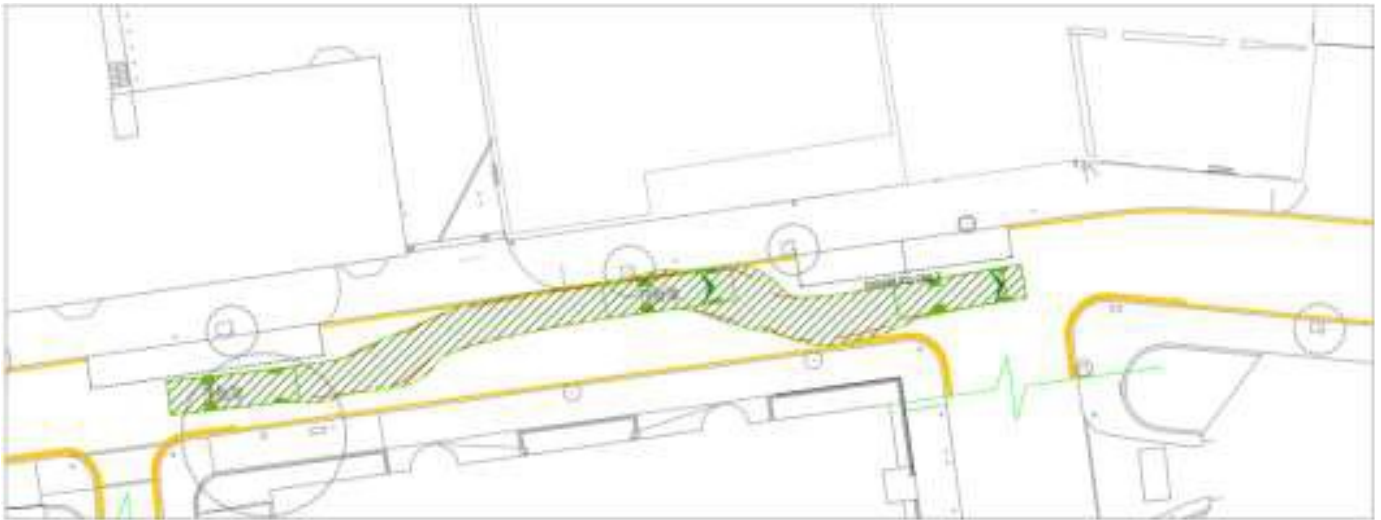
Please note that large vehicles are not permitted to reverse in the area of Regent's Wharf.

Please note that only trolleys using rubber tyres are permitted, also as a result of planning requirements.

Where there are a number of deliveries of bulk items, additional security can be provided if booked in advance but this will re-charged to the occupier requiring such cover. Where more than one fit-out is in progress at the same time, this would be recharged to all occupiers with works being undertaken.

Contractors will need to book in deliveries with the security supervisor to ensure that security cover is available to cover the gates. Time slots will be in 15 minute windows. Only one delivery can take place at any given time so it is essential that these time slots are communicated to drivers.

Fig. 3 – Collection / Drop Off Point

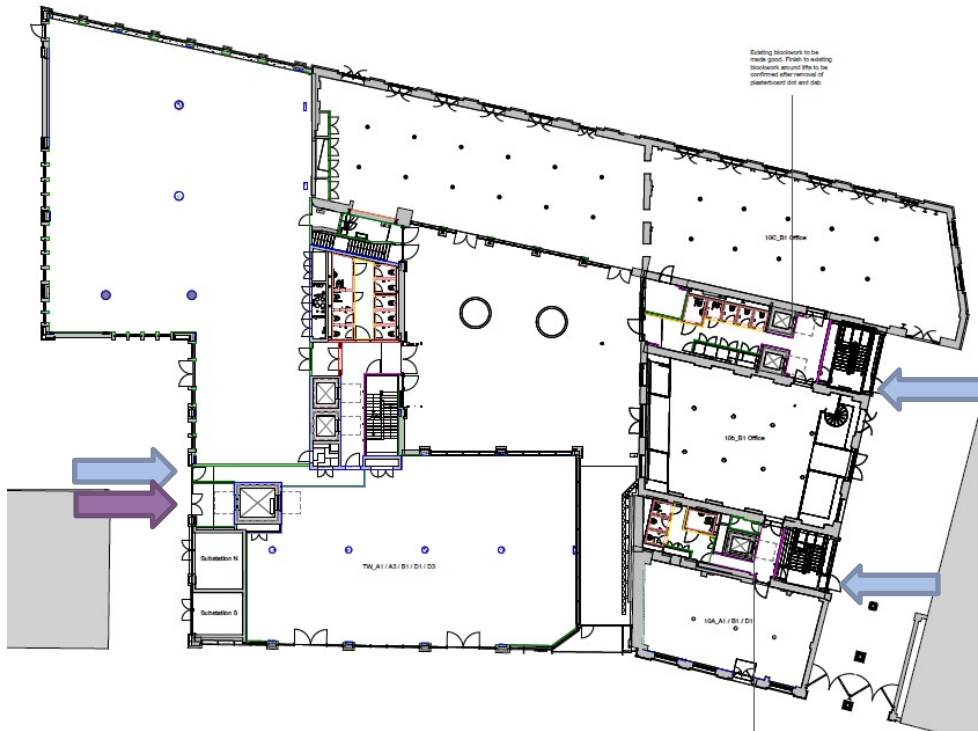


Once deliveries have been received they are to be taken into the building and stored within the occupiers demise. Access is via either the pedestrian doors in Thorley Gardens or Bartlett Yard indicated with blue arrows below (**see Fig. 4 below**). Also shown on this drawing is the goods lift entrance indicated by a purple arrow to be used if materials need to go to the basement, either for storage or to transition to other areas of the building.

No materials are to enter the campus via the main entrance or Shadbolt Yard except by prior arrangement.

Doors are not to be left unattended at any time while deliveries are in progress. Additional security officers can be made available if booked in advance but this will be recharged to the relevant occupier. Where deliveries are occurring for more than one fit-out this would be recharged to all occupiers with works in progress.

Fig. 4 – Building Access Points



Waste Removal

Waste is to be collected in the same manner from streetside (**see Fig. 5 below**). Waste can be placed in either the Thorley Gardens service area or in Bartlett Yard thirty minutes before the time the collection is booked, after which time it must be taken back inside. Waste removal times must also be booked with the security supervisor, with only one vehicle allowed at a given time.

Fig. 5 Refuse Collection Point



Use Of Lifts

With the exception of the goods lift, lifts are not to be used at any time except by prior arrangement. Any lifts used must be protected in accordance with Appendix 5.

Any access routes used are to be protected with suitable materials such as Correx, boards, etc. Contractors must also inspect floor protections on a regular basis to ensure they are secure and do not form a trip hazard.

Access routes are to be kept clean and clear at all times.

Delivery and Service Plan

Please see the full Delivery and Service Plan attached below:



23-016_10-18 All
Saints Street_DSP v5



20 Water Street

Wood Wharf
London
E14 5GX

Chris Wagland
Director

0203 147 1034
chris.wagland@eu.jll.com

Regent's Wharf

10-18 All Angels Street
London
N1 9RL

Ralph Kamper
General Manager

07887 780760
Ralph.Kamper@jll.com

20 Water Street

Wood Wharf
London
E14 5GX

Sophie Dunn
Senior Surveyor

07935 355929
Sophie.Dunn@jll.com

About JLL

JLL (NYSE: JLL) is a leading professional services firm that specializes in real estate and investment management. JLL shapes the future of real estate for a better world by using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities. JLL is a Fortune 500 company with annual revenue of \$16.6 billion, operations in over 80 countries and a global workforce of more than 91,000 as of December 31, 2020. JLL is the brand name, and a registered trademark, of Jones Lang LaSalle Incorporated. For further information, visit jll.com.

jll.co.uk

Jones Lang LaSalle

©2021 Jones Lang LaSalle IP, Inc. All rights reserved. All information contained herein is from sources deemed reliable; however, no representation or warranty is made to the accuracy thereof.