

Appendix C – First floor Phase 2 Works:

Meeting rooms: Individual capacities can be altered but 4 meeting rooms are required on the first floor and should provide an overall total of 40 seats. The larger meeting room is required as boardroom style. This room may be created by the conflation of two or more meeting rooms by the opening of dividing partitions.

- 1 No meeting room for minimum of 20 people with video conferencing facility.
- 1 No Meeting room for 10 people minimum with video conferencing facility.
- 1 No meeting room for 4 persons with video conferencing facility to double as a working office.
- 1 No Meeting room for 6 persons with video conferencing facility
- Vertical blinds to all external windows
- Any glazed partitioning will require manifestation to afford privacy while allowing light and vision panels.
- Meeting rooms must have adequate sound separation to provide a 49dB reduction and prevent flanking transmission.
- All meeting rooms to have Power, Cabling for AV and room booking system.

Office areas: General office areas are to have workstations for flexible use by staff.

- Storage lockers a mix of lockable with non-lockable additional storage overhead
- As many workstations as the main office areas can adequately accommodate utilising the existing stored HEFCE desks and furniture supplied, plus additional new furniture where necessary.
- Dedicated quiet desking area for approx. 10 members of staff created by screens or dual use of other furniture.
- Vertical blinds to all external/internal partition windows.

Kitchen area First Floor:

- Stainless steel sink with side drainer on a standard kitchen unit, work tops with cupboard units under and wall units.
- Provide facilities to make refreshments including a microwave, toaster and small dishwasher including plumbing and drainage.
- Provision of a hydro tap (Zip) including water supply, plumbed drainage and adequately vented under cupboard to accommodate the boiler unit.
- Adequate worktop space for a small beverage dispensing machine including provision for waste chute, electrical, plumbing and drainage connections.

Toilets first floor: The following change of use is required on the first floor;

- A Change of use from the male toilets to female toilets and the extra provision of a minimum of 1 additional cubicle.
- A Change of use of the female toilets to male toilets.
- The retention of the existing disabled toilet on the first floor (Unisex), with the exception of re-decoration to match or compliment the changing provision on the first floor.

General Storage: The following is required for the first floor;

- Defined waste areas with separate bins for landfill, recycling and waste paper consoles (by client).
- One cabinet rack for data/voice switches & systems.

NB. A full size First floor layout can be found at Appendix D