

Appendix A - Ground Floor Phase 1 Works:

Entrance/waiting area/Plant room: There is to be a soft seating area located immediately within the entrance area for breakout space. Without compromising access or exit the seating would preferably be individual and incorporate a resting place for drinks/laptops or a small coffee table. A MFD/printer area is also required (Supplied by the client) with additional paper storage furniture. This will also be the location of a small wall hung first aid cupboard and defibrillator.

- Defined printer area with additional paper storage facility.
- Vertical blinds to protect from glare.
- Carpeting to provide additional acoustic performance.
- Option (priced separately) to fully automate the main entrance doors including staff card access.
- Option (priced separately) to replace the tank fed water supply with an additional mains fed boiler (in the Plant Room) for all the hot water and the cold fed to all outlets via mains.

Meeting rooms: Individual capacities can be altered but 3 meeting rooms are required on the ground floor and should provide an overall total of 22 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. Wall mounted VC in all meeting rooms (VC equipment supplied by others) as per the supplied layouts (wall locations could be subject to change).

- 1 No meeting room for minimum of 12 people with full video conferencing facility.
- 1 No Meeting room for 4 people minimum with full video conferencing facility.
- 1 No meeting room for 6 persons with full video conferencing facility.
- Vertical blinds to all external/partition 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.
- Infrastructure and cabling to provide AV and room booking system pads.

Office areas: General office areas are to have workstations for flexible use by staff. An additional area which can easily be reconfigured to accommodate the REF depository in 2020, located adjacent to the fire exit doors on the Ground Floor left hand side.

- 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 remaining 95 number existing desks of which 50 are stored off-site, the contractor is to liaise with the furniture storage provider to ensure delivery and installation of the remaining desks, plus additional new furniture where necessary to match existing.
- Vertical blinds to all external/internal partition windows.

Kitchen/Coffee area: An additional kitchen area is to be provided on the Ground Floor adjacent to the office area:

- 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, fridge, toaster and 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.
- Worktop mounted vending machine (vending machine by others).
- Adequate worktop space for beverage dispensing machine including provision for waste chute, electrical connection, plumbing and drainage
- Be partially/fully encapsulated to provide a small informal seating area in the style of a coffee bar incorporating a mix of tables and/or comfortable seating accommodating up to 8 people with additional acoustic performance where necessary.
- Provision of adequate small power to worktop areas.
- TV aerial and power for wall mounted TV (TV by others)
- Fire detection to be by heat detectors in the kitchen area.

Toilets ground floor

- The keeping of existing ground floor toilet provisions as per existing signs, with the exception of re-decoration to match or compliment the changing provision on the first floor.

General Storage: The following be required for the ground floor:

- Defined waste areas with separate bins for landfill, recycling and waste paper consoles. One centrally on each floor and one in reception adjacent to the printer.
- One cabinet rack for data/voice switches & systems.
- Fire Escape/Stairwell under stairs cupboard to be utilised for storage of cleaning materials.

NB. A full size ground floor layout can be found at Appendix B