Tenant Fit-Out Guide

of

Hanover (Retail), NOMA, Manchester



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Reference
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1.0 Useful Information

Building Address:
Hanover
Cooperation St
Manchester
M4 4AH

Landlord:
NOMA Limited Partnership Ltd
15 Atholl Crescent
Edinburgh
EH3 8HA

Managing Agent:
Workman LLP
10 Chapel Walks
Manchester
M2 1HL

Management Surveyor:
Michelle Barker
Tel: 0161 828 5754
Mobile: 07739 990 598
Email: Michelle Barker@workman.co.uk

Estates Facilities Manager:
Kristiana Kokojana
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A security officer is employed so that the building is manned 24 hours per day 7 days a week**.**

2.0 Introduction and Deemed Approval Process

This guide has been prepared to assist with the planning, control and fit out of the retail areas within the Hanover building, Manchester. Any works to be undertaken by occupiers should be undertaken in line with this Tenant Fit-Out guide. Prior to commencing works, all contractors should have a site induction with the building management team.

Landlord's consent will be required for all alterations to the demised premises. Please check with the Managing Agent before commencing any works for clarification. Structural alterations (save on occasion to facilitate affecting of fixtures and fittings, etc., and then only where permitted by and in accordance with, and subject to the conditions of the relevant lease) are absolutely prohibited. An application for Landlord's consent should be made to the Managing Agents with full consent obtained prior to any works starting on site. In parallel to this, agreement from the Local Planning Authority for all alterations is required that are outside the scope of this Fit Out Guide.

As detailed below, Hanover Building is a listed building, however it has been formally agreed with the planning authority that any internal alterations within tenant's demises can be undertaken without the need for formal planning or listed building consent provided they fall within the agreed scope of Deemed Approval Works detailed within this guide, and have been granted landlord's approval which will check and authorise the work against the Deemed Approval Works scope. Please note that the Local Authority require the works to be confirmed with them prior to commencement so they can confirm that they are in line with the parameters set out within this Tenant Guide.

2.1 Introduction to Hanover

Hanover House and E-Block are together grade-II listed and lie in the Shudehill Conservation Area, designated in 1987.

The buildings were built by the Co-operative Wholesale Society (CWS), at the turn of the 20th century. The CWS started in Manchester, born out of the Rochdale Pioneers Society of 1844 with the support of other co-operative societies.

The Grade II Listed Hanover building has been refurbished into modern Grade A office space spread over 6 floors, with 4no retail units spread over the ground and basement levels.

Hanover forms part of the NOMA Estate, bounded by the newly developed public space at Sadler's Yard and Manchester Victoria Train Station. Original features remain on one of The Cooperative Group's many historic buildings situated within the northern gateway to Manchester City Centre.

3.0 Development Specification

This section sets out the provided development specification for Hanover (Retail).

3.1 Design Criteria

The 4no. retail shell units are spread over the ground and basement levels with means of access from Cooperation Street and Federation Street.

3.2 Structure and Building Fabric

The main structure is concrete with the exterior of the buildings being red brick, with the expressive giant pilasters given a shimmering finish. The lower sections of the walls at ground level were also executed in the same material. White glazed-bricks were used to clad the interior courtyard, allowing for more reflection of light.

The window surrounds, quoins and most of the carved embellishments are detailed in sandstone, with the exception of the polished granite columns that flank the Balloon Street pedestrian entrance.

The refurbishment incorporated a full overall of the windows and historic external edifices.

3.3 Mechanical Services

As part of any tenant works, the following criteria should be considered:

Design parameters
Acoustic Rating (offices) NR38
Water Storage 10l/s
Comfort cooled space – Summer 24°C, Winter 20°C (+/- 2°C)
External design conditions – Summer 27/19°C (db/wb), Winter -4°C 100R.H

Heating and cooling
Heating and cooling to be provided to the retail units via suspended ducted fan coil units and connected back to the landlord CCW (Condenser Water Cooling) system which terminates within the unit/riser.

General Ventilation
General supply/extract and kitchen make-up air is to be provided via high level louvres bands within the façade at ground, basement and sub-basement levels installed as part of the landlord retail shell works.

Tenant is responsible for installation of local heat recovery units and supply air fans to suit their requirements.

Tenant is responsible for design, supply and installation of their kitchen extract which shall be installed in fire rated ductwork in accordance with DW 172, providing a 'grease tight; installation from the cooker hood to the discharge point at roof level with access at every 1.5m intervals.

Please refer to Retail Tenants Kitchen Ventilation & Fit out Strategy in Appendix D.

3.4 Electrical Services

As part of any tenant works, the following criteria should be considered:

Lighting
Internal general and emergency lighting system is to be provided as part of the tenant fit out in accordance with Building Regulations and CIBSE guidance.

Low Voltage Electrical Supply
Each retail unit will be provided with a metered, low voltage 400V 160A TPN electrical supply and isolator from the existing MCCB protective devices located at the electrical switchboard BSb1 located at the basement level.

Sub-main cabling to be XLPE/SWA/LSZH type cables.

Fire Alarm
Tenant is responsible for the design and installation of an addressable fire alarm to BS 5839, Design Category L1.

Voice/Data Comms
No data installation will be provided under the landlord retail shell works.

Access Control
Centrally controlled door access system to all landlord entrance doors – 24/7 access available.

3.5 Public Health Services

As part of any tenant works, the following criteria should be considered:

Foul and Surface Water Drainage
Gravity rainwater system from roof areas
Gravity soil stack system with ventilated stack serving toilet cores

Domestic Hot and Cold Water
Localised hot water heaters
Centralised cold water tank and booster sets

3.6 Internal Finishes

The building has been designed to provide the following:

Stairs
Accommodation stairs for vertical circulation
Means of escape stairs

Lifts
Existing goods lift.

Ceilings throughout
Existing ceilings will be retained throughout and repainted.

Wall finishes
Existing wall finishes retained throughout.

3.7 Sustainability

The building refurbishment achieved a BREEAM rating of 'Very Good'
Measures implemented to improve environmental performance.

The building refurbishment achieved EPC B 46

3.8 Accessibility for All

Step free access to all areas of the building
Accessible WC to be provided.

4.0 Tenant Fit-Out Parameters and Approval Process

NOMA will support every incoming Tenant to ensure that a high standard of design and delivery is achieved from concept through to operations ensuring all statutory obligations are met.

The principal point of contact between the Tenant and NOMA will be the Fit Out Approval Partner who will receive all information from the Tenant and issue all appropriate notices and approvals.

Note, Tenants' are required to follow the Fit Out Approval Process even if only a partial re-fit of an existing demise is proposed. In the event of an in-coming Tenant taking over an existing fit-out, the new Tenant is responsible for checking for compliance with this document and statutory consents.

The Conservation Strategy undertaken by Stephen Levrant: Heritage Architecture Ltd contained within appendix H sets out the parameters for which a tenant is to operate within when undertaking fit out works. It is noted that anything beyond the works listed the individual tenants may need to submit and application for Listed Building Consent in connection with their internal fit out.

4.1 Approval Process

1. Submission of Outline Scope

   At the outset, Tenants should liaise with the Landlord's Managing Agent to agree the outline scope of their proposals and input required to develop their concept as necessary.

   Details of all building restrictions and statutory obligations will be provided at this stage as the landlords team have a strong working relationship with the LA and can offer guidance and support through this process, which must be coordinated with the Concept Design submission.

   As noted in the introduction the landlord can grant deemed approval providing works fall within the scope of Deemed Approval Works detailed in Appendix A and subject to agreement with the Local Planning Authority. Any work outside this scope will require formal Listed Building Consent and potentially Planning Permission.

2. Concept Design Submission

   Submission of the Concept Design for formal approval should incorporate comments previously made by the Managing Agent. This will provide confidence to both parties that the Concept

Design is compatible with the Design guidance set out in this fit out guide. This is to occur prior to commencing the Detailed Design or submission to Statutory Authorities.

The Tenant shall submit for approval CAD and PDF copies of their Concept for sign-off to the Fit Out Approval Partner. The Team will not be able to commence the review unless the full Concept Submission is provided.

Comments to the Concept Design will be returned to the Tenant. It is only when this approval has been achieved that the Tenant can progress to Step 3 - Detailed Design & sign off. The approval will assign one of the following in response to the Tenants submission:

- **A Approved** - Tenant may proceed to Step 2 Detailed Design.
- **B Approved with Comments** - Retailer may proceed to Step 2 Detailed Design and Sign-off, but must provide acceptable replies to the Fit Out Team's comments
- **C Rejected** - tenant must resubmit in line with Building requirements or Statutory Obligations

3. Detailed Design Submission

Submission of a Detailed Design must comply with legal, statutory and technical requirements and is consistent with the previously accepted Concept Design.

The Tenant and its Designer will be expected to have incorporated all comments by the Fit Out Approval Team into the Detail Design.

The Tenant is encouraged to liaise with their own advisers and consultants at an early stage to ensure that all the information requested below is supplied in one coordinated package, so that delays do not occur during the Approval Process.

The Tenant must advise if they do not understand any of the guidance within this document or believes they have circumstances where they may not comply with their statutory obligations (matters that may affect approval under the Building Regulations or other statutory requirements will never be relaxed).

The Tenant should note that Fit-out cannot commence on site until full approval is given and all Statutory Obligations are met.

4. Pre Start

A meeting is arranged to ensure the Tenant has satisfied the requirements for all approvals, Statutory Obligations are met and Pre Start information to be in place prior to commencing fit out.

The Tenants contractor will been briefed by the Buildings management team on site constraints, rules, Life and Building Safety, etc.

5. Commissioning the Fit-Out

The Tenant's Principal Contractor must provide documentary evidence demonstrating that:

- An appropriate project team member(s) is appointed to monitor and programme pre-commissioning, commissioning and, where necessary, re-commissioning. This can be a member of the design team or sub-contractor organisation.

- Commissioning will be carried out in line with current Building Regulations and BSRIA and CIBSE guidelines, where applicable.

- The commissioning programme, responsibilities and criteria are accounted for within the programme of fit-out works.

- That a specialist commissioning manager (who was not directly involved in design or installation of systems) is be appointed to undertake commissioning or approve commissioning tests for the following systems:

    a. All Air Conditioning systems;
    b. All Mechanical Ventilation systems;
    c. All building management systems;
    d. All Cold Storage Enclosures and refrigeration plant (where applicable.)

- The specialist commissioning manager must be appointed at an early stage, so as to be able to provide the following services:

    a. Design input: commissionability design reviews
    b. Commissioning management input to construction programming
    c. Commissioning management input during installation stages
    d. Management of commissioning, performance testing and handover/post-handover stages.

- Where changes to the BMS, or installation of new BMS elements form part of the works, the following commissioning procedures must be carried out:

    a. Commissioning of air and water systems is carried out when all control devices are installed wired and functional;
    b. In addition to air and water flow results, commissioning results include physical measurements of room temperatures, off coil temperatures and other key parameters as appropriate;
    c. The BMS / controls installation should be running in auto with satisfactory internal conditions prior to handover;
    d. All BMS / schematics and graphics (if BMS is present) are fully installed and functional to user interface before handover;
    e. The occupier will be fully trained in the operation of the system.

- Where specified, installation and commissioning procedures for the following systems must be as follows:
    a. All built-in cold storage and chilled rooms in accordance with the criteria for refrigeration equipment as set out in the Carbon Trust publication GPG347 – 'Installation and Commissioning of Refrigeration Systems';
    b. All cold storage and chilled rooms of over 20m2 in floor area to meet the criteria of Section 9.1 of the Cold Store Code of Practice, Part 1.

5.0 The Building Users Guide

The Building Users Guide will be a standalone document separate from the O&M manuals, but containing extracts of relevant information from the O&M manuals in a simple format for use by the building users.

The Tenant's Principal Contractor must nominate a named project manager who will be responsible for liaising with the design team, and providing construction stage information to be incorporated into the Building Users Guide. The named project manager will be responsible for co-ordinating the collation of relevant O&M manual information, and as-built procurement information from the construction project

team. A member of the shell-and-core design team will be appointed to collate all information in relation to the Building User Guide.

The Building User Guide will incorporate each of the following headings, which shall consist of two sections, with information applicable to the General Building User; as well as more detailed information, as would be applicable to the Facilities Management Team:

1. Building Services Information
2. Emergency Information
3. Energy & Environmental Strategy
4. Water Use
5. Transport Facilities
6. Materials & Waste Policy
7. Re-fit / Re-arrangement Considerations
8. Reporting Provision
9. Training
10. Links & References
11. General

6.0 Tenant Fit-Out Requirements

6.1 Doors and Windows

Cash offices and stock rooms within the retail/commercial units should have solid masonry walls, no adjacent false/suspended ceilings and a certified door-set.

6.2 Alarms

Alarms should be installed to cover each retail unit, linked to contacts on all external doors and PIR detectors. It is strongly recommended that any alarm system is monitored, with a response facility (be that an alert to the key holder, or to a security patrol team).

6.3 High Frequency Lighting

High frequency ballasts shall be specified on all fluorescent and compact fluorescent lamps to occupied spaces.

Note: Occupied spaced are defined as those spaces that are occupied for periods of 30 minutes or more. Circulation spaces, such as corridors and stairwells, can be excluded (although there are energy efficiency benefits in specifying high frequency ballasts in these areas as well).

6.4 Internal and External Lighting Levels

Where part of Tenant works, the design of new installations or modifications to existing lighting systems shall provide for all internal and external lighting to be in accordance with the appropriate maintained illuminance levels (in lux) recommended by CIBSE. As well as principal functional areas, this includes all ancillary areas such as:

a. Store rooms and cold stores;
b. Plant and control rooms;
c. Toilet, washroom and shower areas;
d. Circulation areas, corridors and stairwells;

Illuminance (lux) levels internally shall be in accordance with the CIBSE Code for Lighting 2012.

For areas where computer screens are regularly used, the lighting design must comply with CIBSE Lighting Guide 7 'Lighting for Offices'. Compliance shall be demonstrated against guidance in sections 3.3, 4.6, 4.7, 4.8 and 4.9 of the Guide, which gives recommendations regarding:

- Limits to the luminance of the luminaires to avoid screen reflections (manufacturers' data to be added to the O&M file should confirm this);
- For up-lighting, the recommendations refer to the luminance of the lit ceiling rather than the luminaire; a design calculation is usually required to demonstrate this;
- Recommendations for direct lighting, ceiling illuminance, and average wall illuminance.

For external areas, the lighting design has been designed by the shell-and-core design team to be in accordance with CIBSE Lighting Guide 6 'The outdoor environment', which must be maintained by any Tenant works.

The Tenant's principal contractor shall demonstrate through the O&M documentation that the completed project has incorporated / not altered these requirements.

6.5 Microbial Contamination

Building services are to be been designed to minimise the risk of waterborne and airborne legionella contamination in accordance with best-practice. The following standards must be maintained in any new installations or modifications to existing systems:

- All water and Heating Ventilation and Air Conditioning (HVAC) systems designed and installed to meet the requirements of HSE Approved Code of Practice (ACoP) and Guidance, L8, "Legionnaires disease; The control of legionella bacteria in water systems", 2000;
- Where humidification is provided, steam humidification only shall be specified;

The Tenant's Principal contractor shall demonstrate through the O&M documentation that the completed project has incorporated these requirements.

Note: Reference can be made to CIBSE TM13 "Minimising the risk of Legionnaires disease", 2002 to demonstrate that a design meets the requirements of ACoP L8.

6.6 Reduction of CO2 Emissions

The building has been designed to minimise the CO2 emissions associated with its operational energy consumption and has achieved an overall EPC Rating of 44.

A Historic Building Study was also carried out and implemented in the design, based upon the guidance given in English Heritage's 'Building Regulations and Historic Buildings: Balancing the needs for energy conservation with those of building conservation: an Interim Guidance Note on the application of Part L'.

Tenant Works shall comply with the Historic Buildings Study, EPC and BRUKL Part L2A Calculation; based on a notional, compliant fit-out for the shell areas of the development.

The Tenant's Principal contractor shall provide, through the O&M documentation for the completed project, the energy consumption characteristics of all equipment installed – confirmed as being compliant with the above stated documents.

6.7 Water Consumption

The tenant shall ensure that any modifications or installations made as part of fit-out works, maintain the same standards of water efficiency as follows:

a. 6 / 4 litre dual flush WCs;
b. Wash Hand Basin Taps limited to 6 litres per minute at 3 bar;
c. Individual PIR controlled urinals with an average flush volume of 1.5 litres per urinal;
d. Showers limited to 9 litre per minute at 3 bar.

Where additions or modifications are made, the Tenant's Principal contractor shall demonstrate through as-built schematics and product information inserted into the O&M documentation that the completed project has incorporated these requirements.

6.8 Water Meter

Any water uses over 10% of the total predicted usage for the development shall be sub-metered, using a meter with pulsed / digital output for potential BMS connection. To this end, each tenant has been provided with a water sub-meter. The tenant fit-out shall ensure that all major water consuming areas are further sub-metered e.g. kitchen areas.

The Tenant's Principal contractor shall demonstrate through calculations, as-built schematics and product information inserted into the O&M documentation that the completed project has incorporated these requirements.

6.9 Insulation

All insulation installed by the tenant fit-out team shall be specified as types that achieve an A or A+ rating, according to the Green Guide to Specification Online. Furthermore, all insulation shall be from suppliers who can provide evidence of BOTH:

a. An ISO14001 accredited manufacturing process; AND
b. An ISO14001 accredited supply chain (or over 50% recycled content).

The Tenant's Principal contractor shall demonstrate through manufacturer's literature, and ISO14001 certificates, inserted into the O&M documentation that the completed project has incorporated these requirements.

6.10 Noise Attenuation

An external noise survey and set of recommendations for limiting plant noise in accordance with the associated planning condition was carried out, according to BS4142:1997. The report was adhered to in full by the shell-and-core design team, including both plant noise limits and attenuation measures. The report will be made available to all tenants.

The tenant shall adhere to the guidance within the report where any changes to existing, or installations of new plant or equipment, are to be carried out as part of fit-out works.

The Tenant's Principal contractor shall demonstrate through calculations based on installed and operational plant and as-built drawings of any attenuation measures included inserted into the O&M documentation, that the completed project has incorporated these requirements.

Appendix A: Planning conditions and obligations

Appendix B: Demise Plans

Appendix C: Tenants Plant Space Allocation Drawing

Appendix D: Tenants Kitchen Ventilation & Fit Out Drawing

Appendix E: Workman Management Document

Appendix F: Retail Acoustic Design Report

Appendix G: Signage Framework

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