CHIPS

FIT OUT GUIDE FOR COMMERCIAL UNITS

INTRODUCTION

This guide provides an overview of the Chips scheme and summary of the key information needed by tenants to design and obtain approval for the fit out of the commercial shell units at Chips. It also describes the utility supply arrangements and details of the related equipment to be fitted within each unit.

Each unit is finished to a "shell" specification - bare walls, floors and ceilings and capped service provisions - so that tenants can design and install their own fit-out to suit their particular requirements.

Unless agreed otherwise, it should be assumed that all works are to be undertaken by the tenant at their own cost.

TECHNICAL INFORMATION

Access and means of escape

- All shell units are self-contained and designed to have at least two means of escape.
- External ramps to meet regulations are provided to both the north and south building entrances (1:18 gradient).
- A dedicated space for an internal access lift is provided in the lobby to the bar / restaurant shell. Approximate dimensions of the lift space are as follows:

Width	1300mm
Depth	1680mm
Level difference	1550mm

External envelope

- The external envelope is constructed using an insulated "rainscreen" cladding system supported on a lightweight metal framing system. Windows and glazed-doors are double-glazed with timber-frames, except the bar / restaurant lobby which comprises a double-glazed curtain wall system.
- The external walls should not be relied upon for any structural support within the commercial units. Fixings or changes to the construction of the external walls are not permitted without prior approval.
- Glass specifications are as follows:

Opening windows and doors	
Outer pane	8.88mm
Air gap	15mm
Inner pane	4mm low E glass

Fixed glazing	
Outer pane	8.88mm
Air gap	15mm
Inner pane	6mm low E glass

- Note that, in general, glazing at ground floor to a height of 2.1m includes a minimum 7.5mm thick laminated glass pane for security (this does not apply the bar / restaurant lobby glazing).

Internal party walls

- Internal party walls must achieve the following performance:

  60 minute fire separation
  50 dB Rw acoustic rating

- Where provided, internal party walls are constructed using a lightweight "metal stud" system with insulation and a plasterboard finish suitable for painting by the tenant. The party walls provide acoustic and fire separation between adjacent units so any services which are chased, fixed into or passed through party walls must be appropriately fixed and sealed to ensure that performance is not compromised.

Floors

- The floor of the shell units comprises a suspended, 275mm thick, reinforced concrete flat slab.

- It has been assumed that a raised floor will be installed on top of the structural slab so that internal and external floor levels match. A 175mm zone has been allowed for floor finishes and the design levels are as follows:

Structural Slab Level	51.475m
Finished Floor Level	51.650m

- The structural design is based on the following un-factored loading allowances:

Raised access floor and finishes	0.7kN/m2
Imposed load	3.0kN/m2
Internal (lightweight) partitions	1.0kN/m2
Point load	1.8kN

- If loadings in excess of the stated allowances are proposed, specific approval must be sought. Similarly, no openings, chases or holes are to be cut in the slabs without prior approval. Any request for approval of structural issues must be accompanied by full written details and confirmation from a qualified structural engineer that the proposals are acceptable.

Ceilings

- Ceilings are to be provided by the tenant if required.

- The ceiling must not obstruct the glazing or external elevations.

- It would be prudent to incorporate access panels for inspection and maintenance purposes where mechanical or electrical services are located above ceilings.

Floor to soffit heights

- Typical dimensions from the design FFL to the concrete soffit above are:

Typical ground floor unit	3035mm
Double storey area (grids 2-8, A-B)	6085mm

Thermal insulation

- The complete external wall construction is designed to achieve a U-value of 0.28 W/(m2K).

- The basement car park below the commercial spaces is an unheated space so the floor build-up in the shell units should achieve a minimum U-value of 0.25 W/(m2K).

Fire protection and separation

- The commercial spaces are designed to be self-contained – fire / smoke alarms must be provided by the tenant to suit the particular design.

- There is no provision for sprinklers in Chips.

- No new penetrations through the external envelope, structure, risers or party walls should be formed without prior approval as this could compromise compartmentation.

Acoustics

- The party floor between the apartments and commercial spaces comprises a suspended, 275mm thick, reinforced concrete flat slab with a 175mm raised floor on an acoustic batten system – this build-up is designed to achieve a weighted sound difference of 50dB Dntw+Ctr.

- This design assumes that sound levels within the commercial spaces will not exceed 85 dB(A). The tenant must not disturb other occupiers so it may be necessary to provide additional acoustic measures as part of the fit out.

- The most effective way of improving sound insulation to the "shell" would be to install a ceiling. However, even with a ceiling, it should be noted that loud music is unlikely to be acceptable unless carefully managed in conjunction with an appropriate method of installation for any loudspeakers.

Ventilation and fume extraction

- The tenant must design and install appropriate ventilation and extraction for the unit.

- High level panels above doors can be de-glazed and replaced with ventilation louvers if required – the external appearance of louvers is to be a standard design to match the building (further details can be provided on request) and is subject to approval.

- An assumed provision for a kitchen supply & extract for the bar / restaurant shell has been incorporated in the form of a vertical ducted riser which terminates at roof level. The riser is located adjacent to the rear of the lift core (grid C/11 approximately) and can be accessed via the cleaner's store at each floor level.

Security

- A door entry system and security alarm is not provided and must be installed by the tenant if required.

- Glazed doors are fitted with a 3-point mechanical lock (by Ferco).

- The design and location of any fittings proposed for the exterior of the units (for example, a numeric keypads or fob reader) or any modifications to doors / door furniture is subject to approval.

- If security shutters are required, only internal metal perforated shutters to an approved design and colour will be permitted. Details of the proposed shutters must be submitted for approval prior to installation.

Signage and glazing manifestation

- Given the unique design of Chips, all tenant's signage and manifestation is subject to landlord's approval.

- Projecting or external signage will note be permitted - tenant signage must be applied to the internal face of the glazing of the unit.

- Temporary manifestation has been provided for health & safety purposes only - tenants are responsible for permanent glazing manifestation to meet regulations.

Dimensions

- All dimensions and levels provided in this guide are for information and must be checked by the tenant.

- Critical dimensions should be verified by the tenant before commencing work or placing orders.

UTILITY SUPPLIES

Overview

Chips is part of a private utility network which is designed to be incorporated into the wider New Islington development. The building is supplied with bulk gas and electricity from the grid, but also includes provision for efficient on site generation using efficient gas boilers and combined heat and power (CHP) plant.

Under this arrangement, the heat and electricity supply for each unit will be delivered via private meters which will be remotely read for billing - tenants will be required to enter into a supply agreement in order to receive services.

Shell units are provided with capped power, water and "heat" supply plus a drainage point.

Electricity

- Each shell unit is supplied with a 3-phase 63A electricity supply to an isolator (additional capacity may be available if required, subject to approval).

- A private electricity meter must be fitted in each unit. The location of the private meter is to be agreed with the landlord as part of the fit out design so that a meter can be procured and arrangements made for this to be fitted and commissioned.

- If it is agreed that a unit is to be occupied or fit-out works are to commence prior to a private meter being in place and operational, arrangements will be made for a temporary meter to be fitted so that electrical consumption can be measured.

Heating and hot water

- Heating and hot water is available by connection to the communal system (on the assumption that tenants will install a "wet" system in the units).

- Each shell is fed with high level flow and return pipes (with valve connections) which are linked to the communal system. To enable a connection to the communal system, a heat interface Unit (HIU) must be fitted to the flow and return pipes and linked to the tenant's own system.

- Note that it is not acceptable to connect directly to the flow and return pipes provided in each unit. The HIU is necessary to provide hydraulic separation and to safely draw heat from the communal distribution system to supply the tenant's own system. The HIU will incorporate a heat meter for billing.

- The location of the HIU must be agreed to suit plumbing arrangements within the unit and should be located close to the incoming water supply – a connection to the tenant's metered electrical supply will also be required.

- The tenant's M&E designer must confirm heating and hot water loading so that a suitable HIU can be sized to meet the requirements.

- The HIU and heat meters approved for use in Chips are supplied exclusively by ENER-G Switch2 Limited. The lead-time for procuring these items is typically 6 weeks, so it is essential to establish the requirements and place an order early in the process to avoid delays.

- The process is broadly as follows:

    - Confirm design of heating and hot water system to be fed from communal system
    - Agree appropriate location for HIU and loading requirements
    - Procure HIU and meter from ENER-G Switch2
    - Fit and commission HIU and meter
    - Enable supply and commission tenant's heating and hot water

Water, wastewater and drainage

- A capped boosted cold water supply is provided at high level in each unit (each supply is a branch off the rising sub-main in each riser).

- A suitable water meter location and pipe work configuration must be agreed as part of the fit-out design so that arrangements can be made to have a meter fitted. This must be done at the earliest opportunity before plumbing arrangements are fixed.

- Each shell unit is provided with a connection to a ventilated combined waste pipe in the riser. The drainage pipe in each riser links to the building drainage system which discharges into the public sewer in Upper Kirby Street.

Telephone and internet

- BT Openreach has installed telephone lines into a communications room in the basement and containment is available from this room to each shell unit.

- Occupiers must arrange for suitable cabling to be installed and lines to be activated.

APPROVALS AND CONSENTS

The tenant is responsible for obtaining all necessary approval and consents for the design and fit out of the unit.

Tenants are advised to make submissions and consult the Local Authority, where appropriate, at the earliest opportunity to ensure that approvals are obtained in good time.

Building Regulations

Tenants must make a Building Regulations application and ensure that the fit out is approved and carried out in accordance with the appropriate requirements – written evidence of this must be provided.

Planning conditions

- Planning consent has been obtained for A3 (bar/restaurant) and B1 (office / studio) use.

- A copy of the planning conditions has been provided. Note the following:

Condition 11	Permitted hours of opening and serving of commercial uses
Condition 18	Acoustic treatment and noise study
Condition 20	Roller shutters or security grilles
Condition 21	Security measures to seek to achieve "Secured by Design" standard
Condition 32	Extraction from kitchen areas

- Tenants may be required to provide information about the travel arrangements for staff and visitors as part of a Green Travel Plan Strategy developed in accordance with planning condition 24.

Landlord's approval

- Full details of fit-out proposals are to be submitted to the landlord for approval prior to commencement of work.

- It may be necessary for the landlord to refer proposals to consultants before approval can be given and this may incur a charge.

HOUSEKEEPING DURING FIT OUT WORKS

1. Chips is an occupied building so consideration must be given to residents and other occupiers, both in the building and in the local area, during fit out works.

2. Contractors must keep common areas clean, clear and unobstructed – rubbish must be removed regularly and disposed of without using the residential bins.

3. Noise should be kept to a minimum.

4. All building work must be carried out inside the shell unit - use of the common areas is not permitted.

5. Work must be undertaken during normal working hours – out-of-hours or weekend working will not be acceptable without prior approval.

DISCLAIMER

Urban Splash has provided the information in this guide to assist the tenant and their designer / contractor with the design and approval of the fit out of commercial units at Chips but Urban Splash reserves the right to make alterations or amendments to the information contained herein at any time. Nothing contained in this guide implies a contract or invitation by Urban Splash and the information is given without responsibility of Urban Splash, its directors or employees. The information is believed to be accurate, but neither the content nor its accuracy is warranted by Urban Splash.