

STANDARD ALWAYS

Sunlight House

Little Quay St, Manchester M3 3HP

Tenant Fitout Guide

PURPOSE

This is a document summary for any future tenant workspace fitout.

The suggested guidelines set out in this handbook are based on several successful Listed Building Consent applications made as part of the extensive refurbishment and fit-out works carried out by the landlord.

These have helped create an understanding of what is deemed to be of special interest within Sunlight House and so forms the basis of what all future tenants should adhere to/ consider when designing their own internal fit out schemes and applying for Listed Building Consent.

Please note, it will be up to the individual tenants to liaise with the Local Planning Authority in order to secure Listed Building Consent where this is required for their proposed fitout works.



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Introduction

Prior to the refurbishment, the building's internal condition was characterised by a contrast between the remaining historic features and numerous previous fit outs carried out over many years.

The photos on this page highlight some of the areas where existing features are visible, including the timber parquet flooring, vaulted ceiling to level 13, and coffered ceiling details to the office floors.

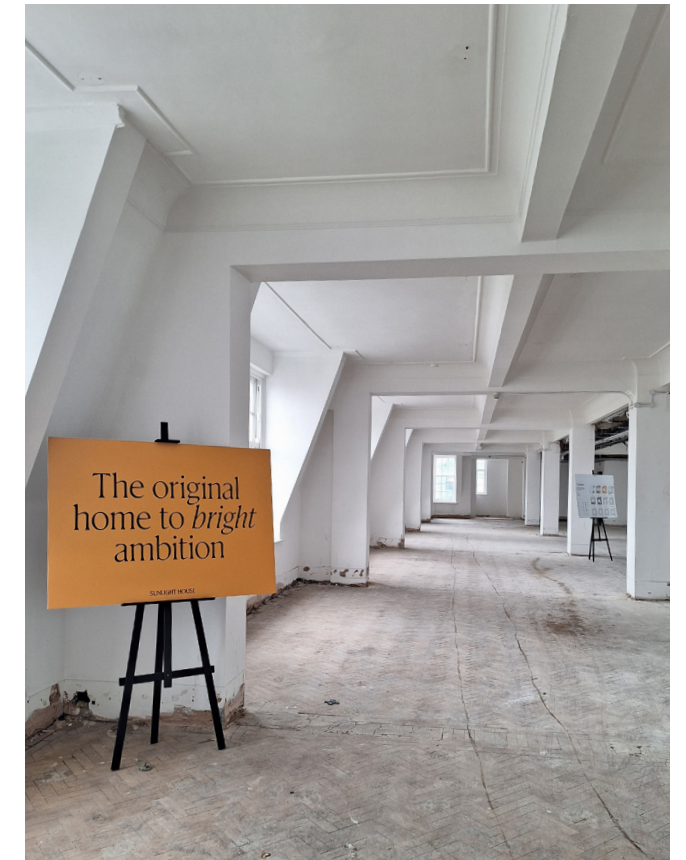
The fundamental refurbishment principle looks to celebrate these remaining rich heritage characteristics and where possible unpick the less sensitive changes that took place as part of previous refurbishments.

The building was listed by English Heritage as Grade II on 20 June 1988, therefore any works proposed within or to the building require Listed Building Consent.

This guide has been compiled to assist future tenants of the building with any refurbishment or fit-out proposals relating to the internal office space. Listed Building Consent may be required for certain works, however provided that the proposed works are in accordance with the principles of this guide, the consent process should be straight forward.

The suggested guidelines set out in this handbook are based on several successful Listed Building Consent applications made as part of the extensive refurbishment and fit-out works carried out by the landlord over the last few years. These have helped create an understanding of what is deemed to be of special interest within Sunlight House and so forms the basis of what all future tenants should adhere to/consider when designing their own internal fit out schemes and applying for Listed Building Consent.

Please note, it will be up to the individual tenants to liaise with the Local Planning Authority in order to secure Listen Building Consent where this is required for fitout works.



Flooring

Flooring Types

Flooring found within the building:



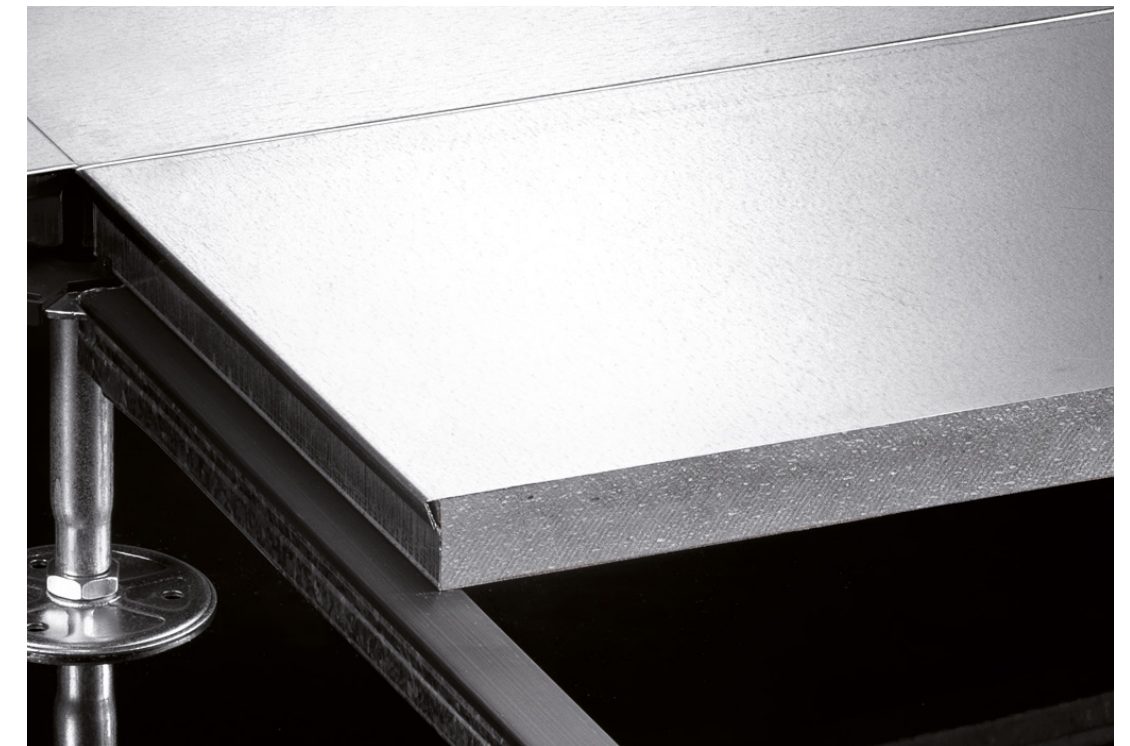
A. EXISTING PARQUET FLOORING

- Refurbished parquet flooring
- Perimeter trunking



B. INFIL TO PARQUET FLOORING IN PLACES

- Refinished and made good parquet flooring
- Heritage appropriate parquet flooring installed to damaged or timber absent areas
- Perimeter trunking



C. RAISED ACCESS FLOORING

- RAF flooring over existing parquet / damaged areas ready for new flooring finishes.
- Note MEP strategy will change on these floors

Office Floors

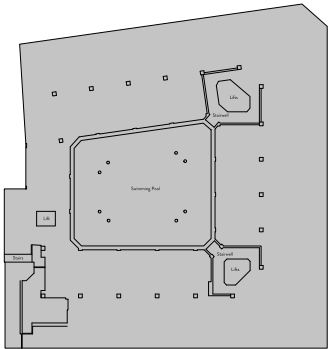
RAF VS PARQUET

Summary of the floor types across the building provided by landlord and approved by MCC.

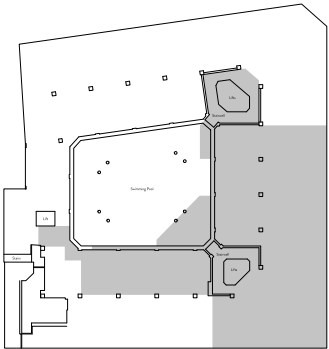
Areas with exposed parquet are to be retained by the tenant. Any alterations are subject to LBC and may not be supported.

- OUT OF SCOPE
- TYPE A/B - REFURBISHED
TIMBER PARQUET
- TYPE C - NEW RAF OVER
EXISTING PARQUET
- OTHER FINISH

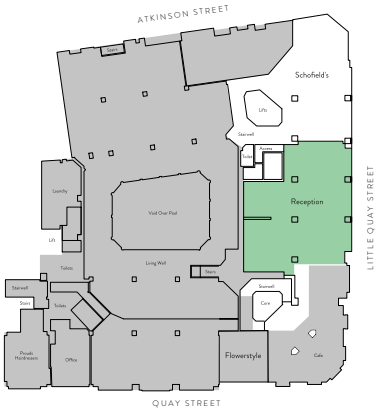
BASEMENT



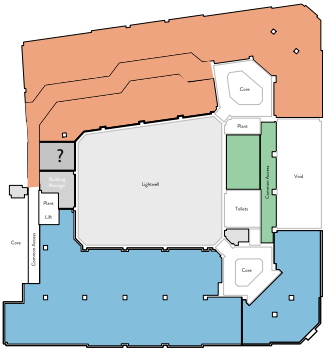
BASEMENT
MEZZANINE



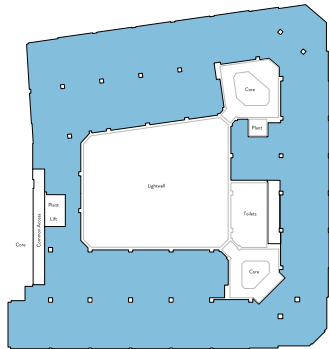
GROUND FLOOR



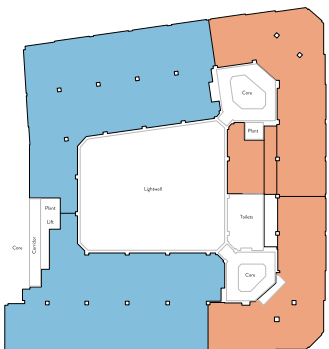
1ST FLOOR



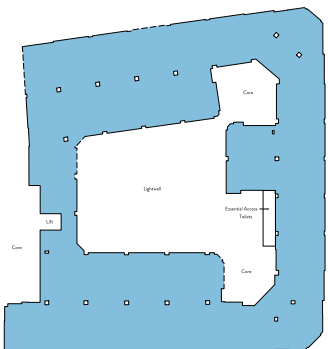
2ND FLOOR



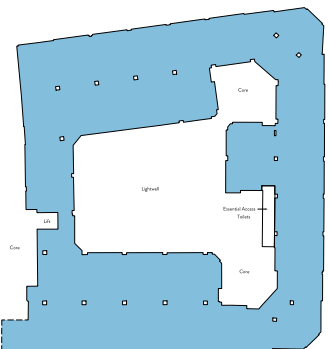
3RD FLOOR



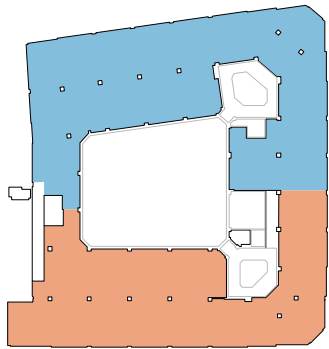
4TH FLOOR



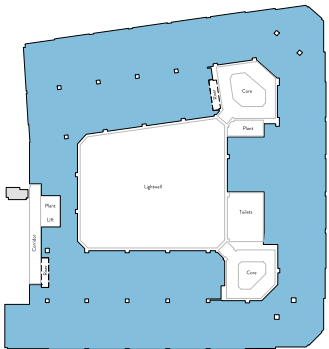
5TH FLOOR



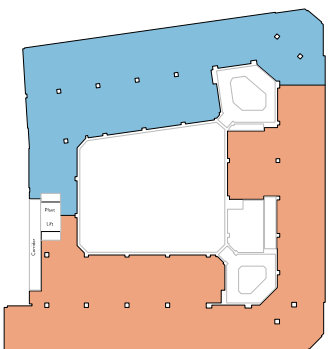
6TH FLOOR



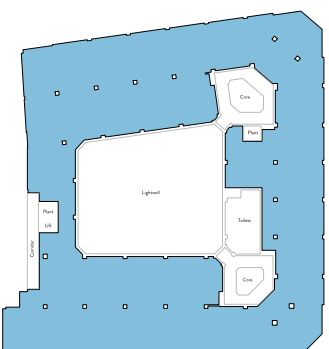
7TH FLOOR



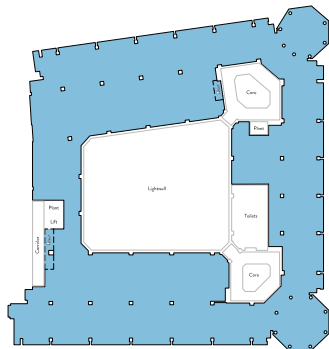
8TH FLOOR



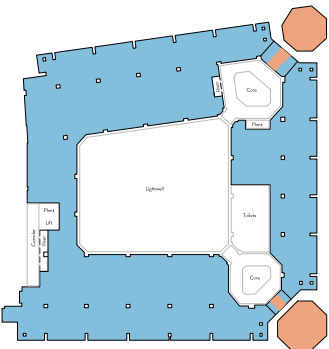
9TH FLOOR



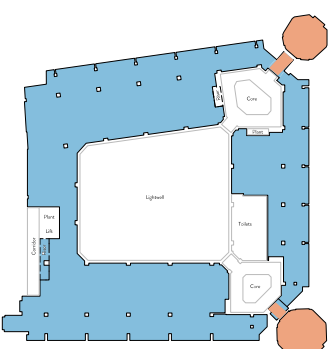
10TH FLOOR



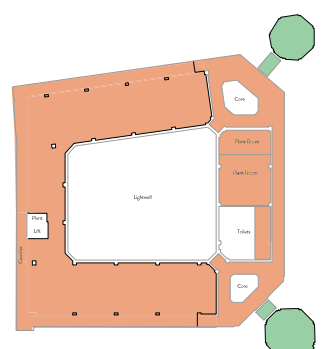
11TH FLOOR



12TH FLOOR



13TH FLOOR



Flooring Types

TENANT MAY CHOOSE TWO FLOORING TYPES
AS PROVIDED BY THE LANDLORD:



EXPOSED EXISTING PARQUET

- Original parquet flooring, refurbished and fully protected
- No harmful works to the parquet to be carried out
- Any new floor finish (LBC approval required) to be laid directly on top of the parquet with in between protective layer if required.
- All services to run through the perimeter trunking or high level
- Any new skirting to match existing decorative skirting



RAISED ACCESS FLOOR

- Newly installed RAF
- Original parquet flooring beneath preserved/retained in its existing location whether it is intended to be exposed/refurbished or not.
- Any new floor finish to be laid on top of the RAF as required by the tenant
- 75mm service void under the RAF
- Any new skirting to match existing decorative skirting
- Ramped access at 1:21 gradient with no requirement for a balustrade.

Ramped access to the RAF

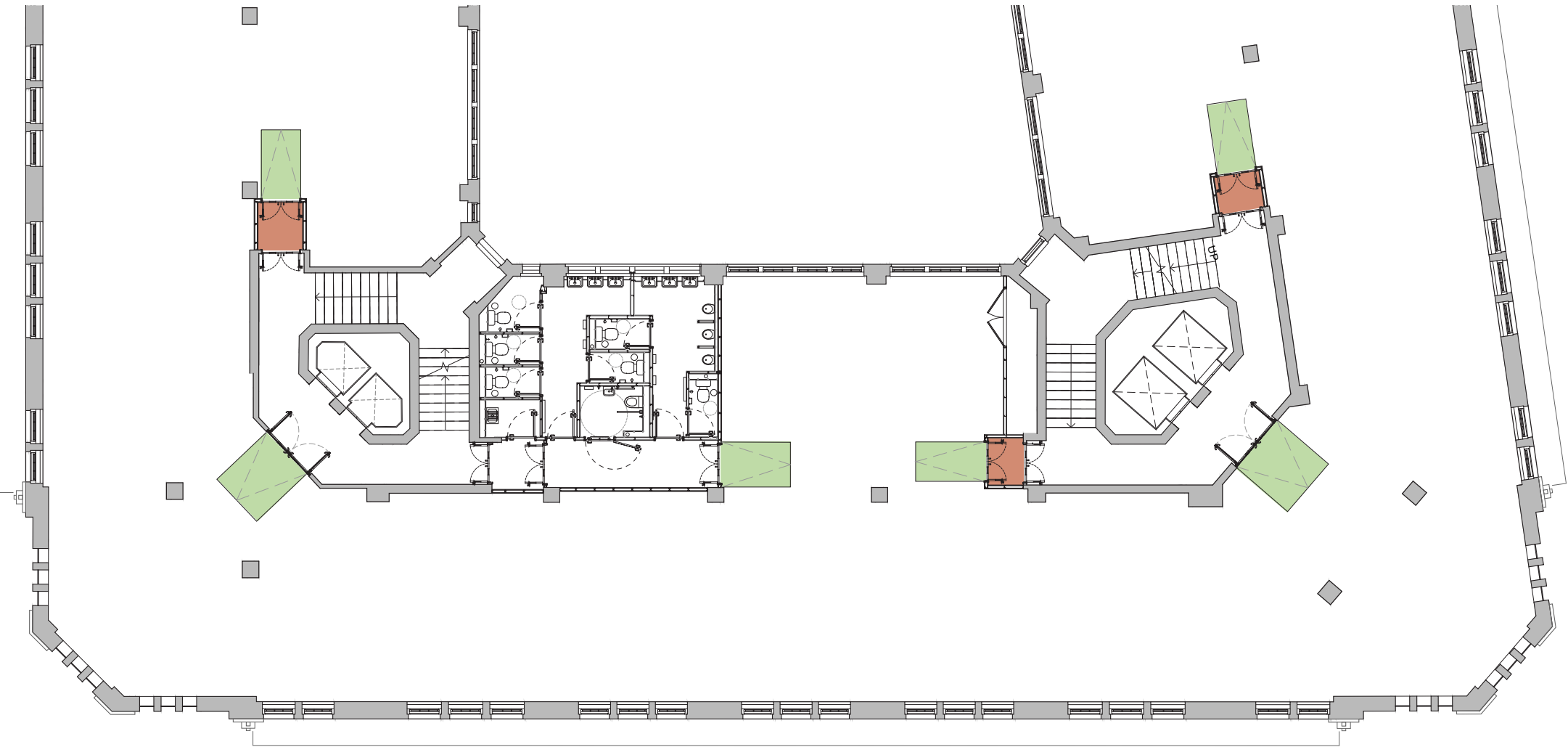
Where raised access floors are provided on the floors there is a 100mm level change between the core and office areas.

Ramps with a 1/21 gradient are fitted, which is considered level by Building Control and therefore does not require any handrail.

These ramps are present at each entry to the floor plate with RAF from the landlord area.

With an exception of Levels 11 & 12, where the WCs are open to the floor plate, a small balustrade is required along the edge opposite the East WC block to prevent falling.

Original parquet floor is exposed within small lobbies off a lift core.



RAMPED ACCESS

PARQUET FLOOR

Ceiling + Lighting

Office ceiling

ORIGINAL CEILING

All original ceilings, cornices and down stand beams have been exposed and renovated by the landlord.

LANDLORD REFURBISHMENT WORKS

As part of the Landlord's extensive refurbishment works, all services within the building have been updated and are routed through the central bulkhead.

TENANT FIT OUT WORKS

Any works to the ceiling should not harm the existing cornice mouldings and down stand beams.

Suspended ceiling grid systems are not permitted as part of the Listing and so proposals for installing these will be subject to LBC approval and may be met with objection.



Existing coffered ceiling on Level 11



Existing arched ceiling on Level 13



New linear lighting inbetween the cofferes

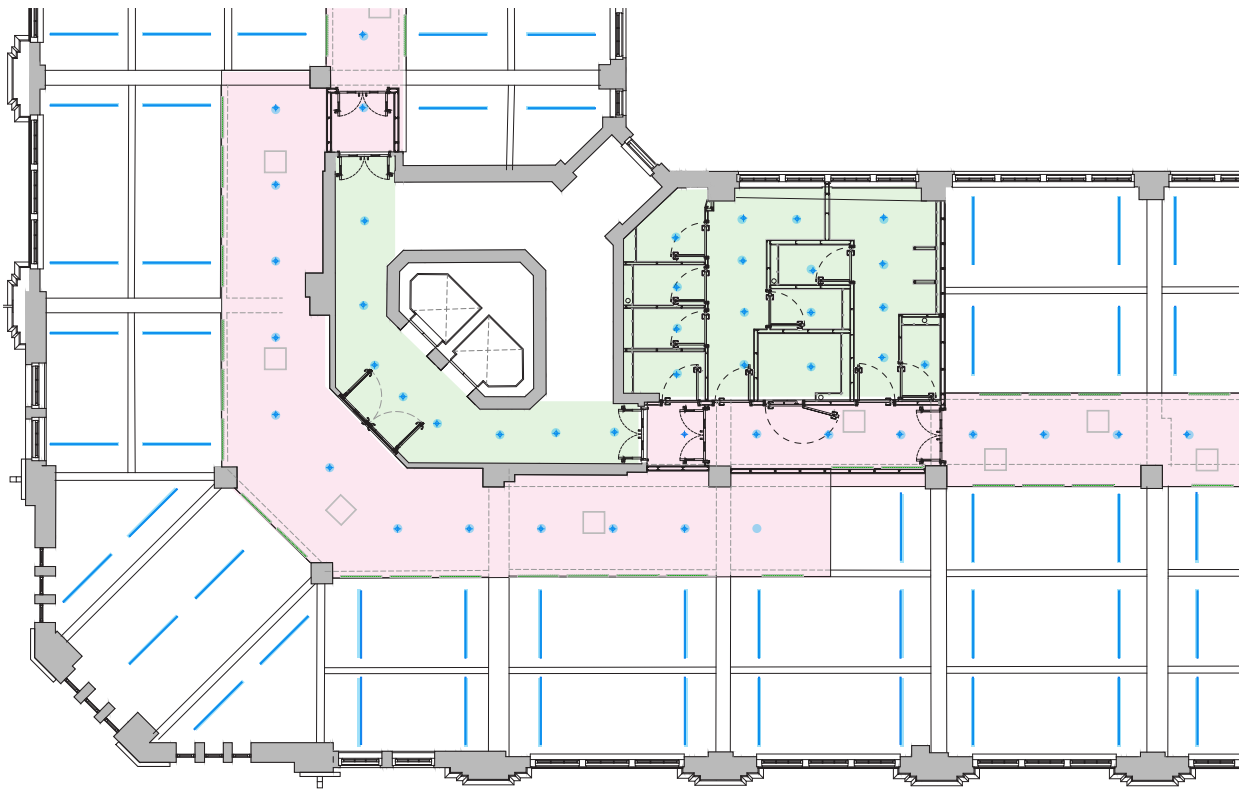


New central bulkhead with spotlights

Office Lighting

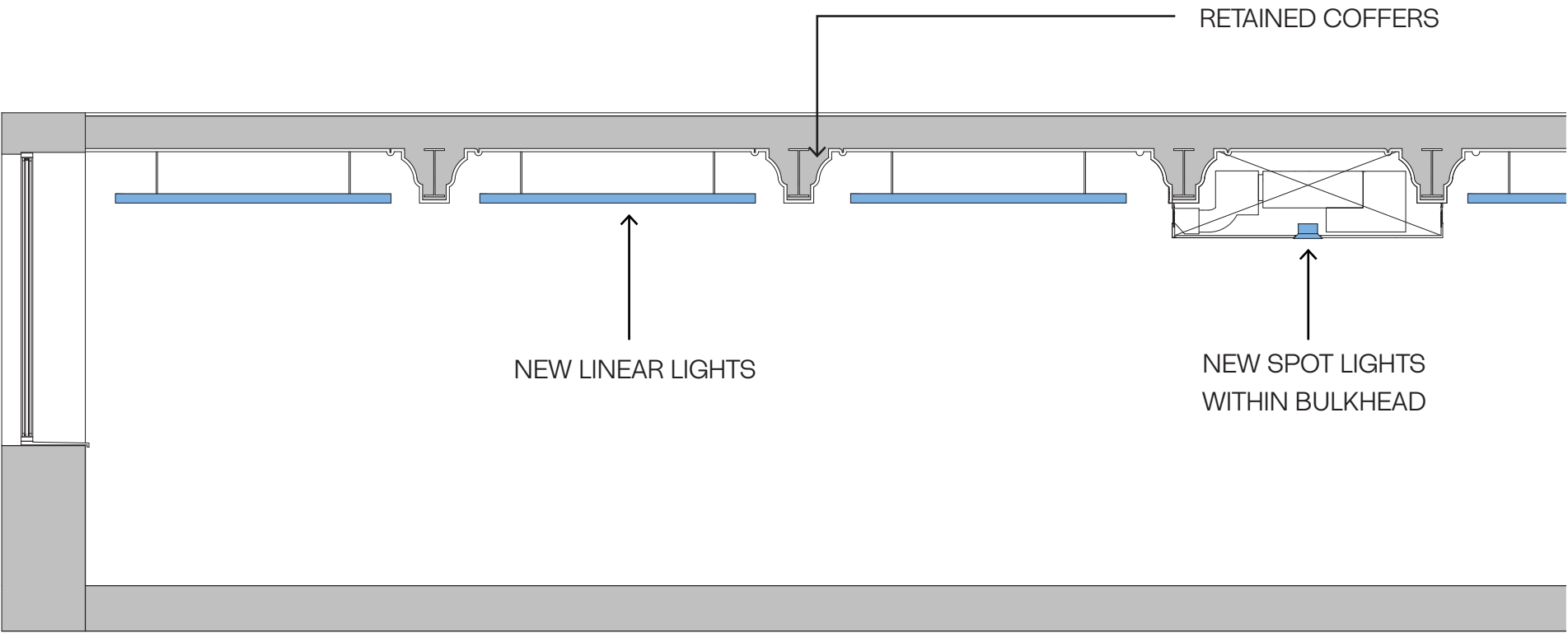
LIGHTING

- In the main office space linear lights are positioned within each coffer
- Recessed spots set within the bulkhead



Typical ceiling plan

- Suspended ceiling
- Central bulkhead
- Linear suspended light
- Spot light



Typical section

Example of the Office Ceiling + Lighting

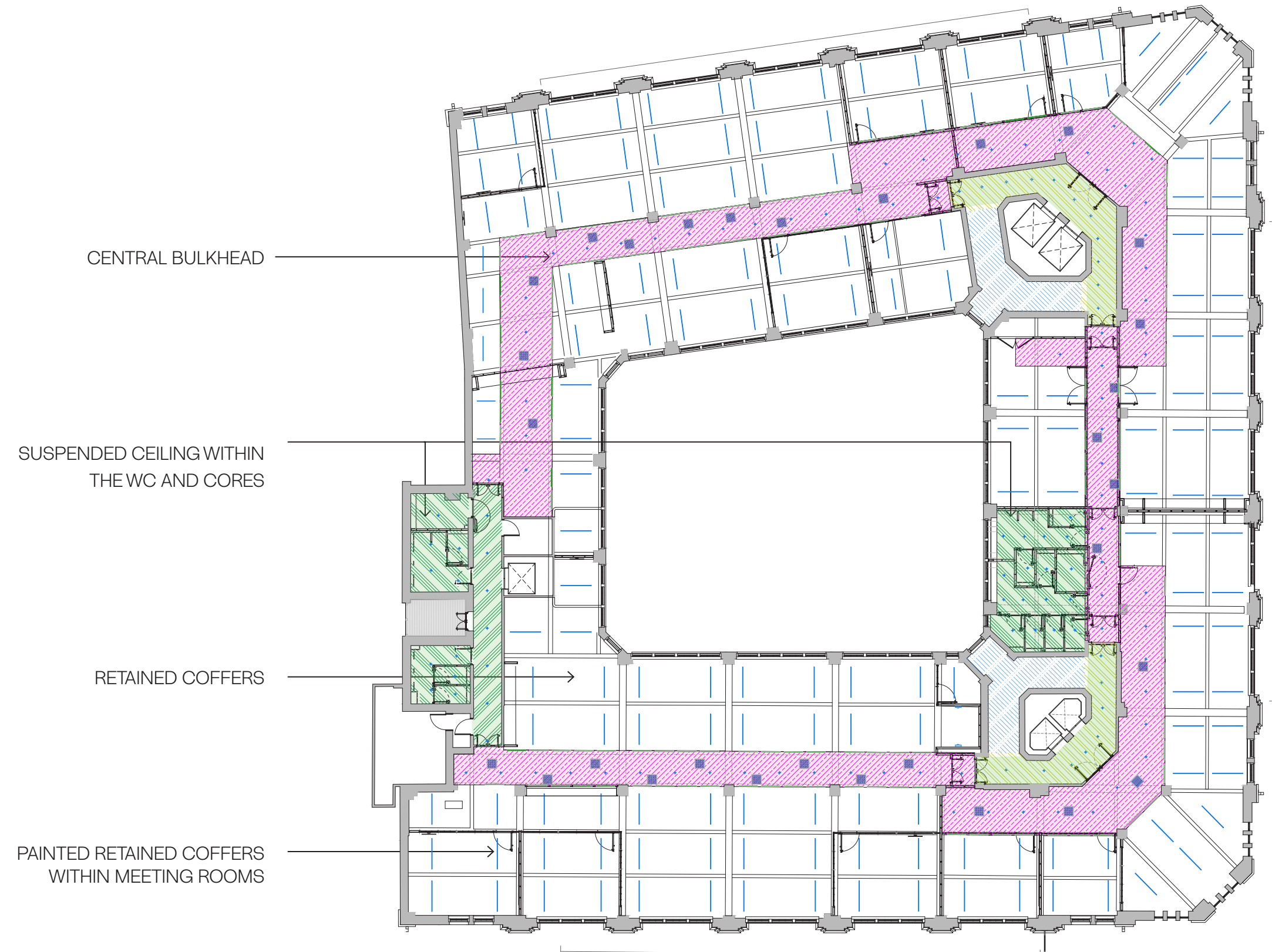
CEILING

- All existing coffers are retained and exposed
- Central bulkhead to house MEP services with grills on the side to allow air to access the workspace

LIGHTING

- In the main office space linear lights are positioned either side of the coffer
- Recessed spots set within the bulkhead or suspended ceiling

-  Soffit and ceiling finish within the staircore
-  Suspended ceiling
-  Central bulkhead
-  Linear suspended light
-  Spot light



Internal Partitions

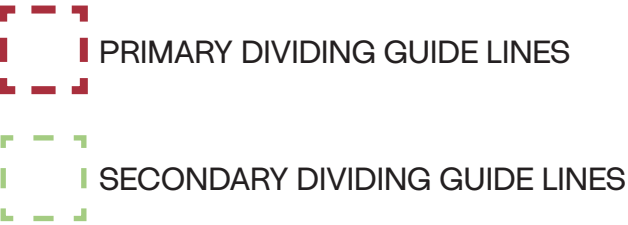
Internal partitions - allowed locations

INTERNAL DIVISION PRINCIPAL

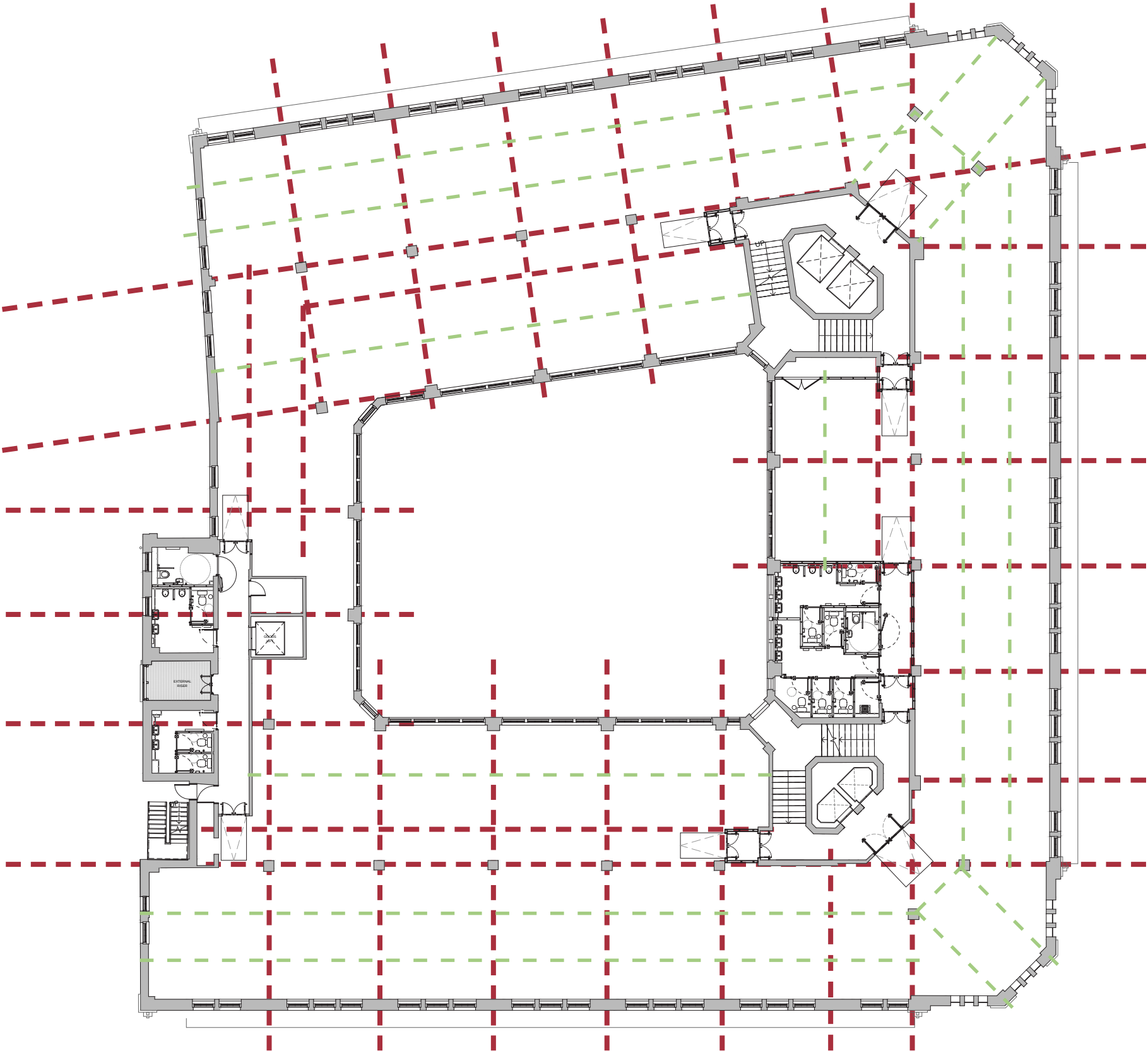
All new proposed partition walls should be designed to sit centrally to down stand beams where possible.

Diagram on this page shows the principal for the internal division.

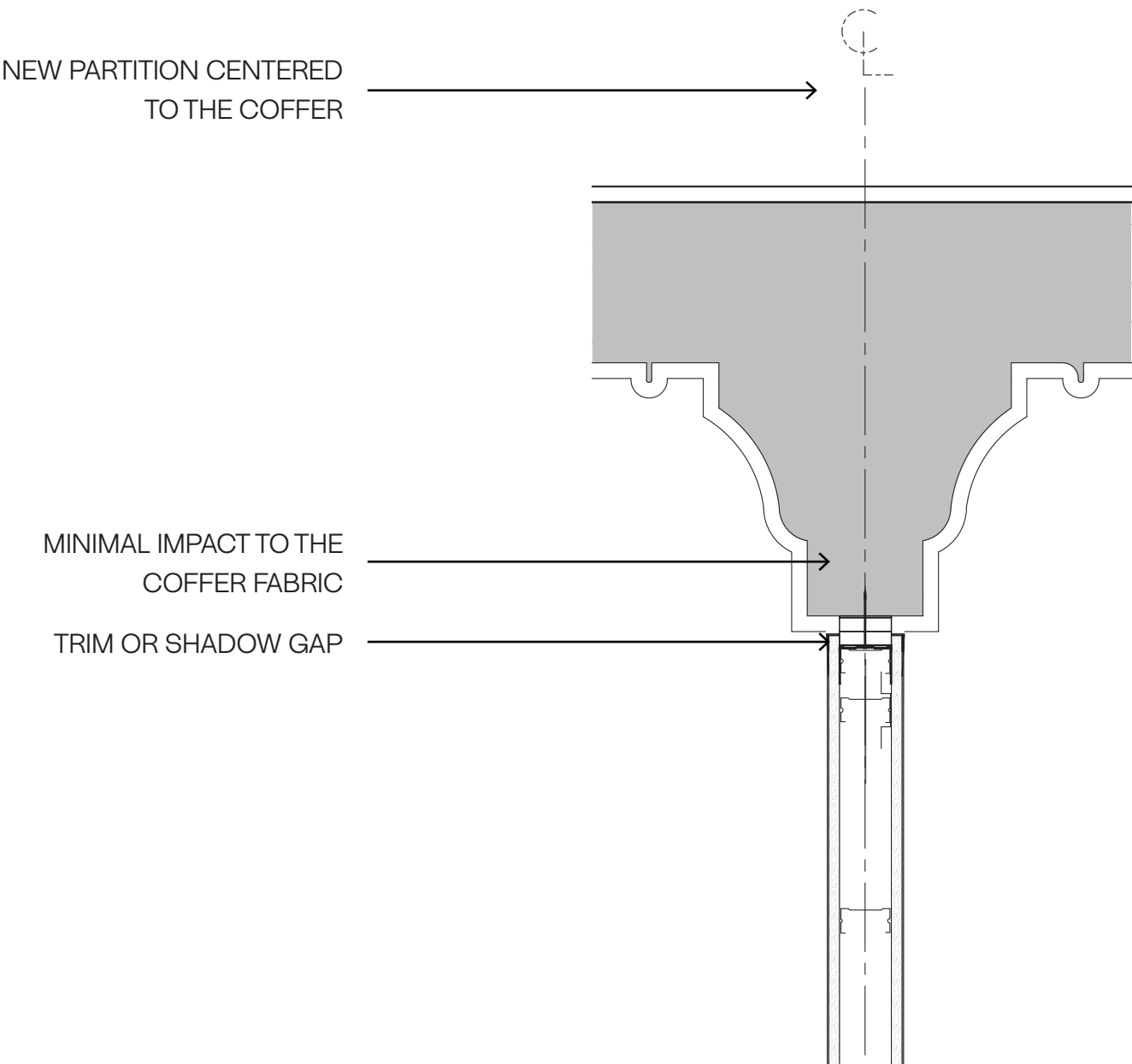
Any proposed partitions should primarily be glazed with minimal sections of solid plasterboard partitions.



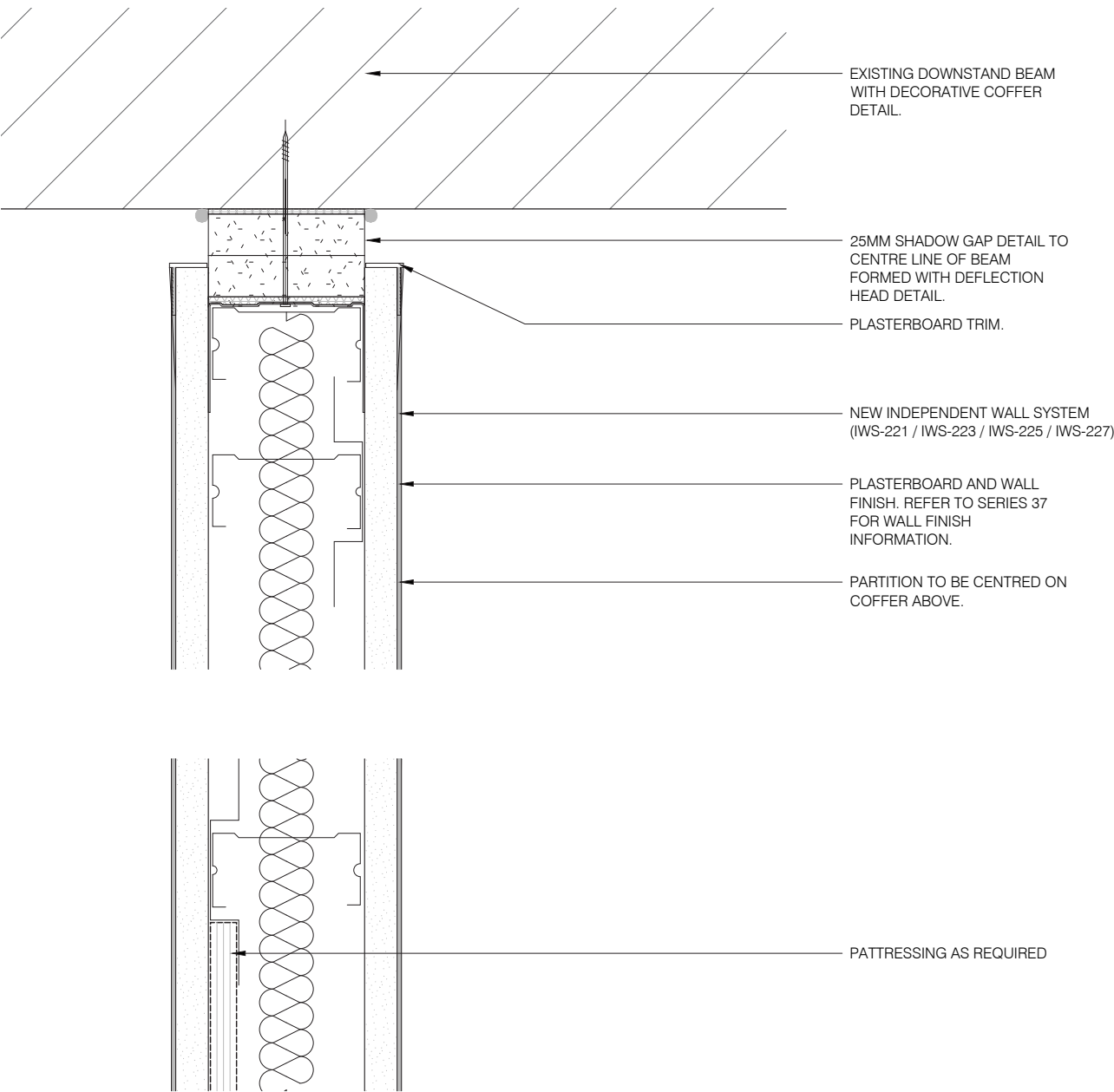
NOTE: The plan opposite shows the indicative locations (eg along downstand beams) where internal partitions could be located. It should not be taken to read that any suite could however, be divided along all of the lines shown in the diagram. Office floor spaces should be kept as open plan as possible, and any partitions will be subject to agreement with the local planning authority.



Internal partition - approved details



Typical detail section of plasterboard wall meeting existing coffer



Typical detail section of plasterboard wall

NOTE: These details should apply to any new plasterboard and glazed partitions proposed by the tenant.

Internal partitions example

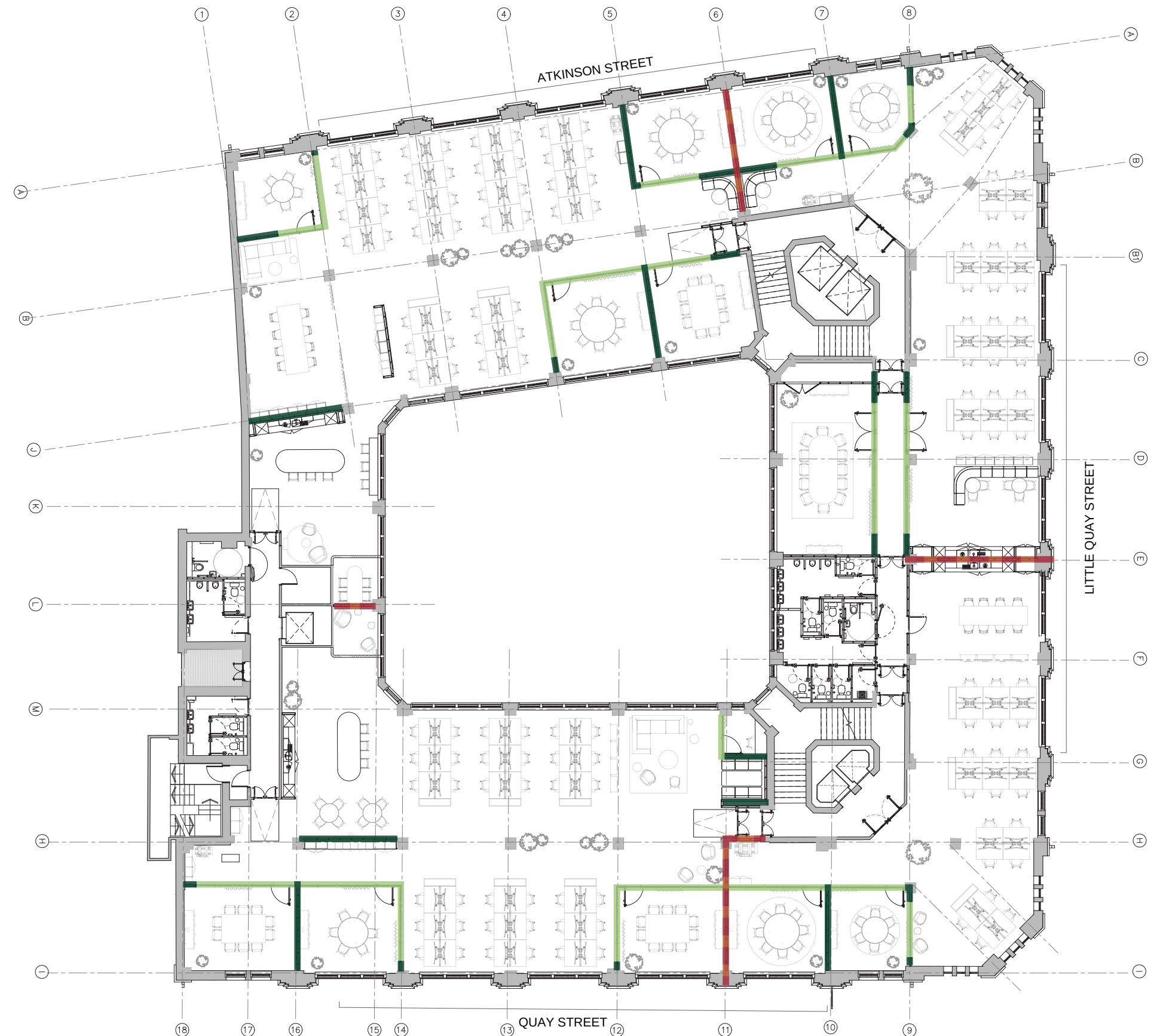
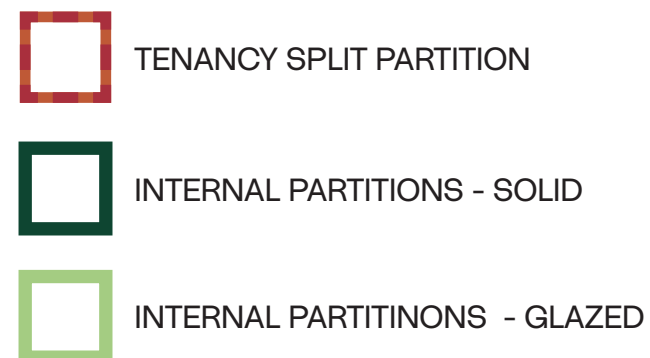
EXAMPLE OF FITTED FLOOR - LEVEL 03

Plan on this page shows Level 03 divided into four separate tenancies. Each tenancy has internal meeting rooms that vary in size. All proposed partitions follow the principal and sit centrally to down stand beams.

Any proposals for new partitions should allow for maximum glazing to allow visibility into the office space, so that original fabric is visible.

All office-facing partitions shall be fully glazed. Solid partitions are only allowed solely for dividing walls and only where functionally necessary.

For office fit-outs the aim should be for glazed partitions between meeting rooms, incorporating manifestation for privacy screening.



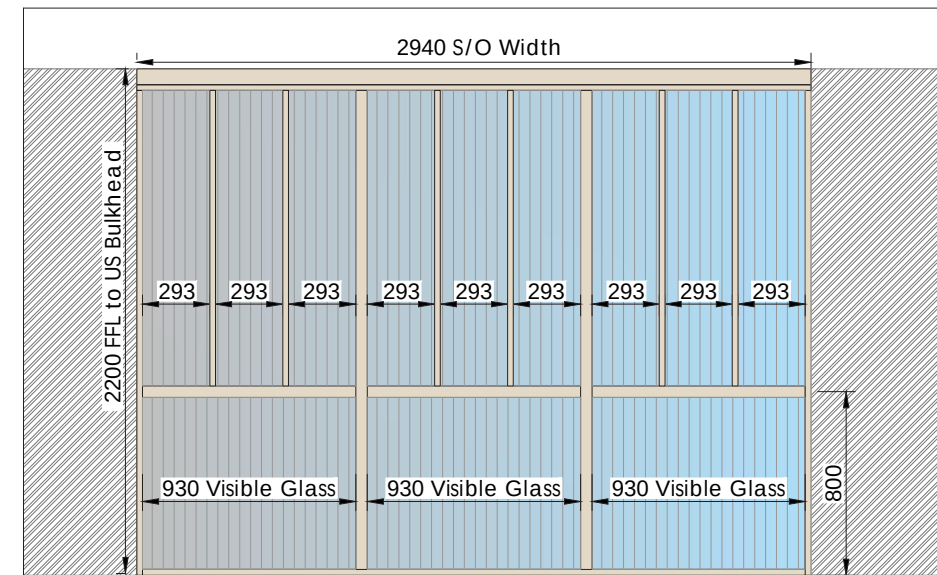
Internal partitions - approved example

EXAMPLE OF GLAZED PARTITION - LEVEL 03



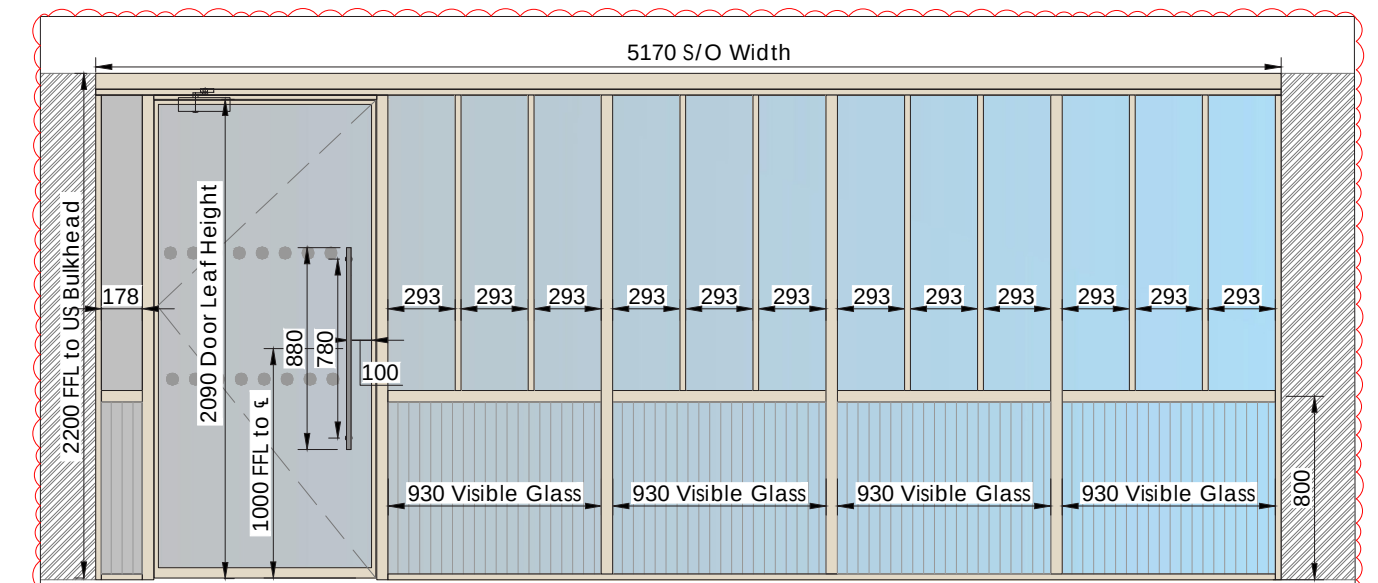
MEETING ROOMS EXAMPLE

- Office fully partitions glazed
- Only dividing partitions are solid to allow for AV placement
- Mix of clear and fluted glazing



SIDE MEETING ROOM PARTITION

- Fully glazed with mullion division
- Fluted glazing manifestation applied to glazing for privacy



OFFICE FRONT FACING MEETING ROOM PARTITION

- Fully glazed with mullion division
- Mix of clear and fluted glazing

Finishes

Historic fabric

All original finishes should be retained, including but are not limited to the examples shown on this page.

Any new finishes installed should match that of the existing / original and complement the heritage features of the building.



01 Existing parquet floor on Level 13



02 Existing coffered ceiling on Level 10



03 Skirting on Level 01



04 Arched window on Level 01

Windows

Internal Windows

All windows have been internally cleaned and refurbished by the landlord.

If any works to the windows are required as part of the tenants fit out works this will need to be discussed with the landlord prior to any LBC consent being sought.

Installation of secondary glazing would be subject to further LBC.



01 Internal sash window detail



03 View of the internal atrium windows



02 Internal sash windows



04 Internal window ironmongery

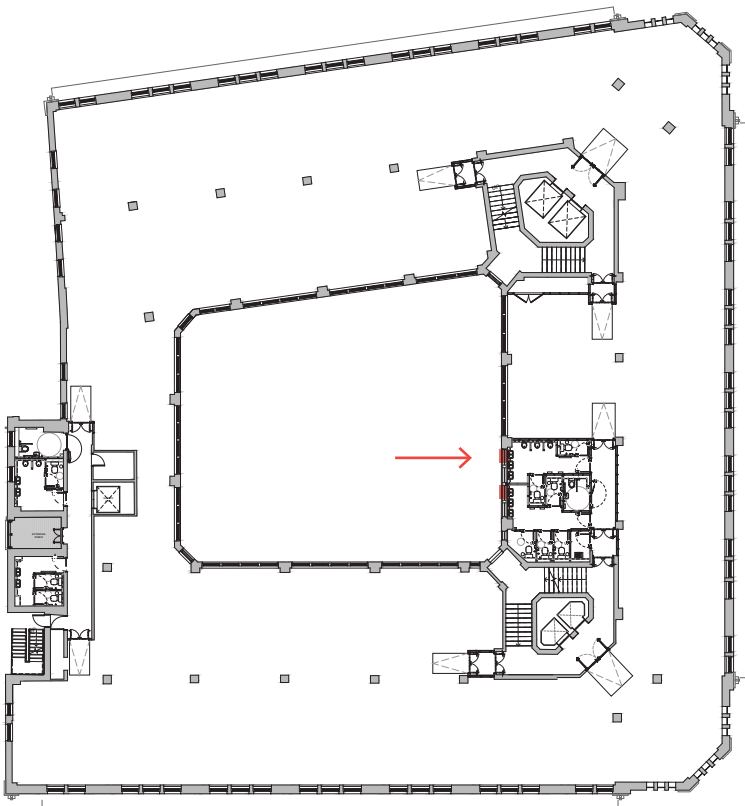
Internal Ventilation

Ventilation louvres are only permitted in the selected locations on the internal atrium elevation, as shown on the drawing. No alteration to the windows or external fabric of the building is allowed.

The landlord has allowed for a future provision for office tenant mechanical venting in selected areas near the WC blocks.

Tenants should contact the landlord's property manager for details of locations of service connections.

 approved window louvres locations



Internal atrium elevations

Overview

Office Floors

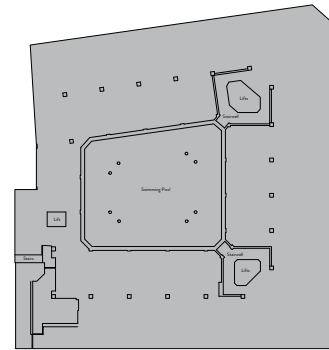
CAT A vs CAT B

Summary of CAT A and CAT B strategy for the office floors provided by the landlord are set out in the diagrams opposite.

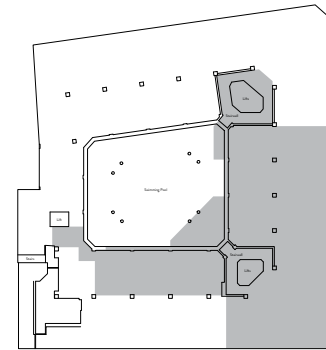
CAT A floors are delivered as a blank canvas for future tenant to internally fit out.

CAT B units are delivered with internal layout including meeting rooms, furniture and finishes.

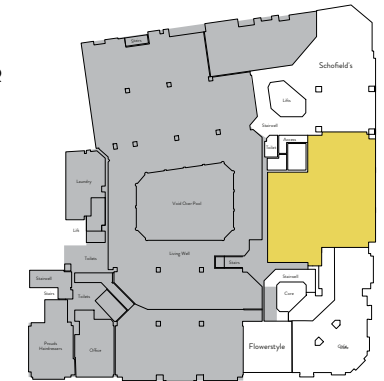
BASEMENT



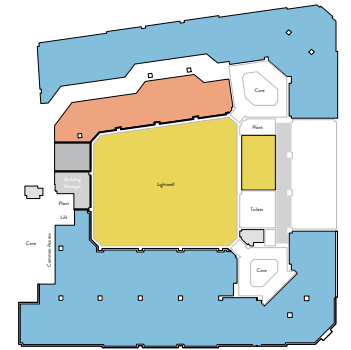
BASEMENT
MEZZANINE



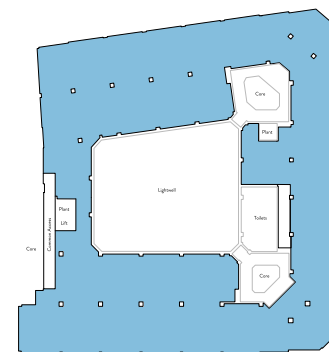
GROUND FLOOR



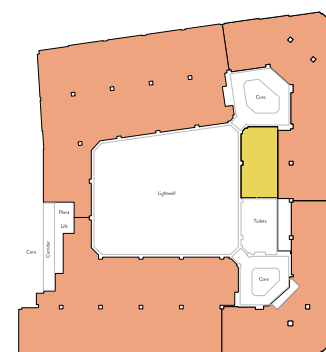
1ST FLOOR



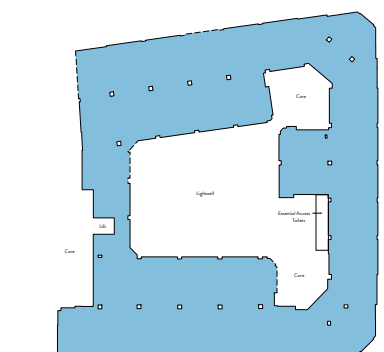
2ND FLOOR



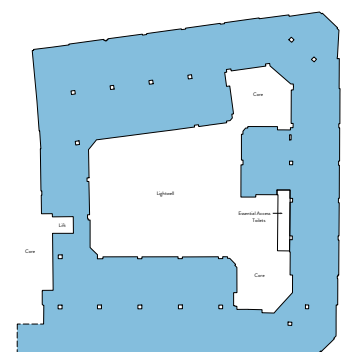
3RD FLOOR



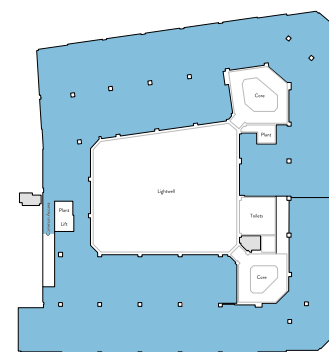
4TH FLOOR



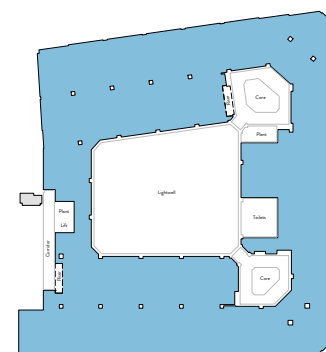
5TH FLOOR



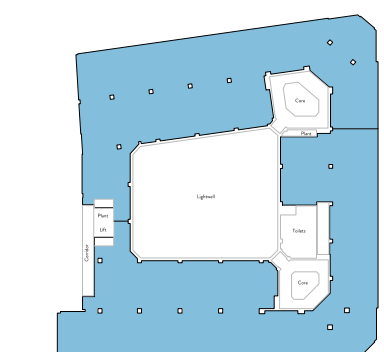
6TH FLOOR



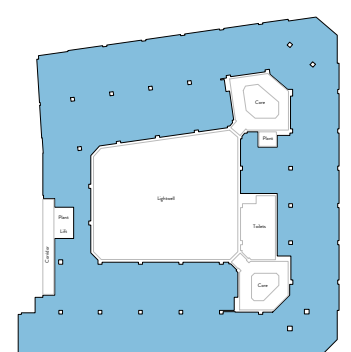
7TH FLOOR



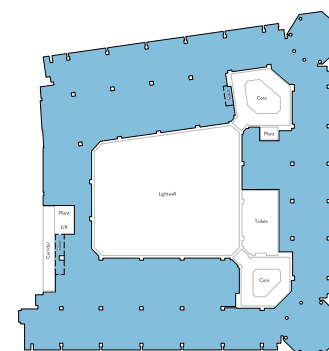
8TH FLOOR



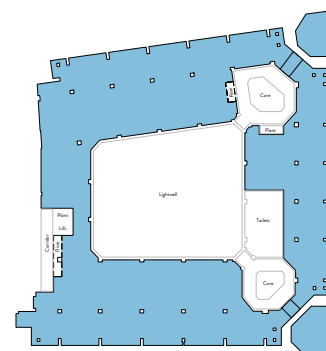
9TH FLOOR



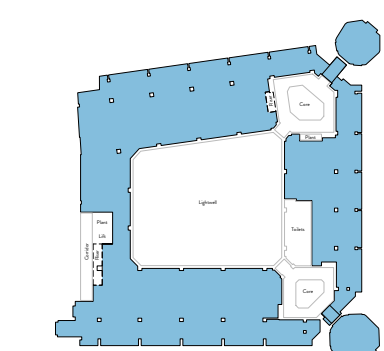
10TH FLOOR



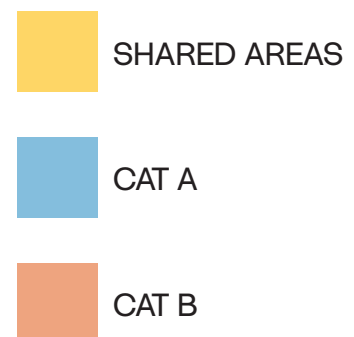
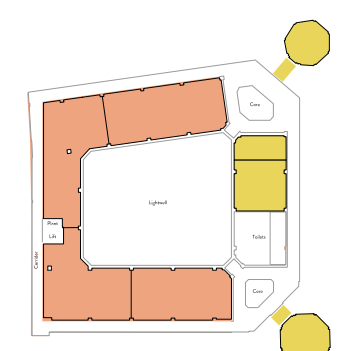
11TH FLOOR



12TH FLOOR



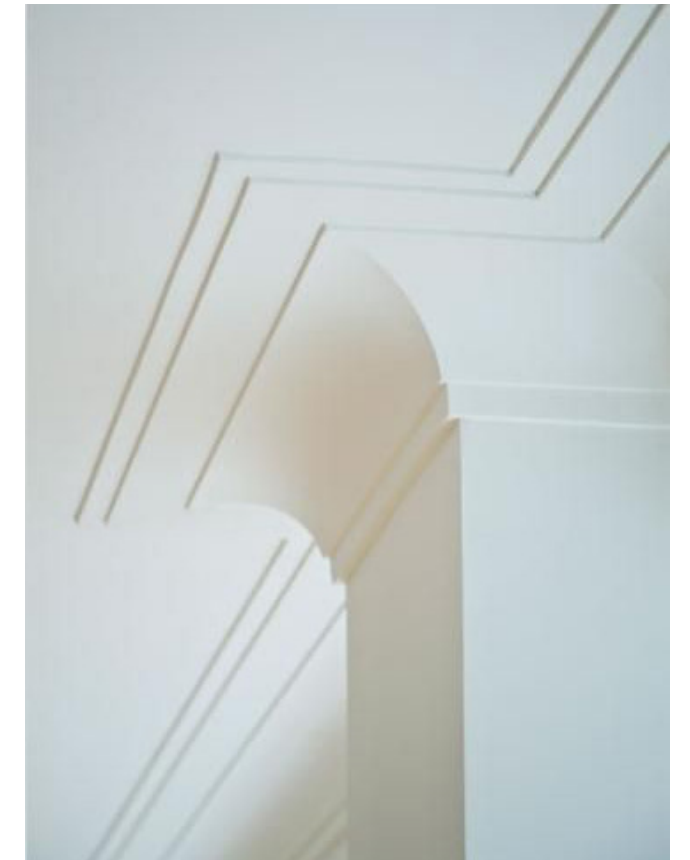
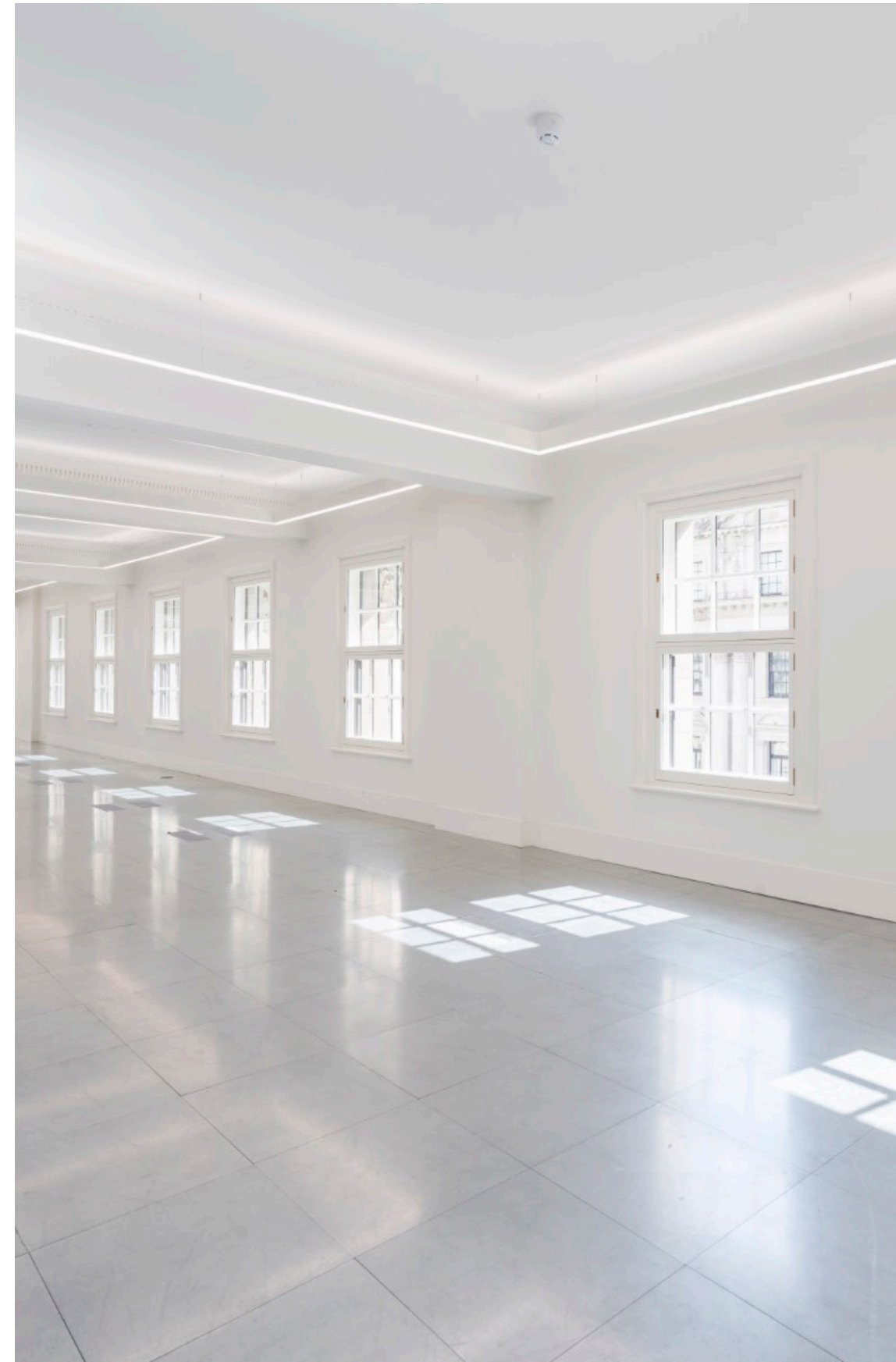
13TH FLOOR



Look & Feel of CAT A

CAT A

- Creating a well considered and neutral base
- Celebrating the building features
- Maximising Light
- Introducing richness where possible



Office CAT A Visual
with raised access floor



NEW LINEAR LIGHTS

WINDOWS REFURBISHED

NEW PLANTED SKIRTING

NEW RAF

NEW CAN LIGHTS

CENTRALISED BULKHEAD

NEW WALL LIGHTS

NEW PLANTED SKIRTING

Office CAT A Visual with raised access floor



Office CAT A Visual
with exposed parquet floor



Office CAT A Visual
with exposed parquet floor



Proposed Office CAT B Fitout visual
on Level 03



Proposed Office CAT B Fitout visual
on Level 03



Proposed testfit for the floor split into four separate demises

	A	B	C	D
Area (sq m)	406	237	206	382
Workstations	44	28	20	36
Meeting Room	04	02	02	03
Smaller Quiet Areas	02	01	00	03
Breakout	03	01	01	03
Teapoint	01	01	01	01

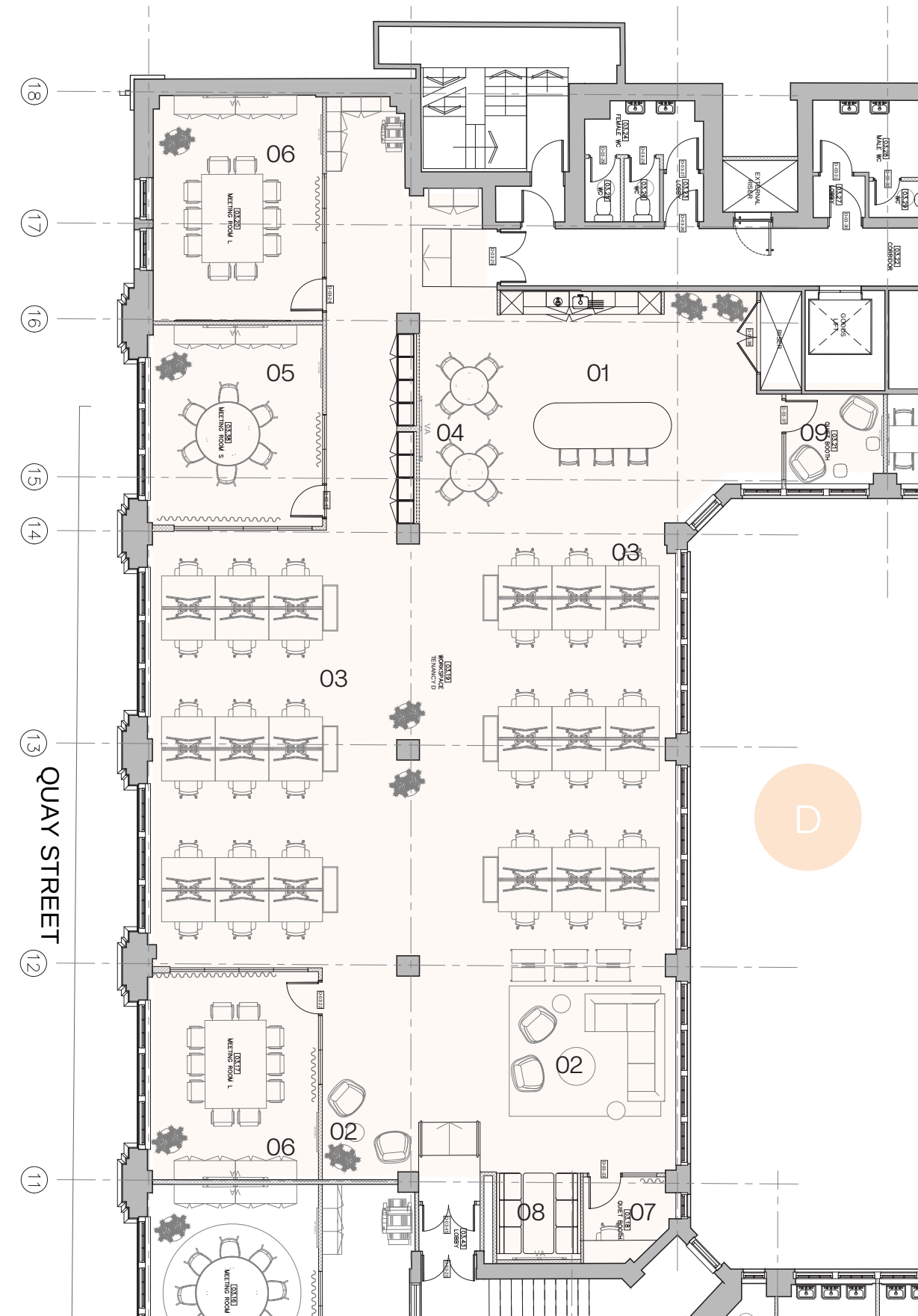
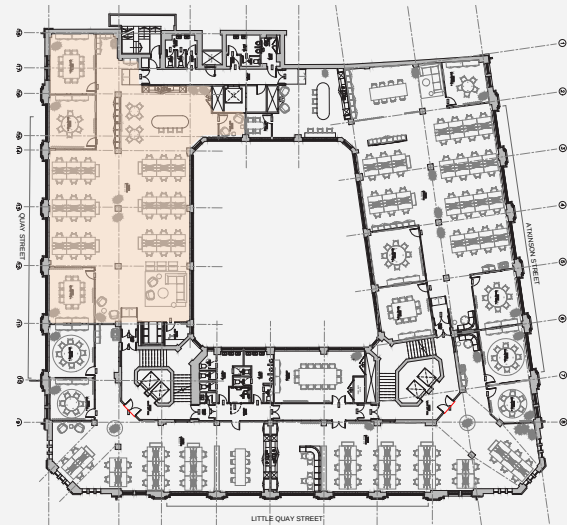
COMMON SPACES FOR STUDIOS
- 14 Person Boardroom



Proposed testfit of a tenancy Demise D

NIA: 382 SQM / 4,106 SQFT

- 01. Teapoint with island
- 02. Breakout / Lounge with soft furniture
- 03. Open desking area
- 04. Chairs & tables
- 05. 6 person Meeting Room
- 06. 10 person Meeting Room
- 07. 1 person focus booth
- 08. Focus Booth
- 09. 2 person meeting room



Summary

Summary

The landlord's refurbishment was discussed at length with Planning and Heritage Officers from Manchester City Council (MCC)

A number of discussions and negotiations took place as to the extent of the works given the listing, with a firm focus on returning the building to active use and occupation in a prime location within the City.

The works were approved under the facing approvals, of which the decision notices and condition trackers are provided.

The design and fit out principles described within this document have been approved by Manchester City Council. Wherever possible future office tenants of the building should seek to follow these principles to ensure a smooth Listed Building Consent Process with the Local Planning Authority.

APPLICATION REFERENCE	DESCRIPTION OF DEVELOPMENT	DATE APPROVED
LBC 136161/LO/2023	Listed Building Consent for the refurbishment of the office areas including ground floor reception area together with elevational alterations	24th Jul 2023
Full Planning 136162/FO/2023	Removal plant from car park roof deck to level 14 and 15 plant rooms together with installation of Photovoltaics (PV) on internal faces of mansard roof and elevational alterations	24th Jul 2023
LBC 136163/LO/2023	Listed Building Consent for the removal plant from adjacent car park roof deck to level 14 and 15 plant rooms together with installation of Photovoltaics (PV) on internal faces of mansard roof	24th Jul 2023
LBC 140958/LO/2024	Listed Building Consent for the refurbishment of the office areas on Level 1 and 6.	3rd Oct 2024
LBC	Listed Building Consent for the refurbishment of the office areas on Level 4 and 5	awaiting approval

ANOMALY

5-23 Old Street
London
EC1V 9HL

anomaly.london

020 3871 9400