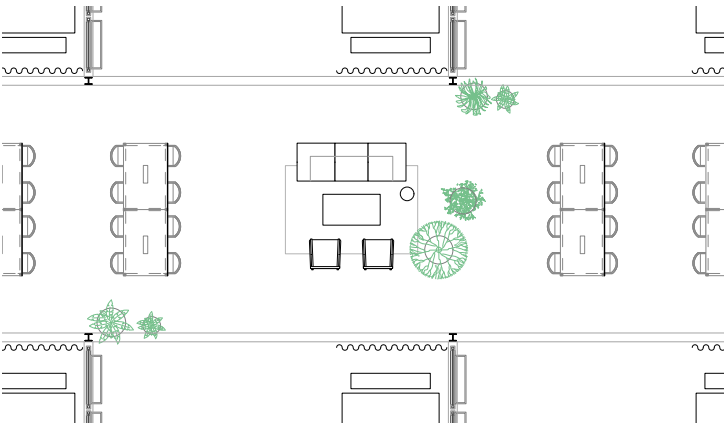


The Street

Lounge Cluster H



01. Lounge Chair - Work Stories, Flo Modular Single Sofa



02. Palette Coffee Table - Bespoke, made by James Higginson



03. Rug - Linie Design, Pastoral Unity 3x2m, Amber



04. 3-Person Sofa - Noo.Mq, Flom Sofa

Mezzanine

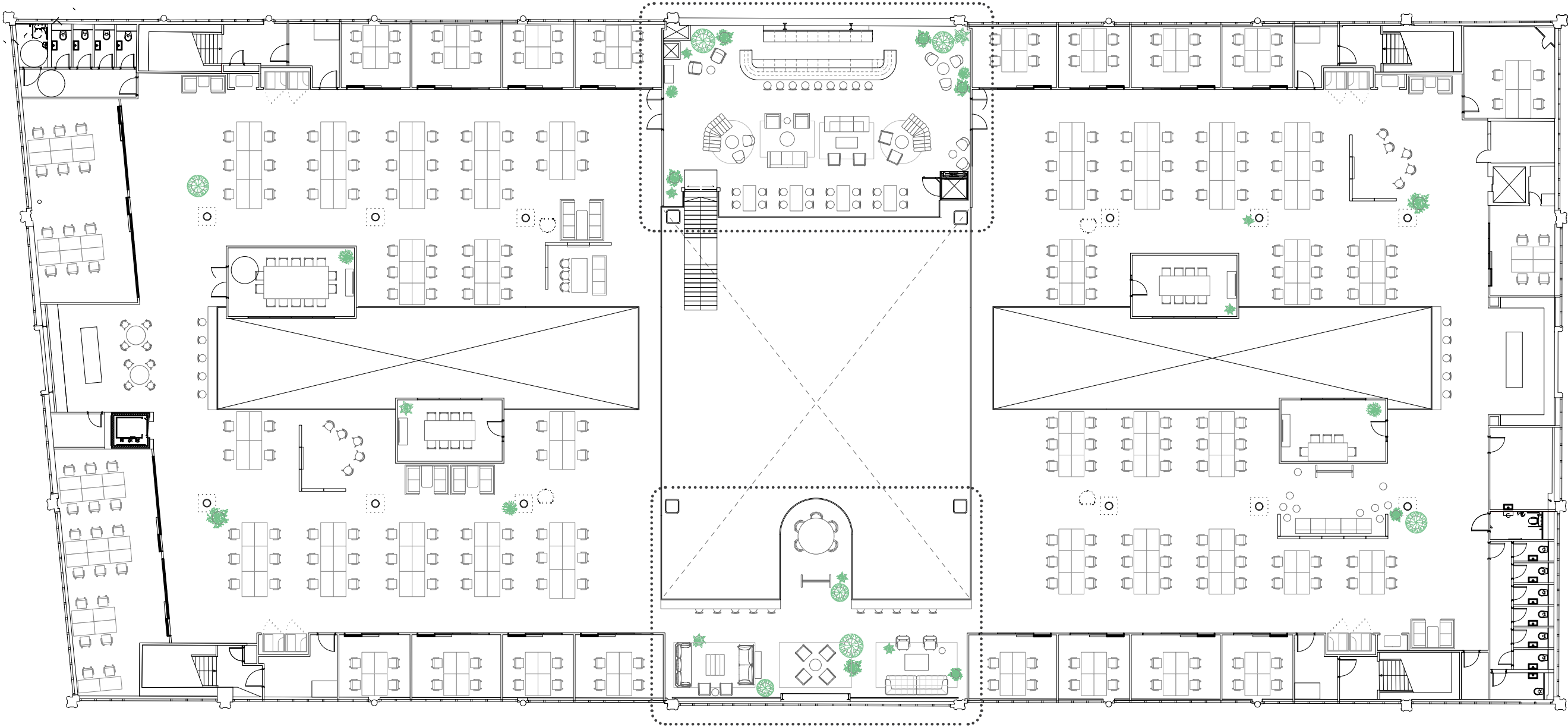
Document Key

-  New Contract Item
-  Retail Item
-  Vintage Item



Mezzanine

Mezzanine Bar
Layout to be updated following operator feedback.
Updated proposals to follow



Mezzanine Sun Lounge
Refer to separate document for FF&E proposals

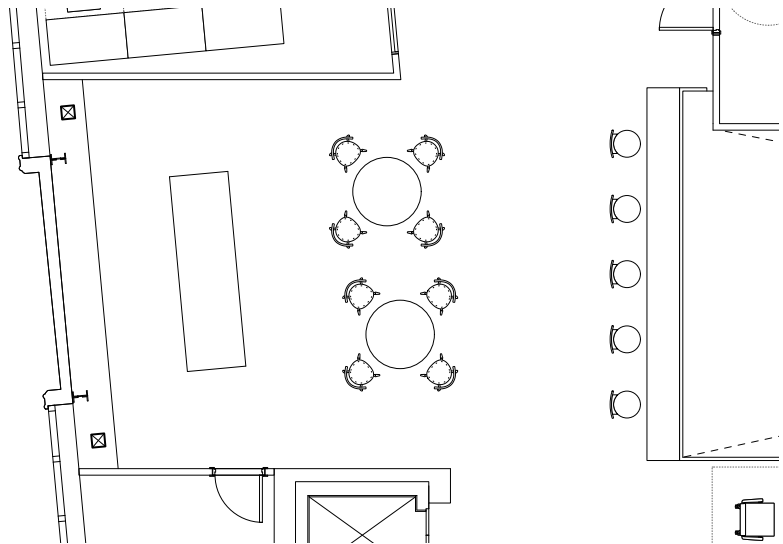




The Mezzanine

Teapoint

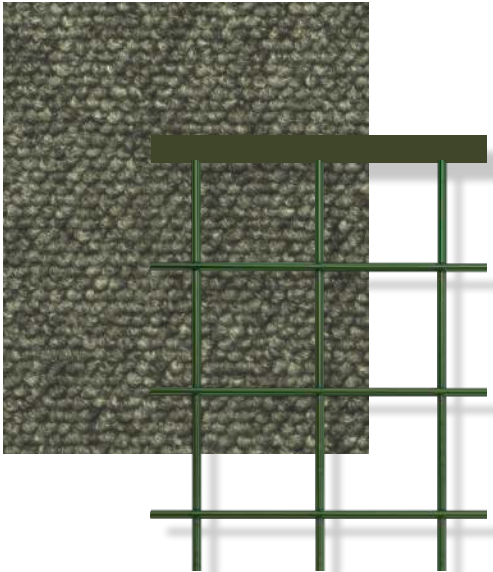
Dining Cluster & Work Benches



01. Cafe Chair - VG&P, Canteen Chair, Beech and Red



02. Meeting Table - Hay, Rey Table, Beech



03. Stool - Scandi Living, Horizon Stool, Oak

Meeting Pods

Document Key

 New Contract Item

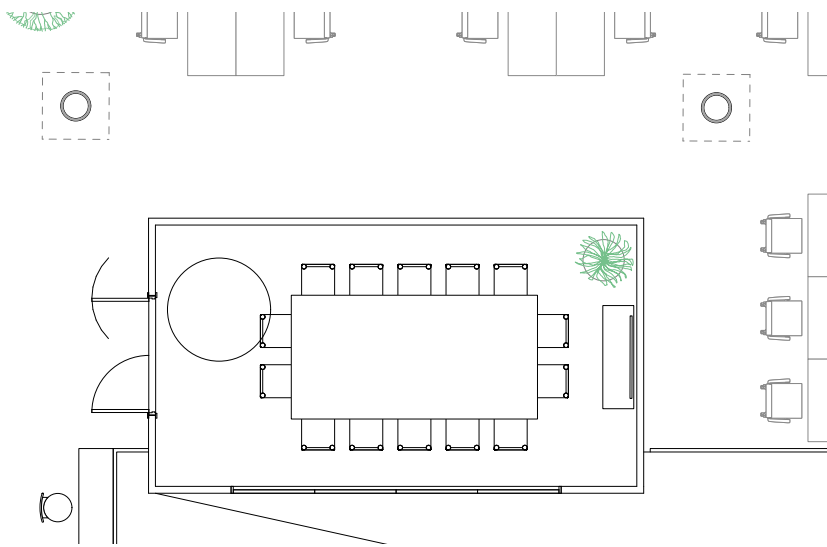
 Retail Item

 Vintage Item



Meeting Pods

Boardroom 01 (14-person)



Bright blue fabric



01. Meeting Chair - Hay, AAC27, Chrome legs, fully upholstered



Oak tabletop



Raw metal legs



02. Boardroom Table - Workstories, A-Frame Table, 3.6 x 1.8m, Oak veneer tabletop and raw metal legs

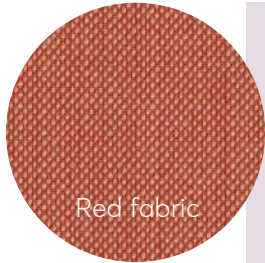
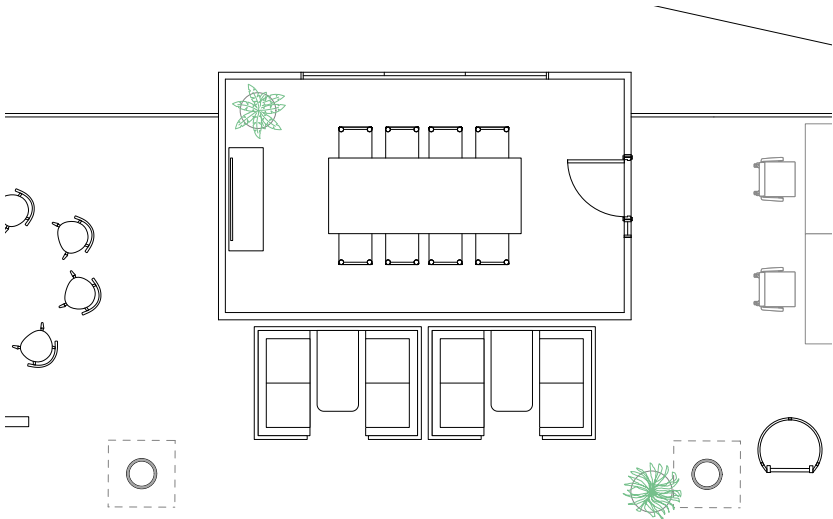


03. Sideboard - Tylko, Sideboard, 1.6m, Midnight Blue



Meeting Pods

Meeting Room 02 (8-person)



Red fabric



01. Meeting Chair - Hay, AAC27, Chrome legs, fully upholstered



Grey MFC tabletop



Red legs



02. Meeting Table - WorkStories, Hub Table, 2.8 x 1.1m, Bespoke red colour legs, grey MFC table top

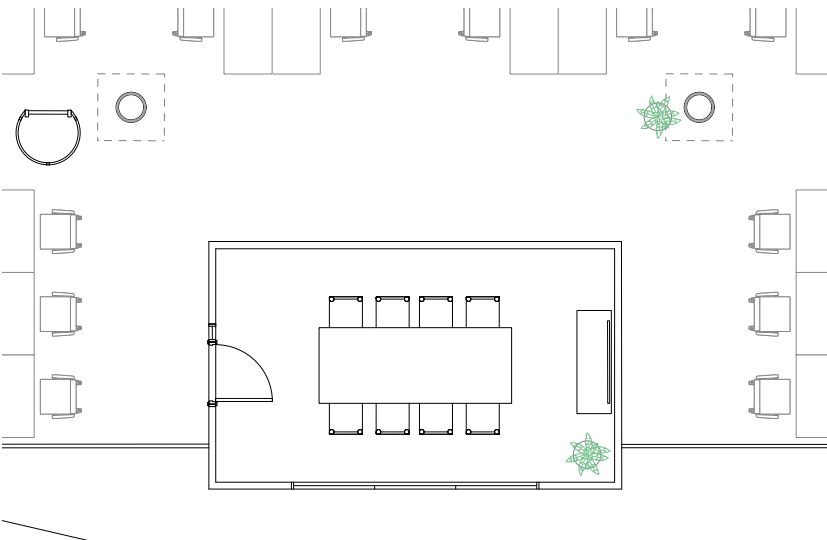


03. Sideboard - Muuto, Stacked, Configuration 3, 1.3m, Oak



Meeting Pods

Meeting Room 03 (8-person)



Bright blue fabric



01. Meeting Chair - Hay, AAC17 Chair, White Legs, Fully Upholstered



Oak tabletop



Raw metal legs



02. Meeting Table - Workstories, A-Frame Table, 2.8 x 1.1m, Oak veneer tabletop and raw metal legs

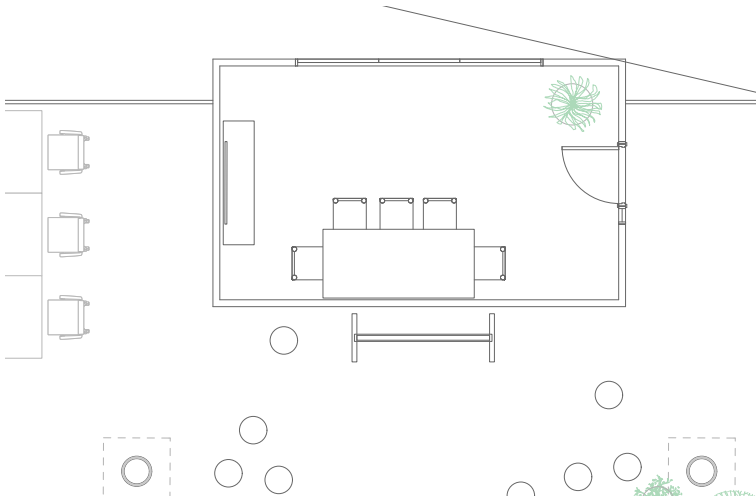


03. Sideboard - Muuto, Enfold 1.5m, Oak and Grey



Meeting Pods

Meeting Room 04 (5-person)



01. Meeting Chair - Hay, Rey, Red , Upholstered



02. Meeting Table - Hay, Bao Table, 2.2 x 1.1m, Grey lino tabletop and grey metal legs



03. Sideboard - Tylko, Sideboard, 1.6m, Terracotta



Collaboration Zones

Document Key

● New Contract Item

R Retail Item

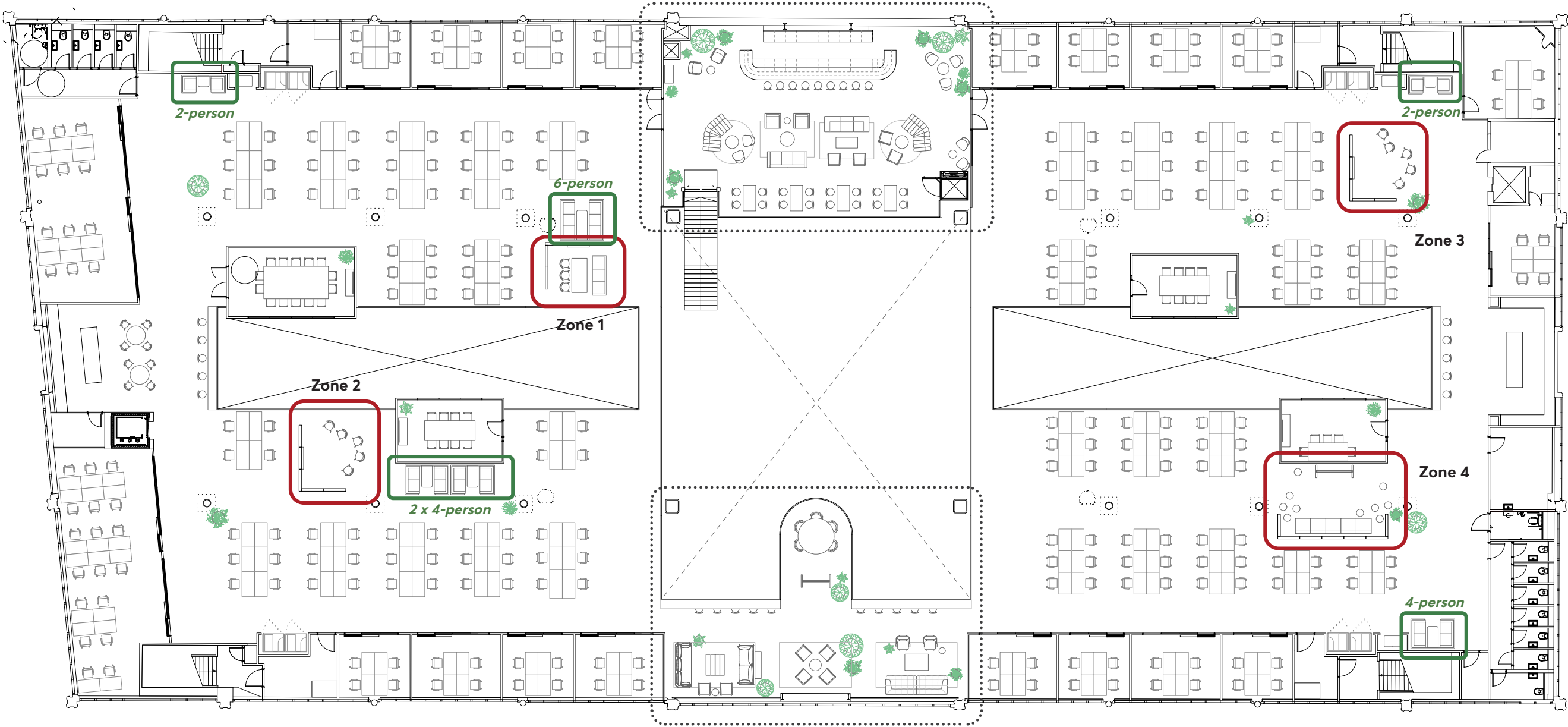
V Vintage Item



Mezzanine

- Work Booths
- Collaboration Zones

Mezzanine Bar
Layout to be updated following operator feedback.
Updated proposals to follow

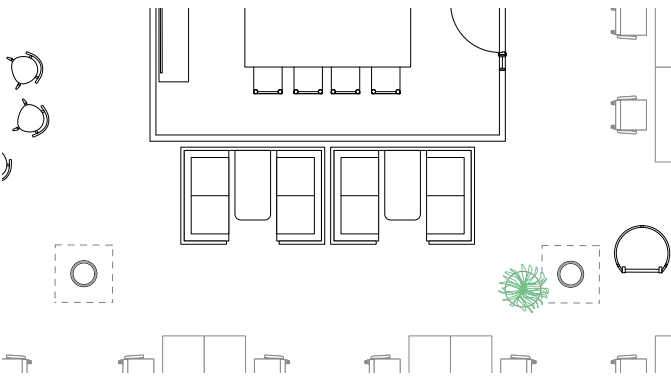


Mezzanine Sun Lounge
Refer to separate document for FF&E proposals



Work Booths

Proprietary Product with Screen



Example of a 4-person booth



01. Work Booth - Connection, Tryst Booth, Various Configurations



Collaboration Zones

Zone 1



01. Meeting Chair - Hay, Petit Standard, Blue



02. Work Table - Muuto, Base Table, 1.9 x 0.85m, Lacquered oak veneer/plywood tabletop and black legs

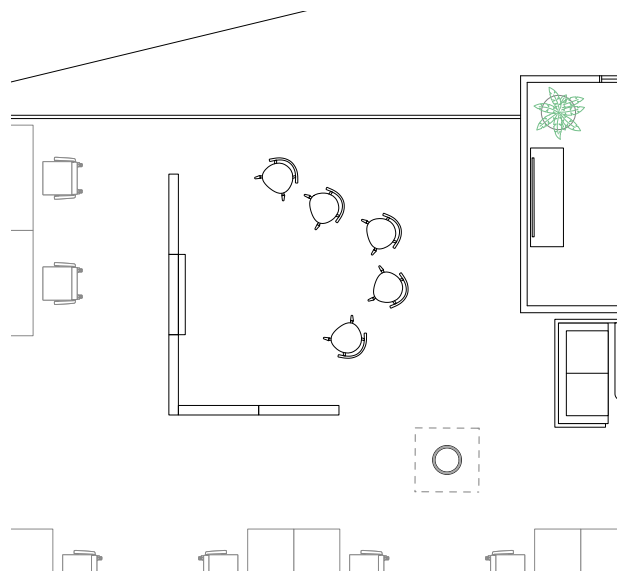


03. Sofa - Muuto, Outline Highback 3-Seater Sofa, 145cm high, seat height 45cm



Collaboration Zones

Zones 2 and 3

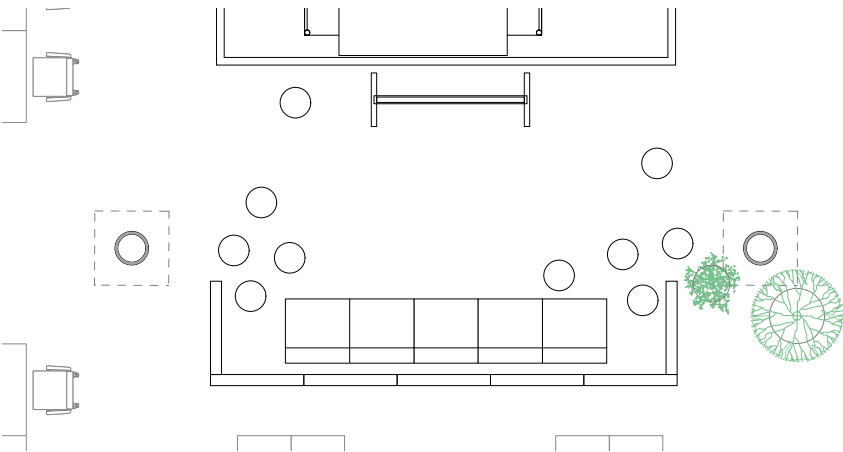


01. Stools - Bespoke, made by James Higginson



Collaboration Zones

Zone 4



15. **Modular Sofas** - Work Stories, Flo Modular Sofa, 5 modules connected to make one large sofa



02. **Stools** - Noo.Ma, Doon Stool, Red



Task Furniture

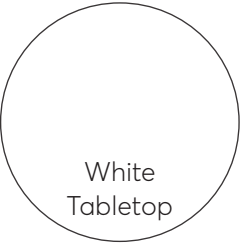
Document Key

-  New Contract Item
-  Retail Item
-  Vintage Item



Typical Task Furniture

Ground & Mezzanine Floors



GROUND FLOOR SUITES



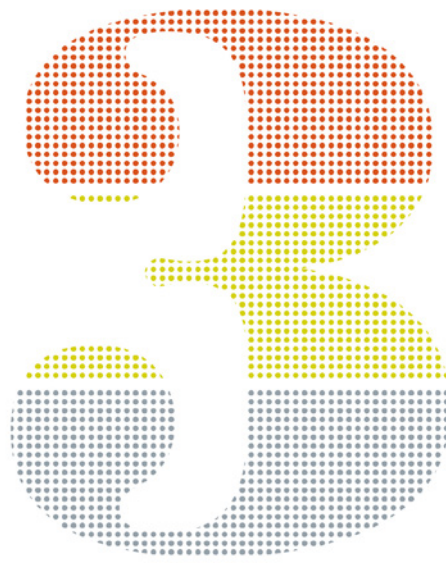
MEZZ SUITES & OPEN PLAN AREAS



*PLEASE NOTE:
SPECS ARE SUBJECT TO
COST/SAMPLE APPROVAL*

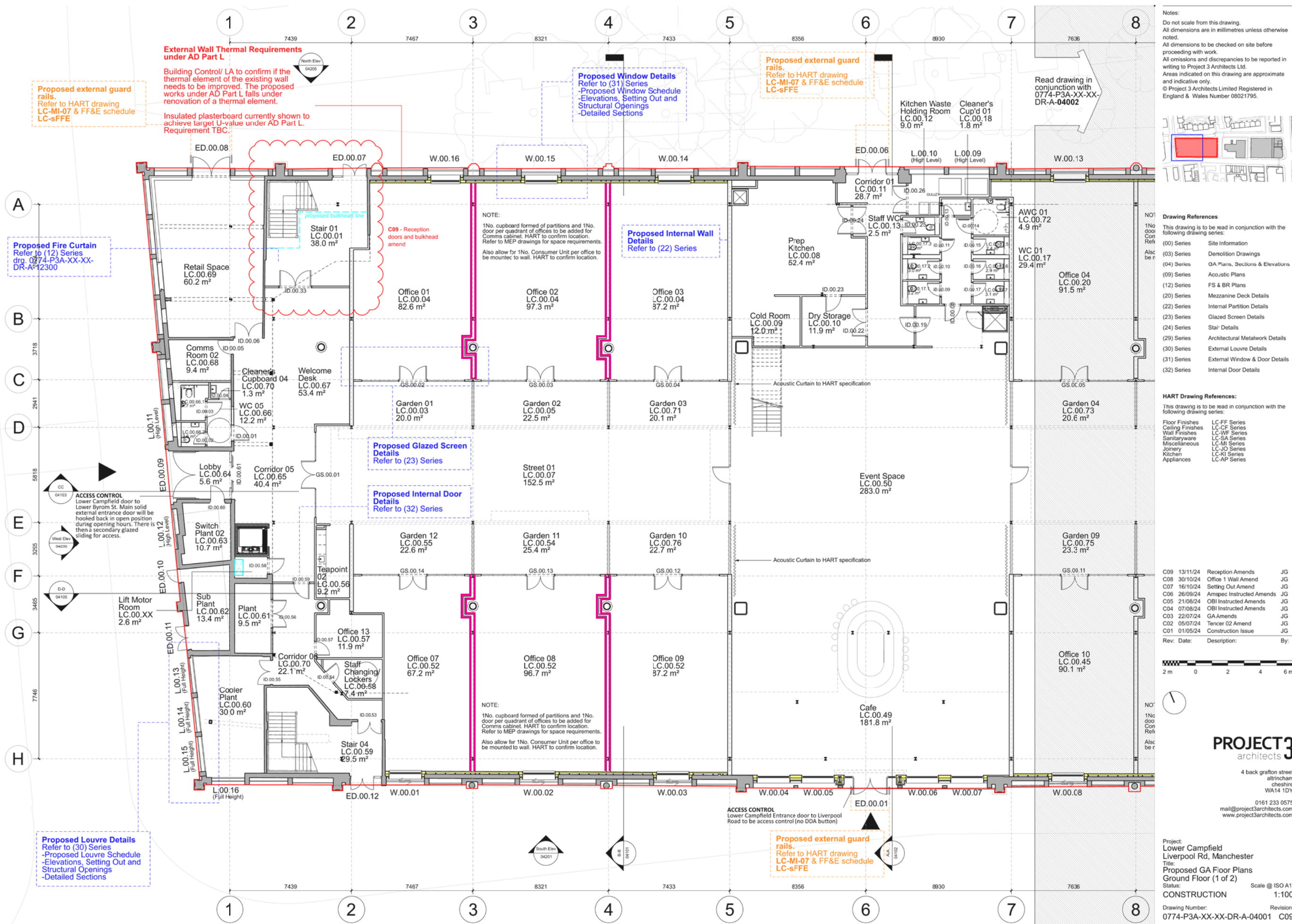






Section 03

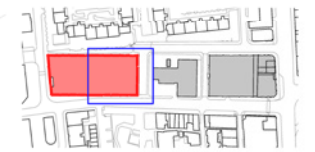
The following sections contains Project 3 Architects general arrangement outlining the internal partition walls that can be removed to open up the office spaces. This work would be commissioned by the building management team and not the occupiers of the building. These walls are not temporary and would require construction work to remove.



Removable Partitions (Not Temporary)



Notes:
Do not scale from this drawing.
All dimensions are in millimetres unless otherwise noted.
All dimensions to be checked on site before proceeding with work.
All omissions and discrepancies to be reported in writing to Project 3 Architects Ltd.
Areas indicated on this drawing are approximate and indicative only.
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Drawing References:
This drawing is to be read in conjunction with the following drawing series:

(00) Series	Site Information
(03) Series	Demolition Drawings
(04) Series	GA Plans, Sections & Elevations
(09) Series	Acoustic Plans
(12) Series	FS & BR Plans
(20) Series	Mezzanine Deck Details
(22) Series	Internal Partition Details
(23) Series	Glazed Screen Details
(24) Series	Stair Details
(29) Series	Architectural Metalwork Details
(30) Series	External Louvre Details
(31) Series	External Window & Door Details
(32) Series	Internal Door Details

HART Drawing References:
This drawing is to be read in conjunction with the following drawing series:

Floor Finishes	LC-FF Series
Ceiling Finishes	LC-CF Series
Wall Finishes	LC-WF Series
Sanitaryware	LC-SA Series
Miscellaneous	LC-MI Series
Joinery	LC-JO Series
Kitchen Appliances	LC-KI Series
	LC-AP Series

C06	13/11/24	LV Switch & WC	JG
C05	21/08/24	OBI Instructed Amends	JG
C04	07/08/24	OBI Instructed Amends	JG
C03	22/07/24	GA Amend	JG
C02	05/07/24	Tender 02 Amend	JG
C01	01/05/24	Construction Issue	JG
Rev:	Date:	Description:	By:

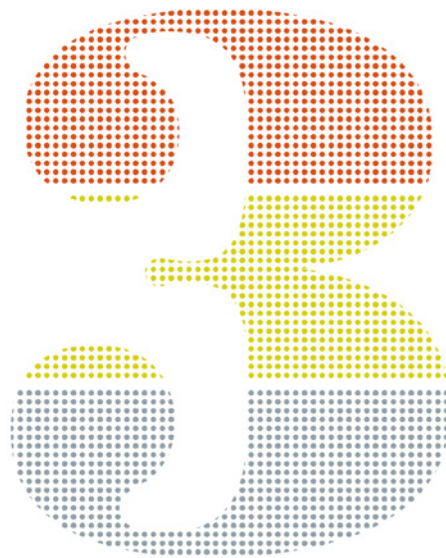


PROJECT 3
architects

4 back grafton street
altrincham
cheshire
WA14 1DY

0161 233 0575
mail@project3architects.com
www.project3architects.com

Project:
Lower Campfield
Liverpool Rd, Manchester
Title:
Proposed GA Floor Plans
Ground Floor (2 of 2)
Status:
CONSTRUCTION
Drawing Number:
0774-P3A-XX-XX-DR-A-04002
Scale @ ISO A1:
1:100
Revision:
C06



Section 04

The following sections contains the tenant fit-out guide.

NOTE*** *This document is in draft status as it is a live document the the building managment team are still working on.*

DEPARTMENT

DEPARTMENT, LOWER CAMPFIELD TENANT FIT-OUT GUIDE

Private & Confidential

CLIENT: ALLIED LONDON
PROPERTY: LOWER CAMPFIELD, MANCHESTER
REPORT DATE: MARCH 2025



CONTENTS

Building User Guide

- 1.0 Executive Summary
- 2.0 Fit-out Process
- 3.0 Contractors and Personnel
- 4.0 Emergency and Security
- 5.0 Welfare
- 6.0 Fit-out Completion & Handover
- 7.0 Technical Support

Appendices

- a) Appendix A – Location Plan and Site Maps
- b) Appendix B – Planning and Listed Building Consents
- c) Appendix C – Drawings and Key Architectural Details
- d) Appendix D – Incident Forms
- e) Appendix E – Acknowledgement Form (House Rules & Regulations)
- f) Appendix F – Standard Method Statement

Introduction & How to Use the Guide

1.0 Executive Summary

Welcome!

We want you to be able to settle into this new building as quickly as possible, so we have prepared this guide to help you.

This document serves as a Fit-Out Guide for Lower Campfield, Manchester, outlining key requirements and expectations for undertaking fit-out works in the future. This document is intended to aide management controlling and contractors working within the space and surrounding areas of Lower Campfield, in maintaining high standards in compliance with the heritage and planning requirements, as well as Health & Safety and operational efficiency.

This is a non-technical guide, in the event more detailed information is required please refer to the Health & Safety Manuals and Operation and Maintenance Manuals.

2.0 Fit-out process

2.1 Approval Requirements

All parties must seek approval from the Building Management team before commencing any fit-out works.

This includes:

- Detailed drawings and specifications of the proposed works.
- Method statements & risk assessments for works affecting safety or infrastructure.
- Approval of contractors and suppliers to ensure competency and compliance with site regulations.

Where management see it appropriate, they are to seek input and dialogue with the Heritage Case Officer representative of the LPA (Manchester City Council) ahead of commencing works.

If in doubt, ASK. An application for Listed Building Consent may be required!

2.2 Background

The special architectural and historic interest of Lower Campfield is recognised by its Grade II Listed designation. The significance of the building, as a whole, lies in its association with the mid- 19th century commercial development of Manchester and as a symbol of the civic architecture born out of the Victorian ideals of commercial and produce improvement.

The building has undergone significant internal and external refurbishment. Which was granted Listed building consent on 17 October 2023 with application number: 138345/LO/2023.

The conditions attached to this granted application have been utilised to inform the content of this guide.

2.3 Heritage Statement

Statutory listing of the Lower Campfield Market means that the building is defined as being of ‘special architectural or historic interest’ and is, therefore, identified as being of sufficient merit be of national heritage significance. The grading of listed buildings reflects their relative architectural and historic interest (i.e. significance). Grade I buildings are of “exceptional interest”, Grade II* buildings are particularly important buildings of “more than special interest”, whilst Grade II buildings (such as the Lower Campfield Market) is defined as being of “special interest”.

The listing of a building (irrespective of grading) does not prevent change, in basic terms it means that Listed Building Consent must be applied for in order to make any changes to that building which might alter its special interest.

Section 7 of the Planning (Listed Buildings & Conservation Areas) Act 1990 requires that no person shall execute or cause to be executed any works for the demolition of a listed building, or for its alteration or extension in any manner which would ‘affect its character’ as a building of special architectural or historic interest, unless the works are authorised in the form of Listed Building Consent.

Construction started on the Lower Campfield Market first, which was originally known as ‘No. 1 Market’. The foundation cornerstone of the Lower Campfield Market was officially laid by the chair of the Market’s Committee, Mr Ashton on the 10th May 1877, together with copies of the report of the markets committee to the Council recommending the abolition of the Manchester fairs, the Order of the Home Secretary for their abolition and other documents relating to the markets, a copy of “History of the Manchester Fairs” and a number of coins and newspapers.

By October 1877 the iron frame of the Lower Campfield Market had been completed, and awaited its timber, slate and glass roof coverings. Interestingly, an article dated 20th October 1877 explained that even from the outset of construction, the intension to enclose the buildings was being considering: “the Markets Committee of the Corporation are considering the necessity of enclosing both the new markets with wood and glass”.

The yet uncompleted Lower Campfield Market started trading on the 19th August 1878 by way of a ‘soft opening’ due to about half the ground being unflagged and consequently being temporarily hoarded off, with a few stall owners using “shake down” trestle tables during the completion of the rest of the market building.

Lower Campfield Market later became The City Hall, but ceased to function as an exhibition hall during the First World War (1914-18), and on the 21st January 1921 the Markets Committee agreed for the hall to be used for the manual training of soldiers for twelve months. The first exhibition to be held in the building following the end of the War was the Textile Machinery and Accessories exhibition between the 6th to 20th October 1922.



Figure 25: Looking lengthways through the City Exhibition Hall in 1922, showing the c1909 mezzanine level around perimeter. (Source: Manchester Archives)

Areas/ elements of high significance include:

- The external elevations which remain largely unaltered, including cast and wrought iron structure, and cast iron railings (largely all original, and retaining original perimeter sliding gates).
- The form of the roof structure (the current roof external coverings are modern and of no heritage interest). Although the existing diagonal timber boarding to the underside of the building dates to the 1980s, this follows the historic design.
- The internal cast iron columns
- The wrought iron tie beam roof trusses
- The double-height spatial quality.
- The surviving open-plan form.

Lower Campfield ground floor elevations are generally defined by the external cast iron columns and original ornamental railing with modern dark red brick infill walls behind. Intermittent raised sill small windows serve to naturally ventilate internal spaces but do little in terms of providing light. The large demountable glazed screen forming the entrance off Liverpool Road was installed during the 80s refurbishment of the hall into the Air & Space museum to allow large exhibits to be installed as well as open up views to the public into the exhibitions inside. Besides the entrances located within each central gable, there are several fire escapes on each elevation

2.4 Rationale to the Recent Interventions

The project vision was to sensitively refurbish and re-purpose the Grade II listed Lower Campfield Market Hall building to create a dynamic new workspace destination for Manchester. The formation of a technology incubator hub which will provide flexible, high quality, low-cost workspaces for start-ups and early stage tech, digital, media and creative companies with associated retail leisure, event and amenity spaces.

Summary of works undertaken include;

- Refurbishment works to the external and internal fabric of the listed buildings;
- Removal of later addition internal walls and the mezzanine in Lower Campfield;
- The construction of a new mezzanine level;
- New internal layouts to deliver flexible office space and combined social space;
- New external door, window and louvred openings where necessary to enable new functions.

The careful removal of the existing mezzanine and the construction of a new larger mezzanine to provide 2500sqm floor area for office and hospitality use. This results in a 1270sqm increase in the total GIA of the building, equal to a 30% increase. As such the proposed total gross internal area is 5530sqm.

The net internal area over both floors as divided between uses is:

- Flexible office space: 3050sqm
- Meeting room spaces: 306sqm
- Communal space: 395sqm
- Hospitality: 600sqm
- Retail: 60sqm (1 unit)
- Amenity: 810sqm
- Plant & Services: 170sqm

The new additions are light touch and aimed at celebrating the architectural grandeur of the building rather than overwhelming and concealing it. The general material palette and detailing is centred around reinforcing

the industrial architectural language of the building and its wider historic context. The new mezzanine, pavilion and office enclosures are constructed so as to be easily removable in the future, should there be a desire to leave the existing building in its original form. Throughout the scheme the new layout respects the existing grid leaving all of the original structure exposed and untouched.

The scale and form of the pavilions and other enclosed spaces in the mezzanine are informed by the cast and wrought iron roof structure above, leaving it completely exposed. The pavilions add character, bring colour and personality into to the space.

Apart from the pavilions, there is a clear distinction between old and new within the double-height open volume. Whilst the proposed structures are mainly painted black, the existing fabric proudly stands out painted all in white creating a long lasting canvass for the future evolution of the building.

The mezzanine's structure follows the historic grid but is completely independent of it. The columns are either carried by the existing slab or on new foundations punched through the existing slab and cast below.

The structure has been designed to allow for future expansion and additional floors. The beams carry the mezzanine floor construction, of which the top layer of screed with varying floor finishes depending on the area's function. The edge of the mezzanine forming a central void is secured by the use of a steel and metal mesh balustrade fixed to the exposed perimeter beams.

Below the mezzanine, glazed screens sit slightly behind the new columns, with the projecting perimeter beams above forming expressed soffits adding to the industrial market feel. The colonnade is further expressed through the intermittently recessed office enclosures forming the semi-open garden/patio spaces. Black mesh fixed to the underside of the beams forms the ceiling above the gardens and offices with services running between the new structure.

The use of soft and fixed furniture delineates the garden spaces from the planted Green Gally. The floor is cleaned and repaired and left as a screed finish within the double height open space with a new floor finish to the offices, subject to use.

2.5 Key Guidelines

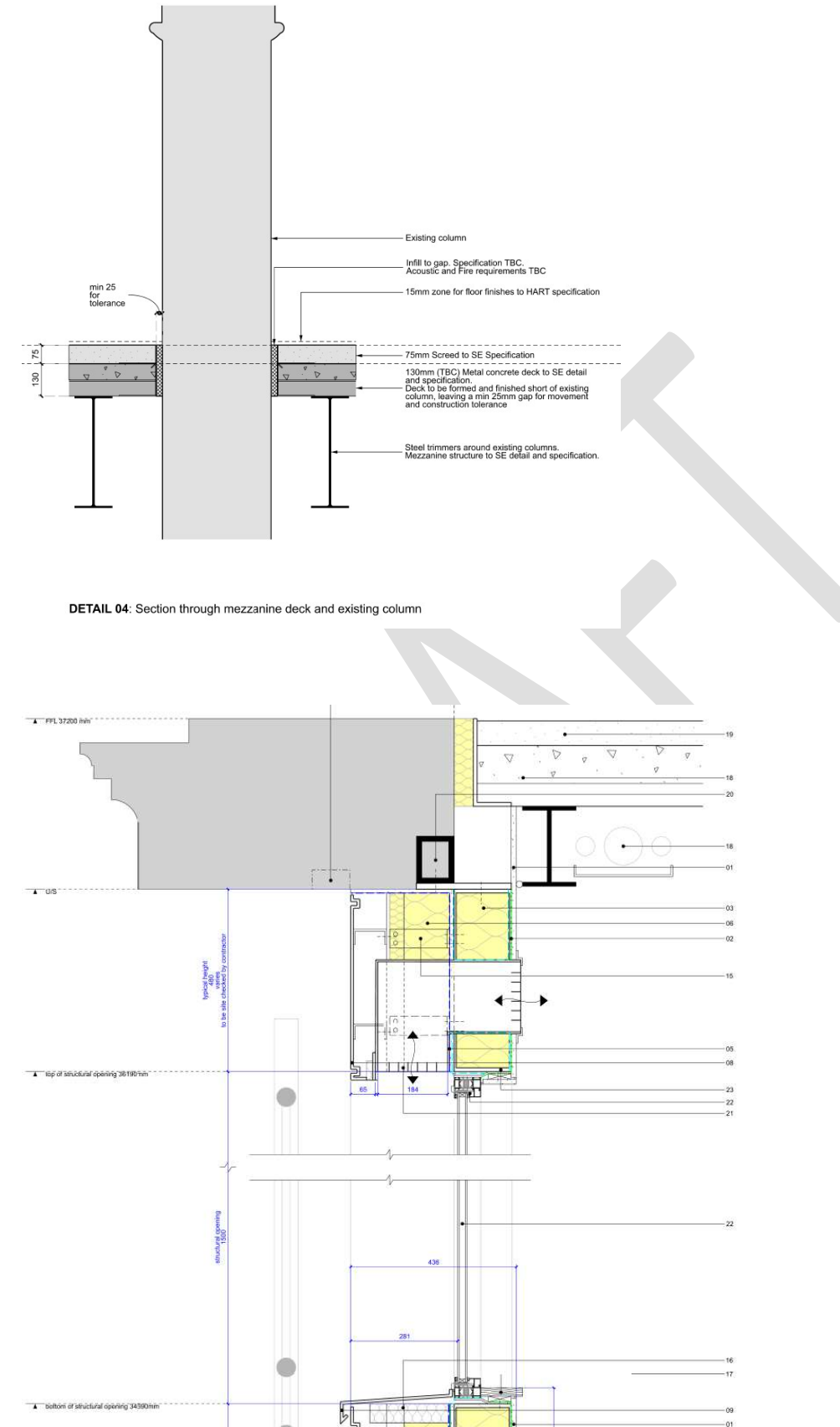
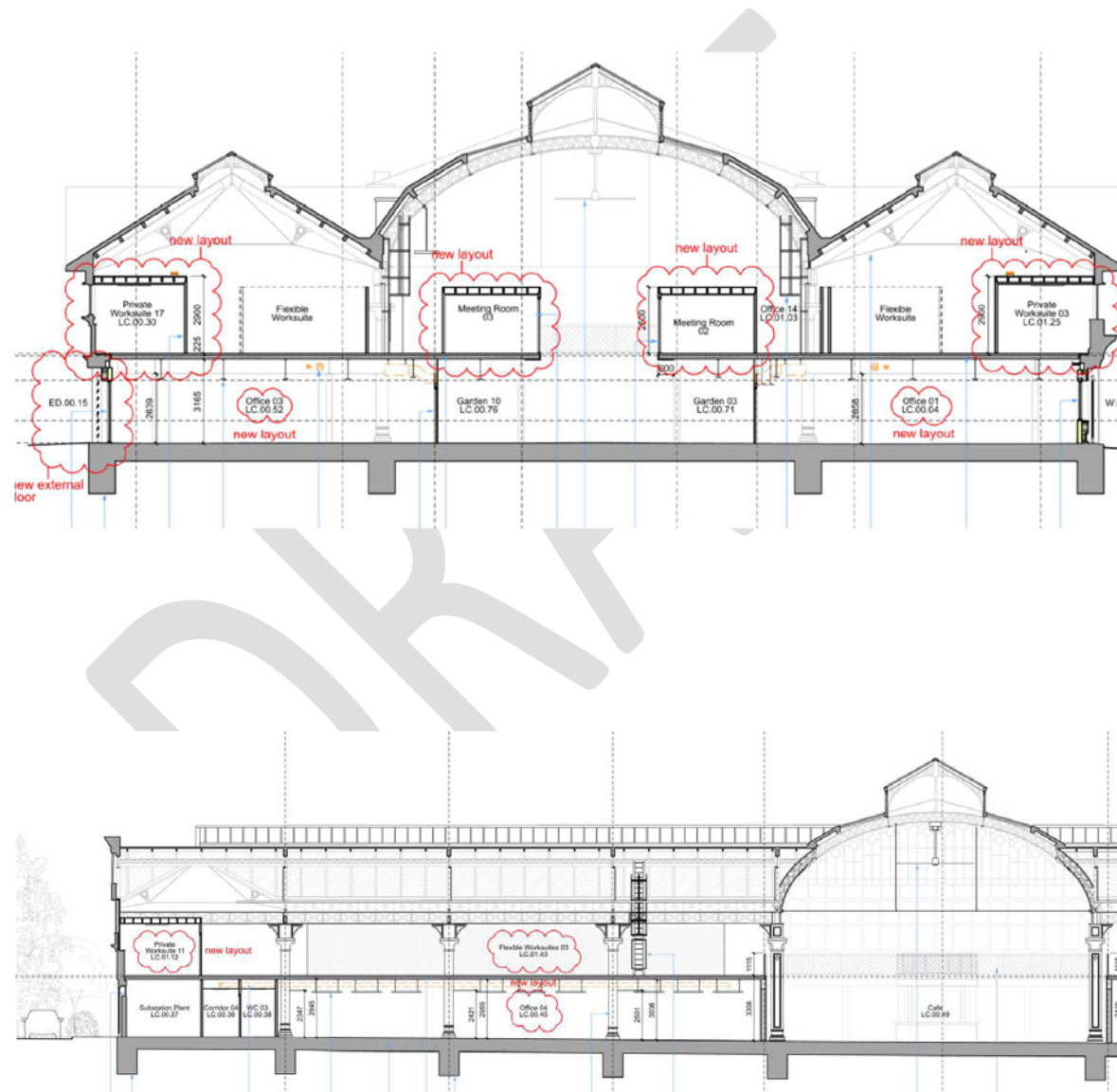
Future fit-out and internal adaptations of the space should remain cognisant of the consented design and limitations of that consent. Any future interventions should follow the guidance below;

- General Considerations
 - Retain open-plan layouts where possible to maintain the building's character.
 - Maintain sightlines to the original structural elements (e.g., steel columns, exposed brickwork).
 - Avoid modifications that obscure or damage heritage features.
- Partitions & Interiors
 - Glazed partitions are recommended to preserve visibility of key architectural elements.
 - Any solid partitions must be detailed with a shadow gap where they meet existing surfaces.
 - Existing ceilings and soffits must not be altered without prior approval.
 - Partitions elevations: Particular care has been given to ensure that any architectural features of heritage interest are maintained. In order to allow these areas of interest to be appreciated whilst also enabling the floor area to be subdivided, only glazed partitions have been utilised within the footprint of these 'cruciforms'. This increased are of glazing allows the columns to be viewed from a distance across the floors

- Partitions – details: All proposed solid partitions have been detailed to present a shadow gap at any abutments with heritage ceilings/soffits and walls. This includes where solid partitions are required to extend through the modern CAT A plasterboard ceilings to create a slab to soffit partition

- Mechanical & Electrical (M&E) Considerations

- HVAC systems must not be modified without approval from the building's M&E consultants.
- All cabling, piping, and services should be concealed where possible.
- All work must comply with current building regulations and British Standards.



DETAIL 04: Section through mezzanine deck and existing column

3.0 Contractors and Personnel

3.1 Overview

Contractors are required to abide by house rules, in addition there are documents and guides to ensure contractors are managed effectively and safely whilst working at Manchester Goods Yard.

Contractors performing maintenance activities at Manchester Goods Yard will be inducted where site expectations are outlined, and a contractor handbook issued. Site inductions are renewed on an annual basis to ensure contractor compliance.

3.2 Health & Safety Compliance

All contractors must comply with the Health and Safety at Work Act 1974.

Method statements and risk assessments must be submitted before work begins. A Permit to Work (PTW) system is in place for high-risk activities.

3.3 Site Access & Working Hours

Work must be carried out Monday to Friday, 8:00 AM – 6:00 PM (unless otherwise agreed).

Deliveries must be scheduled outside peak hours and coordinated with Building Management.

All personnel must sign in and out via the designated site access point.

3.4 Waste Management & Housekeeping

Contractors are responsible for removing waste regularly.

No materials should be stored in common areas or obstruct emergency exits.

Recycling policies must be followed where applicable.

3.5 Contractor Rules and Regulations

Contractors must attend a pre-start meeting with Property Management to ensure site expectations are understood.

Site inductions are required before work begins and are renewed annually.

Notwithstanding the contractor's own procedures and appropriate legislation, contractors shall report to security any accident to an employee occurring on Form premises which causes absence from work beyond their normal working shift. This must be done verbally, as soon as is practicable, and in writing no more than 72 hours from the time of the incident.

In circumstances under their control contractors shall inform management, in writing, in respect of any dangerous occurrence, fire or occupational illness notifiable under the appropriate legislation. A copy of the report to the Enforcing Authority must be attached.

The Accident Reporting Book held by Form Security must be completed.

Contractors must report damage done to the premises to management.

Contractors must comply with scaffolding and access safety regulations.

Public realm barriers and hoardings must follow Form Management's specifications.

Contractors must submit Risk Assessments and Method Statements (RAMS) 48 hours in advance.

Contractors must ensure that their employees make full use of such equipment as the circumstances demand. This includes, but is not limited to:

- a) safety helmets
- b) eyes / face protection
- c) safety footwear
- d) gloves appropriate to the work being carried out / substances used
- e) ear defenders
- f) safety harnesses

3.6 Risk Assessment

This area should refer to their being a Risk Assessment process, including any Fire or Public Health Risk Assessments (as required) and its location within the document, i.e. Appendix B.

A full Risk Assessment is required to put controls in place for all potential hazards. An overview of any major hazards can be useful to record.

Site specific hazards and Activity specific hazards.

4.0 Emergency & Security Procedures

4.1 Overview

Adept Security supply first aid for the public realm areas of the St Johns Estate. This is noted on the acknowledgement form.

Where management provide a trained first aider / appointed person, the contractor should not rely on the presence of these individuals and should consider their own first aid requirements as part of their Risk Assessments including the provision of first-aid boxes, as necessary.

Security passes must be issued to all contractor personnel in advance.

4.2 Fire Risk

The fire alarm system will be tested regularly by the Building Management team.

Occupiers must not obstruct fire exits or interfere with fire safety systems.

Before welding, flame or arc cutting of metals, burning of paint, or other processes involving heat, naked lights, dust or smoke are carried out, fire precautions must be agreed with management who will issue the appropriate Permit.

Contractors shall familiarise both themselves and their employees with local precautions, fire alarms, means of escape and emergency evacuation procedures.

Contractors shall ensure that naked lights and other ignition sources have been extinguished before leaving premises. Electrical apparatus, where practicable, must be switched off and, the Hot Works Permit completed and returned to the management.

Contractors shall comply appropriate legislation with particular reference to the storage of gas, petroleum based products and other flammable liquids.

Contractors must familiarise themselves with the following: -

- a) Fire Call points
- b) Fire Extinguisher Locations
- c) Fire Exit Locations
- d) Fire Evacuation Assembly Points
- e) Fire Evacuation Procedures

Protective materials, must comply with appropriate legislation.

Any firefighting equipment provided by the Contractor is to be tested and certificated and in good working order. Additionally, operatives must be familiar with its use.

4.3 Emergency Management

Emergency exits and rendezvous points for operatives and occupiers.

Hospital (incl A&E Dept):

Manchester Royal Infirmary
Oxford Rd, Manchester M13 9WL
Tel: [0161 276 1234](tel:01612761234)
Web: <https://mft.nhs.uk/mri/>

4.4 Fire Emergencies

In the event of a fire alarm or similar occurrence, your safety, that of visitors and staff is of paramount importance. Investigate an alarm activation when notified on the pager or panel and take appropriate action to escalate or cancel an alarm, calling out the fire service where appropriate.

Only attack a fire if it is safe to do so without putting yourself at risk and if you are equipped with suitable appliances.

Always know what to do in the event of a fire. Plan your escape and periodically inspect your escape route and modify this should your circumstances change.

Should a fire be discovered the nearest alarm call point should immediately be activated if the alarm is not already sounding. Upon hearing the alarm, you must leave by the nearest usable emergency exit in an orderly manner and without using the lift. Do not stop to collect your coat or any other personal belongings.

Once outside the building you should proceed immediately to the assembly area which will be notified to you by the Management Company and wait there until you are moved to an alternative place of safety, or the fire brigade have given the all-clear.

The building's fire alarm system will be tested regularly by the Management Company.

Never obstruct fire exists, escape route doors or fire equipment. Do not use door stops or hooks to prop open any fire doors.

In the event of a fire please ensure all doors are closed behind you. However, do not put yourself at risk in doing so.

Familiarise yourself with the layout of the building, the fire escape routes, the fire drill and assembly points.

Remember you are primarily responsible for your own safety, and you should be aware that failure to observe this simple rule may put other people's lives at risk.

4.5 Water Service Failure / Leaks Failure of Water Supply

Inform the water service provider of failure.

Water is supplied by: United Utilities, Emergency Tel - 0345 672 3723

Try to conserve water by cutting down non-essential usage, e.g. hot water services, etc. Check that staff are informed about the failure and the necessity of limiting the usage of water. Inform the local Fire & Rescue Service of the failure if it is expected to last for an extended period. Keep a close watch on all storage and cold feed tank levels; should the level fall critically low, shut down systems.

4.6 Gas Service Failure / Leaks

NOTE

If this procedure is not followed there is a chance of a gas leak due to an appliance in operation at the time of failure not being switched off. This could have drastic and dangerous consequences. Therefore, it is imperative this procedure, although short, is followed.

1. Turn off main gas cock at meter
2. Inform local gas service provider of failure

Gas is supplied by:

Cadent, Emergency Tel - 0800 111 999

1. Shut down all gas fired plant
2. On resumption of gas supply, check that all appliances served are switched off prior to opening main gas cock
3. Re-energise items of mechanical plant shut down in Step 3.

In the event of a gas leak;

1. Shut off all gas appliances and main gas supply
2. Ventilate as much as possible the area affected by the leak

A highly explosive situation could exist:

1. Locate leak by pressurising gas main with nitrogen or similar inert gas and testing with a brush and soapy solution in addition to fittings, cock, etc.
2. **DO NOT pressurise with air as this will result in a highly explosive situation**
3. When located, repair the leak
4. When the repair is affected purge the mains with nitrogen
5. **Check at all draw-offs for satisfactory purging**
6. Turn on mains gas supply
7. Purge the nitrogen from mains.
8. Check that gas is available at all draw-offs

4.7 Electrical Faults

Ascertain whether the failure is a general power failure or is restricted to a local circuit failure. Check whether general lighting and power is affected.

If the failure is local, check whether fuses have blown, or circuit breakers have tripped. Replace it with correct size fuse or reset circuit breaker as required.

If the failure is general, isolate the supply from items of plant until the supply is restored.

Electricity is supplied by:

ENWL - Emergency Tel - 0800 195 4141

4.8 Refrigerant Leaks

The refrigerant that leaks out will most probably be in vapour form and therefore the source of leak will be hard to find without proper leak detection equipment.

Refrigerants are virtually non-toxic even in concentrations of 0.1% by volume. It is non-combustible, although will break down under heat to form toxic gases.

Shut down and electrically isolate the affected refrigeration plant. Check that all doors of control panels are properly closed.

Evacuate all personnel from the vicinity and call-in refrigeration engineers.

NOTE

THERE MUST BE NO FLAMES PRESENT AS THESE WILL CAUSE THE REFRIGERANT TO BREAK DOWN INTO HIGHLY TOXIC GASES.

Ensure that all doors to the room are securely shut.

5.0 Welfare

5.1 First Aid

The standard health and safety procedures are captured...

- Medical cover will be provided by? Include details and contact numbers. Is the medical provider Care Quality Commission (CQC) registered?
- First aiders are?
- First aid point is?
- First aid kits are located?
- When are first aiders on site? e.g. during setup before external provider arrives?
- What is the system for co-ordinating first aid incidents and allocating resources to them?
- Is there a commonly understood method of identifying locations (i.e. gridded map or what3words).

6.0 Fit-Out Completion & Handover

6.1 Completion

Upon completion, contractors and occupiers must:

- Arrange for a final inspection by Building Management.

- Submit as-built drawings and warranties for any works undertaken.
- Ensure all temporary structures and installations are removed.

7.0 Technical Support

7.1 Overview

Development to insert limitations from Structural Engineer

7.2 Temporary structures

When re-arranging any furniture and fixtures, staff should be aware of the impact that these changes could have on fixed grills / outlets etc.

In general, care should be taken to avoid obstructing ventilation and heating apparatus. If in doubt, please contact the Facilities Manager before making alterations to the furniture or fixtures.

All event infrastructure (TDS) should be erected/constructed by trained and competent staff/Contractors. They should have full Risk Assessments, Method Statements and correct Public Liability Insurance. Copies of these together with construction certification should be kept by the event organiser within the event control.

Event organisers should be familiar with The Construction Design & Management, (CDM) Regulations 2015 which came into force on the 6th April 2015. These will give guidance on aspect of construction, including TDS, which include such items as "Stages, Tents & Marquees, Grandstands, Disability access Platforms and other temporary structures such as Brand activation.

7.3 Operation & Maintenance

For details on how to maintain the building please refer to the provided Building Fabric and Building Services Operation & Maintenance Manuals. These give details on the construction and finishes of the building in addition to providing details on the equipment that has been installed.

Please refer to the Building Management team for details of any procedures that need to be followed during the operating hours of the building.

Links, References, & Relevant Contact Details



6th Floor
5 New Street Square
London
EC2A 3BP
Tel: 0800 085 2005
Web: www.carbontrust.com



21 Dartmouth Street
London
SW1H 9BP
Tel: 0207 222 0101
Web:
www.energysavingtrust.org.uk



Tel: 01923 664 462
Web: www.breeam.com

Appendix A

Location Plan and Site Maps

Appendix B

Planning and Listed Building Consents

DRAFT

Appendix C

Key Drawings and Architectural Details

DRAFT

Appendix D

Incident Reporting

This section should be effectively split into a chain with details of how building users report problems to the building / Facilities Management and in turn how they deal with this and / or pass it on to the relevant person.

- Forms you will complete for e.g.
- First Aid treatment
- Incidents, accidents and near misses – you will need to report these to the relevant person or organisation, e.g. site owner, security company, stage provider etc.

Appendix E

Acknowledgement of House Rules and Regulations

*I have read the Document ‘House Rules and Regulations’ and agree to comply with their requirements.
I also acknowledge the following:*

- That any breach thereunder may result in me being removed from and subsequently barred from site.
- That any breach thereunder may result in my/my employers' contract being terminated and barred from being employed by Form at any time in the future.
- That should I commit any breach thereunder, management reserve the right to report my activities and those of my employer to the Environmental Health Officer, the Health and Safety Executive or any other Enforcing Authority and legal proceedings may be taken against me and/or my employer.

Signature:	
Print Name:	
Position in Company: <i>(Must be a Manager)</i>	
Contractor Company:	
Date:	
Relevant Form Permit No:	

Welfare Information

First Aid Post located at:	
Fire Evacuation Assembly Point:	
Smoking Area: <i>(if appropriate)</i>	

Appendix F

MANAGEMENT COMPANY

STANDARD METHOD STATEMENT FORM EXAMPLE

Location:	10 Fleet Place, West Elevation, Outside Fire Exit	Date:	25/10/14
Contractor:	Stone Remedial Services	Revision No.	A
Works:	Replacement of broken stone panels at high level on R/H side of fire exit		
1. Description of the works (to include time, duration, sequence and location)			
27/10/99 (09.00hrs) - 16/11/99 (18.00hrs). West elevation outside Fire Exit Sequence: 1. Arrive on site. Collect permit from security 2. Isolate work area with FORM approved barriers 3. Erect scaffold to approve Kwikstage Standard 4. Cut out sealant with Stanley knife 5. Cut stone supports with hacksaw: one operative supporting stone at all times, remove broken stone from site 6. Refix new stone using epoxy glue and new fixings; re-seal with DC897 silicon sealant 7. Clear site, strike scaffold and sign out with security.			
2. Resources required (to include: personnel, supervision, plant / equipment and materials)			
R. Jones and P. Smith, Stone-Mason. J Brown, Supervisor PPE (see below) 110v Makita Drill, Hacksaw, stanley knife, Dow Corning DC897 sealant, Epoxy resin, replacement stone (COSH H sheets and Risk Assessments attached).			
3. Personal Protective Equipment requirements:			
Gloves, overalls, goggles and toe-cap boots for all operatives.			
4. Emergency arrangements (to include: rescue, special first aid requirements)			
J. Brown, First Aider. Operatives to contact security for first aid / emergency services.			
5. Temporary amended systems (i.e. traffic re-routing, fire arrangements)			
Fire exit to be kept clear at all times.			
6. To whom the information has / will be submitted (include: change requirements, confirmation of operatives briefing)			
These sheets issued to the Form Manager, Security and Operatives.			

* This is not intended to be an exhaustive checklist. Append all additional information necessary to support your method statement to this sheet.

Signed: _____ Print Name:

Date: