

Roof Terrace Operational Management Plan

Why?

To support operation of the roof terraces of the No.3 Circle Square development (Ref: 134288/FO/2022). This framework will set out the operation and management of both roof terraces and to ensure their use can exist harmoniously with surrounding properties and to comply with the stipulated planning conditions.

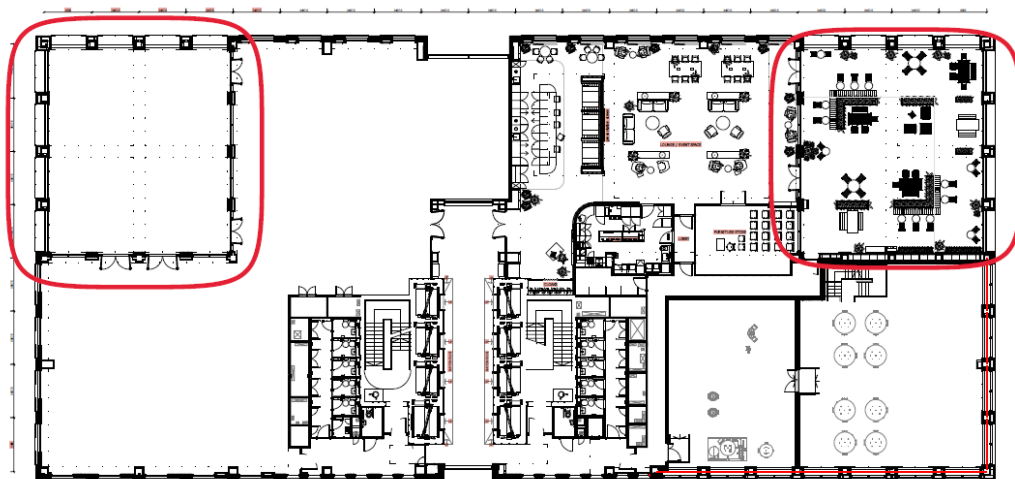
The Roof Terrace

The roof terraces are situated on the 14th Floor and wrap around the North East (Bruntwood Demise) and North West (Tenant Demise) sides of the Building.

The roof terraces are accessed from the open plan amenity lounge/flexible space on the 14th floor through secured double doors. The enclosure to the terrace is provided by 2.1m high guarding.

The Bruntwood roof terrace has been designed to be flexibly used by the occupants for informal meetings, provide outdoor space for lunch and general amenity purposes. The terrace furniture will comprise a mix of furniture, designed to provide some flexibility in use. Where fixed planters are located, these will be set inboard of the terrace perimeter to define a perimeter zone which can provide clear abseil access for window cleaning the facades. Loose furniture and movable planters would be located in the perimeter zone.

Location Plan 1.0





The Operation and Management of the roof terrace

Access and occupancy

The Bruntwood roof terrace shall provide space for all users of the building for various functions, that include business meetings, space for lunch and general amenity purposes and shall provide a mix of tables and seating. The Bruntwood terrace is partially covered and partially open to the sky whereas the tenant terrace is designed at current to be fully exposed with no covered areas. A cover may be installed as part of the tenant fit-out works or thereafter should it be required.

Access to the respective terraces is separate, and managed by Bruntwood and the Tenant respectively. The only access to both roof terraces is via the respective open plan lounges on the 14th floor, which will be managed via access control. Access control to the internal amenity space will be set to lock outside of building operating hours restricting any unauthorised access

Occupancy levels are set to 95 for the Event Space, 180 for the Tenant Terrace and 163 for the Bruntwood terrace inline with the fire strategy for the building. Bruntwood note that this maximum terrace occupancy impacts on internal occupancy numbers significantly - please see DFC report. We do not envisage day to day usage to exceed this number and events / hire of the space will be managed through the booking process with capacity clearly stated and not exceeded.

Hours of use

The Bruntwood roof terrace will be in use between the hours of 08:00 & 18:00 during standard building hours.

Use outside of these hours would be pre-arranged and bookable with the building management team with 22:00 being the latest hour of use.

Security

The Tenant terrace will be managed by the customer that the area is demised to as part of their lease with identical stipulations as ours.

The Bruntwood terrace will be managed by Bruntwood by having a manual lock which is locked and unlocked by a key which will be held with the building hosts at all times. The terrace doors will be opened in the morning by the host and locked at the end of the day at the stipulated times; this will also be dependent on weather conditions being suitable. There will also be a CCTV camera operable to allow the space to be monitored. The doors accessing the terrace will have a lock force of 500kg.

Noise and Music

Use of the terraces for events will be restricted to no later than 22:00 and all attendees moved to the inside lounge with terrace access doors closed and secured. Noise on the terrace will not surpass a decibel rating of 85dB (23264-R03-A Initial acoustic design review (Level 14 changes))

Any events planned for both the Bruntwood and Tennant terrace will be arranged with the Bruntwood operations team. Relevant details will be communicated to the local neighbours with



due notice to gauge and mitigate any concerns. Guests of any events will also be informed that they need to be mindful of neighbours.

Any events planned for the tenant terrace will be managed by the tenant with appropriate support and assistance from the Bruntwood Operations team.

Management of complaints / neighbour liaison

The building operational team shall ensure responsibility to comply with the management plan and that the management plan is communicated to clearly to all users / occupiers

Any noise complaint received will be dealt with by the operational team. They would oversee the following procedure:

- All details pertaining to the event will be compiled and the cause investigated, with reference to:
- The timing of the complaint
- The activities taking place at the time
- The number of people using the terraces
- If the complaint is substantiated, feedback will be given to the complainant.

If any of the details of this management plan have not been followed, the appropriate actions will be taken. If any changes are required, this Roof Terrace Management Plan will be updated accordingly.

Smoking

The roof terrace will be a strict no smoking or vaping zone and appropriate signage will be displayed
CCTV will be used to police the terrace

Waste

Waste bins will be positioned on the Bruntwood terrace. The waste streams will be general and mixed recycling waste.

Waste bins will be covered and emptied as part of the daily housekeeping tasks.

The waste of the tenants terrace space will be managed by them.

Fire Safety

A fire risk assessment will be completed for the roof terrace and will include:

- Evacuation plans
- Evacuation Chair requirements and associated PPMs
- Ensure that appropriate fire safety signage is displayed including fire exit wayfinding
- Fire extinguisher requirements

Maintenance & Standard

The building management team will be responsible for and complete daily checks of the Bruntwood roof terrace with designated tasks. A daily roof terrace checksheet will be completed and recorded.



The tenant will be responsible for their own daily maintenance and standards but Bruntwood will do maintenance inspections periodically on life safety systems on both terraces as per regulations.