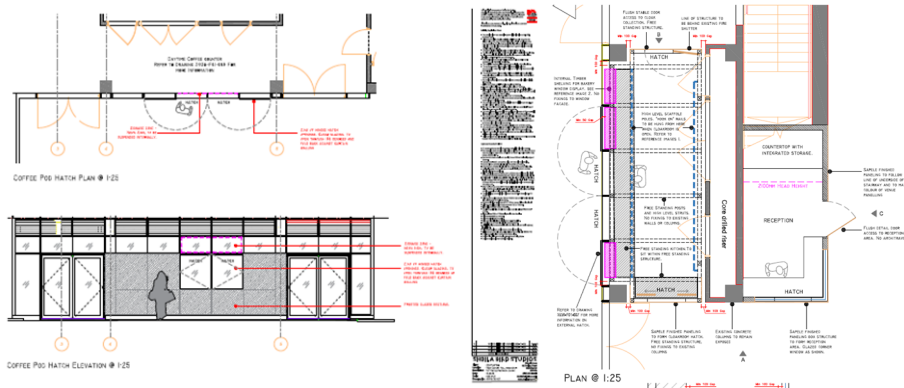


DATE: 04.05.2022

REFERENCE: New Century Hall, Coffee pod methodology

To Whom it May Concern,

This letter is to confirm that Workspace Design & Build Ltd and subcontractors under our instruction, will install the coffee pod as per drawings 3936-F01-008 RevE and 3936-F01-007 RevD.



The coffee pod is to be a 'freestanding' structure other than where we are fixing to riser walls (new partitions previously installed by Landlord) and we cannot fix into the existing columns. The partitioning to form the coffee pod area will sit on the ground floor slab (above the new vinyl flooring recently installed) and extend up to a height of approximately 2.4m from finished floor level, so will not be attached to the exposed concrete soffit and will not interfere with the ventilation services that have been installed as part of the recent Landlord's fit out. The new walls will not require any fixings to the existing structure other than to the partitioning to the riser. The new partitions installed and counters will be independent from the original fabric of the property.



Northspring, Suite 1C, 70 Spring Gardens, Manchester, M2 2BQ

The works will require small electrical and drainage connections, which will be taken from the existing (recently installed) water and drainage pipework within the adjacent riser. A small electrical distribution board will be required within the recently formed riser to service the coffee pod. Small service penetrations will be required through the plasterboard walls enclosing the riser to facilitate the water/drainage pipework and electrical cables to service the coffee pod.

With regards to protection during the construction phase, temporary protection will be applied to the concrete columns in the vicinity of the works to prevent any risk of damage. The existing concrete floor is protected by the current recently installed vinyl floor finishes and no high level works are required so no protection is required to the concrete soffit.

Works are envisaged to commence Mid-July 2022 and be completed within 2 weeks.

NAME: Laura Faulkner, Senior Contracts Manager