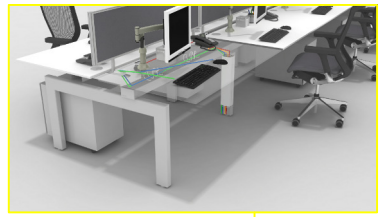

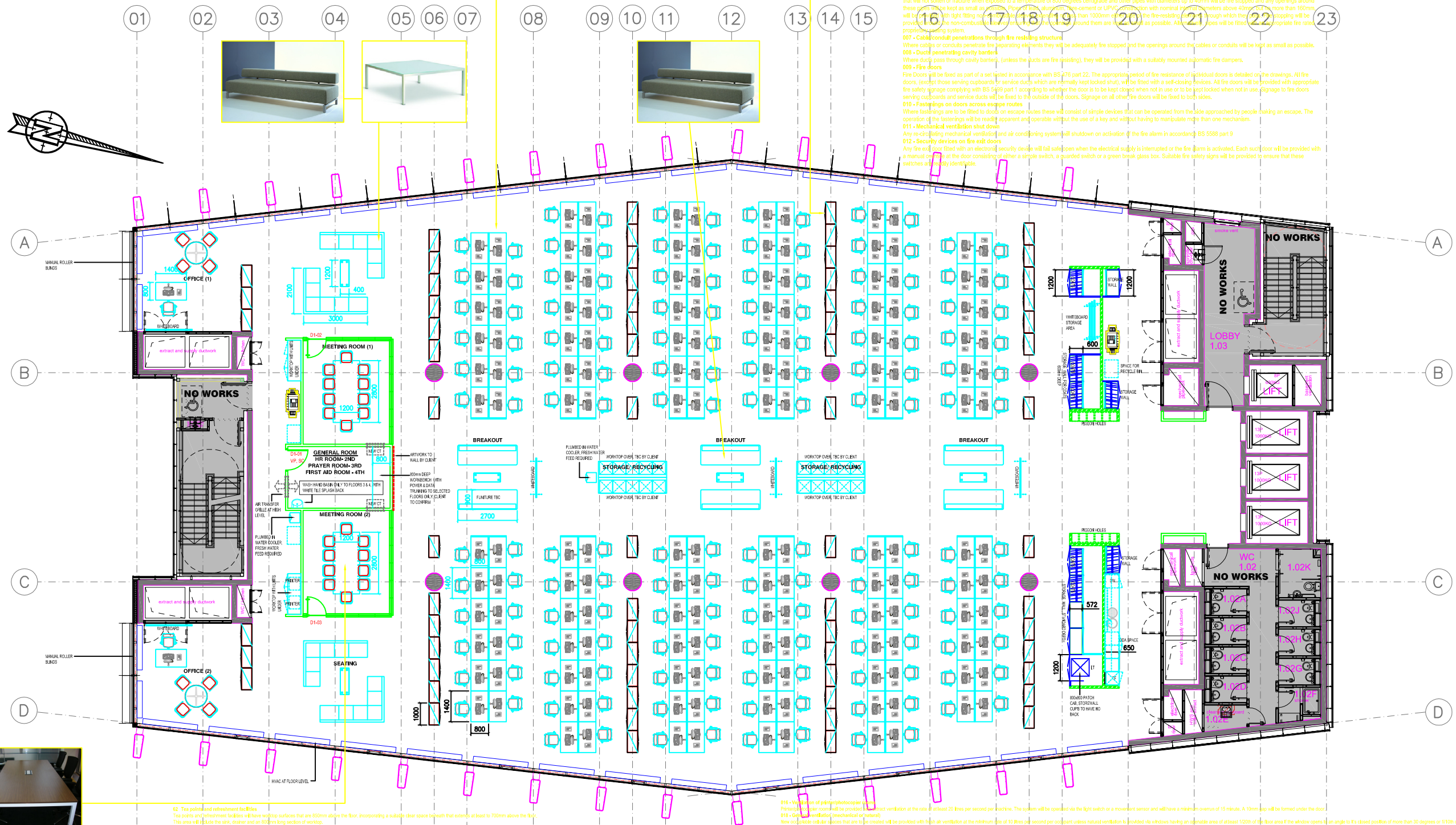

1-5

First to Fifth Floor General Arrangement Plan

Building Regulation Notes

001 - Fire alarm (altering existing)
The existing fire alarm system is to be altered and extended where necessary to suit the new layout. The alarm will be installed in accordance with BS 5839 part 1 (2002) to a standard no worse than that which existed prior to alteration. A Certificate confirming the system's compliance with the relevant standard will be provided by a competent person on completion of the work.

002 - Fire exit signage
The existing fire exit signage is to be altered to suit the new layout and installed in accordance with the Health and Safety (Safety signs and signals) Regulations1996 and BS 5499 part 1 :2002. Signage is to be installed so that every escape route (other than those in ordinary use) is distinctively and conspicuously marked.

003 - Emergency lighting
The existing emergency lighting system is to be altered and extended where necessary to suit the new layout. The system will be installed in accordance with BS 5266 part 1 to a standard no worse than that which existed prior to alteration. A Certificate confirming the system's compliance with the relevant standard will be provided by a competent person on completion of the work.

004 - Inner rooms (warning of fire)
Where inner rooms are formed they will be provided with early warning of fire in the access room by suitably sized and positioned vision panels or smoke detection. Any smoke detectors provided will be positioned in the access room within 7.5 metres of the door to the inner room.

005 - Wall and ceiling linings
Wall and ceiling linings will be a minimum of Class 0 in areas used solely as circulation spaces. In other rooms a minimum of Class 1 will be provided unless the floor area of those rooms is less than 30m2 in which case a minimum of Class 3 will be provided.

006 - Pipe penetrations through fire resisting structure
Pipes passing through compartment walls, floors and cavity barriers that have nominal internal diameter of not more than 160mm, and are composed of non combustible materials that will not melt or fracture when exposed to a temperature of 500 degrees centigrade and other pipes with diameters up to 40mm will be fire stopped and any openings around these pipes will be kept as small as possible. Pipes of plastic, aluminium, fibre-cement or UPVC construction with nominal internal diameters above 40mm but not more than 160mm will be provided with light fitting sockets or similar devices that are not more than 1000mm equal to the fire-resisting structure through which the pipe is passing will be provided with a fire non-combustible material. Any gaps around them will be fire stopped as far as possible. All pipes will be fitted with appropriate fire rated couplings to provide a complete system.

007 - Cable/conduit penetrations through fire resisting structure
Where cables or conduits penetrate fire separating elements they will be adequately fire stopped and the openings around the cables or conduits will be kept as small as possible.

008 - Ducts penetrating cavity barriers
Where ducts pass through cavity barriers, (unless the ducts are fire resisting), they will be provided with a suitably mounted automatic fire dampers.

009 - Fire doors
Fire Doors will be fixed as part of a set tested in accordance with BS 476 part 22. The appropriate period of fire resistance of individual doors is detailed on the drawings. All fire doors, (except those serving cupboards or service ducts which are normally kept locked shut), will be fitted with a self-closing devices. All fire doors will be provided with appropriate fire safety signage complying with BS 5499 part 1 according to whether the door is intended to be kept in use or to be kept locked when not in use. Signage to fire doors serving cupboards and service ducts will be fixed to the outside of the doors. Signage on all other fire doors will be fixed to both sides.

010 - Fastenings on doors across escape routes
Where fastenings are to be fitted to doors on escape routes these will consist of simple devices that can be operated from the side approached by people making an escape. The operation of the fastenings will be reasonably apparent and operable without the use of a key and without having to manipulate more than one mechanism.

011 - Mechanical ventilation shut down
Any recirculating mechanical ventilation and air conditioning systems will shutdown on activation of the fire alarm in accordance BS 5588 part 9

012 - Security devices on fire exit doors
Any fire exit doors fitted with an electronic security device will fail safe open when the electrical supply is interrupted or the fire alarm is activated. Each such door will be provided with a manual override control that the door consisting of either a simple switch, a guarded switch or a green break glass box. Suitable fire safety signs will be provided to ensure that these switches are easily identifiable.

62 Tea point and refreshment facilities
Tea points and refreshment facilities will have worktop surfaces that are 650mm above the floor, incorporating a suitable clear space beneath that extends at least to 700mm above the floor. This area will include the sink, drainer and an adjacent frog section of worktop.

63 Switches, outlets and controls
Switches, outlets and controls will comply with the following:
- Wall mounted socket outlets, telephone points and TV sockets will be located between 400mm and 1000mm above the floor.
- Switches for permanently wired appliances will be located between 400mm and 1,200mm above the floor.
- Switches and controls that require precise hand movement to operate, such as conventional light switches, will be located between 750mm and 1,200mm above the floor.
- Simple push button controls, e.g. door access buttons, will not be more than 1,200mm above the floor.
- Pull cords for emergency alarm activation, e.g. those fitted in WCs designed for use by the disabled, will be coloured red, be located close to a wall and will have two red 50mm diameter bangles, one at 100mm and the other between 800mm and 1,000mm above the floor.
- Controls that need close vision, e.g. clocks, will be located between 1,200 and 1,400mm above the floor.
- Socket outlets will be located centrally in relation to doorways and room corners and will not be closer than 350mm from room corners.
- The lowest part of any lighting pull cord control will be between 900mm and 1,100mm above the floor and will be fitted with a 50mm bangle which contrasts visually with its background.
- Switched socket outlets indicate whether they are "on".
- Main isolator circuit isolator switches will clearly indicate when they are "on" or "off".
- Colour finishes of switches, outlets and controls will contrast visually with their backgrounds.

64 Information and communications
- Hearing assistance systems will be installed in all communal areas.
- Any new telephone equipment will be designed to be compatible with hearing aid systems, induction loop, infrared and radio systems.
- Artificial lighting will be compatible with other electronic and radio frequency installations.

65 Taps/shower controls
New taps and showers will be fitted with controls that are capable of being operated with a closed fist, e.g. lever type, or will be automatically controlled. Thermostatic mixer valves are to be fitted to prevent the water discharge temperature exceeding 43 degrees centigrade.

84 Non-Domestic Heating, Cooling and Ventilation Compliance Guide"
Any new heating, cooling and ventilation equipment installed will conform to the standards set out in the Non-Domestic Heating, Cooling and Ventilation Compliance Guide.

74.Separate sex toilets (no wheelchair access)
The new toilets will comply with the following:
- The swing of the inward opening WC cubicle doors will be such that a 450mm diameter clear space will be maintained within the cubicle.
- One of the cubicles will be designed as an ambulant disabled WC in accordance with Diagram 27 of approved Document M.
- WC pans in ambulant disabled WCs will comply with BS 5503-3 or BS 5504-4.
- Taps will either be controlled automatically or have lever controls.
- Thermostatic valves will be fitted so that water discharged from taps does not exceed 43 degrees centigrade.
- Door opening furniture will be the lever type and will contrast visually with door surfaces.
- WC cubicle doors will be fitted with light action privacy bolts and will be capable of being opened using a force of no more than 20N.
- WC cubicle doors will be capable of opening outwards, from the cubicle, in an emergency.
- The fire alarm will emit a visual and audible warning within the toilets.
- Any heat emitters will either be screened or will have their exposed surfaces kept at a temperature below 43 degrees centigrade.
- The sanitary fittings and pipework will contrast visually with their backgrounds.
- The wall and floor will be visually contrasting.

77. Light switching in open plan areas
In the open plan area no luminaire will be more than 6 metres, or twice the distance between the light fitting and door level, whichever is the greatest, from its control switch or movement sense control. Where the space is only a small space (separate adjacent to a window wall) having a glazed area of at least 20% of the internal area of the window wall, the perimeter row of lights will be switched separately.

78. Ceiling and floor cavity barriers
Ceiling and service floor void dimensions will be limited to 20 metres, measured in any direction, by means of cavity barriers having a fire resistance of at least 30 minutes.

82 Provision of a log book to aid energy conservation"
A building log book designed in accordance with the guidance in CIBSE TM 31 Building Log Book Toolkit will be provided to the person who has control of the area or, if a Log Book already exists, the Log Book will be updated. The Log Book will provide details of:
- Any newly provided, renovated or upgraded elements that are required to be thermally insulated;
- Any newly provided fixed building energy consuming services, their method of operation and details of maintenance required;
- Any newly installed energy meters; and
- Any other details that collectively enable the energy consumption of the building and building services to be monitored and controlled.

83 Provision of fire safety information"
On completion of the project the person who has control of the area will be provided with fire safety information to help them manage and maintain the installed fire safety features. This will be done as soon as the project is complete and before the area is occupied. Fire safety information will be shown on "as built" plans supplemented by some additional written information as appropriate, e.g.:
- The extent of fire escape routes;
- The location of any fire compartmentalisation and cavity barriers;
- Fire door locations and fire ratings;
- The locations of smoke/fire detectors, fire alarm call points and sounders, fire safety signage, emergency lighting, fire extinguishers, fire hoses and dry and wet risers for use by fire fighters;
- The extent of any sprinkler systems including isolating valves and control equipment;
- Details of any smoke control systems;
- The location and nature of any high fire risk areas;
- Specifications for any safety equipment including any routine maintenance schedules;
- Any assumptions made when fire safety measures were designed regarding the management of the building;
- Any provisions incorporated in the project to facilitate evacuation of disabled people.

016 - Provision of printer/photocopier rooms
Printer/photocopier rooms will be provided with direct ventilation at the rate of at least 20 litres per second per machine. The system will be operated via the light switch or a movement sensor and will have a minimum overrun of 15 minute. A 10mm gap will be formed under the door.

018 - Occupied ventilation (mechanical or natural)
New occupied cellular offices that are to be operated with fixed air ventilation at the minimum rate of 10 litres per second per occupant unless natural ventilation is provided via openable windows having an openable area of at least 1/20th of the floor area if the window opens at an angle to its closed position of more than 30 degrees or 1/40th of the floor area if the window opens less than 30 degrees. Alternatively, mechanical or natural ventilation will be provided to the new cellular spaces at a rate no lower than that which prevailed in that area prior to the work being carried out.

020 - Ventilation of food and beverage preparation areas
Food and beverage preparation areas will be provided with ventilation extract at the minimum rate of 15 litres per second. This will be controlled by the light switch and have a 15 minute overrun and there will be an air inlet gap of 10mm at the bottom of the door.

021 - Ventilation commissioning certificate
A certificate will be provided on completion of work confirming that the ventilation and/or air conditioning systems have been commissioned and tested in accordance with the CIBSE commissioning code M: Commissioning Management, 2003

022 - Foul and drainage (above ground)
New waste appliances to be served by 50mm waste pipes where the discharge pipe length is less than 6m or 40mm pipe where less than 3m. 75mm deep seal traps will be provided. Combined wastes to be run in 50mm pipes with anti vac traps or ventilation/air admittance valves where the discharge pipe length exceeds 4m. Waste pipe falls to be between 18mm and 50mm per metre run. All discharge pipes will terminate at the waiting stub/P.

028 - Vision panels in doors (impact prevention)
Doors on main traffic routes and those designed to swing in both directions will have vision panels giving a minimum zone of visibility between 500mm and 1,500mm measured vertically above the floor level. Any interruption in this panel will be between 800mm and 1,150mm above floor level, (to accommodate door furniture).

029 - Lamp efficiency (office, industrial and storage areas)
New lighting will have an average efficiency of at least 45 luminaire-lumens/circuit-watt.

030 - Light switching in cellular rooms
Local light switches will be provided in easily accessible positions within each new cellular area or rooms will be provided with occupant sensor switching.

038 - Manifestation of glazing (including glass doors)
All glass doors and glazed screens will be provided with manifestation between 850mm and 1,000mm and between 1,400mm and 1,600mm (Contrasting floor level to prevent accidental impact.

050 - Door handles (all new installations, controlled by the light switch and having 15 minute overrun with an air inlet gap of 10mm at the bottom of the door)
All new manually operated doors will be capable of being opened to an angle of 30 degrees from closed by applying a force to the leading edge of no more than 30N. The force needed to open these doors further will be no greater than 22.5N.

056 Door handles and frames
New internal doors (where fitted with a latch), will have lever handles that contrast visually with the door surfaces and the door frames will contrast visually with the surrounding walls.

057 Leading edges of doors
The leading edges of new doors that are not fitted with self closing devices will contrast visually with the door surfaces.

051 Glass doors
Glass doors will be clearly differentiated from adjacent glazing by the provision of a high contrast strip at the top and at both sides (dado on the adjacent glazing and not the door itself)

052 Reception desks
The new (or relocated) reception desk will accommodate both standing and seated visitors such that at least one section of the counter that is at least 1,500 mm wide, will have a surface no higher than 760mm above floor level and a knee recess not less than 700 mm above floor level.

053 Hearing enhancement (Reception areas)
The new reception area will be provided with a hearing enhancement system, e.g. an induction loop.

054 Floor surfaces
Floor surfaces in corridors and reception areas will be slip resistant.

055 Manually opened doors
All new manually opened doors will be capable of being opened to an angle of 30 degrees from closed by applying a force to the leading edge of no more than 30N. The force needed to open these doors further will be no greater than 22.5N.

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All dimensions must be checked on site and NOT scaled from this drawing.

SUBJECT TO SITE SURVEY
CHECK SURVEY UNDERTAKEN ONLY
BUILDING PARAMETERS TAKEN FROM DRAWINGS PROVIDED
BUILDING PARAMETERS TAKEN FROM AS BUILT DRAWINGS PROVIDED

AS-BUILT

Rev	Revision	By	Date
-	AS-BUILT	TC	30.07.09

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Title
PROPOSED 1ST TO 5TH GENERAL ARRANGEMENT LAYOUT

Scale	Date	Designer/Drawn By	Checked By / Date
1:100@A1	24.04.09	TC/TC	30.07.09

Drawing Number

Project No.	Bld	Floor	Drawing No.	Rev
L8411	1	1-5	GA	AB