

Area Referencing Report in accordance with RICS Code of Measuring Practice (6th Edition)

**Apollo, Odyssey Business Park, West End
Road, Ruislip, Middx, HA4 6QE**

Prepared for	LaSalle Investment Management
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Date	15 January 2016
Reference	48228/17/TP/AGB

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1. Introduction

1.1 Brief

- 1.1.1 We were instructed by our client LaSalle Investment Management to measure the Net Internal Area (NIA) of Odyssey Business Park, West End Road, Ruislip, Middx, HA4 6QE.
- 1.1.2 The measuring and subsequent calculations were undertaken by Malcolm Hollis LLP in January 2016 in accordance with the RICS *Code of Measuring Practice* 6th Edition (September 2007), under site conditions at that time and in line with Malcolm Hollis's standard conditions of contract.

1.2 Scope of Works

- 1.2.1 Area measurements were required for all floors of the building.
- 1.2.2 The areas measured were as found on site, in accordance with the Measuring Guidance Notes. Lease plans with demise areas outlined, were unavailable.
- 1.2.3 The report was prepared in January 2016 in response to our client's particular instructions and you should note that the physical state of the property may have changed in the intervening period between our inspection and the date of this report.

1.3 Survey Method

- 1.3.1 Measurements were taken to the internal face of perimeter walls and to the face of walls enclosing toilets, stairs and other core areas. Where these were not accessible, professional estimations may have been made based upon the location of these walls on adjacent floors and/or on information contained on supplied drawings.
- 1.3.2 Dimensions, using a steel tape and "Leica Disto" laser device, were taken between turning points around the walls. These were recorded manually on sketches, together with overall distances and, where necessary, diagonals and check measurements
- 1.3.3 Where detailed measurements could not be taken due to occupation and fixtures, a visual check was undertaken and professional estimations made.
- 1.3.4 This survey has been carried out to an accuracy of +/- 10mm as per the guidance detailed in the RICS guidance note *Measured surveys of land, buildings and utilities* (3rd Edition, 2014).

1.4 Area Calculation

- 1.4.1 Every effort is made to ensure the survey is as accurate as possible. Site survey work and corresponding accuracy levels are constrained by the methods adopted to capture relevant site data, the nature of access afforded and the time allocated to complete the work.
- 1.4.2 AutoCAD is used to produce accurate drawings using the information collected on site from which area values are calculated. The production of these drawings allows the creation of a polygon outlining the perimeter of the space and then the subsequent calculation of the overall area using the area calculation function within AutoCAD.
- 1.4.3 The relevant scale of the area reference drawings is stated on the drawings.
- 1.4.4 The drawings have been saved as digital DWG files comprising accurate data of areas extents and configurations that could be used as a basis for future space management, lease plans or refurbishment purposes.
- 1.4.5 The areas have been summarised on a schedule for easy reference, however the two elements (the plans and the schedule) of the document should be read together as there may be information on one that is not contained on the other.

1.5 Quality Control

- 1.5.1 All site dimensions were checked using in-house computer technology and any discrepancies exceeding the required tolerance were, if necessary, verified whilst on site.
- 1.5.2 All figures and drawings are checked as part of our standard quality control procedures.
- 1.5.3 To minimise errors and deliver final area figures to an expected or agreed level the following procedures form part of the quality control process:
- Linear site dimensions recorded are within the necessary tolerances.
 - Equipment checks and calibrations are in place to support the accuracy of the measurement.
 - Sufficient redundancy of recorded dimensions to mitigate erroneous ones.
 - Software check routines for area calculation.

2. Results and Report

- 2.1.1 The resultant area figures detailing the extent of the property measured are presented in Appendix A (Area Schedules).
- 2.1.2 The floor plans (showing the extent of the areas measured, identifying specific areas of inclusion/exclusion and quoting area values in square metres and square feet) are presented in Appendix B (Area Floor Plans). These plans are also available in digital format, which may be useful in the future for space management or refurbishment purposes.

Appendix A
Area Schedules



SUMMARY OF AREAS

Appollo, Odyssey Business Park, West End Road, South Ruislip, HA4 6QE

Floor	Tenant	Net Internal Area		Comments
		sq. m.	sq. ft.	
Ground	Tenant 1	670.0	7,212	
	Tenant 2	718.5	7,734	
	Ground Floor Sub Total	1,388.5	14,946	
First	Tenant 3	1,288.1	13,865	
Totals		2676.6	28,811	

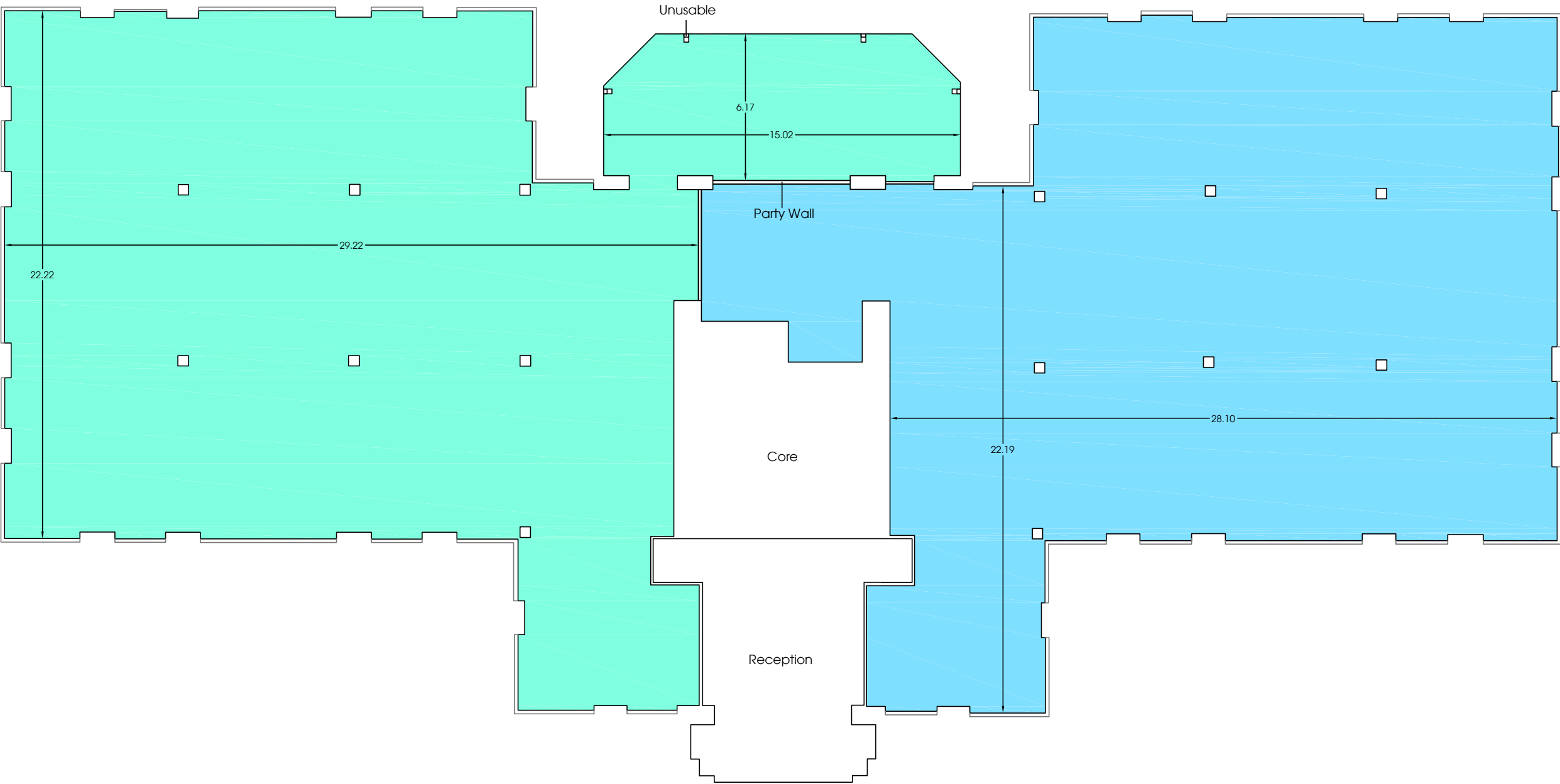
Notes:
A factor of 10.7639 has been used to convert from sq. m. to sq. ft



Appendix B

Area Floor Plans





Apollo - Ground Floor

PROPERTY
ODYSSEY BUSINESS PARK
WEST END ROAD
SOUTH RUISLIP
HA4 6QE

CLIENT
LASALLE INVESTMENT MANAGERS
1 CURZON STREET
LONDON
W1J 5HD

NOTES				
1) ALL DIMENSIONS TO BE CHECKED ON SITE AND NOT SCALED FROM THIS DRAWING.				
2) MALCOLM HOLLIS SHALL BE INFORMED IN WRITING OF ANY DISCREPANCIES.				
3) ALL DIMENSIONS ARE IN METRES. SCALED FROM THIS DRAWING.				
4) ALL AREAS ARE MEASURED IN ACCORDANCE TO THE RICS CODE OF MEASURING PRACTICE (6th Edition).				
REVISIONS				
No.	Date	Amendments	Initial	

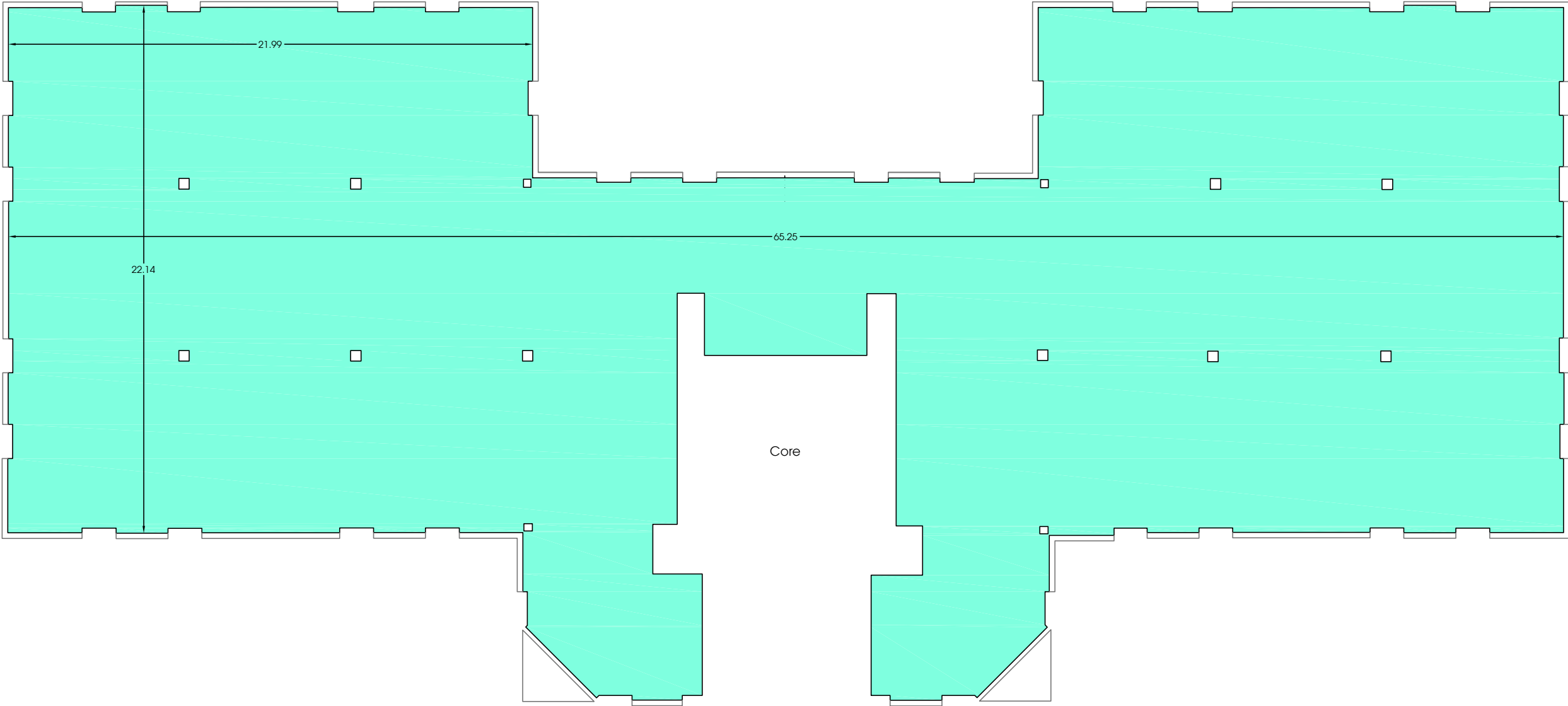
NET INTERNAL AREAS		
Tenant 1	718.5 sq m	7734 sq ft
Tenant 2	670.0 sq m	7212 sq ft
TOTAL AREA:	1388.5 sq m	14946 sq ft
The following has been EXCLUDED from the Area:		
Party Wall	1.7 sq m	18 sq ft
Unusable	0.1 sq m	1 sq ft



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Apollo - First Floor

PROPERTY
ODYSSEY BUSINESS PARK
WEST END ROAD
SOUTH RUISLIP
HA4 6QE

CLIENT
LASALLE INVESTMENT MANAGERS
1 CURZON STREET
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NET INTERNAL AREAS		
Tenant 3	1288.1 sq m	13865 sq ft
TOTAL AREA:	1288.1 sq m	13865 sq ft



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