



TRINITY LEEDS



TENANT FIT OUT GUIDE



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The Following are Appendices to the Fit Out Guide and are separate documents on the website:

APPENDIX A	Tenant Notification of Works
APPENDIX B	Pre-start Meeting Agenda
APPENDIX C	Permission to Remove Hoarding
APPENDIX D	Permission to Drain down Sprinkler System
APPENDIX E	Centre Fire Evacuation Procedures
APPENDIX F	Record Information
APPENDIX G	Roof Penetrations for HVAC Services
APPENDIX H	Projecting Signs
APPENDIX I	Asbestos Register Inspection
APPENDIX J	Low Carbon Fit Out Guide
APPENDIX K	Approval Process Submission Forms
APPENDIX L	E Permit System
APPENDIX M	Retail Design Standards
APPENDIX N	Trinity West floor Loading drawings
APPENDIX O	Landlords Acoustic performance
APPENDIX P	Trinity Kitchen Requirements.
APPENDIX Q	Sprinkler System Drawing Approval Guide

1.0: INTRODUCTION

In line with the BCSC 'Guide to Retail Delivery', this guide is designed to lead Tenants through the Retail Delivery process throughout all stages including: parties involved, the process to be followed, concept design, technical design, fit out, commissioning and finally consent to trade.

Both the Shopping Centre and Retail Delivery Teams will provide support to the Tenant to ensure a high standard of design and smooth transition through the process however it is the Tenant's responsibility to ensure their agents, designers and contractors are aware of the contents of this document and comply with all requirements.

Whilst all information contained within this document is given in good faith and believed to be accurate at the time of circulation, it is not intended to constitute any legal representation or warranty and Tenants are recommended to undertake their own independent investigations, inspections, surveys and enquiries to satisfy themselves on all points. Information has been collated from various sources including the design consultants for the developments in order to produce a simplified source of relevant information.

The Fit Out Guide is intended to cover all primary information however there will inevitably be situations which differ and/or require different treatment. The retail delivery process is a framework to allow communication of these issues to ensure resolution to all parties' satisfaction.

There may be a number of different areas within the Centre ownership (i.e. retail units, leisure space, restaurants and offices) and whilst the majority of issues are comparable across all areas there may be a number of specific requirements relating to individual areas and these are noted under separate headings within this document.

Land Securities have a strong commitment to sustainability and will support and encourage all Tenants in achieving a high level of sustainable design including: energy use and efficiencies, water usage, materials, waste management, recycling and transport.

Trinity Leeds, – An existing multi-level shopping centre situated in Leeds City Centre currently undergoing an extensive reconfiguration and refurbishment as part of the overall Trinity Leeds development.

All existing and ingoing Retailers make a major contribution to achieving the overall quality of the scheme and are encouraged to produce an innovative and exciting shop fitting design.

This document is produced as guidance notes only as an aid to Retailers and their consultants and defines the requirements for the design, consent and implementation of shop fitting proposals within Trinity Leeds, whether they be a new Retailer to the Centre or an existing Retailer proposing to undertake shop fitting works to their unit.

This document should be read in conjunction with the provisions contained within the Agreement for Lease and/or the Lease, the provisions of which shall prevail, also the Premises Specification.

The Landlord reserves the right to vary, alter or amend any of the items contained within these Guidance Notes at any time.

Attention is drawn to the fact that some structural elements may contain asbestos. An Asbestos Register is held on site and before any works are carried out the Retailer must ensure that all contractors and sub-contractors under their control have consulted the Asbestos Register, a copy of which is held by the Centre Manager. All subsequent works must be carried out in full compliance with the Control of Asbestos at Work Regulations 2002 and all other relevant Health & Safety legislation and codes of practice.

1.0: INTRODUCTION

Attention is drawn to the Centre's Health & Safety Policy. All contractors/consultants must comply with the requirements and complete the form in Appendix A, following completion of a pre-start meeting with the Landlord's representative.

The scheme has been designed to cater for people with disabilities including wide-bay car park spaces adjacent to major entrances to the buildings and a 'Shop Mobility' scheme. Public toilets are provided in three locations, together with baby change and disabled facilities.

To ensure that the Centre is maintained and managed to acceptable standards, a comprehensive Management Suite is provided, including facilities for monitoring security and safety across the site. A full lighting scheme has been specified to provide for personal and site safety and in addition to reinforce the architectural character of the site during hours of darkness.

The shopping mall is of modern design, with extensive use of roof glazing. The malls are heated and have opening roof lights to provide natural ventilation. Mechanical cooling is provided locally to the food court area.

Externally the building is designed to express its major components clearly, with entrances provided with glass canopies to give protection. The mall roofs are a linking element tying the scheme together. The Central Atrium is given particularly dramatic treatment, so as to provide the focus or centrepiece of the scheme.

In character the scheme is modern without being strident, and will sit comfortably in its landscaped setting.

All existing and ingoing Tenants make a major contribution to achieving the overall quality of the scheme and are encouraged to produce an innovative and exciting shop fitting design (See Appendix M – Retail Design Standards).

2.0: PROJECT DIRECTORY

The Tenant will be expected to issue a Project Directory at the earliest opportunity and nominate a single point of contact for the Management Surveyor.

Communications by email are to include in the header the shop unit reference, Tenant trading name and primary content of the email.

Key contacts for the Landlords team are noted below:-

LANDLORD TEAM		
Portfolio Manager	Contact: Address: E-mail: Telephone:	Ileana de Guerre Land Securities Properties Ltd, 5 Strand, London, WC2N 5AF Ileana.deGuerre@landsecurities.com 0207 024 3805
Leasing Manager	Contact: Address: E-mail: Telephone:	Ileana de Guerre Land Securities Properties Ltd, 5 Strand, London, WC2N 5AF Ileana.deGuerre@landsecurities.com 0207 024 3805
Management Surveyor	Contact: Address: E-mail: Telephone:	Sarah Parkin Land Securities Properties Ltd, City Exchange, 11 Albion Street, Leeds, LS1 5ES sarah.parkin@landsecurities.com 0113 261 5360
General Manager	Contact: Address: E-mail: Telephone:	David Maddison Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT David.Maddison@trinityleeds.com 0113 2206901
Centre Manager	Contact: Address: E-mail: Telephone:	Corinne Mycock Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT Corinne.mycock@landsecurities.com 0113 2206903
Technical Services Manager	Contact: Address: E-mail: Telephone:	Dave Downes Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT dave.downes@landsecurities.com 0113 2206902
Health & Safety Officer	Contact: Address: E-mail: Telephone:	Mark Marshall Land Securities Properties Ltd, Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT mark.marshall@landsecurities.com 0113 261 5385
Marketing Manager	Contact: Address: E-mail: Telephone:	TBA

2.0: PROJECT DIRECTORY

Retail Liaison Manager	Contact: Address: E-mail: Telephone:	Nick Jones Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT nick.jones@trinityleeds.com 0113 2206917
Operations Manager	Contact: Address: E-mail: Telephone:	Roger Young Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT Roger.young@ocs.co.uk 0113 2206908
M&E Engineer	Contact: Address: E-mail: Telephone:	Chris Wagstaff Land Securities Properties Ltd, Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT Chris.Wagstaff@landsecurities.com 0113 261 5362
Building Surveying Manager	Contact: Address: E-mail: Telephone:	Lee Collins Land Securities Properties Ltd, Centre Management Suite, Trinity Leeds, Albion Street Leeds, LS1 5AT lee.collins@landsecurities.com 0113 261 5352
Landlord Fire Alarm Contractor	Contact: Address: E-mail: Telephone:	Trinity Pro – Andy Westgarth c/o Unit 1 Enterprise House Kings Way Team Valley trading estate, Gateshead, Tyne & Wear, NE11 0SR paul.buttery@trinitypro.co.uk 08443351910
Landlord Sprinkler Contractor	Contact: Address: E-mail: Telephone:	Compco Fire Systems – Brian Williams n/a n/a 01914 047118
Building Control	Contact: Address: E-mail: Telephone:	Leeds Building Control Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD n/a 0113 247 7006
Fire Officer	Contact: Address: E-mail: Telephone:	West Yorkshire Fire & Rescue - Fire Engineering Team, Leeds Fire Safety Office, Kirkstall Road, Leeds, LS3 1NF n/a 0113 290 4800
Planning Officer	Contact: Address: E-mail: Telephone:	Leeds Planning Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD n/a 0113 247 8000
Water Supply	Contact: Address: E-mail: Telephone:	Yorkshire Water PO Box 52, Bradford, BD3 7YD n/a 0845 124 24 24
Electricity Supply	Contact: Address: E-mail: Telephone:	Northern Powergrid Freepost, NEA 1047, Houghton le Spring, DH4 7BR n/a 0845 07 07 172

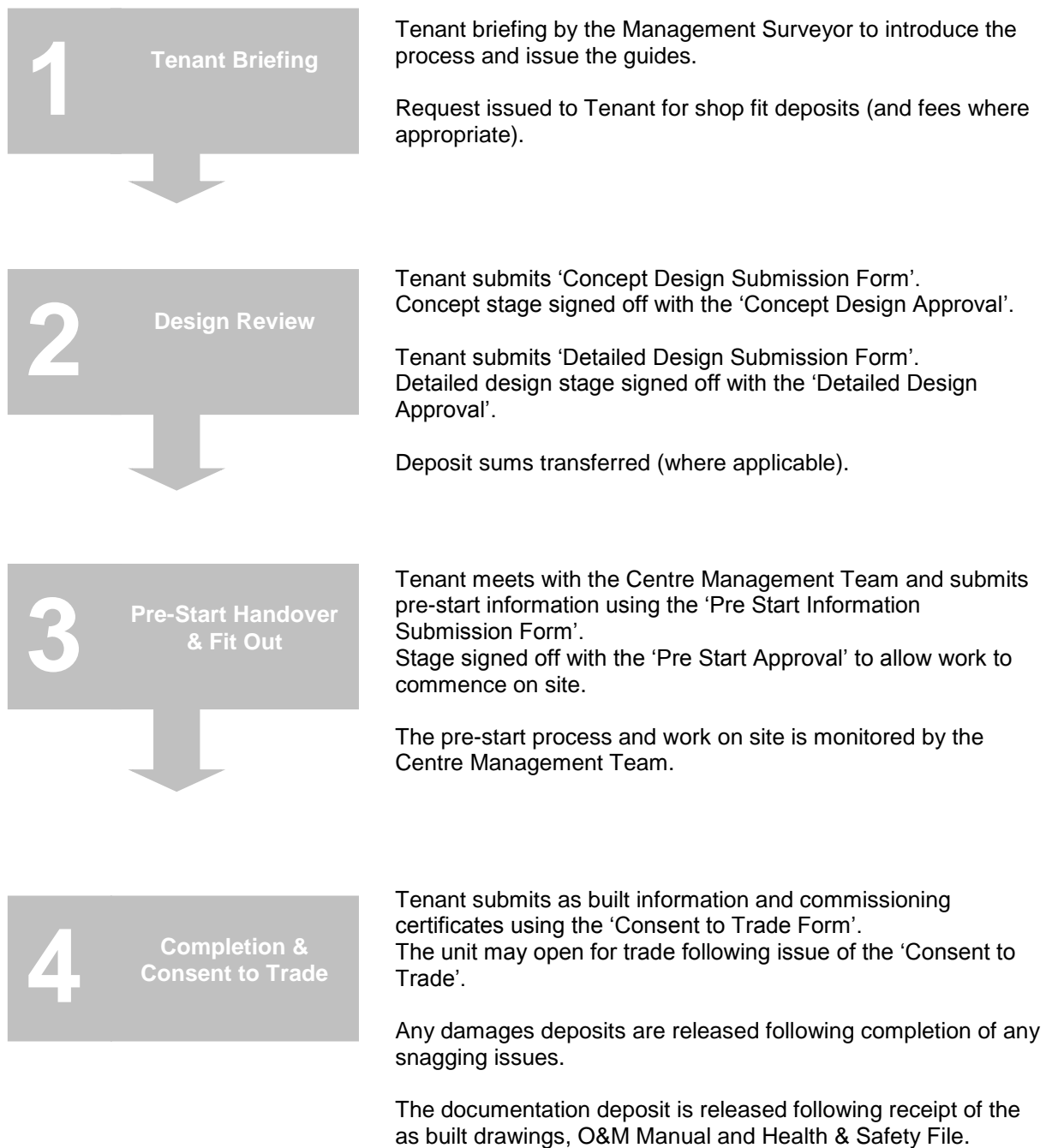
2.0: PROJECT DIRECTORY

Telephone Services	Contact: Address: E-mail: Telephone:	British Telecom n/a 0800 800 152
Gas Supply	Contact: Address: E-mail: Telephone:	Northern Gas Networks 110 Century Way, Thorpe Park Business Park, Colton, Leeds, West Yorkshire, LS15 8TU 0113 397 5300 - Emergency: 0800 111 999
Environmental Health	Contact: Address: E-mail: Telephone:	Leeds City Council generalenquiries@leeds.gov.uk 0845 124 0113
Police	Contact: Address: E-mail: Telephone:	West Yorkshire Police Holbeck Police Station, 10 Burton Road, Leeds, LS11 5EF n/a 0113 241 3946
PREFERRED SUPPLIER		
Fire Alarm	Contact: Address: E-mail: Telephone:	See above
Sprinkler Installation	Contact: Address: E-mail: Telephone:	See above

3.0: LANDLORD APPROVAL PROCESS

There are four key stages to the Retail Delivery process and Tenants should ensure they liaise with the Management Surveyor at the earliest possible stage regardless of the scope of the proposal (i.e. minor alterations or full unit re-fit) to ensure the appropriate level of input is agreed.

Following agreement on the Scope of Works between the Management Surveyor and the Tenant the following process will need to be followed:-



3.0: LANDLORD APPROVAL PROCESS

STEP 1 TENANT BRIEFING

Objective

The purpose of this stage is to ensure all parties understand the requirements of the Retail Delivery process in order to ensure a good quality result within the agreed programme. From this point the Management Surveyor will be the Tenant's primary point of contact.

Action

- The Management Surveyor will arrange a briefing meeting if required with the Tenant/ Project Leader/Retail Designer in order to present the guide and ensure all parties understand the Retail Delivery process, design requirements, technical constraints and commissioning requirements.
- A programme will be agreed.
- A contact list will be provided by the Tenant.
- Confirmation of the fees, deposits and other Landlord charges will be agreed.

Deposits **may be required** as follows:-

A fully refundable deposit of £5,000 which will be returned when satisfactory as built drawings (dwg/pdf), Health & Safety Files and O&M Manuals have been received.

A damages bond of £5,000 which will be returned subject to any deductions for costs incurred by the Landlord. This includes rectifying any design issues not in compliance with the approved drawings.

In the event snagging work and/or as built records remain outstanding six months after opening for trade, the landlord will retain the deposits and if appropriate use the funds to address the outstanding elements.

3.0: LANDLORD APPROVAL PROCESS

STEP 2(A) CONCEPT DESIGN REVIEW

Objective

The purpose of the Concept Design Review is to ensure the Tenant's proposals achieve the requirements of the design guide prior to progressing with detailed design and statutory submissions.

Action

- The Tenant will submit for approval pdf (and CAD) of their Concept to the Management Surveyor using the 'Concept Design Submission' form (see Appendix K).
- This submission must include the information included within the form to ensure adequate information is available for review and to avoid possible delays.
- A response from the Management Surveyor will be issued as follows:-
 - A** Approved Tenant may proceed to Step 2(b) Detailed Design Review.
 - B** Approved with comments Tenant may proceed to Step 2(b) Detailed Design Review but must provide acceptable replies to the comments.
 - C** Rejected Tenant must re-submit in line with the guide requirements.
- It is the Tenant's responsibility to consult with Insurers and the necessary statutory authorities to ensure compliance with for example Building Control, Fire Officer, Planning and the like.
- The Tenant should allow one week for comments to be returned following their submission.

3.0: LANDLORD APPROVAL PROCESS

STEP 2(B) DETAILED DESIGN REVIEW

Objective

The purpose of this stage is to ensure a detailed design that complies with legal, statutory and technical requirements addressing any site specific constraints and design requirements in line with the previously approved concept design.

Action

- The Tenant will submit for approval pdf (and CAD) copies of their Detailed Design to the Management Surveyor using the 'Detailed Design Submission' form (see Appendix K).
- This submission must include the information included within the form to ensure adequate information is available for review and to avoid possible delays.
- A response from the Management Surveyor will be issued as follows:-
 - A** Approved Tenant may proceed to Step 3 Pre-Start.
 - B** Approved with comments Tenant may proceed to Step 3 Pre-Start but must provide acceptable replies to the comments.
 - C** Rejected Tenant must re-submit in line with the guide requirements.
- It is the Tenant's responsibility to consult with Insurers and the necessary statutory authorities to ensure compliance for example Building Control, Fire Officer, Planning and the like.
- The Tenant should allow one week for comments to be returned following their submission.

3.0: LANDLORD APPROVAL PROCESS

STEP 3 PRE-START, HANDOVER AND FIT OUT

Objective

The purpose of this stage is to ensure the Tenant has satisfied the requirements for all approvals, the necessary pre-start information has been received and the Tenant's contractor team has been briefed by the Centre Management in relation to site constraints, site rules and the like. From this point the Tenant's primary point of contact during the site phase will be the Centre Management Team.

Action

- The Tenant will be responsible for arranging a meeting with the Centre Management Team and attending this together with their Project Leader, Principle Contractor and Site Manager having first submitted the required pre-start information as noted within the 'Pre Start Information Submission' Form (see Appendix K).
- A response from the Management Surveyor will be issued as follows:-
 - A** Approved Tenant may proceed to Fit Out.
 - B** Rejected Tenant must re-submit in line with the guide requirements.
- Works will not be permitted to commence on site without:-
 - A completed Agreement for Lease (if applicable).
 - Payment of the deposits and fees (as appropriate).
 - Approval of the detailed design.
 - Acceptance of the pre-start information.
 - Induction of all site personnel by the Centre Management Team.
 - Building Regulations plans approval.
 - Copy of the contractors insurance certificate in compliance with Land Securities Properties Limited requirements

3.0: LANDLORD APPROVAL PROCESS

STEP 4 COMPLETION AND CONSENT TO TRADE

Objective

The purpose of this stage is to ensure the work on site has been completed in accordance with the agreed plans, services have been commissioned and interfaced with the Landlord's systems where appropriate and a Building Regulation Completion Certificate has been issued.

Action

- Five days prior to the proposed works completion date, the Tenant is to notify the Technical Services Manager to allow an inspection.
- The Technical Services Manager will issue a list of any snagging for completion.
- The Tenant will submit the 'Consent to Trade Submission' form together with all appropriate documentation (see Appendix K).
- The Management Surveyor will issue a 'Consent to Trade' notice allowing the Tenant to trade. THE UNIT WILL NOT BE PERMITTED TO TRADE WITHOUT THIS.
- Deposits will be released subject to receipt of the relevant as built information and completion of any snagging/damages (snagging/damages are to be rectified within 14 days of the issue of the notice from the Management Surveyor).

4.0 - STORE DESIGN

Building/shop fitting work must comply with Approved Documents M Access Facilities for the Disabled and the Equality Act. A level access will be required into all shops and a staircase suitable for ambulant disabled persons, lifts and WC facilities depending on the size, location and configuration of the particular shop unit.

As noted in the introduction to the guide, Land Securities have a strong commitment to sustainability (refer to the Low Carbon Fit Out Guide within Appendix J) and every opportunity should be taken to utilise sustainable products, materials, energy and design to achieve both environmental improvement and reduced operational costs.

The following are a number of ways where improvements can be achieved:-

- use of heat recovery systems
- efficient controls to heating and cooling equipment
- natural lighting and ventilation where possible together with efficient controls
- improvements to Part L 'U' value requirements
- use of natural quality materials with less intensive manufacturing processes where possible (i.e. natural stone, limestone, ceramic, granite, terrazzo, hardwood timber from FSC approved sources, glass, metals)
- use of local suppliers to minimise transportation impacts
- use of ISO14001 accredited supply chains

There are numerous sources of advice however www.carbontrust.co.uk provides a useful starting point with links to additional resources.

5.0 – RETAIL SHELL SPECIFICATION

5.1 Drawing Information from Landlord

There are no Landlord's drawings included in this document. The Tenant's Design Team are to contact Centre Management to view the existing Health and Safety File and as built records.

Whilst every care will have been taken in the preparation of the as built information and the Health & Safety File, accuracy cannot be guaranteed. Tenants must undertake their own investigations, inspections, surveys and enquiries.

5.2 Queries/Further Information Required

Please submit any queries or requests for further information that may be required to the specific specialist, copied to the Management Surveyor.

5.3 Shopping Centre Structure & Fabric

The superstructure is constructed largely in steel frame with curtain walling. Flat roof are common around the centre for the provision of tenants plant. The main feature roof is of curved glass construction.

5.4 Structural Specification

The Building has standard foundations with part ground bearing and part suspended slab. The building superstructure is a structural steel / concrete frame with in situ or precast concrete floors.

The mall shopping area consists of single and two storey steel frames with pre cast concrete roof. Dividing walls between units are generally 1 hour fire resisting lightweight jumbo stud, or 2 hour concrete block construction depending on the site location of the unit.

Loading criteria TRINITY EAST:-

Roof above retail (level 5)	All the loads are Characteristic Loads (kN/m ² unless noted otherwise).
Ceiling & services	0.80
Plant	7.50
Snow including drift	1.00
Ceiling & services	0.80
Trinity Walk (level 4)	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 4.5m high) 4.50kN/m run
Live load including partitions	5.00
Mall live load	10.00
Link-bridge live load	4.00
Ceiling & services	0.80
Commercial Street (level 3)	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 5m high) 5.00kN/m run
Live load including partitions	5.00
Mall live load	10.00
Link-bridge live load	4.00

5.0 – RETAIL SHELL SPECIFICATION

Briggate (level 2)	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 5.0m high) 5.00kN/m run
Live load including partitions	5.00
Mall live load	10.00
Briggate mezzanine areas	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 4.0m high) 4.00kN/m run
Live load including partitions	5.00
Basement suspended slab over sub-basement (level 1 retail)	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 5.0m high) 5.00kN/m run
Live load including partitions	5.00
Basement (level 1)	
Live load to vehicular areas	20.00
Live load to service areas	7.50
Live load including partitions	5.00
Sub-basement (level 0)	
Live load including partitions	5.00
Briggate (level 2)	
Ceiling & services	0.80
Shop fronts	(1.0kN/m ² x 5.0m high) 5.00kN/m run
Balustrade and Protective Walls, Glazing & Screens	
Acting perpendicular at 1100mm above FFL or nosing line (Designed to BS6180 cl.6.5 loading factor of 1.5 applies & BS6399 pt1 cl.10) Except that for the following conditions horizontal UDL types apply:	
Walkway edges public terraces & staircases to streets	3.00
Retail areas & staircases to retail	1.50
Roof edges (no public access)	0.74
Plant platform/area edges	0.74
Foot/ Cycle Track Bridge and Pedestrian Ramps	1.40
Walkway edges public terraces & staircases to streets	3.00
All other areas to be considered as 1.50kN/m (NB: UDL & PL for infill from BS6399 equivalent types also apply throughout)	
Escalator Load Reactions for 5m storey height An allowance at each end is made	
Dead Load (including cladding)	63.00
Live Load	37.00
Total all-in each end	100.00
(NB Pro-rata reactions for greater than 5.m escalator travel heights)	

5.0 – RETAIL SHELL SPECIFICATION

Loading criteria TRINITY WEST:-

See loading drawings in Appendix N of this document

5.5 Service Doors

Rear service doors are the Tenant's responsibility.

5.6 Security Interface

Not Applicable on this site

5.7 Fire Alarm Connections

The Landlord will provide a fire alarm interface unit connected to the Landlord's fire alarm system monitoring the Centre as a whole.

5.8 Sprinkler Connections

A sprinkler supply is provided to each unit complete with zone check valve, flow switch and isolation valve.

5.9 Smoke Extraction

For units exceeding 1000m² the Tenant shall satisfy Building Control's requirements for smoke ventilation with an appropriate installation. Reference should also be made to any fire strategy documents relevant to the development which may contain additional requirements.

5.10 External Plant Zones, Riser Access, Lightning Conductor Systems

Plant space for the location of certain Retailer's plant will generally be provided at roof level adjacent to the unit demise or designated riser. The Landlord reserves the right to reallocate any plant area not used.

The Landlord will provide holes through the Tenancy roof as appropriate and as per the heads of terms, each having an up-stand and temporary weatherproof cap. All of the Tenant's service ducts, pipework and cables shall pass through these holes. The Tenant shall **not** form any other openings in the roof. Should any additional, or alternative holes be required then they shall be requested via the procedures set out in this guide. The Tenant shall be responsible for making all penetrations weather-tight after the installation of his services.

The Landlord will provide a paved access way around the roof area to provide access to Tenant's plant and equipment. The Tenant shall not install his plant and equipment in a manner which in any way hinders free passage along the walkways.

The Landlord will provide lighting on the roof sufficient to allow escape in the event of an emergency. Any further lighting required for the maintenance and/or safe operation of any piece of Tenant's plant and equipment shall be the responsibility of the Tenant.

The Landlord will not provide electrical power at the roof. Should this be required for the maintenance of Tenant's plant and equipment (e.g. socket for hand held lamp) this shall be

provided by the Tenant and incorporated into the plant. Tenant's electrical equipment shall not be attached to the Landlord's structure. All power necessary to operate the Tenant's plant and equipment shall be taken by the Tenant from his electrical supply within his Tenancy. The above shall also apply to gas, water, communications and any other service required by the Tenant at his plant and equipment.

5.0 – RETAIL SHELL SPECIFICATION

5.11 Ventilation Provision

See section 6.28 and premises schedule for the individual unit from the centres TSM.

5.12 Heating, Cooling and Hot Water Supplies

Where a connection is available to the centralised condenser water system providing heating and cooling the retailer must complete the landlords **heating/cooling assessment sheet for approval prior to installation**. The assessment sheet will be provided as applicable from the TMS. Where no centralised system is available there no Landlord provision for heating and cooling.

5.13 Cold Water Supplies

Landlord will supply the following:

Each unit will generally be provided with a water supply fed from the utility supplier, Yorkshire Water. The supply will generally be distributed through the service corridor to the rear of the unit. A Yorkshire Water meter will be located in the service corridor at the rear of the unit.

Each supply will be terminated at a capped end and will only be made live on completion of the Retailer's installation and inspection and approval by Yorkshire Water.

The Landlord will chlorinate the supply pipework up to the meter.

Water pressure will be boosted to between 1.0 and 3.0 bar in accordance with Yorkshire Water's standard terms and conditions.

The Retailer will supply the following:

The Retailer shall be responsible for arranging the final water connection with Yorkshire Water including any byelaw inspection arrangements and Yorkshire Water approvals.

The Retailer shall be responsible for all water services installations within the Retailer's demise including cold water storage tanks in accordance with Yorkshire Water requirements.

It is the Retailer's responsibility to provide hot water supplies within the unit if required. Water heaters/calorifiers and showers, if any, should be temperature sterilised or chlorinated before being used in line with the relevant safety codes of practice.

The Retailer shall cross bond the pipework on completions of the installation of the meter.

The Retailer is responsible for sterilising the installation within the unit and for taking precautions to prevent the build-up of Legionella bacteria, including routine testing and sampling, all in accordance with BS 6700, HSG 70 and TM13 issued by CIBSE.

The use of lead solder is prohibited.

The Retailer will be required to issue a copy of their Chlorination Certificate to the TSM

5.14 Gas Supplies

The Landlord will provide:

The Landlord will apply for sufficient capacity to be available within the local gas utility infrastructure to allow the Retailer to make application for a gas connection from the local main. Such capacity within the Landlord's primary gas system for Retailer's gas supplies will be for catering units only as indicated in Retail Unit Services Schedule.

5.0 – RETAIL SHELL SPECIFICATION

All Retailer gas supplies will be sub-metered and served from the Landlord's primary metered gas system.

Should a Retailer require a gas supply, application is to be made to the Landlord

The Retailer will provide:

Should a gas supply be required the Retailer is responsible for arranging for the supply and installation of a gas sub-meter and connection to the Landlord's primary supply.

Catering units are required to interlock the gas supply with their mechanical extract system in accordance with BS6173.

The Retailer is responsible for providing a Gas Safe inspection report and certificate in respect of their installation as a precondition of connection and prior to the Landlord making the gas supply live.

The Retailer is required to seek the approval of the Landlord for all works associated the provision of gas supply.

The Retailer will pay for any costs associated with the installation of a gas supply to and within their unit.

5.15 Electrical Supplies

All units are provided with an incoming electrical supply.

5.16 Foul Drainage Connections

Generally all units are provided with at least one foul drainage connection. All connections additional or otherwise into the landlords S&V and RW system will be Geberit Fusion Weld or cast iron depending on unit location. No alternative will be approved.

The Retailer must control condensate drainage such that it discharges into the Retailer's own internal foul water system

5.17 Communications

Service arrangements shall be negotiated directly by the Retailer with a telecommunications company servicing the Centre area.

Should the Retailer wish to provide television viewing within their unit, services should be arranged directly with a local cable provider.

No antennas will be allowed on the roof unless they have Landlord's approval.

The Landlord shall provide four RJ45 data points for each shop unit. The Landlord will locate the data points at the back of the shop unit just inside the door from the service corridor. The Landlord will provide a cable extension of 10m to allow the data provision to be located to suit the Retailer.

The data points will be presented in a standard surface mounted white plastic double gang box.

The Retailer shall provide cable containment from the point where the cables enter the shop unit to the agreed location.

5.0 – RETAIL SHELL SPECIFICATION

Final connection of the Retailer's system to the Landlord's system shall be undertaken by the Landlord.

5.18 Landlord Services within the Unit

In most units, the Tenant will be required to provide access to services (notably in false ceilings and wall finishes) – connections/rodding to soil and rain water pipes, fire damper reset hatches and smoke mechanical ventilation dampers and motors. **The Tenant's fit out design must allow safe access to these positions.**

Tenants are advised that in some instances Landlord's services are routed through units. The Tenant must inspect on site to ascertain the location, disposition and size of the services and ensure adequate access is maintained, avoiding any interference and not affixing any items to the services.

5.19 Sound Attenuation

Refer to Appendix O

6.0 - TECHNICAL DESIGN

6.1 Minimum Tenant Shop Fitting Requirements

The Tenant shall not interfere with the fabric or structure of the building in any way, whatsoever, without the prior written approval of the Landlord. Work to the fabric includes, but is not confined to the laying of screeds, alterations, connection to services, the cutting of chases, small diameter holes and the like.

The Tenant shall not interfere in any way with the integrity of the fire barriers (dividing walls/floor between the Unit and adjacent units or adjacent landlord areas), structural fire protection services or protected escape routes. In seeking approval for such services penetrations, or for other works which may affect the integrity of fire barriers around the unit (e.g. external walls, dividing walls, floors, wall between unit and services corridor), the Tenant shall submit proposed details of fire stopping/fire resisting construction with supporting fire test documentation as part of the Building Regulation Submission.

All fire stopping works shall be undertaken by a FIRAS approved installer and certificate of conformity shall be supplied to the landlord on completion of all works

Tenants are expected to comply with all current statutory requirements, British Standards, Codes of Practice, Euro Standards and general best practice guidance in the delivery of their fit out.

6.2 Existing Shop Fitting

Tenants who retain existing shop fitting elements including services when they take over a unit will be responsible for their full compliance with the Landlord's requirements and any statutory regulations.

6.3 Environmental Policy

Tenants should comply with the Landlords Environmental Policy and are actively encouraged to improve their environmental ambitions.

The Tenant should demonstrate consideration of the usage of sustainable products as part of their fit-out proposals.

The usage of recycled products from sustainable sources and an environmentally friendly waste disposal strategy will be encouraged.

6.4 Shop Front and Shop Fitting Design

- a) Under the Work Place (Health, Safety and Welfare) Regulations every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety:
 - i) Be of safety material or be protected against breakage of the transparent or translucent material.
 - ii) Be appropriately marked or incorporate features so as in either case, to make it apparent.
- b) The Landlord is not seeking rigid uniformity in the design of shop fronts, innovative designs will be considered. Open shop fronts without entrance doors will be encouraged.

6.0 - TECHNICAL DESIGN

- c) Use of high quality durable materials is essential. All shop front framing must be stainless steel, bronze, brass, chromium plated, colour anodised or polyester powder coated aluminium. High quality timber from sustainable sources suitably detailed and finished may also be accepted, but subject to statutory approvals.
- d) If stall risers are proposed to shop fronts, the detailing must be sympathetic to the Landlord's pilaster and flooring details.
- e) Shop front materials must be constructed in Class O materials, except for fascia's as described in Section 6.5.
- f) High quality laminates, GRP, GRG and stove enamelled finishes may be permitted if well detailed. Ceramic tiling to vertical surfaces may be allowed only if the design, specification and detailing is considered appropriate by the Centre Management. Rough faced stonework, mosaic and facing brickwork will not be permitted.

6.5 Fascia Design

Fascia's should be designed as an integral element of the shop front and reflect the high quality of the Landlord's surrounding finishes.

Where fascia's are proposed these should comply with the requirements of the statutory authorities. Fascia panel materials should be Class 0 surface spread of flame rated although limited areas of other materials may be permitted subject to consultation and approval of the local Fire Authority.

6.6 Signage

The Landlord will encourage illuminated signage of good design but simple box fascia designs will be discouraged on internal malls.

All box signage considered for erection must be of a uniform size and style in accordance with centres requirements

Projecting/hanging signs will be non-illuminated and must be in accordance with Appendix H and may be approved by the Landlord. Fireman's switches for illuminated lettering or logos must be of the recessed type and be incorporated in a soffit to the shop front and not located on the fascia or Landlord's finishes. The location and type of switch must be agreed prior to the consent of the Landlord.

High voltage lighting as defined by BS 7671 will not be permitted within or external to the unit.

6.7 Shop Front Location

The Tenant's shop fronts are generally to be within the demise usually immediately behind the Landlord's pilasters and floor finish.

Certain shop units may be allowed (at the Landlord's discretion) to project over the Landlord's floor finish. Such projections must have the Landlord's prior approval and must not affect the Landlord's mall ceiling finishes.

The Landlord's mall flooring must be retained, protected and covered during the works.

Where Tenant's shop fronts are recessed within the demise the Tenant must provide matching or complementary floor, wall and ceiling finishes to those provided by the Landlord. Details of the Landlord's finishes will be provided on request.

6.0 - TECHNICAL DESIGN

6.8 Shop Front Entrance Doors

If entrance doors are to be provided within the Tenant's shop front, no outward swing over the demise line will be permitted.

Roller shutter grilles are allowed, but only if they are visually acceptable to the Landlord and out of sight during the hours the Centre is open to the public. No side channels to the shutter or floor fixing points are to be affixed to the Landlord's finishes. The shutter and all component parts should be fully contained within the demised area and should, where possible, be of the perforated powder coated type, translucent or include a vision panel to assist security surveillance.

Roller shutters may require planning consent; this is the responsibility of the Tenant to obtain.

6.9 Shop Front Pilasters

The pilasters/divisions between Tenants' shop fronts are Landlord's fixtures and must not be altered, adapted or fixed to without Landlord's consent.

6.10 Prohibited Materials

Materials or substances referred to in 'Good Practice in the Selection of Construction Materials' published by the British Council for Offices are not to be specified or used.

6.11 Columns & Beams

Fixings by the Tenant must not affect the two hour fire resistance of columns and beams in certain locations. Viculad board protection has generally been used and if the Tenant damages this protection, it must be made good at the Tenant's cost to the satisfaction of the Landlord.

6.12 Staircases & Escalators

If a Tenant wishes to undertake structural works prior approval must be obtained, together with all statutory consents. The Landlord may submit details to their structural engineers for approval, whose fees will be met by the Tenant.

6.13 Ceilings & Fixings to Soffits

Suspended ceilings must be non-combustible and have not less than Class 1 surface spread of flame rating.

Sprinkler protection must be provided above and below ceilings in accordance with Fire Authority and Landlord's Insurer's requirements and comply with British Standards.

6.14 Internal Wall Finishes

All materials facing the Mall circulation routes must comply with the European classification for fire spread Class B-s3, d2 (old National Class 0), except shop front framing as provide for in BS9999.

All surfaces within the units must comply with Euro Class C-s3, d2 (old National Class 1).

The Tenant shall ensure the fit out does not obstruct Landlord services, access panels, vents, outlets, etc.

6.0 - TECHNICAL DESIGN

6.15 Doors

The Tenant is to provide all ironmongery and locking arrangements in accordance with the means of escape requirements to the rear service doors. The Tenant should take advice from the Fire Authority and Building Control as to their precise requirements dependent upon the Tenant's trade and layout.

All doors within the shop unit are to be provided by the Tenant.

6.16 Asbestos

That unless there is evidence that all asbestos has been removed, it is the responsibility of the Tenant or his contractor to commission **a Project Specific management or demolition / refurbishment asbestos survey** in accordance with The Control of Asbestos Regulations, prior to the commencement of any demolition or refurbishment works. The Land Securities Corporate Asbestos Management Team can offer assistance in this respect, if required.

Where an asbestos survey has been commissioned relevant to the works being undertaken a copy of the survey report must be issued to the Centre Management **prior to any works being started** for comment by Land Securities Asbestos Manager.

It is essential that at least one full time site operative is asbestos awareness trained when carrying out works within our Centres

All contractors must sign the asbestos register inspection sheet before commencing works.

6.17 Flat Roof Mounted Plant

The Tenant is to provide a "Roof Pro" type support system to all flat roof mounted plant and equipment. The support system must give a clear height of 450mm minimum from roof waterproofing membrane level to the underside of any plant or equipment and be readily removable to allow maintenance below. The Tenant is responsible for providing all weight and size details of the plant to the manufacturer of the support system to facilitate a correct and suitable design.

Roof Penetrations must be designed to achieve minimum building clearance ensuring that electrical cable feeds and pipe work shall be above the roof waterproofing membrane to a height of 450mm minimum and provide easy access to the riser for future maintenance via a removable lid.

For full details refer to Appendix G.

6.18 Protection of Openings and Fire Stopping

Where services pass through compartment floors and walls, protected shafts and fire resisting walls, all joints or openings in such elements will be fire stopped or provided with a proprietary sealing system to maintain the fire resistance of such elements.

All pipes in excess of 110mm diameter other than non-combustible pipes will be fitted with intumescent collars or **proprietary compliant fire stopping system** where they pass through fire resisting construction and the collars will have the same fire rating as that construction.

All pipes with a diameter less than 110mm where they pass through fire resisting construction other than compartmental floors will be fire stopped using a **proprietary compliant fire stopping system**. The openings of these pipes will be kept as small as practically possible so that the minimum amount of fire stopping is required.

6.0 - TECHNICAL DESIGN

In all cases pipes of diameter less than 40mm will be fire stopped using a **proprietary compliant fire stopping system** in openings and will be kept as small as possible.

All ventilation ducts, except those used for hot smoke extract, where they pass through fire resisting construction will be fitted with fire dampers activated by either fusible links or smoke detectors as appropriate in accordance with BS 9999.

In the case of large service duct risers for a large number of services, ducts to be sealed at each floor level with a proprietary sealing system to maintain the appropriate fire resistance period.

6.19 Electrical Installations

All contained installations and refurbishment's including minor modifications, must be undertaken by an **approved** Electrical Contractor, who is a member of the NICEIC, SELECT or equivalent associations having an arbitration inspectorate, to ensure complete compliance with the current edition of the IEE Regulations, the Electricity Supply Regulations, and also the Electricity at Work Act.

- Fire alarms must be installed in suitable fire rated cable
- All cables are to be Low Smoke and Fume.
- An Electrical Test Certificate is required upon completion.

The electrical contractor should **not Work Live**, however if there is an occasion that work has to be undertaken live the Centre Management team must be informed.

6.20 Shop Lighting

Fluorescent lighting with exposed tubes, visible from the Landlord's mall areas, will not be permitted. Fluorescent fittings which are recessed or have diffusers will be permitted within the shop retail area, but not generally within a 2 metre distance of the mall shop front line, unless the shop fitting design is of exceptional quality, incorporating imaginative use of lighting. The Landlord shall expect the display lighting to be well considered and of high quality.

Shop window, fascia and display lighting must remain in operation while the Centre is open to the public. Such lighting must be designed so as not to cause glare to the public in the Landlord's mall areas.

Transformers associated with extra low voltage lighting must be of the type complete with an integral thermal cut-out. All transformers and associated wiring must be adequately fixed.

Low voltage lighting and long life lamps are to be encouraged at the design stage in order to support Land Securities environmental policy.

6.21 TV Aerials and Satellite Dishes

Permission has to be obtained from the Centre Management Office before aerials or dishes can be erected in the common areas of the roof.

All metal supports and equipment must be bonded to the Centre's lightning protection system.

Wayleave may be required in circumstances where the supply is made by a third party telecommunications operator.

6.0 - TECHNICAL DESIGN

6.22 Data and Telecommunications

The Tenant shall make his own arrangements for provision of data and telecommunication services. Where the service provider needs to run cables through the Landlord's areas, routes, methods of cable containment and the installation works must be agreed and approved by the Centre Management. See also clause 5.17

6.23 Sprinkler Installations

For all new sprinkler systems, the entire protection shall conform to the LPC Rules for automatic sprinkler installations incorporating BS EN 12845 and also in accordance with the Landlord's requirements. The sprinkler contractor must be LPCB LPS1048 approved for the class of work undertaken and the completed works shall be certificated under LPS 1048. Aviva must approve any non-compliance prior to incorporation into the system.

Only companies whose names appears in the current 'Red Book, List of Approved Fire and Security Products and Services under LPS 1048 Approved Sprinkler Contractors Scheme', together with the current list of 'LPCB Quality Assessed Companies to LPCB ISO 9001', published / audited by the Loss Prevention Certification Board will be considered suitable to carry out the design and installation of the proposed works.

Only equipment approved by the Loss Prevention Council and entered on the current 'List of Approved Products and Services' shall be installed.

Tenants' fit out contractors are advised to contact the Landlord's Building Insurers, Aviva Risk Management Solutions, directly to ensure that they comply with the Insurers latest guidelines with respect to their fit out.

The Retailer is to apply to the TSM to arrange for the Landlord (or his agent) to witness all testing. A minimum of 10 days' notice is required for this service.

One or more capped connections will be provided in the Retailer's demise for the coupling of the Landlord's supply to the Retailer's sprinkler system.

Before a unit can commence stocking or trading a full function test must be carried out on the sprinkler system to prove the operation of the sprinkler flow switch and its interface with the Landlords fire alarm system.

A charge of £500.00 + VAT will be made by the Landlord for witnessing the static and functional tests and making connections into the Landlord's system.

Prior to making their sprinkler installation live, the Retailer must carry out a hydraulic pressure test in accordance with the relevant British Standard. Test pressure to be 1.5 times working pressure or 15 bar, whichever is highest, for a minimum for one hour.

Installation testing and commissioning is to be carried out by fully LPC certified contractors as listed in LPC TB2 Section 1A only.

The Retailer must submit copies of all necessary certificates to the TSM. Thereafter arrangements must be made with the Landlord for opening and locking the isolating valve

In addition the sprinkler installations for the **East** side of the site must conform to the following:-

The Landlord will not permit the system to be connected or the sprinkler zone isolation valve(s) to be opened until the above tests have been undertaken and a signed LPS 1048 Certificate with supporting documentation has been received from the Retailer's contractor.

6.0 - TECHNICAL DESIGN

Full details of the procedures to be adopted by Retailers when connecting to the Landlord's system are to be agreed with the Landlord. Each unit is a zone with one or more monitored zone valves. Additional zone valves must have remote monitoring and all costs covered by the Retailer.

The contact details are as follows:-

Spencer Curtis - Sprinkler Risk Advisor
Email: spencer.curtis@aviva.co.uk
Telephone: 0845 301 6030 Option 2
Mobile: 07711 438696

or

Dave Tonkinson – Sprinkler Team Leader
Email: dave.tonkinson@aviva.co.uk
Telephone: 0845 301 6030 Option 2
Mobile: 07885 648207

Approval by Aviva Risk Management Solutions on behalf of Aviva Risk Management Solutions is for insurance purposes only and tendering sprinkler engineers are reminded that it is their responsibility to ensure that the completed works are in compliance with the Rules applicable and is subject to satisfactory proving tests (where applicable) and final inspections on site when all the work is complete.

The sprinkler isolation valve and flow switch must be connected to the landlord's fire alarm system to comply with BS 5839. This must be procured via the Centre's fire alarm contractor.

Sprinkler Flexible Connections

It is **NOT** permitted to use flexible sprinkler drops.

Quick response sprinkler heads shall be utilised.

Sprinkler Impairments

Isolation and restoration of sprinkler protection must be authorised via the Technical Services Manager, who is required to notify the Buildings Insurers. Requests are to be made to the Building Manager at least 3 days in advance of required implementation.

Sprinkler Pipe work Testing

Prior to pressure testing with water, a low pressure pneumatic test should be undertaken to initially confirm the integrity of the pipe work.

The system to be pumped up to a pressure of 15 bar for a minimum period of two hours with the calibrated pressure gauge left connected to the system. A **test certificate must be** provided for record purposes, signed by the installation representative. This certificate must be provided prior to connecting the installed sprinkler system to the Landlord's supply

The method(s) of storage, storage heights, and types of goods stored affect the capability of a sprinkler system to control or extinguish a fire. Therefore it is important to ensure that the storage heights do not exceed the limitations imposed by the system design. The maximum storage heights should be clearly indicated on the sprinkler installation drawings. If you are in any doubt or cannot easily access this information please contact our F department who will be able advise further.

6.0 - TECHNICAL DESIGN

In addition, please note that a clear space of 500mm is to be maintained below the sprinkler deflector plates. Obstructions that interfere with the discharge pattern of sprinklers will adversely affect the system's performance and its capability to control a developing fire. This may not be achieved if appropriate clearances are not maintained.

The clear space requirement therefore takes precedence over any storage height limitations which apply. If ceiling heights are restricted, it may be necessary to reduce heights to below the permitted maximums as specified by the system design, in order to achieve the required clear space.

We would also highlight that goods stored too close to sprinklers are a major cause of mechanical damage, the consequences of which would be costly repairs; loss of essential fire protection whilst repairs are completed; severe business disruption; significant water damage to buildings and contents

Prior to commencement of any works, detailed drawings (four copies) are required for approval by our Insurers, quoting static calculations and pipe sizes. (Refer to **Appendix Q – Sprinkler System Drawing Approval Guide**)

Prior to commencement of any works, detailed drawings (four copies) are required for approval by our Insurers, quoting static calculations and pipe sizes.

All pipe work passing through partitions and/or demised walls, to be sleeved to comply with relevant British Standards. The incoming pipe work is to incorporate an approved flow switch, having change over volt-free contacts that must be connected via a separate zone into the Tenant's fire alarm panel, such that movement of sprinkler water will initiate a full fire alarm condition.

Only an approved fire alarm company will be allowed to undertake the installation and connection of the flow valve contacts into the fire alarm system.

A flow check valve or equal and approved must be installed into the sprinkler system.

The Tenant must not drain down the existing sprinkler system for the unit without prior written permission from the Landlord's Centre Management (refer to Appendix D – 'Permission to Drain Down Sprinkler System').

The re-integration of the Tenant's sprinkler system into the Centre's will only be allowed outside of normal trading hours. The cost of undertaking this work will be borne by the Tenant.

Installation/alteration of or to the fire alarm system within the demise will not be allowed at the same time as work to the sprinkler system unless a temporary fire alarm system is installed and agreed with the Centre Management.

The Tenant is encouraged to integrate the range pipework within the fitting-out and to minimise the amount of exposed pipework visible in retail areas. This is particularly relevant to void areas behind the shop front and under open plan staircases.

Dry sprinkler heads must be provided to all cold storage areas.

An 'Ansul' or 'Hydramist' type LPS approved fire suppression system must be fitted to all kitchen ranges.

6.0 - TECHNICAL DESIGN

6.24 Fire Alarms

Fire Alarms by Landlord

A fully analogue addressable Fire Alarm system shall be provided to the Landlord's areas complying with 5839 Part 1, Type L1 BSEN54. The Fire Alarm system shall be integrated with the public address system to provide voice evacuation alarm facilities.

A shop interface unit will be provided to facilitate connection of the Retailer's fire alarm system to the Landlord's system. These interface units will be located external to the shop unit. The only persons permitted to work on it will be the Landlord's contractor.

Fire Alarms by Retailer

The Retailer shall be responsible for installing their own fire alarm system in compliance with BS 5839 Part 1 and in accordance with Building Regulations and local authority Fire Safety Officers requirements.

Retail shop units will be connected to the Landlord's fire alarm system via a Retailer's shop interface unit in an appropriate location to be agreed. The sprinkler flow switch and MIV provided to the unit will be connected to the fire alarm system.

The sprinkler flow switch and MIV provided to the unit will be connected to the fire alarm system as indicated on the Landlord's fire alarm Interface schematic. The Retailer's fire alarm system shall be interfaced with fire dampers in ductwork and ventilation systems at all retail and Landlord interfaces.

The Retailer will provide his own 'standalone' fire alarm system in accordance with BS5839 providing an L1 level of detection, and to the specific requirements of the Fire Officer and Building Control. The system shall be designed, installed and commissioned by an LPC 1014 accredited specialist contractor.

The Retailer's system must be compatible with the Landlord's system.

The following signals shall be provided to and from the Landlord's fire alarm interface panel:

Inputs (Landlord to Retailer)

- Alert (pulsed alarm)
- Fire (continuous alarm)

Outputs (Retailer to Landlord)

- Fault (on Retailer's fire panel)
- Fire detected
- Fault (sprinkler isolation valve closed)
- Fire (sprinkler flow switch)

The Retailer shall design their fire alarm and detection system to avoid false alarms. This shall include the correct selection of detection device for the use of each space e.g. Heat detectors in kitchens.

Retailer bells shall be the electronic type, approval shall be sought from Building Control and the Landlord.

6.0 - TECHNICAL DESIGN

All fire alarm installations must be wired in MICC or enhanced cable with LSF sheath. Where MICC is utilised it shall be light duty 500V grade.

Under no circumstances shall the Retailer or his contractors, interfere/modify/test the Landlord's fire alarm, PAVA, sprinkler flow switch and sprinkler isolating valve cabling.

Upon completion of the Retailer's fire alarm system the Retailer is to apply to the TSM, enclosing a Compliance Certificate to BS 5839 and LPS 1014 certificate, test records of cable insulation/ resistance tests, from the installer for the connection of the unit system into the Landlord's system. A charge of £350.00 + VAT will be made by the Landlord for witnessing tests and making connections into the interface unit. Ten days' notice is required to the Landlord for providing this service.

A full functional test of the fire alarm system and interface is to be undertaken to prove the interface between the Retailer's fire alarm system and Landlord's fire alarm system. Once the unit system has been connected into the Landlord's system no work to the Retailer's fire alarm system is to be carried out with the system live.

The Retailer is to ensure that the sprinkler installation has been connected correctly before applying for the fire alarm connection and final testing.

NB: Under no circumstances is the Retailer's sprinkler or fire alarm system to be isolated during Centre opening hours.

Details of the procedure including that of a permit to work, to be adopted by the Retailers when connecting their fire alarm system to the Landlord's system are to be agreed with the Landlord.

The Retailer shall fully co-operate with the Centre Management team regarding regular testing of the fire alarm system in accordance with BS5839.

Operation and evacuation procedures are to be established between the Retailer and Landlord to meet the requirements of Building Control and the Fire Authority. The Retailer's system is to comply with the approved Life Safety Strategy with fire alarm signals and faults repeated at the Landlord's Central Control Room.

The Retailer's fire alarm panel will incorporate a non-latching relay allowing remote operation of the Retailers alarm/xenon circuits from the Landlord's system.

The Retailer fire alarm activation must provide automatic shutdown of all ventilation plant, operate any smoke control systems and de-energise any significant noise emitting source, e.g. music systems within the unit.

Audible alarm within the unit shall be provided by Retailer.

The Retailer is required to maintain a Fire Alarm Log Book indicating maintenance and testing procedures.

6.25 Emergency Lighting

Any statutory requirements to amend or provide emergency lighting installations shall be in accordance with current British Standards and comply with Building Control the Fire Authority's requirements.

6.26 Mall Shop Music/Public Address

All shop music/public address systems are to be interfaced with fire alarm systems to de-energise in event of fire alarm activation.

6.0 - TECHNICAL DESIGN

6.27 Fire Fighting Equipment

The Tenant is to provide firefighting equipment within the premises in accordance with the requirements of the Fire Authority and the Landlord's insurers.

6.28 Air Conditioning and Ventilation Installations

The Retailer shall provide appropriate fresh air rates into the retail unit and shall maintain suitable environmental conditions and air quality within their demise.

If creating smells, such as cooking of food, the Retailer must provide local extract to prevent olfactory pollution of the public space. Filtration of exhaust is mandatory to remove all odours and contaminants prior to discharge. The direction of exhaust must be coordinated with intakes to other units through the TSM to ensure that food smells do not re-enter the building.

Where the Retailer is provided with a connection to the Landlord's centralised combined general and extract ventilation system, the Retailer shall ensure that a back draught damper is installed on any toilet extract branches

Where a connection is available to the centralised condenser water system providing heating and cooling the retailer must complete the landlords **heating/cooling assessment sheet for approval prior to installation**. The assessment sheet will be provided as applicable from the TMS. Where no centralised system is available there no Landlord provision for heating and cooling.

Heat rejection equipment is to be located at roof level, together with air exhaust locations.

Air intake is to be at the front of retail units from the open arcade area.

Any roof-mounted plant must be protected by the Landlord's lightning protection system in accordance with BS EN 62305:2006. The Retailer must make allowance for any necessary modifications to the system

Retailers are to ensure that proper precautions are taken in plant design and fixing to avoid undue structural and airborne noise transmission at all times. Noise production by the operation of Retailers plant and equipment shall meet the requirements set out in Appendix O of this document.

All plant is to be finished with an agreed colour approved by the Landlord and planned/installed in a neat and orderly manner. The Retailer is to provide and install a plaque to roof mounted plant incorporating trading name and unit number and plant reference number

6.29 Smoke Control

Smoke Control by Landlord

Different strategies for Landlord's smoke control are adopted in different parts of the centre:

The majority of Trinity East is considered an external space. Smoke from shop units can flow into arcade areas and can vent via the openings in the roof.

Mechanical smoke extract is provided in limited areas of the arcades. Smoke from shop units can generally be vented into these areas.

Smoke Control by Retailer

6.0 - TECHNICAL DESIGN

The Retailer is required to incorporate any smoke control provision within their demise that may be required by the local authority. No units should permit any smoke to be discharged into service corridors or other means of escape.

In particular Large Retail Units with a plan area of more than 1000m² on any one level will be required to provide their own smoke control installations designed to prevent smoke flowing into the mall. This requirement does not apply to units opening into sections of the centre considered to be external.

Where highlighted within the Landlord's Fire Strategy, defined units will be required to provide shop front protection to prevent smoke discharge into the malls entirely or in certain areas. All shop front protection shall be provided by the Retailer in a form agreed with the Landlord.

All smoke evacuation and replacement air systems shall conform to all relevant British Standard's and other statutory requirements. The Retailer shall specifically note the need for a duplicate and/or a maintained electrical supply, and the need for regular testing to be scheduled with the Landlord's representative/management.

Retailer's equipment shall be installed in the locations designated by the Landlord for the installation of services plant and equipment. Any builder's work required in addition to that already provided by the Landlord shall be requested following procedures already laid down in this guide.

When in operation the noise level from the Retailer's plant and equipment shall not interfere with the intelligibility of the Retailer's own Fire Alarm system or the Landlord's system including the PA VA System within the mall.

Discharge from the smoke evacuation system must not interfere in anyway with the Landlord's smoke vent system, or that of any other Retailer, nor the proper and efficient working of the building services systems of others.

6.30 Roof Penetrations for HVAC Services

Where there is a requirement to route services through the roof the guidelines detailed in Appendix G must be followed.

6.31 Plumbing Installations

Installations are to be strictly in accordance with the Water Authority's Water Bylaws. The Tenant must clean and chlorinate all water systems in accordance with current British Standards and ACOPs prior to bringing them into service.

In tenancies incorporating plumbing and hot water installations, which have been vacant for a period of time, it is advisable that the following safety procedure be adopted to reduce the possibility of Legionnaire's Disease:

- a) All lidded water storage tanks should be cleaned out and suitably treated, with approved internal surface applications. All tank work and interconnecting pipe work should be chlorinated.
- b) Water heaters and chlorifiers, including shower heads, should be chlorinated and temperature sterilised, in line with relevant safety codes of practice.*
- c) Adequate ventilation should be provided in all storage tank areas, to ensure that the cold water tank does not exceed 20°C.
- d) The Prevention and Control of Legionellosis (including legionnaires disease) ACOP.

6.0 - TECHNICAL DESIGN

6.32 Sanitary & Drainage Installations

Facilities must be provided by the Tenant so as to conform to statutory requirements.

Where the Landlord's provision for drainage does not suit the Tenant's requirements, alterations to the drainage provision must be to the prior approval of the Landlord. The Tenant must design the drainage system to prevent blockages with sufficient rodding eyes, especially immediately above the floor slab.

The Tenant is to take account in his fitting out of ensuring ease of access to all rodding eyes for future maintenance. Only Geberit Fusion Weld or cast iron drainage systems such as "Time saver" or equal / compatible and **approved** systems should be installed.

All Tenants where catering/food preparation takes place within their demise are required to provide adequately sized grease traps to prevent blocking of the main drainage system. Such grease traps are to be adequately maintained at all times.

Separate provision must be made for the disposal of sanitary towels. Incinerators are not permitted.

All Landlord's drainage fixtures and fittings in confined spaces or passing through the Tenant's demise shall remain accessible

6.33 Intruder Alarms

The Tenant may provide a self-contained security system but no alarm bells or boxes are to be fitted to the Landlord's mall finishes or to the Tenant's shop front or fascia visible from the Landlord's mall areas.

6.34 Food Operator Kitchen Requirements

Fire Suppressant Systems

An 'Ansul' type LPS approved fire suppression system must be fitted to all kitchen ranges. Additionally misting systems that are LPS approved such as "Hydramist" can be used.

Requirements for Retail Tenant Kitchen Ventilation Systems

Approval of Tenant kitchen extract systems

Retail Tenants in Land Securities' shopping developments are required to install kitchen extract systems that do not provide nuisance through unwanted cooking odours or noise. The systems shall ensure that the risk of fire due to grease build up within the extract systems is controlled and maintained to an acceptable level and in line with Land Securities development and insurance obligations.

Kitchens and buildings are not the same and it is often not practical to apply a one solution fits all approach. However, in all but extreme cases it can be taken as read that if the requirements set out within this document are adhered to then the installation will meet the Land Securities development requirements.

Where the retailer proposes to deviate from what is contained within this document due to a reduced risk of odour and grease generation they shall provide the rationale for the deviation prior to the detailed design stage of the project. The rationale shall be based upon industry standard recommendations and risk assessment methodologies. The following documentation may be used for these purposes:

- DEFRA, Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust

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Systems (risk assessment methodology)

- FPA, Recommendations for fire risk assessment of catering extract ventilation
- BCSC Servicing Food and Beverage

Where a risk assessed approach is proposed by the Tenant this shall be subject to approval from Land Securities insurers and the Retail Delivery Management team.

To minimise the risk of kitchen-related fires and in compliance with the recommendations of the Land Securities Insurers, the Landlord will engage a specialist to carry out a review of the kitchen extract proposals and inspect the installation during and at completion. There is a fee associated with this work chargeable to the Tenant, currently set at £1000.00 + VAT. The Tenant will be made aware of the intention to engage the specialist at the initial briefing. It should be noted that the comments produced by the review and inspections will be required to be addressed by the Tenant

The extract system design shall be reviewed at each design stage by the Landlord's specialist and the Tenant shall revise their proposal to address the comments raised and re-submit proposals. Upon completion of the kitchen extract system and prior to opening (regardless of whether a risk assessed approach has been followed) the retailer shall provide a certificate of conformity. The certificate shall include a statement from the installing contractor that the systems have been installed in accordance with the approved design submission; that all relevant standards and safety standards have been adhered to; and a statement from the Tenant that the necessary ongoing maintenance procedures are in place. A set of As Installed drawings shall accompany the certificate clearly identifying the access hatches for cleaning within the ductwork. Upon receipt of the certificate of conformity the RDM shall arrange for an inspection by the Landlord's representative of the Tenants kitchen extract system. Upon successful approval of the installed system and accompanying documentation, by the Landlord's representative, the Tenant will be allowed to put the system into use.

General requirements

The Tenant shall design and install a kitchen extract system compliant with B&ES Kitchen Ventilation System Specification DW172. Internal surfaces of the kitchen extract systems should be free of irregularities, all of which make grease accumulation more likely and cleaning more difficult. The design shall include adequate access panels of sufficient number, quality and size to enable unrestricted access for regular cleaning and inspection of the internal surfaces and in-line components. All access panels shall be in accordance with the requirements of DW/144, DW/172 & TR19.

The exhaust system serving the Tenant demise shall be designed and commissioned to ensure the restaurant as a whole is under a negative pressure, and allow for make-up air rate of 85%, of the exhaust quantity to prevent migration of odours and/or heat to other premises or to public areas.

Canopy grease filters shall comply with LPS 1263, as required within B&ES Specification for Kitchen Ventilation Systems DW172, and be of non-combustible construction.

The extract fan shall be located at roof level to ensure the extract system is under a negative pressure and the fan unit selected shall be suitable for kitchen extraction and be fully accessible for cleaning, with the motor & wiring out of the airstream to minimise the risk of ignition.

Filtration plant shall be located within the Tenant's demise, either within or after the hood. The Tenant shall install an Ultra Violet technology system, positioned in the restaurant kitchen extract hood(s) to cover and serve all odour and/or grease producing appliances. Note, duct-mounted UV will not be permitted.

Any vertical riser should be fully accessible for manual cleaning or made suitable for chemically cleaning or abseil i.e. straight runs of ducting with no obstructions and access at

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the top and base. Where circular ducting is to be used in vertical ducts it must be tightly wound, fully sealed and suitable for kitchen extraction. Ductwork located outside of the Tenant's demise shall be four hour fire and temperature certified. Where the Landlord has provided kitchen extract ductwork for the Tenant to connect to, the Tenant is not permitted to alter the Landlord ductwork unless approved and with work carried out by the Landlord's contractor.

Kitchen Supply Air

Where a kitchen supply air system is provided it shall be installed in accordance with DW172 Section 6. The supply system should be positioned as to not obstruct safe access to the kitchen extract system.

Approved filtration systems

Two types of Tenant filtration plant are acceptable;

- a three stage filtration system from Halton called a Pollustop Ecology unit
- an electrostatic precipitator filtration system (with UV in the extract canopy) from Sirius together with a pre-filter and HEPA filter upstream of the ESP, plus activated carbon filtration downstream of the ESP close to the point of discharge.

Tenant's filtration proposals will require details to be submitted to the Land Securities insurers and the Retail Delivery Management team for consideration and approval.

The Halton system shall consist of a three stage filtration system to reduce airborne particulate (smoke) to minimum 0.3 micron size. The filters shall be designed to remove cooking odours, smoke and grease from the discharge air and be supplied, installed and maintained by the Tenant. The filtration system shall include pre-filter (bag), HEPA filtration to 0.3 microns, and activated carbon filter to adsorb any residual ozone. The system shall be designed to ensure the discharge level of ozone does not exceed 0.06ppm as recommended by 'The World Health Organisation.'

The Sirius ESP system shall consist of a unit with a series of anode collection tubes each enclosing a central charging cathode rod, without charged 'dead spots' and designed for high capture efficiency in hot, wet, oily, smoke laden and humid cooking conditions. The ESP shall be selected to eliminate smoke in the extract air, with a collection efficiency of 99% at 1 µm and 90% at 0.1 µm. The Ultra-violet odour control unit shall be fitted within the Tenant's kitchen extract canopy within their demise, positioned in the restaurant kitchen extract hood(s), to cover and serve all odour and/or grease producing appliances. Ozone generation shall control the grease and odour production. The filtration system shall reduce airborne particulate (smoke) to minimum 0.3 micron size and designed to remove cooking odours, smoke and grease from the discharge air and be supplied, installed and maintained by the Tenant. The filtration system shall include pre-filter (bag), HEPA filtration to 0.3 microns, and activated carbon filter to adsorb any residual ozone and odours. The activated carbon filtration shall be selected for a minimum residence time of between 0.4 to 0.8 seconds.

The system shall be designed to ensure the discharge level of ozone does not exceed 0.06ppm as recommended by 'The World Health Organisation.'

These filtration systems shall report filter life status via SMS and/or GSM connection, and shut down the extract fan immediately if filter overload warning is ignored. Additionally if any filter panels are removed the extract fan shall be prevented from operating.

Tenants' plant shall not exceed specified noise and vibration limits for the site and local authority limitations.

Drawings of the ductwork, canopy UV system and wiring schematic illustrating the interlock system must be submitted to the Landlord or his representative for approval.

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Where the Tenant extract ductwork is routed outside the retailers demise and it has not been provided by the Landlord it shall be high-pressure tested to DW144 class C standard throughout and shall have a 4 hour fire rated and temperature rated certificate. Results of the pressure tests shall be submitted to the Landlord and included with the certificate of conformity. Extract ductwork shall also be 'grease tight' and where waterwash hoods are used, or extract provided from steam-laden extract air from dishwashers, ductwork shall be to DW172 requirements.

Where tenants utilise pizza ovens and/or wood burning ovens/grilles/barbeques a dedicated twin wall insulated flue with bolted connections shall be used discharging at roof level. The flue shall be manufactured to BS EN 1856-1 and constructed from 0.71mm 316 inner liner fully seam welded, 0.71mm 304 outer casing with 50mm annulus of insulation, compacted with mineral wool to a high density of 128Kg/m³. Components shall be assembled by means of a fully integral flange with spigot location and sealed V-band jointing system. This system shall have a 4 hour rated certificate. The flue shall be installed laid to fall to drain at 1 degree minimum and pressure tested to 1000Pa for 1 hour.

The control system shall incorporate:

- Interface control panel
- UV control panel integrated into the canopy
- UV healthy/maintenance required interlock
- Extract fan interlock on/off switch interface
- Cooking range power/main gas solenoid interlock
- Emergency knock off button/interlock
- Fire alarm and interlock
- Fire suppression interlock
- Landlords Controls/BMS interlocks
- Make up air interlock

The performance of the Tenants Ultra Violet technology and Three Stage Filter system must be sufficient to:

- Substantially reduce all cooking smells generated by Tenant's cooking appliances.
- Prevent the migration of odours, smoke and/or convected heat from the Tenant's demise.
- Prevent the passage of grease into the Tenant's and Landlord's ductwork.
- Prevent residual ozone, above 0.06 ppm escaping to atmosphere.

Kitchen Canopy/Hood Fire Protection

The exhaust hood and system shall be protected by an approved automatic fire detection and fixed fire suppression system installed in accordance with the requirements of the LPC and the Landlord's property insurers.

Where wood-fired bakery ovens, barbecues fired with charcoal or wood, and water heaters fired with biomass are provided as part of the kitchen fit out, a smoke, grease and soot filtering and spark arrestor system shall be provided. The system shall be an extract hood cold water mist / water wash based system located directly at the point of extract from the source within the extract hood. It shall be fitted with automatic water flow control to minimise water consumption when not required.

A Carbon Monoxide sensing system shall be installed in the kitchen/restaurant space local to the charcoal/wood/biomass fired equipment. This sensing system shall enable the ventilation system in the space, to ensure that no build-up of carbon monoxide gases occurs during unoccupied (and occupied) periods.

Kitchen Interlock Controls

The system shall be configured so that should the extract fan or a UV lamp fail then the gas/cooking supply shall be disabled. The control system shall be interfaced with the fire alarm.

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The UV unit lamps shall be monitored for failure and interlocked with the cooking supply/gas solenoid so that if the operating efficiency of the UV lamps drop by 10% the gas or electric supply will shut down and remain isolated until the system is returned to 100% efficiency. A notice period of not more than 24 hours (cooking time) shall be permitted between UV failure and supply shut down for repairs. A minimum 30% redundancy in the number of lamps is recommended.

A differential pressure switch or similar approved, across the Tenant's extract fan shall be interlocked with the cooking supply/ gas main supply solenoid valves so that the supply remains off when the extract fan is not operating.

The interface panel and the motor control panel shall be interlocked with the fire alarm such that in the event of a fire alarm signal all plant shuts down.

A differential pressure switch shall be installed across the ecology unit which shall be interlocked with the main gas solenoid valve or the electrical supply so that the gas/electric supply remains off when the ecology unit is not operating.

Maintenance Requirements

Maintenance requirements are subject to the intensity of use and type of cooking & therefore frequency of cleaning and filter replacement shall be adjusted to suit. The Tenant shall ensure the following minimum levels of maintenance are adhered to.

Ductwork

The following are the Maximum Grease Deposit Levels as set out in B&ES TR19:

<u>Wet Film Thickness Test Measurement</u>	<u>Required Action</u>
Average of 200microns across Kitchen Extract System	Complete system cleaning required
Any single measurement above 500microns i.e. 'hot spots'	Urgent Local Clean Required (i.e. specific attention to problem areas)

The below table sets out the minimum frequency with which full system cleaning of ductwork should be undertaken. Based on the findings of our on-site inspections, we reserve the right to stipulate a minimum cleaning frequency for grease extract ductwork systems as per the requirements of our insurers, which may be a higher frequency of cleaning than set out in TR/19 recommendations. Failure to comply with such requirements can invalidate the building insurance policy.

Minimum Frequency of Ductwork Cleaning (as set out in B&ES TR19):

	<u>Frying time</u>	<u>Minimum clean frequency</u>
Heavy Use	12-16 hours per day	3 Monthly
Moderate Use	6-12 hours per day	6 Monthly
Low Use	2-6 hours per day	12 Monthly

The canopy and canopy/extract plenum is an area of higher fire risk and consideration should be given to more frequent cleaning in accordance with insurers' requirements.

We require regular evidence of system status, to ensure that maintenance requirements are being adhered to and that ductwork is being cleaned to the specified standards of frequency and quality. Cleans are to be done in line with the frequencies indicated above, and post-clean wet film thickness tests should not exceed 50 µm and should be representative of the entire system. Any access issues which impede cleaning must be highlighted. The Landlord has employed a specialist to assess the standards of work carried out by the Tenants contractor.

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Post-clean, duct cleaning contractors must provide a report that includes the following elements (a copy of this report should be available on site for inspection):

- The system(s) cleaned
 - Pre-clean measurements
 - Post-clean measurements
 - Pre and post clean photographic records
 - Additional works carried out (if any)
 - COSHH data on any chemicals used
 - Recommendations for future cleaning requirements
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- A sketch or schematic of the system indicating access panel and testing locations and highlighting any un-cleaned/inaccessible areas with an explanation as to why the area could not be accessed/cleaned
 - A certificate summarising the cleaning works completed.

Wood Burning Ovens

Wood-fired bakery oven flues generally require more regular maintenance. The canopy and canopy/extract plenum is an area of higher fire risk and consideration should be given to more frequent cleaning in line with manufacturer's recommendations and in accordance with insurers' requirements

Filters

Canopy Grease filters – Daily clean.

Canopy UV equipment - quarterly clean, replace lamps after 8000 hours of operation or more frequently if required.

Pre- filter (Bag) - quarterly clean or when remote monitoring indicates dirty filter.

HEPA filter – Change 6 monthly or when indicated as dirty via the monitoring system.

Activated carbon filter – Change annually or when indicated as dirty via the monitoring system.

The Tenant shall provide the Landlord and Insurance Team a maintenance report on a quarterly basis detailing checks undertaken, defects noted and works carried out. The report shall note the differential pressures across the filtration systems and compare against manufacturer's recommended operating and maximum levels. Maintenance checks and cleaning / replacement of filters shall be increased as necessary to ensure odour control system works effectively.

Miscellaneous

The Tenant shall provide a run on timer facility for the kitchen extract fan, variable between 0 and 30 minutes, to allow the extract fan to run on in the event of a fire alarm activation and plant shut down within the unit. The kitchen extract fan shall also be provided with a fireman's override switch for 'Hand, Off, Auto', located adjacent to the Tenant's fire alarm panel. This shall be presented to the local Building Control to ensure they are in agreement.

7.0 FIT OUT ON SITE

7.1 Generally

This section applies primarily to the implementation stage of the fit out and will be of particular relevance to the Principle Contractor and all parties involved in the site phase.

Due to the ongoing operational function of the development it is crucial that the fit out work takes place in accordance with the requirements set out in this section and any failure to comply may result in the suspension of work.

Whilst this section sets out the primary areas of concern, discussion at the Pre-Start Meeting will enable further evaluation of requirements to suit individual needs.

Tenant Notification of Works must have been completed by the Tenant of his/her representative and submitted to the Centre Management Office, before work can commence (see Appendix A).

The Tenant and his contractors are responsible for taking site measurements and levels prior to the commencement of shop fitting. If access is required for such measurements, then prior arrangements with the Landlord's Representative must be made.

No access will be allowed to the malls, except for the installation of the shop front glass and large shop fitting materials that cannot be transported through the service corridors. If such access is required, at least 48 hours' notice is to be given to the Centre Management. Approval must be granted before work can commence.

Access for the delivery of shop fitting materials must be from the service road onto the adjacent loading bays, and then by the designated service corridors and goods lifts if required, as directed by the Centre Management. Vehicles belonging to contractors will only be allowed to off load tools and materials. Parking vehicles in the loading bays is prohibited. Any vehicle that exceeds the allocated time for parking will be wheel clamped and a fee charged for removal.

Immediately prior to commencing shop fitting works the Tenant and/or his contractors must report to the Centre Management Office in order to gain authorisation for access to the shop unit. Contractors must sign the visitor's book, which is sited in the Centre Management Office, on a daily basis.

Prior to commencement of shop fitting works, the working hours of the Tenant's contractors are to be agreed with the Landlord's Technical Service Manager.

All plant used by the Tenant's contractors is to be electrically powered, silenced and kept within the Tenant's shop unit. No generators or other powered plant and equipment are permitted.

If cutting equipment and drills are used, requiring lubrication, measures must be taken to collect any liquids and deposits arising within the Tenant's shop unit.

Any operations involving noise dust or vibration must be executed outside trading hours and by prior agreement with the Landlord's Centre Manager. The Landlord shall have sole discretion to determine whether a nuisance is being created and the Tenant will immediately upon request cease all operations creating such nuisance.

The Tenant's contractors must comply with all statutory requirements particularly the Health & Safety at Work Act, together with the Landlord's safety requirements and must provide adequate welfare and toilet facilities for operatives within the shop unit.

7.0 FIT OUT ON SITE

Upon completion of works the Tenant/contractor will invite the Landlords Centre Management to carry out a post completion property inspection.

7.2 Insurance

We would like to explain our philosophy for Tenant's fit outs so that you are able to make the best decisions when you engage a contractor to work on your premises.

Land Securities does include the Tenant's interests in the buildings insurance for your demise **but it is not prepared to extend the insurance to your contractors.** Therefore, if your contractors negligently cause damage to our buildings, they will need to rely on their own third party insurance to pay the damages.

Land Securities have made this decision as we believe it is in the interests of all our Tenants as they do not want to pay more for insurance resulting from poor claims experience caused by negligence of contractors.

The important consequence of this information is that when a Tenant is engaging in a fit out contract, they must make sure the contractor remains responsible for damage to the existing structure. For example, it is not appropriate for a Tenant to enter into a contract that makes the Tenant as employer responsible for arranging insurance on the existing structure.

The Tenant does not control the insurance (as per the terms of the lease), so it is not able to fulfil this part of the contract. There are alternative contractual arrangements for insurance that make the contractor responsible for negligent acts that damage the existing structure, which is to be backed off with its public liability insurance.

Tenants are prevented by the terms of the lease from taking out insurance for the existing structures. It follows they may be at risk if they agreed with any Tenant's fit out contractor that the Tenant would take out such insurance.

Tenants should be aware that any Tenant's fit out contractor will not be named or noted on the Landlord's buildings insurance, nor will any Tenant's fit out contractor be given a waiver of subrogation by the insurer under that insurance.

Tenants should ensure that adequate public liability insurance is taken out and maintained by the Tenant and/or any Tenant's fit out contractor, following consideration of matters including the potential loss or damage to the existing structures, potential damages from other Tenants in the property etc. Land Securities will require evidence of the Contractors Public Liability insurance at least £10m limit of indemnity for each and every claim but you need to realise that your risk may be greater than that.

In certain circumstances Land Securities' insurers are prepared to grant the Tenant's contractors a waiver of subrogation above £50m in respect of damage to the buildings by a specified peril (as defined in JCT contracts). If the Tenant would like this consideration for their contractors, the contractor needs to provide evidence of insurance up to a minimum level of £50m.

Tenants should consider whether any other appropriate insurance, for example non-negligent liability insurance, should be taken out by the Tenant and/or any Tenant's fit out contractor.

If Land Securities or its insurer of the existing structures has any requirements in connection with the insurance in connection with Tenant's fit out, the Tenants and/or their fit out contractors will need to comply with the requirements.

7.0 FIT OUT ON SITE

We know how important it is to all our Tenants to keep insurance costs to a minimum and we firmly believe this course of action is the best way of achieving this. After all, you do not want to hear that the building insurance costs have risen sharply as a result of another Tenant's contractors causing significant damage to a building owned by Land Securities.

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7.3 Adjoining Shop Units

The Tenant and his contractors must take all necessary precautions to ensure that no damage or interference with adjoining Tenants quiet enjoyment of their unit. Particular precautions must be taken by the Tenant's contractors to ensure that there is no water penetration from wet trades and to ensure that noise, dust and vibration are kept to a minimum.

7.4 Storage & Mixing of Materials

All materials must be stored within the Tenant's shop unit, and must be delivered in containers or bags. When delivered the materials must be taken into the Tenant's shop unit immediately and the service road and loading bays immediately cleaned after materials have been removed. Relevant COSHH sheets must be available on site for information purposes.

Mixing of materials must be within the Tenant's shop unit and this will not be permitted on the service road loading areas, corridors, other Landlord's areas or other shop units outside the Tenant's demise. No grout, plaster, screed or any materials together with liquids arising from the washing out of plant are to be put or discharged into the Landlord's drainage system. No diesel or petrol powered machinery will be allowed to operate within the Centre.

Land Securities operates an environmental policy and would urge all shop fitting contractors to use only sustainable materials when carrying out shop fits within the Centre. If you require any help or advice in respect of environmental sustainability then please don't hesitate to contact the Centre Management Office who will assist you.

7.5 Disposal of Rubbish & Surplus Materials

All rubbish and surplus materials must be stored within the shop unit until it is cleared by the Tenant's contractors. Use of the Landlord's waste disposal facilities will not be permitted, and the Tenant's contractors must make their own arrangements.

The delivery, siting and removal of Tenant's contractor's skips are to be by prior agreement and arrangement with the Centre Management. Where skips are sited adequate temporary protection to surfaces will be required. The burning of rubbish and lighting of fires is prohibited.

7.6 Loss & Damage

If the Tenant's contractor damages or causes nuisance to the Landlord's areas and structure or other Tenant's premises or undue interference with the adjoining Tenants' business, the Tenant will be required to reimburse all costs involved in the making good of such damage. The Landlord accepts no responsibility for any loss or damage, real or personal to the Tenant and his contractor's works or operatives.

7.0 FIT OUT ON SITE

7.7 Tenant's Supervision of Shop Fitting Works

The Tenant must ensure that a competent person is present at all times supervising the shop fitting works. The name of this person must be provided to the Centre Management, together with all changes to such personnel.

7.8 Fire Appliances

At all times during the shop fitting works the Tenant and his contractors are to provide fire fighting equipment to the requirements in accordance with the fire risk assessment and the Landlord.

Automatic smoke detection must be provided to the requirements of the Fire Authority and the Landlord. Connections of such equipment must be made in accordance with the Landlord's mechanical and electrical specification.

7.9 Hoarding to Shop Front Openings

- a) Immediately on commencement of shop fitting works the Tenant must erect a 1 hour minimum fire resistant solid hoarding with either the sprinkler or fire alarm system remaining active at all times. **Isolation of both sprinkler and fire alarm systems must not be undertaken without permission from the Centre Management and the Landlord's Insurer's.**

Permission will only be granted under exceptional circumstances and will be subject to a detailed fire risk assessment along with the hoarding upgrading to a 2 hour fire rating and the installation of a temporary fire alarm linked to the Centre's fire alarm system. The hoarding will need to completely fill the opening to the mall frontage within the Tenant's demise and behind the Landlord's pilasters and finishes

- b) The hoarding must be painted by the Tenant's contractors with two undercoats and finished to a colour and specification instructed by the Landlord's Centre Management. The Landlord may affix advertising material and logos applicable to the Centre. The Tenant will be permitted to fix temporary signage and advertising, relating to the Tenant's business only, subject to prior permission of the Landlord's Centre Management.
- c) Hoardings must be completely sealed to prevent dust penetrating into the Landlord's area.
- d) The hoarding must not be removed, extended or dismantled without the prior permission of the Landlord's Centre Management.
- e) No access doors are permitted in the hoarding (kick out panel to be provided for emergency use and clearly marked from the inside).
- f) If the Tenant requires to move the hoarding into the Landlord's mall area to facilitate works to the shop front and entrance then prior permission must be gained from the Landlord's Centre Management.
- g) Maximum projection of 1000mm from the line of the Tenant's demise may be permitted. The projecting hoarding must have returns at the sides and be covered over to the underside of the shop front opening and be completely dust proof.
- h) Hoardings must not be fixed to any Landlord's finishes, e.g. pilasters or mall floor, which must be protected. If these finishes are damaged, they will be made good by the Landlord, at the Tenant's expense. The Tenant will be required to reimburse the Landlord upon demand.

7.0 FIT OUT ON SITE

- i) As soon as possible after works to the shop front and entrance have been completed the projecting hoarding must be removed. 48 hours prior notice must be given to the Landlord's Centre Management and a permit obtained for the removal of the hoarding. Removal of the hoarding will only be permitted out with normal trading hours. When dismantling the hoarding the contractor must create and barrier off a safe zone of 1 ½ times the full height of the hoarding. The newly installed shop front may be temporarily blanked out by the Tenant but only in a manner first agreed with the Landlord and only until such times as the unit is to be open for trade.

7.10 Permit to Work

Permits are required (See Appendix L) from the Centre Management for the following works:-

- Hot works, welding, brazing, cutting and soldering.
- Spark producing processes e.g. grinding.
- Mall areas access including hoarding erection and removal.
- Any works to common areas.
- Roof access.
- Confined spaces, ducts, tunnels, pits, sewers, drains and any location with restrictions to movement, ease and escape, ventilation or danger of gas.
- A minimum of 5 working days notice is required and permits will only be issued subject to receipt of a satisfactory Method Statement/Risk Assessment and copy of current valid Public Liability Insurance certificate.

It is the Tenant's responsibility to obtain any third party consents such as the Local Authority for highways work, where this takes place outside of the site boundary.

7.11 Advertising/Signage Boards

The Tenant will not be permitted to place or display any advertisement outside their demise unless written consent is given by the Centre Management.

8.0 CONSENT TO TRADE

The information given in this Guide is believed by the Landlord to be accurate, but is not to be regarded as forming any contract between the Landlord and the Tenant, save as the Landlord designates.

At the sole discretion of the Landlord, any requirements of this Guide may be changed until the Landlord gives approval to the Tenant's shop fitting proposals. No work within a shop unit will be allowed to commence unless all the necessary processes and procedures have been agreed.

Shop fitting works must not commence without the approval of both the Management Surveyor and Centre Management.

All shop fit and construction projects are to use reasonable endeavours to employ local contractors and sub-contractors and Local People in construction works. The requirement involves consultation with Employment Leeds and the identification of procedures regarding the appointment of contractors and sub-contractors and for the recruitment of Local People.

Prior to the commencement of building works, Land Securities will require the appointed contractor to produce a Social Impact Plan setting out how the requirements of Employment Leeds would be met in terms of the procedure for the appointment of sub-contractors and the measures to employ "Local People". For the purposes of the requirements of the City Council, "Local People" are those living within an area comprising South Leeds and Morley.

The unit will not be allowed to open for trade without a 'Consent to Trade' form signed off by the Centre Manager confirming receipt of the necessary documentation. The Consent to Trade submission form should be submitted to the Management Surveyor at least 5 working days prior to the anticipated store opening date.

Within 28 days from the store opening the Tenant is to provide 3 full set of all as built information in electronic format on DVD's to be issued to the Management Surveyor. This is to incorporate:-

1. As built drawings (dwg/pdf formats)
2. Health & Safety File
3. Operational and Maintenance Manuals
4. Test & commissioning certificates
5. Statutory approvals