

Centric^{MK}

Tenant Outline Specification
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1.0 General Description of the Premises

- 1.1 Centric MK provides commercial office accommodation within the Linford Wood area of Milton Keynes adjacent to the junction of Monks Way and Marlborough Street.
- 1.2 The building was constructed in the early 1990's and has a principal structural steel frame, with upper office floors consisting of pre-cast concrete floor units. The central core area upper floors are constructed of metal decking with an in-situ concrete structural topping. The ground floor is constructed of a ground bearing concrete floor slab.
- 1.3 The building comprises two three storey structures interlinked by a central common part core housing fire escape stair, goods lift, etc. Further common parts are provided to the north and south ends of the building with reception areas, passenger lift, main stair and sanitary conveniences.
- 1.4 External walls generally consist of masonry cavity walling with a facing brick outer skin and concrete blockwork inner skin. Windows are generally of powder coated aluminium with top hung opening lights at ground floor and tilt and turn lights at first and second floors.
- 1.5 There are 336 car parking spaces on the site primarily located adjacent to the main site entrance to the north of the site whereby a bitumen macadam hard-standing is provided. A designated block paved car park is located adjacent to the south reception area and is served via a separate entrance.

2.0 Principal Performance Criteria

2.1 Primary Dimensions

The office accommodation provides the following primary dimensions:

- Ceiling tile grid of 600mm
- Finished floor to ceiling height of ground floor offices 2900mm
- Finished floor to ceiling height of first floor offices 2750mm
- Finished floor to ceiling height of toilets 2400mm
- Raised floor zone of 250mm to first floor and generally 265mm to the ground floor
- Minimum under floor clear void of 200mm to first floors and generally 225mm to ground floor.
- Generally, ceiling/lighting zone of 150mm. A zone of 75mm will generally be achieved beneath longitudinal beams at first floor level.
- Over ceiling services zone of approximately 400mm to soffit of floors.
- Floor to floor heights of approximately 4200mm ground and 3750mm first floor.
- Internal widths of offices 35,500mm approx. total width (Note: 12,000mm approx. external walls to internal courtyards at first floor level.

2.2 Floor Loadings

The structure accommodates the following superimposed floor load within the office areas:

- Superimposed load 5.0 kN/m² (80lbs/sq ft), inclusive of allowances of 1.0kN/m² (20lbs/sq/ft) for partitions, and 0.85kN/m² (15lbs/sq/ft) for services.

2.3 Noise Criteria

The mechanical installations are designed to provide noise criteria ratings as follows:

- Office Areas NR 38
- Entrance Halls NR 40
- Toilet Areas NR 45
- Circulation Spaces NR 45

2.4 Occupancy

Toilet facilities are designed to an occupancy level of 1 person per 10m², with sufficient toilet facilities on each individual floor. The provision is based upon a population of 50% male 50% female. The mechanical and electrical installations are calculated on an anticipated occupancy level of 1 person per 7.5m².

2.5 Heat Gains

The air-conditioning installation is designed on the basis of the following Heat Gain Allowances to the office space:

- People 90 watts (sensible) 50 watts (latent)
- Lighting 20 watts/m²
- Equipment/Small Power 25 watts/m²

2.6 Design Conditions

The air conditioning and heating installation is designed to satisfy the following conditions:

External Design Conditions

- Winter -2 deg.C. 100% saturated
- Summer 28 deg. C dry bulb, 19 deg. C wet bulb

Internal Design Conditions

Offices Winter 21 deg. C +/- 1 deg. C
Summer 23 deg. C +/- 1 deg. C

Toilets

Winter 18 deg. C +/- 1 deg. C

Staircases/Lift Lobbies

Winter 18 deg. C +/- 1 deg. C

2.7 Ventilation Rates

Offices

Occupancy - 1 person per 7.5m² net lettable
Rate - 12 litres/second/person

Toilets

Supply 8 Air Changes per hour
Extract 10 Air Changes per hour

2.8 Lighting

The lighting installations are designed to provide maintained service illuminations as follows:

Office areas (open plan) - 450 lux (average)
Circulation area - 150 lux
Toilet areas - 150 lux
Plant spaces - 100 lux
External car park - 30 lux (average)

2.9 Lifts

The following lifts are provided within the building:

1 no passenger lift within the Southern core

Load - 900 Kg. (12 person)

Speed - 0.63 metres per second

1 no goods lift within the central core

Load - 2000 Kg (26 persons)

Speed - 0.63 metres per second

1 no passenger lift within the Northern entrance core

Load - 800 Kg (10 person)

Speed - 0.63 metres per second

3.0 External Areas

- 3.1 The Northern car park is finished with tarmacadam, with car spaces defined by white lining. A further block paved car park is provided to the south of the building. Landscaping is incorporated with storm water drainage, including a petrol interceptor.
- 3.2 A comprehensive lighting installation is provided to the car parks.
- 3.3 The principal access to the North car park is from Capital Drive. The south car park is accessed via a separate entrance off Foxhunter Drive. Both car parks are linked by a fire road to the east of the building.
- 3.4 There is a fence, running from the existing fencing to the west of the building, erected to form the new site boundary along the western edge of the North car park. The fence on the west side of the North car park is a two metre high chain link fence.
- 3.5 New incoming gas, electricity and water services have been provided to Centric MK.
- 3.6 Existing brickwork has been cleaned and the building fabric brought to a good state of repair. The high level cladding and rainwater down pipes have been redecorated.
- 3.7 The windows and curtain walling consist of factory sealed double glazing units set into coloured powder coated aluminium frames. The installations have been redecorated throughout.
- 3.8 A new powder coated full height aluminium framed glazing system has been installed to the south reception with integral sliding doors. Above this entrance is an architect designed purpose-built canopy with inset downlights.
- 3.9 A new DDA compliant ramp affording access from the south block paved car park area to the south reception has been provided along with remodelled entrance steps.
- 3.10 A refuse compound is provided to the west of the building, and is available for use by all occupants of the building.
- 3.11 A modular bicycle shelter, with a capacity of 10no. bicycles is provided to the east of the building.

4.0 Office Areas

- 4.1 The carpet is heavy contract 500 x 500mm cut pile carpet tiles ref: Quadrant Reload Attractor.
- 4.2 The raised cavity floor installation meets the requirements of PSA MOB PF2 PS standard (medium grade), and comprises 600 x 600 metal encapsulated panels on metal pedestals, by Hewetson Floors Limited. The installation is provided with cavity barriers as necessary to comply with the requirements of the Building Regulations. The total zone depth is 250mm nominal, with an average clear void of 200mm.
- 4.3 Suspended ceilings are provided throughout the office spaces and comprise Armstrong Prima Dune Plus Tegular 600 x 600mm white mineral fibre tiles, installed into an Armstrong Trulok 24 (24mm wide) white metal suspension grid. Cavity barriers are provided to comply with the requirements of the Building Regulations.
- 4.4 The light fittings comprise 1200 x 600mm modular recessed fluorescent fittings complete with Category 2 low brightness louvres. Emergency lighting packs are incorporated.
- 4.5 Air diffusers are located in ceiling tiles serving zones within the office space.
- 4.6 The perimeter heating installation comprises "cill-line" units. Each unit is controlled by a dedicated thermostatic control valve.
- 4.7 Walls are finished in white matt emulsion paint.
- 4.8 Skirting boards and window cill boards are finished with white eggshell paint.
- 4.9 New walnut veneered entrance doors and frames with full height vision panels and brushed stainless steel ironmongery. Riser and internal doors are decorated with white eggshell paint.

5.0 Toilet Areas

- 5.1 The floor finishes to all toilet areas comprise slip resistant architectural ceramic tiles with matching skirting tiles at wall/floor junctions.
- 5.2 The wall finishes to all toilet areas comprise newly plastered walls with a white emulsion paint finish.
- 5.3 Ceilings are provided to all toilet areas, and comprise Armstrong Prima Dune Plus Tegular 600 x 600mm white mineral fibre tiles, installed into an Armstrong white metal suspension grid. A plasterboard bulkhead with architectural down-lighters is provided over the vanity basins
- 5.4 Light fittings are provided to all toilet areas, and comprise recessed down lighters to the plasterboard vanity bulkheads and architectural fittings within the suspended ceiling.
- 5.5 New post formed laminate vanity units, WC cubicles and urinal IPS systems are installed. All manufactured by Amwell Systems.
- 5.6 New white vitreous china sanitaryware comprising sit in wash hand basins with chrome mixer taps, and WC's and urinals with concealed cisterns are installed.

- 5.7 Mirrors are provided over each group of wash hand basins, with brushed aluminium paper towel and soap dispensers.
- 5.8 A refurbished fully fitted disabled toilet is located at first floor of the south reception area, with further facilities provided within at each floor within the central core common parts.
- 5.9 New walnut veneered WC doors and frames with brushed stainless steel ironmongery are installed.

6.00 Southern Entrance/Core

- 6.1 The south reception area was refurbished to a high standard early 2006.
- 6.2 The floor finish to the south reception comprises a solid oak timber finish, aluminium insert entrance barrier matting, with a good quality carpet to reception desk and seating area. Walnut veneered timber skirtings to match doors.
- 6.3 A curved feature wall is located behind the reception desk and has a dragged plaster finish. Good quality cotton backed wallpaper is hung to the remaining walls.
- 6.4 A new walnut veneered reception desk with polished black stone worktop and etched glass front has been designed and installed.
- 6.5 A metal pan suspended ceiling is provided with a dropped plasterboard bulkhead over the reception desk complete with architectural down-lighters.
- 6.6 New walnut veneered circulation doors and frames with full height vision panels and brushed stainless steel ironmongery are installed.
- 6.7 Additional under-floor ducts are provided adjacent to the reception desk to allow occupiers to install additional services, such as CCTV monitors, or other security controls.

7.0 Lift Lobby and Main Staircase

- 7.1 New walnut veneered doors and frames with full height vision panels and brushed stainless steel ironmongery are installed.
- 7.2 Lift and staircase lobby walls are of plaster finish with a white emulsion paint finish.
- 7.3 Suspended ceilings are incorporated, and comprise Armstrong Prime Dune Plus Tegular 600 x 600mm white mineral fibre tiles, installed into an Armstrong Trulok 24 (24mm wide) white metal suspension grid.
- 7.4 The lighting consists of architectural fittings within the suspended ceiling and wall mounted to the stair areas.
- 7.5 Carpet is laid to all lift and staircase lobbies. The carpet matches the carpet laid in office areas (see item 5.1 above). Good quality Gradus aluminium stair nosings are fitted with contrasting inserts.

8.0 Lifts

- 8.1 The goods lift is located adjacent to the West elevation of the central core area. This lift consists of a 26 person, 2000Kg hydraulic goods lift.
- 8.2 The lift car in the Southern core has been refurbished to include new carpet floor coverings, brushed stainless steel panels with mirrors over. A new white powder coated dropped ceiling has been installed with inset downlighters. The lift car is provided with an emergency intercom recessed into the control panel. The lift installation complies with the requirements of the Building Regulations relating to use by disabled persons. Stubs and drapes are provided.

9.0 Mechanical Services

9.1 Air Conditioning

An air conditioning installation is provided to all office areas. The office areas are cooled and ventilated using a ceiling void mounted chilled water cooling two pipe fan coil unit system. Fresh air to the offices is provided from a central air handling unit which is located at roof level. The air handling plant includes air silencers, air filters, chilled water cooling coil and centrifugal fan.

The fresh air supply is ducted from the roof level plant area to each floor through main risers and branch ducts routed within the suspended ceiling voids. The air is supplied into the office areas from the fan coil units through ceiling mounted air diffusers with colour finish to match the suspended ceiling grid.

The supply air temperature from the fan coil units to the office space is automatically controlled by temperature sensors operating the cooling control valves on each fan coil unit. Exhaust air from offices is induced into the suspended ceiling voids through the recessed lighting fittings which are provided with ventilation slots in the casings.

Air is continually exhausted from the ceiling void through an extract plenum within the ceiling void. Office extract ducts are connected into a main return air duct within the riser shafts with an exhaust fan and heat reclaim coil located at roof level. The exhausted office air is discharged to atmosphere at roof level.

The office area fan coil units are arranged to serve the building with two perimeter zones and selected internal zones. Condensate drains are provided from the fan coil units and discharge into overflow gullies or into the surface water drainage system.

9.2 Heating and Chilled Water Systems

A LPHW pumped heating distribution system served by gas fired boilers with conventional flues provides heating to a perimeter heating system serving the office and entrance areas, radiators located in the cores and to the central supply air plant. The system is filled and pressurised by an automatic pressurisation unit. The boilers, pressurisation unit and circulating twin head pumps are located within the roof plant room.

The chilled water pumped distribution system served by air cooled water chillers provides chilled water to the ceiling void mounted fan coil units serving the office and entrance areas and office supply air plant. The system is filled and pressurised by an automatic pressurisation unit. The air cooled chillers are located at roof level with the circulating twin head pumps and pressurisation unit located within an enclosed roof plant area. The air cooled chillers are selected to maintain the environmental conditions of the building.

Air and water systems are tested, commissioned and balanced in accordance with the CIBSE Codes of Practice and manufacturer's recommendation.

Heating and chilled water systems are treated with an approved Biocide to prevent fungi and dosed with a corrosion inhibitor. Each system is provided with a manual chemical dosing pot arrangement to introduce chemicals to the system in a satisfactory manner.

9.3 Automatic Controls

The mechanical services installations are fully automatically controlled under the dictates of a Building Monitoring System. Control facilities include:

- Plant control panel with manual switches and indicator lamps to operate and control the plant.
- Facility for fire-mans control of ventilation plant.
- Each floor is provided with two plant over-ride switches with BMS digital inputs arranged to operate air conditioning plant to provide out of hours operation to the area of floor which the control switch serves (each half floor).
- Optimised control of heating plant and time switch control of chillers and air handling plant, programmable via the BMS.

9.4 Toilet Ventilation

A common BMS time-controlled toilet extract system is provided to serve the toilets on each floor with ducted connections to extract grilles. The duplicate toilet extract fan set is provided with an automatic control facility to provide run and standby and automatic changeover facility. Toilet extract fan sets are located at roof level. Supply air is delivered to the common WC and lobby areas via air diffusers connected to fresh air distribution system from separate toilet supply air plants.

9.5 Domestic Hot and Cold Water Services

Local electric hot water heaters are provided at each floor level to serve male and female toilet wash hand basins and cleaners sinks where provided. Water heaters are time switched by the BMS. Cold water services are provided to serve air-conditioning plant, toilet washand basins, WC's and cleaners sinks where provided. Hot and cold water installations comply with current Model Water Bylaws.

10.0 Electrical Services

10.1 Mains Distribution

The Regional Electricity Company is providing the electricity service from a Substation. Space is allocated within the sub-station for the Electricity Company's service and metering equipment.

The main switchboard comprises a cubicle switch panel with MCCB fuse protection to all outgoing sub-main cables.

Sub-main cables comprise cross linked polyethylene steel wire armoured cables. The electrical distribution system includes sub-metering on an individual demise basis. A rising main bus-bar is provided to serve each floor, with a distribution panel on each floor comprising a composite three phase and neutral distribution board. These boards contain lighting and small power circuit protective devices in the form of miniature circuit breakers.

Every local distribution board and vertical cable tray provides 25% spare ways for future additions by Occupiers. Each small power circuit is equipped with an MCB. A standby diesel driven generator (1250 kva (1800 amps approx)) is provided in the event of failure of the incoming electricity supply.

10.2 Lighting

Lighting to general office areas is by means of recessed 1200 x 600mm air handling fluorescent luminaires to BS4533, incorporating high frequency electronic control gear and low brightness parabolic wedge louvres to comply with CIBSE LG3 Category 2. The lighting is controlled via occupancy detectors which are mounted adjacent to the luminaires.

Lighting design meets the recommendations of the CIBSE Code for Interior Lighting or where otherwise stated, particularly with regard to the following:

Area	Average Maintained Illuminance
Office Areas	450 lux (average)
Reception Area	200 lux
Staircase Areas	150 lux
Toilets	150 lux
Uncovered Car Parks	10 lux (minimum) 30 lux (average)

The uniformity ratio over the task area is not less than 0.8:1 for office areas and over the remainder of the interior is not more than 3:1. Feature lighting is provided to the entrance hall and externally to the main south entrance.

Lighting to staircase areas is by means of surface mounted feature luminaires.

Lighting to toilet areas is by means of recessed compact fluorescent down lights and architectural fittings locally switched.

Lighting to plant and store rooms is by means of standard fluorescent batten luminaires and bulkhead fittings locally switched. These luminaires are sited appropriately or protected to minimise damage which may occur during routine maintenance.

Lighting, with reflectors to minimise light pollution, to car parking areas is by means of sodium discharge luminaires.

Emergency lighting is provided to meet the recommendations of BS5266: Part 1:1998 and the requirement of the Building Regulations. Emergency lighting in office areas is provided by means of inverter/battery units within the office luminaires, and in all other areas where possible.

All emergency lighting batteries are capable of operating the emergency lighting system for 1 hour, or such longer time as may be required by the Building Regulations. Each self-contained emergency luminaire, or visible group of emergency luminaires, is provided with a key operated test switch.

The wiring system to luminaires is PVC insulated single core cables enclosed in sheet steel trunking along the corridor line (where accessible), with final flexible connections from plug in connectors by a LSOH 4 core flexible cord. The wiring is arranged such that any luminaire or group of luminaires can be reconnected by the Occupier to provide local switch control as part of their fitting out.

Switching is provided to achieve the intent of Part L of the Building Regulations.

Lighting switches in office areas are finished with stainless steel cover plates. In plant or store areas they are plastic.

10.3 Small Power

An Elek-trac under-floor system is provided with a good floor box provision

Allowance is made at the distribution board for general power to the office areas to meet an office equipment load of an average of 25 watt/sq.m of net internal area.

Socket outlets are provided for cleaning in cores and for general purposes in plant rooms and lift motor room, reception areas etc.

All installed socket outlets in office core areas are finished with stainless steel cover plates; in plant or storeroom they are plastic.

10.4 Telecommunications

Two separate 100mm diameter incoming Telecom ducts are provided into the building at ground level.

10.5 Fire Alarms

The fire alarm system comprises manual call points at the exit points from each office floor and at the final points of exit from the Building, with alarm sounders below ceiling level on each open office floor and in cores where necessary, and is designed to meet the recommendations of BS 5839: Part 1:1998 Type L3 and the requirements of the Building Regulations.

An analogue fire alarm control panel is located in the south entrance hall. The building is provided with a fire alarm system to provide adequate protection and is capable of expansion with 50% spare alarm capacity for the Occupier.

10.6 Lightning Protection

An installation is provided complying with BS 6651. The lightning protection takes the form of an air termination network comprising colour covered aluminium tapes at roof level bonded to the steel frame and reinforcement of the Building, which forms the down conductors.