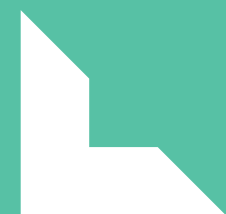




the galleria
OUTLET SHOPPING

FOOD AND BEVERAGE
TECHNICAL GUIDE



Landsec

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Refer to fit-out guide web site for full document suite



9.0 CONTRACTOR INFORMATION



The following information should be forwarded to IDL and the Centre Management prior to work commencing on site:

- The name, address and contact number of the Brand Partner's appointed Principal Contractor and Principal Designer (PD).
- Appropriate employer's and public liability insurance certificates (see insurance matrix showing minimum cover required for each activity).
- Confirm Registration on Landsec Riskwise Permit to Work system - all contractors required to carry out work on a Landsec site must register and upload RAMS via this portal - see Appendix.
- The Centre Manager must be provided with a telephone number that will provide 24 hours cover in the event of emergency.
- Written confirmation that all statutory consents from the Local Authority or any other bodies are not required, or copies of all applications and consents obtained or evidence that appropriate applications have been made.
- If the proposed works are 'notifiable or not' under the Construction (Design and Management) Regulations 2015, the Brand Partner must provide the following;
 - a. A copy of the F10 Notification form issued to the local HSE office.
 - b. A copy of the pre-construction information.
 - c. A copy of the Principal Contractor's developed Construction Phase Health and Safety Plan/confirmation from the PD works can commence.
 - d. Appropriate Risk Assessment and Method Statements (RAMS) detailing the programme of works.
 - e. Asbestos R & D Survey.
- Photographic Schedule of Condition of the unit. Any subsequent damage to these areas not identified within the photographs will be the responsibility of the Brand Partner.



This section sets out the requirements for the Brand Partner and shop-fitters attending site to carry out works.

GENERAL REQUIREMENTS:

- Works can only start on site following approval from the Retail Design Team and the Brand Partner's have exchanged the Lease, Agreement for Lease or returned their letter of consent.
- All works must be executed professionally, employing high-quality materials and complying with best practice. All work should be carried out in accordance with all current statutory and other regulations relating to the work, and in accordance with any conditions set by the Landlord.
- The Brand Partners should ensure they appoint a principle designer during the pre-construction design development/sign off phase.
- On appointment, the Brand Partner must ensure that the principal contractor has been made aware of the detail of this document together with unit specification.
- No contractor will be permitted to commence work without reporting to the Centre Management or Security Control office, signing in, and obtaining a Permit to Work via the Landlords Riskwise system.
- If MDF is used, a suitable extraction method must be used when undertaking any process that will cause dust to occur. No bare edges are permitted, and all surfaces must be sealed. All MDF deliveries to site must be sealed.
- It is the contractor's responsibility to inform the Centre Management if any 'hot work' will be undertaken or if access is required outside the Brand Partner's demise so that an appropriate risk assessment can be carried out and an additional Permit to Work be issued, if appropriate.

WORKING HOURS:

Working hours should be agreed with the Centre Manager. Out of hours working is encouraged as it avoids disruption to the Centre during trading hours.

Monday – Friday 10:00 – 20:00hrs

Saturday 10:00 – 18:00hrs

Sunday 11:00 – 17:00hrs

Public Holidays and special promotional days are subject to notification and change.

ACCESS TO SITE:

Generally, all access, deliveries and temporary means of escape for use by the Brand Partner's appointed principal contractor should be by arrangement with the Centre security. There is 24 hour access to the site, including the service yards and service corridors; however, access outside of normal trading hours will require prior agreement with the Centre Management, including details of any temporary means of escape in place during the Contract

Access to the site is via the two service yards serving the east and west sides of the Centre with all material deliveries and waste removal to utilise these service zones. Ground level units generally have direct access from the service areas, failing which access is available via service corridors and goods lifts.

ACCESS TO ROOF:

By permit only.

DELIVERIES AND ACCESS TO SHOPS:

No deliveries are to be made through public areas during trading hours without the prior approval of the Centre Management Team. Material and plant deliveries are to be notified to the Centre Management in advance to allow co-ordination as appropriate.

VEHICLES:

Vehicles belonging to the Brand Partners will not be permitted to use the delivery loading areas or service yards for parking. All delivery vehicles will be required to leave the Centre upon completion of the delivery within a reasonable period.

STORAGE:

Storage of materials is always to be within the Brand Partners' area, i.e. the confines of the Brand Partners unit. Any materials found will be removed from the site, the cost of which will be recharged to the Brand Partner.

WORK AREAS:

The Brand Partner is to ensure all works are carried out with the minimum of disturbance to the public and other adjacent Brand Partners. All work is to be carried out within the unit. Contractors are to install tack mats at the entrance of the unit/site for the duration of the works.

WASTE:

The Brand Partners shall ensure all waste material and refuse is bagged up and moved from the site regularly and not allowed to accumulate. No waste will be allowed to stand in the service or public areas, bagged or otherwise. Any requirement for the use of skips on site must be contained in the original application for approval submitted by the Brand Partners. Use of the Centre's waste disposal facilities is not permitted.



TEMPORARY SERVICES:

The Brand Partner's proposals shall include for temporary services as necessary to enable the proposed works to proceed- e.g. temporary welfare facilities. Additional welfare provisions should be included within the Brand Partner's proposals if the units existing facilities are not sufficient. The principal contractor and sub-contractors are allowed to use staff toilet blocks so long as they respect the facilities. Any damage to them will mean the facility is removed from the Brand Partner's contractor and they will need to supply alternative options. .

DAMAGE:

Any damage to the Landlord's fixtures and finishes caused by the Brand Partner's works shall be reported immediately. If repairs are necessary, the required works will be arranged by the Centre Management Team and recharged to the Brand Partner.

NUISANCE:

The Brand Partner shall take all reasonable steps to keep nuisance to other Brand Partners by dust, noise, vibration etc.. to an absolute minimum. Portable audio appliances are not permitted. The Centre Manager reserves the right to refuse permission or halt any such works causing nuisance, in the interest of the efficient running of the Centre, and to charge any costs incurred to the Brand Partners.

SITE BOARDS:

These are not permitted, but delivery identification signage should be agreed with the Centre Management Team.

FIRE PRECAUTIONS DURING SHOPFITTING:

The Brand Partner shall take all reasonable steps to guard against fire during the fitting out of its unit. It shall comply with the requirements of the Landlord and Fire Officer regarding the temporary provision of fire extinguishers and fire-fighting equipment.

If any part of the works includes 'Hot Working' trades, then the requisite permits must be obtained from the Centre Management Team in advance.

INSPECTIONS DURING AND AFTER SHOPFITTING:

The Landlord will retain the right to inspect the works in progress.

A notice will be issued to the Brand Partner in respect of any breach of the approved scheme. The Brand Partner will rectify any such matter arising within 7 days from receipt of written notice.

The Brand Partner should notify the Landlord in good time so that appropriate inspections can be undertaken of the works and service installations, as and when required.

TESTING COMMISSIONING OF MECHANICAL AND ELECTRICAL WORKS AND INSTALLATIONS:

The testing and commissioning of all mechanical works, including water and gas appliances, electrical works and installations must be carried out by the Brand Partner in accordance with all relevant standards and regulations affecting these appliances and installations.

The testing of the fire alarm system must be undertaken in conjunction with the Centre Management Team.



Insurances - Brand Partner and Contractor

The Landlord insurance does not extend any insurance to your contractors. Therefore, your contractor needs to have in place their own third-party insurance cover. The Brand Partner's fit out contractor will not be given a waiver of subrogation under the Landlord insurance.

The Brand Partner should ensure that adequate public liability insurance is taken out and maintained by the Brand Partner and/or any Brand Partner's fit out contractor, following consideration of matters including the potential loss or damage to the existing structures, potential damages from other Brand Partners in the property etc. The Landlord will require evidence of the contractors Public Liability insurance with at least £10million limit of indemnity for each and every claim, but your risk may be greater than that.

Brand Partners should consider whether any other appropriate insurance, for example non-negligent liability insurance, should be taken out by the Brand Partner and/or their fit-out contractor. If the Landlord or its insurer has any requirements in connection with the insurance for the Brand Partners and/or their fit-out contractors, they will be provided with details of these requirements.

General Requirements:

- Immediately inform Centre Management of all potential or actual claims or incidents.
- Brand partner not to interfere with the fabric or structure of the building in any way without approval from Landlord.
- Brand Partner must not interfere with integrity of fire barriers (dividing walls/ floors between unit and adjacent units or Landlord areas), structural protection services or escape routes.
- If seeking approval for any penetrations or works that may affect integrity of fire barriers around the unit, Brand Partner must submit proposed details of fire stopping / fire resisting construction with supporting fire test documentation as part of their Building Regulation Submission.
- Must not block or impair the operation of any detectors or sprinklers.
- The latest (ninth) edition of the 'The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' is to be complied with, other than for minor works where compliance with the 'Small Works – Fire Prevention Recommendations' is required.

Please note - insurer agreement to technical specifications of fire protection and detection must be obtained to ensure the building insurance is not jeopardised.

Degree of Risk	Example Activities	Minimum Requirement
Very Low	Decorating, Painting, Minor maintenance and repairs e.g basic decoration without alteration to M&E services.	£2m
Low	Works that DO NOT require a hot work permit. Non-structural manual work and maintenance. General refurbishments e.g. toilet refurb; unit refurb; decking; new tiling; paving repairs; maintenance and installation of air conditioning units; tarmac repairs or renewals.	£5m
Medium	Anything that requires a hot works permit including normal tenant fit outs BUT THAT DOES NOT involve structural changes to the building, hot tapping of gas services and any similar type higher risk activity. Removal of hazardous materials eg. asbestos. Working at height.	£10m
High	Works involving changes to the structure of the building. Contractors using oxy-acetylene. Higher risk Brand Partner fit out works involving hot tapping of any gas services and any similar higher risk activity.	£25m

Where applicable, insurers to the Landlord will require Brand Partners fit-outs to include sprinkler protection. Sprinkler drawings should be sent in advance for approval. Areas of concern include the following – voids, storage height, smoke ventilation, sprinkler heads & accommodation stairs. For all new sprinkler systems, the entire protection should conform to the LPC Rules for Automatic Sprinkler Installations 2015 incorporating BS EN 12845. Additionally, the completed works should be certificated under LPS 1048/similar independent 3rd party certification scheme.

Brand Partner's fire alarm system to be fully compatible with Landlord's fire alarm system and the fire alarm installation should conform to:

- BS5839 Part 1:2017 Category L1/P1. Brand Partner to extend Landlord's Voice Evacuation Systems (VES) within their demise, to comply with:
- BS5839:Part 1 2002 Fire Detection and Alarm Systems for Buildings.
- BS6259:1997 Code of Practice for Planning and Installation of Sound Systems.
- BS EN 60849: Specification for Sound Systems for Emergency Purposes.
- BS9999: Code of Practice for Fire Safety in the Design, Management and Use of Buildings.

Procedure for AFA connection to Landlord's system: All works undertaken to the fire alarm system should be undertaken by a specialist fire alarm company, certified by an independent 3rd party accreditation scheme.

In respect of all Brand Partner fit-outs the Landlords insurers will require certain risk management/fire protection standards to be maintained, both during the fit-out itself and in the design and specification. Insurers have specific standards in respect of the following: Accommodation staircases/internal staircases, automatic fire alarm installations, fire suppression systems, hot works, sprinkler installations and how they are managed and tested, smoke ventilation, foul drainage management, parasol heaters, grease management (kitchen extracts and wastewater filtration), Housekeeping e.g. safe storage of flammable materials.

FOOD & BEVERAGE:

Fire Suppression - Where applicable for food operators / restaurants, an 'Ansul' type approved fire suppression system must be fitted to all kitchen ranges.

Approved automatic and manually actuated fire suppression systems should be designed and installed by approved specialist companies that are acceptable to insurers and other interested authorities (e.g. certified to LPS 1223). The interface panel and the motor control panel must be interlocked with the fire alarm such that in the event of a fire alarm signal all plant will shut down.

Kitchen Extract - The Brand Partner should design and install a kitchen extract system compliant with B&ES 'Specification for Kitchen Ventilation Systems Specification DW/172'. The design should 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 should be in accordance with the requirements of DW/144, DW/172 & TR/19.

Maintenance requirements are subject to the intensity of use and type of cooking and therefore frequency of cleaning and filter replacement should be as a minimum undertaken in accordance with the recommendations of B&ES TR/19.



10.0 TECHNICAL GUIDE



Brand Partners are responsible for gaining Landlord and statutory approval for all the Mechanical and Electrical Services. Failure to comply with legislation, site procedures and expectations without prior authorisation will result in delays and possible disconnection or suspension of works.

Brand Partners will be required to give 7 days' notice to the Landlord's representative for the installation of the services prior to required connection to the outlet services.

Brand Partners are solely responsible for obtaining Building Regulations consent, which will need to include a site inspection and witness testing of life safety systems by their building control officer. It would be advantageous to arrange this in conjunction with witness testing by the Landlord's fire alarm contractor.

THE FOLLOWING ITEMS WILL BE REQUIRED BEFORE THE ISSUE OF THE CONSENT TO TRADE CERTIFICATE:

- Building Control Completion Certificate.
- Planning Consent, where applicable.
- Inspection of the unit by the Retail Design Team to achieve approval with minor comments to be cleared within 28 days.
- Health and Safety File and O+M manuals for all plant and equipment (14 days from handover) - to contain all appropriate test certificates minimum fire alarm/sprinklers and electrical. Commissioning certificates will be required for any FOG equipment, ANSULE systems, catering equipment (incl. gas shut off valves) and TR5 access hatches
- Asbestos R & D Survey
- Electrical Completion Certificate
- Emergency Lighting Completion Certificate
- Fire Alarm Completion Certificate (including interface connection)
- Chlorination Certification
- Inspection of the unit by the Retail Design Team to achieve approval with minor comments to be cleared within 28 days.
- Also See Landlord Approval Process - Stage 6 - Consent to Trade



Generally, the Landlord unit shell will be handed over to a Brand Partner including a live electrical supply located at the rear of the unit. All electricity and water supplies will be metered and recharged where supplied by the Landlord. Where direct gas supply arrangements exist, it will be the Brand Partner's responsibility to register supply contracts and make live.

DRAWINGS FROM THE LANDLORD:

If the drawings exist of the shell unit the landlord will provide them to the Brand Partner, however Brand Partners will still be responsible to undertake their own investigations, inspections and surveys.

EXTERNAL WALL CONSTRUCTION:

External walls consisting of insulated cavity wall construction in varying combinations of:

Internally – Internal walls generally comprise solid fair faced dense concrete blocks (first floor walls are lightweight steel framed plasterboard stud where located off the structural grid).

Externally – External walls to the galleria and Odeon Pod comprise a 4mm rainscreen aluminium cladding system fixed back to a steel frame, 100 solid block, 75mm cavity and inner skin of 125mm insulated block.

STRUCTURAL SPECIFICATION:

Ground floor slab – has a ground bearing concrete slab designed to a maximum superimposed loading of 10kn/m². There is a 75mm allowance for applied Brand Partners screeds/finishes.

Downstand beams occur on partition lines.

First floor slab - The first floor has an insitu concrete deck supported on permanent metal decking designed to a maximum superimposed loading of 7.5kn/m².

There is a 75mm allowance for applied Brand Partners screeds/finishes (maximum 1.8kn/m²).

Downstand beams occur on partition lines.

Refer any structural proposals to Retail Design Team for individual assessment.

STRUCTURAL FRAMING:

Floor structures are generally in-situ concrete on metal decking supported by a beam structure on a 7.2m x 7.2m grid. The first floor of the mall spans from secondary beams on to plate girders spanning 24m between twin columns at the edge of the mall and stanchions positioned over the central wall of the A1M.

STAIRS:

Pre-cast concrete or steel.

ROOF CONSTRUCTION:

Roofs to the east retail, Bridge Link and Odeon Pod comprise Sarnafil S327-12 EL polymeric waterproofing with hot welded joints. To the west retail the car park structure over-sails the retail comprising a mastic asphalt paving finish.

FIRE PROTECTION:

Fire board to beams and columns (except where intumescent paint is required). 60min fire stopping to slab perimeter as required to maintain compartmentalisation and fire resistance.

SHOPPING CENTRE STRUCTURE:

Allowable Brand Partner Imposed Loads. - Refer any structural proposals or queries to Retail Design Team for individual assessment.

Allowable Services and Ceiling Loads. - An allowance of 0.5kn/m² has been made within the roof structure for Brand Partners suspended services and finishes. Refer any structural queries to Retail Design Team for individual assessment.

SERVICE AREA DOORS:

Doors vary according to the usage and shall comprise:

(i) Units with doors in Service Yard areas have aluminium faced timber solid core doors in aluminium frames.

(ii) Units with refuse stores (Restaurants only) onto Service Corridors have aluminium faced timber solid core doors in aluminium frames.

Doors opening onto Landlord Areas comprise solid core fire resistant flush doors with ironmongery to suit the function of the doors, paint finish with statutory signage. Sign to be fitted to rear doors of retail unit by Brand Partner to be A5 size with unit number, Brand Partner contact name, address, contact number and post code.

REFUSE STORAGE:

The Brand Partner is required to store refuse bins in their unit until they are taken to the central compactor. A Refuse storage area should be designed into the layout.

All internal refuse rooms must be finished to allow steam cleaning or wash down.

Any newly constructed internal bin stores should be tanked and have a gully in the floor and extraction system that vents to atmosphere. Landlocked units need to provide bin stores within their BOH area.

For retail sites involved in the preparation and sale of food, it is mandatory for sites to be fitted with grease trapping equipment. Grease trapping equipment is to be fitted to cover all drain runs which will be used for kitchen effluent. Refer to Appendix Fat, Oil and Grease Management.

SERVICES GENERAL:

All wiring, conduits, tubing etc. must be hidden from view internally and on the shopfront. All light switches, panels, fire-fighting equipment, waste bins etc. are not to be visible from outside the unit, unless required by Building control where the fire alarm repeater panels will be permitted.

A maintenance procedure should be adopted from the time of opening to ensure all services run efficiently and should be provided at handover.

Where services are inherited from a previous occupant, it is the Brand Partner's responsibility to ensure that they are serviceable at the time of opening and regularly maintained thereafter or to cover the cost of a replacement.

The landlord has a specific Permits system for any hot works required to be undertaken.

SECURITY INTERFACE:

The Landlord's system comprises of:

- Security contacts to all perimeter Landlord doors.
- Operational panic alarm buttons in all Brand Partner units.
- Centre Management Control room.
- Site wide CCTV.

There is no provision for interfacing the Landlord's security systems with the Brand Partner's security alarms.

The Centre has 24hr security.

Brand Partners are expected to install and maintain CCTV cameras across their units.

The Brand Partner shall install tagging systems and other intrusion or theft alarms at the public entrance.

Underfloor tagging systems are encouraged. If security tagging pedestals are required, then they should be personalised and must be shown on concept drawings. They should be non-obtrusive and acrylic style units.

Any alarm/bell sounders must be located at the rear of unit.

It is also a requirement that additional foil bag detection is installed.

FIRE STRATEGY:

This should be discussed with the Centre Management Team – to review the information available for the individual unit.

SMOKE EXTRACTION:

The galleria generally has an integrated smoke extract system each unit. All ceilings must achieve a minimum 30% free area and allow for make-up air from the mall to ensure the correct operation of the extract system.

FOOD OPERATOR KITCHEN REQUIREMENTS:**FIRE SUPPRESSION 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. See Requirements for Brand Partner Kitchen Ventilation Systems.

SPRINKLER CONNECTION:

A sprinkler supply is terminated at the rear of each unit complete with zone check valve to allow the flow switch to be checked without draining down the system.

Sprinklers are to be a fixed height fast response heads system installed by a LPC approved contractor and will need to be signed off by the Landlord's insurer prior to site access.

The Brand Partner shall install a sprinkler system within their demise from a connection provided by the Landlord or may modify existing installations subject to the Landlord's specific written approval.

The current LPC Rules inc. BSEN12845 is the design standard to which designers & contractors need to work to. These would require sprinkler protection to all areas eg. walk-in cold rooms.

The galleria's existing system is a category Ordinary Hazard Group III system. It is currently served with standard heads. In the event of a restoration to shell being undertaken then the heads on the system should be replaced with fast response heads therefore concealed heads must not be used. Also, ZX1 sprinkler heads must not be used. Flexible rapid type drop connectors must not be used and all second fix pipework shall be of rigid construction. Any alterations to the existing system will require Landlord's insurers' approval.

Flexible pipework will not be permitted. A drain down should be provided at the rear of the unit at low level to facilitate testing of the flow switch. Sprinkler design and installation work must be carried out by a bona fide sprinkler company approved by the Loss Prevention Certification Board (LPCB) to at least level 3 under their LPS Sprinkler Contractor's Scheme and be ISO 9001 Quality Assurance Certified Installations must comply with the LPC regulations and the BS 5306 part 2 Ordinary Hazard Group III.

The installation of a sprinkler system is to be completed and approved before combustible materials are delivered to the unit and the Brand Partner must provide all relevant test certificates prior to connection onto the Landlord's system.



SPRINKLERS: Contd.

Draining down or charging up of shop unit sprinkler installations is to be carried out under the supervision of the Landlord/Centre Management and following 5 days' notice in advance of this date. Under no circumstances is the Brand Partner to operate the isolating valve located in the corridor.

The Brand Partner shall employ the Landlord's sprinkler specialist to provide the necessary attendance during the 'charging up' of the shop unit sprinkler installation.

Sprinkler supplies to shop units will incorporate a monitored stop valve. Each Brand Partner shall install a water flow switch with pumped zone check after the stop valve, connected into the retail unit interface box, so that the fire alarm system will know the location of an activated sprinkler system. The Brand Partner shall be responsible for installing a test point drain facility within their demise.

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.

FIRE ALARM CONNECTIONS:

All units are to be fitted with a fire alarm/detection system in accordance with Local Authority Building Control and Fire Officer requirements.

A fire alarm interface unit is located within the rear of each unit ready for connection to the Brand Partner's local alarm panel using the Centre's preferred contractor.

The Brand Partner's fire alarm system must be fully compatible with the Landlord's fire alarm system and will provide and receive controlling inputs and outputs from the Landlord's FAI.

The Brand Partner will be required to employ the Landlord fire alarm system specialist to make the final connections onto the Landlord's system at the Brand Partner's expense.

Fire detection should be in all areas, except for areas deemed to be of low risk such as:

- Toilets, shower rooms and bathrooms.
- Stairway and toilet lobbies.
- Small cupboards (typically less than 1m²).
- Some shallow voids typically less than 800mm in depth (risk dependant).

Manual alarm call points are to be located at each exit leading to an open escape, on each stairwell on the Landlord's side and within a distance not to exceed 45m travel distance.

Audibility must reach a minimum level of 65dbA.

An external beacon is required to be located in the escape corridor and programmed via the cause and effect matrix. Zoning standards must be applied.

The Centre operates a complex cause and effect matrix of interfacing with adjacent units and the Centre; please consult with Centre management for further information.

Where work is carried out in an existing unit, the Brand Partner is to provide certification of works being carried out with regards to the fire risk.

The Landlord provides a dedicated fire alarm interface point (FAI) at the rear of each Brand Partner's unit for connection of the Brand Partner's standalone systems.

The use of VESDA (Very Early Warning Aspirating Smoke Detection) system are encourage in stores without mezzanines and ceilings as it will minimise the use of access hatches and ongoing maintenance.

Fire extinguishers must be provided by the Brand Partner in accordance to the Centre's fire safety strategy. Provision of portable fire-fighting equipment will be the Brand Partner's responsibility to provide and maintained in good working order. All equipment must be tested annually by the Brand Partner.

Where required in sprinkled areas, fire extinguishers are to be installed away from display windows and entrances in non-obtrusive locations.

Manual alarm call points should be located at each exit leading to an open escape, on any stairwell on the Landlord's side and within a distance not to exceed 45m travel distance.

Audibility must reach a minimum level of 65dbA.

Where work is carried out in an existing unit, Brand Partners are to provide certification of works being carried out with regards to the fire risk.

The Brand Partner shall provide a zoned diagram or floor plan adjacent to the fire alarm panel.

AUDIO SYSTEMS, PUBLIC ADDRESS and VOICE ALARMS:

Audio systems within the unit must not exceed a sound pressure level of NR45 at the shopfront.

Where the Brand Partner provides and installs a separate standalone evacuation system, then the system shall be designed to allow control from the Landlord's main system.

The Brand Partner's system must be able to be silenced in favour of the Landlord's pre-recorded emergency and evacuation messages via the Brand Partner's amplification equipment. The interconnection between the Landlord's and Brand Partner's system shall be via an interface unit located at the rear of each unit.

If the Brand Partner is installing a voice evacuation systems (VES) it must achieve a minimum sound pressure level of 10dB above typical ambient noise level of 65dB.

EXTERNAL PLANT AND SERVICE ROUTES:

Plant locations and service routes are to be agreed with the Retail Design Team as part of the approval package and should include a certified lightning protection connection. Where louvers are not available at the rear of the unit, provision has been made for the location of Brand Partner's heat exchange equipment elsewhere.

All plant must be labelled with traffolyte labels mechanically fixed to the plant.



VENTILATION:

All Brand Partners are responsible for the supply and installation of all heating, ventilation and cooling systems to meet statutory requirements and maintain comfort conditions within their demise.

Fresh air is available through either wall mounted supply and extract louvers suitable for connection to the Brand Partner's A/C system or via a fresh air duct connection from the Landlord's mechanical ventilation system.

Restaurants - Provided with extracts for toilets, kitchen, and refuse areas.
Inlet and general space ventilation by the Brand Partner.

The kitchen extract duct is fire rated to 2 hours and the toilet and refuse extract ducts have fire dampers installed at the boundary of the leased area.

No air is to be taken from or discharged into the mall (except for kiosks).

The Brand Partner must ensure its services are only installed in the designated areas.

The Brand Partner shall not modify or penetrate the roof finish. Brand Partner's plant shall be bolted to paving slabs within the Brand Partner plant area on the roof. The use of pad-stones or raised concrete plinths must be agreed with the Landlord prior to work commencing.

Concrete bases must allow the roof to drain as designed and must be of a depth so that mechanical fixings do not penetrate the roof membrane below.

Brand Partners shall ensure that unused ducts are sealed with a permanent weather proof cover compatible with the Landlord's roof finishes.

The colour and appearance of plant may be controlled in exposed locations and the Brand Partner will be responsible for obtaining all relevant planning consents.

Brand Partners will be required to submit detailed proposals if external plant is required to service the unit.

The Landlord will endeavour to make an area available externally for the siting of plant, but agreement to this must be obtained prior to the commencement of any works. The Brand Partner shall not modify or penetrate the roof finish without landlord agreement.

Air supply and extract ducts, cables and pipework from the unit to external plant must be routed via the dedicated risers (where available) and fully weathered at roof level.

The Brand Partner's installed external plant must meet the following noise suppression requirement:

1. Air handling units 45db measured at 3 metres from source.
2. Heat rejection plant 45db measured at 3 metres from source.
3. Supply and exhaust fans 45db measured at 3 metres from source.

The Brand Partners shall provide a fresh air supply and extract unit to provide the required number of air changes to the retail and back of house spaces comprising of supply fan, extract fan, EU3 filters

on both air streams, a secondary EU5 filter on the supply air side and heat recovery plate heater exchange.

Fresh air is available through either wall mounted supply and extract louvers suitable for connection to the Brand Partner's A/C system or via a fresh air duct connection from the Landlord's mechanical ventilation system.

No air is to be taken from or discharged into the mall (except for kiosks).

The final 300 mm straight sections connecting to plant and grilles can be installed in flexible PVC ductwork.

Ductwork design shall ensure that the air velocity does not exceed 5m/sec in any part of the system and that the maximum specific power of any of the fans does not exceed 1.6watts/ltr.sec.

Fire dampers will be required at all wall and slab penetrations and at 20m breaks.

Heating Ventilation and Air Conditioning Systems shall be designed in accordance with:

- Current BS/EN Standards for Ventilation for buildings.
- Current BS/EN Standards for energy performance of buildings.
- CIBSE Guide A for required environmental conditions.
- CIBSE Guide B for heating, ventilation, air conditioning and refrigeration.
- CIBSE Guide F for energy efficiency.

The use of accent scent and smells within air conditioning is encouraged to create a sense of atmosphere within the unit.

Ductwork shall be solid galvanised steel.

Not Permitted:

The use of HCFC.



FOOD OPERATOR KITCHEN REQUIREMENTS:**KITCHEN VENTILATION SYSTEMS:**

The Brand Partner shall design and install a kitchen extract system compliant with HVCA Kitchen Ventilation System Specification DW172. Brand Partner installed kitchen extract ductwork shall be provided with good access for cleaning at a maximum spacing of 3 metres between access points and at every change of direction.

The exhaust system serving the Brand Partner 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 HVCA 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; filtration plant shall be located within the Brand Partner's demise, either within or after the hood. The Brand Partner shall install an Ultra Violet technology system, positioned in the restaurant unit/kitchen extract/hood(s), to cover and serve all odour and/or grease producing appliances.

Two types of Brand Partner filtration plants will be accepted ; a three-stage filtration system from Halton called a Pollustop Ecology unit, and an electrostatic precipitator filtration system (with UV) from Sirius called ESP. The Halton system shall consist of a three-stage filtration system to reduce airborne particulate (smoke) to minimum 0,3micron 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 Brand Partner. The filtration system shall include pre-filter (bag), HEPA filtration to 0.3 microns, and NFX 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 cylindrical anode collection tubes each enclosing a central charging cathode rod, without charged 'dead spots' and designed for high capture efficiency in wet, oily, smoke laden and humid cooking conditions. The Ultraviolet odour control unit shall be fitted within the Brand Partner's demise, positioned in the restaurant unit/kitchen extract/hood(s), to cover and serve all odour and/or grease producing appliances.

Variable ozone generation shall be used to limit ozone production when odour production and cooking activity are low, to ensure that no more than 0.06ppm (parts per million) is present at discharge at all times.

These filtration systems shall report filter life status via SMS and/or GSM connection and shut down the extract fan if filter overload warning is ignored.

Brand Partner's plant shall not exceed specified noise limits for the site and local authority limitations.

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

The control system shall incorporate:

- Interface control panel.
- UV control panel.
- 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 Brand Partners Ultra Violet technology and Three Stage Filter system must be sufficient to:

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

(i) Kitchen Canopy/Hood Fire Protection.

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

(ii) 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 VENTILATION SYSTEMS: CONTD.**(iii) 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.

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 Brand Partner'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.

(iv) Maintenance Requirements.

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

Canopy Grease filters – Daily check/clean.

Canopy UV equipment - quarterly clean, replace lamps after 8000 hours of operation.

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.

Carbon Filter – Change annually or when indicated as dirty via the monitoring system.

Ductwork – visual inspection quarterly. Clean annually unless required more frequently as a result of quarterly inspections. Note that, where high levels of grease, smoke and soot are produced from the cooking process, inspection and cleaning levels shall be increased accordingly to mitigate any risks of fires in the ductwork system, both upstream and downstream of the filtration equipment.

Build-up of deposits in extract ductwork shall not exceed 200 microns.

Brand Partner shall provide the Landlord 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.

The Brand Partner 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 Brand Partner's fire alarm panel. This shall be presented to the local Building Control to ensure they are in agreement.

GAS SUPPLY:

Gas is only supplied where premises have an existing gas supply.

The Brand Partner is to arrange directly with the supplier.

Any gas supply installed by the Brand Partner must be completely in accordance with National Grid requirements, the building regulations and British Standards. Installation by a contractor on the Gas Safe Register. No gas supply provided to retail units.

ELECTRICAL SUPPLY:

Each unit has a 3-phase electrical supply via a busbar distribution system originally sized to provide 150 watts/sqm. Supplies are sub-metered from the Landlord's incoming supply and costs recovered from individual Brand Partner's based on use. The Brand Partner is to make their own investigations and satisfy themselves the existing electrical supply is sufficient for their needs. Any upgrade works are subject to local capacity.

The Brand Partner is responsible for applying for the meter or supply name change in a timely manner. The landlord cannot supply temporary power.

All Brand Partner's electrical installations will be compliant with:

–NICEIC Regulations.

–BS75671.

–Health and Safety at Work Act.

–Current building regulations.



ELECTRICAL SUPPLY: CONTD.

The assumed electrical demand per unit has been calculated as the following:

- Restaurant KW TBC.

The Brand Partner's installation will include mains distribution and switchgear fed from the main incoming supply isolator, comprising of all circuit wiring, switching, lighting and any specialist equipment required.

All cabling shall be carried out in low smoke halogen free rated cabling.

Flying leads greater than one metre will not be permitted.

All cabling must be contained in metal Conduit or Trunking or Tray with cabling supported at a suitable pitch.

LIGHTING:

Exciting and inspirational lighting design is encouraged utilising LED fittings. To comply with CIBSE Guide, Codes of Practice and Document L of the Building Regulations.

No naked fluorescent or cold cathode tubes will be allowed.

Lighting for halo illumination and coving should be continuous, even and concealed.

Sufficient lighting to be incorporated for safety purposes for out of hours use.

Emergency lighting will comply with BS 5266, Part 1, Category M/2 to provide maintained emergency lighting for 2-hour duration.

EMERGENCY LIGHTING AND SIGNAGE:

Emergency lighting should take the form of decorative fittings. Where track lighting is utilised as part of the scheme the emergency lighting should be track compatible, images will be required as part of the design submission.

Within the front of house, running man signs should be frameless glass.

Self-contained emergency luminaries are to be provided above all fire escapes.

Within escape routes the emergency lighting installation shall be a minimum 17 lux without borrowed light when measured at floor level.

Emergency lighting and signage needs to be submitted as part of the lighting plan.

The emergency lighting systems shall operate for a duration of 3 hours on failure of the associated sensing circuit with a recovery rate not exceeding 13 hours.

Emergency lighting and signage should be provided in accordance with the following:

- CIBSE lighting guide 12: Emergency lighting design guide.
- Current codes of practice for the emergency lighting of premises.

Not Permitted:

Running man blade signs on chains.

Door bells at the front of unit

DRAINAGE CONNECTIONS:

All units will be provided with a drainage connection typically 50mm or 100mm SVP are generally available.

Brand Partners are to ensure their installations/connections are suitably vented with appropriate AAV's. All pipework in publicly accessible toilets to be boxed in.

The Brand Partners shall protect landlord's systems from blockage or damage. Any damage caused shall be made good at the expense of the Brand Partner in whose unit it originated.

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

For retail sites involved in the preparation and sale of food, it is mandatory for sites to be fitted with grease trapping equipment. Grease trapping equipment is to be fitted to cover all drain runs which will be used for kitchen effluent. Refer to Appendix Fat, Oil and Grease Management.

Brand Partners are advised that in some instances Landlord's services are routed through units. The Brand Partner 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.

All installations and sanitary accommodation shall meet all Building Regulations and Health and Safety requirements.

Not Permitted:

The use of macerator pumps (saniflow and the like) will not be permitted.

HOT WATER SUPPLY:

The Brand Partner is responsible for the production of their own domestic hot water services in all units.



COLD WATER SUPPLY:

A mains water supply is provided to the site boundary and is then distributed around the development by a domestic main, installed by The Landlord. Brand Partners will be charged by the Landlord for the volume of water used and recorded by the meter installed to each unit.

A water supply of not less than 15mm is generally provided in most units at a stop tap position within the rear of the unit.

Brand Partners are responsible for installation of water distribution systems from the metered connection and within their demise.

All water connections/pipework must be installed/completed in copper, not plastic and no push fit connections will be permitted.

Water distribution installations by the Brand Partners must be in accordance with the water utility company's requirements and the relevant British Standards.

All Domestic Services pipework and fittings fitted within a unit shall be chlorinated by the Brand Partner in accordance with BS6700 and Health and Safety guidance note ACOPL8 and MSE(G) (Prevention or Control of Legionella). If extended more than 50m from previous chlorinated supply.

LANDLORD SERVICES WITHIN THE UNITS:

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

Brand Partners are advised that in some instances Landlord's services are routed through units. The Brand Partner 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.

COMMUNICATIONS:

The landlord will provide a BT DPS box for the Brand Partner to install its required number of lines.

There is no structured data cabling system within the development.

A communal TV/FM aerial system is available within the scheme subject to application to the Centre Management.

WIRELESS:

The store WIFI strategy is to be vetted by the Landlord's Digital team to ensure its compatibility across the Centre (see appendix).

The Brand Partner will be required to install internet access in the unit and a means by which staff can access the internet to register weekly turnover data in accordance with lease conditions.

ACOUSTICS/MUSIC:

Where music is to be used within the unit's sound emissions must not exceed values as stated in the schemes acoustic report.



Technical Design

MINIMUM SHOPFITTING REQUIREMENTS:

The Brand Partner shall not interfere with the fabric or structure or finishes of the building in any way, 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 Brand Partner is not permitted to interfere in any way with the integrity of the fire barriers, which includes dividing walls, structural fire protection services or protected escape routes.

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

EXTERNAL SIGNAGE:

Signage to be 1800mm x 700mm x 50mm illuminated sign box built in aluminium with 3D cut letters (no internally illuminated box signs).

The Brand Partner is responsible for ensuring that their signage contractor carries out any necessary surveys of the building.

The power supply to illuminated signage will be provided from the Brand Partner's own electrical system. Brand Partner to confirm output and specification.

Signage should be installed in a such a way that no fixings or electrical cables are visible. High output LED's CRI 90+ are to be used to ensure a consistent and uniform quality of illumination is achieved from the signage.

Signage illumination is to be on dedicated time clock-controlled circuits and remain illuminated during Centre opening hours.

Non-illuminated projecting blade signs on support brackets as standard size/shape across Centre. All to comply with Centre wide planning information.

It is expected that signage will be updated when any brand/oncept updates occur.

SIGNAGE ZONES:

See appendices for zone locations and dimensions.

Not Permitted:

The use of vinyl or Foamex signage.

Sign manufacturer's nameplates or logos.

Visible fixings of any type.

The use of 'Factory', 'Company Store' or 'Outlet' within the brand signage.

Advertisement or sale boards shall not be adhered to or placed in front of the shopfront.

Primary signage is not permitted behind shopfront glazing.

Vinyl applied signs (eg Visa).

SHOPFRONTS:

All shopfront or display windows will be the responsibility of the Brand Partner. Windows in external walls, other than shopfront or display windows must be as per the Landlord's shell specification and will be to match existing. Shopfronts should be spilt into three equal sections with the entrance located in the Centre third.

Shop windows to be full height frameless glazing with frames being kept to a minimum, all returns on glass creates frames corners with side channels for glazing maximum 50mm wide.

Roller shutters are located approximately 500mm back from the glass line with guides recessed into a column. The roller shutter is always to be housed above the shopfront soffit line. Primary signs will be located on the lease line in the entrance (full length fascia's are not permitted).

Base plinths and materials must be capable of withstanding normal wear and tear from foot traffic and floor cleaning activities.

GLASS:

All shopfront glazing must be 'safety glass' to current British Standards.

Shopfront windows to be toughened glazing in accordance to British Standards. All returns on glass to be formed in frameless glass.

However, pyrostop glass may be required for smoke control where applicable. All toughened glass should be heat soaked to BS EN 14179.

Glazing should be beaded externally so any broken panes may be replaced out of hours and with minimum disruption to the store

Brand Partners will be required to comply with BS 6180, which sets out the maximum deflection for the Shopfront glazing and BS 6399-1 which sets out the horizontal imposed loads.

Maximum permitted deflection is 25mm. (TBC).

Not Permitted:

Frosted or tinted glass.



ENTRANCES:

Threshold and entrances are to be free of display and merchandising unit to provide unhindered access to guests of all abilities. It is required that the Brand Partner fit footfall counters to allow an understanding of the stores performance.

Not Permitted:

Stickers/posters.

Any handmade notices.

Open/closed sign.

Undecorated flank walls.

WINDOW DISPLAYS:

All mannequins/display equipment should always be appropriate to the product and maintained in a clean and undamaged condition.

Displays should be configured to a high standard and easily accessible to allow for regular changing/cleaning.

Window manifestation can provide exciting and effective ways to promote and further the shopfront message but should only cover 25% of the total glazed frontage.

Not Permitted:

Installation of fittings and fixtures against glazing.

The installation of branded vinyl covering entire glazed elevations (except during construction).

Full width display banners.

Enclosed window backs, unless prior agreement from the landlord.

Intermittent flashes and strobe lighting.

Fire extinguishers installed/located in clear view.

The use of Sellotape, blue-tac or similar, to affix posters to glazing/display plinths.

Handwritten or 'homemade' posters.

Blocking of views into the main store area through use of decals, posters.

MANIFESTATION:

Manifestation is not required as the frontages have timber or profiled metal providing enough visual contrast in accordance with Building Regulations Part M. Vinyl's are normally only used as decoration.

ACCESS AND FACILITIES TO COMPLY WITH THE DISABILITIES ACT:

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.

Brand Partners should incorporate suitable colour contrast into their designs to assist partially sighted customers and staff navigate around the unit.

PAY STATION:

The tills should be fitted with anti-glare screens and adjustable to avoid direct sunlight.

Cash desk should include an Equality Act accessible section.

Approved audio loops should be incorporated into cash desk with the appropriate signage. Staff should have the facility to turn down the volume of PA system while serving customers with hearing difficulties.

LIGHTING:

All lamps within an area shall be of the same type, characteristics and should be supplied by the same manufacturer from a common batch.

All shopfronts and window displays should be lit to a minimum 1000 lux and include timer controls.

Brand Partner to supply details/specification information for proposed lighting levels - a lux level mapping calculation is required.

All lighting should be designed to comply with the current edition of the CIBSE Guide and Code of Practice and Document L of the Building Regulation.

Brand Partners should consider the use of lux level sensors in areas of high natural daylight alongside dimmable light fittings to maintain constant lighting levels under varying external conditions.

Lighting should be controlled via time switches or 'last man out' controls to ensure energy efficient and lower electrical consumption.

Where utilised, track lights within the shopfront windows are to be concealed from view.

Not Permitted:

Exposed fluorescent strip lighting of any kind in front of house sales areas.

Intermittent flashes and strobe lighting.

No naked fluorescent/cold cathode/neon tubes.

Noticeable colour differences.

The quality of a lighting design directly impacts on the retail experience.



FLOORING:

A minimum slip resistance of >36 PTV (pendulum test value) in the wet must be achieved.

Commercial grade real timber floors should be used (the criteria being that the finish is sandable) Real wood should be minimum 6mm thick eg. Havwood.

Where porcelain tiles are used these will need to be fitted with an inline colour match expansion strip to match the grout colour used.

Not Permitted Front of House:

Rugs will be restricted to feature elements and within fitting rooms. Carpet tiles will not be accepted.

Photo or timber veneer finish type laminated flooring.

Latex screed should not be used to represent polished concrete surface due to material degradation.

Rubber/vinyl flooring, unless brand appropriate and approved by the Landlord.

WALLS/PARTITIONS:

All walls must be Class 1 surface spread of flame and 60min fire rated between front and back of house areas.

Class 1 surface spread of flame will be required. All continuous wall treatments and wall joinery will also require class 1 surface spread of flame EN/Euroclass.

No fixing or vertical loading to unit perimeter blockwork or plasterboard walls is permitted (apart from lateral restraints).

Any stability posts and head restraint angles must have 30min fire resistance protection.

Stud walls must be fixed down to the slab.

Not Permitted:

Unpainted plaster or plasterboard.

CEILINGS:

Access hatch locations and sizes to be shown on all design proposals and quantity should be minimised - with all proposed locations and associated detailing indicated to the design information. Services are to be fully incorporated into the ceiling design and masked wherever possible. Brand Partners are encouraged to consider perimeter feature bulkheads to conceal air conditioning and services.

All ceilings must have 30% free air.

Not Permitted:

Lay in grids, exposed gird and acoustic tiles in front of house areas.

EXISTING SHOPFITTING:

Brand Partners 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.

SURFACE SPREAD OF FLAME:

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

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

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 shopfront framing as provide for in BS9999.

FIXTURES AND FITTINGS:

Wall storage and presentation bays must be securely fixed to ensure no risk of collapse.

All fixtures are to be designed as accessible and fully inclusive environments as set out in the Equality Act or any amended British Standard regulations. Fixtures & Fittings must be brand specific and be of a suitable quality.

Not Permitted:

The Brand Partners are not permitted without prior agreement to 'mix and match' different quality fixtures in the unit, either by reconditioned or reclaimed older equipment used elsewhere or combining different types of fittings.

Running rails are not permitted.

Fixtures with exposed casters or wheels will be permitted if design appropriate.

Retail grab bins.

MERCHANDISING:

Brand Partners to demonstrate turning circles within front of house area, to ensure access for all and compliance with the Equality Act.

All window bed electrical sockets are to be floor or wall recessed with stainless steel cover plates.

Not Permitted:

The blocking of sight lines and views through inappropriate product displays or stock.

Merchandising being stacked on the floor.



DOORS:

All escape routes must be maintained at all times.

All doors should adhere to the required fire rating.

Front of house doors should be designed to integrate into the design proposal.

Ensure that all doors incorporate relevant statutory, means of escape, safety signage and emergency exit ironmongery.

Mirrored faced Fire exit doors from retail areas are not permitted.

All Fire exit doors must be readily identifiable and incorporate a vision panel as per the Building Regulations Part M requirements.

LOBBY:

If required, a lobby should also adhere to Fire Rating required.

Ensure that all penetrations for services are fire stopped and the fire escape route is always kept clear.

SOUND INSULATION:

Brand Partner's must ensure and demonstrate that sound insulation between units is adequate to the purpose of the use to be carried out.

Refer to the appendix for acoustic information.

FINISHES:

These must be to the high standard commensurate within the Centre.

DELETERIOUS MATERIALS

No deleterious material is to be used based on the Landsec assessment of current deleterious materials.

DEMISE SIGNAGE:

Sign to be fitted to rear doors of retail unit by Brand Partner to be A5 size with unit number, Brand Partner contact name, address, contact number and post code.

MDF:

When cutting or machining or using any other process that will cause dust to occur suitable extraction must be used.

No bare edges will be allowed, and all surfaces must be sealed. All MDF delivered to site must be sealed.

REFUSE STORE:

Space for bins must be designated within the Brand Partner demise, or within a previously approved position by the landlord in the service yard.

All refuse rooms must be finished to withstand the impact of the bins and allow steam cleaning or wash down.

STAIRCASES:

All customer staircases should be elegantly designed with carefully detailed balustrades and must comply with current Part M for ambulant disabled staff and public.

Balustrades to staircases and galleries should be designed to accommodate appropriate loadings from BS 6399-1.

Bolted or edge fixed glass infill panels should be designed in accordance with BS 6180.

The retail is to provide a wheelchair refuge within the unit in accordance with BS 9999.

Where a front of house stair case is utilised, the Brand Partner will be obligated to supply a customer platform lift.

Arrangements for providing intercoms to refuge if required by building control are to be discussed with Centre Management.

ASBESTOS:

It is the responsibility of the Brand Partner or his contractor to commission a project specific Refurbishment and Demolition (R+D) asbestos survey in accordance with The Control of Asbestos Regulations, prior to the commencement of any demolition or refurbishment works.

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 Retail Design Team/Landsec 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.



Commissioning

CHARGES:

All Brand Partner's must pay the connection charges for connecting their engineering services into the Landlord's systems.

The Landlord's specialist Contractors should be contacted at the earliest opportunity to confirm connection charges and programmes of works for their individual units.

FIRE ALARM CONNECTION PROCEDURE:

The Landlord's fire alarm systems are maintained by an approved contractor and connection to the Landlord's systems can only be made by them.

This connection must be made prior to the Brand Partner being allowed to open for trade.

Any damage caused to the Landlord's system by unauthorised connection, will be payable by the Brand Partner.

SPRINKLER CONNECTION:

Sprinklers exist within various locations within the Centre and will require commissioning as part of the approval to trade.

COLD WATER CONNECTION PROCEDURE:

The Brand Partner completes Domestic Water Supply installation within unit demise to a standard compliant with all water supply regulation and Water Authority requirements. The Brand Partner installation is NOT to be connected to the incoming main without authorisation.

The Brand Partner must submit the following to the Landlord's representative:

- Chlorinating Certificates.
- Certification confirming the pipework is sound and free from leaks.
- Certificate confirming installation conforms to all water supply By-Laws.
- Reading of Water Meter.
- Demonstration of the location of the non-return valve.

Upon receipt of authorisation, Brand Partner connects internal pipe work to the incoming main and turns on water supply. It is the Brand Partner's responsibility to ensure all taps and valves within the unit are closed or off to ensure no flooding occurs.

FOUL DRAINAGE CONNECTION PROCEDURE:

The Brand Partner is to complete the foul drainage installation within the retail unit, undertake an air test and ensure this is witnessed by the Building Control Officer. Test is to cover all pipework from top of stack through to lowest cleaning/rodding point.

The Brand Partner provides a certificate to Centre Management confirming the installation is complete and has been witnessed by Building Control prior to connection to the Landlord's system.

CHECK LIST:

Commissioning Check list to be completed and signed off.



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OUTLET SHOPPING



Landsec