



Offices First Fit Out Guide

Version - October 2019



GROSVENOR

Welcome to Grosvenor, one of the world's largest privately-owned property businesses. We develop, manage and invest in property in more than 60 cities around the world. Our investment here in the West End of London began over 340 years ago and our purpose is to improve properties and places to deliver lasting commercial and social benefit. We work to ensure that existing buildings are used intensely but sensitively, carefully adapted to allow new imaginative uses; and that new buildings are designed and built to last.

We want to work with you, our customer, to make your experience with us as good as it can be. We want to prioritise your needs; helping you set up your new office premises as swiftly as possible and with minimum hassle. To do this, our First Fit Out Guide provides practical direction on how to make an application to undertake works. We look forward to working with you and ensuring your occupation with Grosvenor gets off to a great start.

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Introduction

The purpose of this document is to provide guidance on the first fit out for a new office occupier.

It should be noted that this document is intended to provide practical guidance, and that in all instances the terms of the lease and Licence to Alter takes precedence.

What requires consent?

- Any alterations to the external appearance of the unit, this will include:

- | | |
|---------------------|------------------------|
| - Signage | - Planting |
| - External lighting | - Boiler flues |
| - CCTV cameras | - Extract grills/ducts |
| - Alarm boxes | - A/C condenser units |
| - Security grills | - Satellite dishes |

- Any works that affect the structure of the property.
- Any alterations to the internal layout of the unit (e.g. removing and adding partitions)
- Any modifications to the building fabric (e.g. replacement of windows)

What you need to provide

Your proposal must be considered by the Building Surveying team, who may request additional information.

Please provide the following:

- Completed application form
- Drawings of existing (in pdf format).
- Drawings of proposed alterations (in pdf format), including; Plans of layout; Elevations, and Sections.

All drawings must:

- Drawn to scale
- Have the property address and floor number
- Have a drawing number and title
- Be annotated in English

What happens next and when can works start?

Please see the 6 approval steps that must be completed before works can commence.

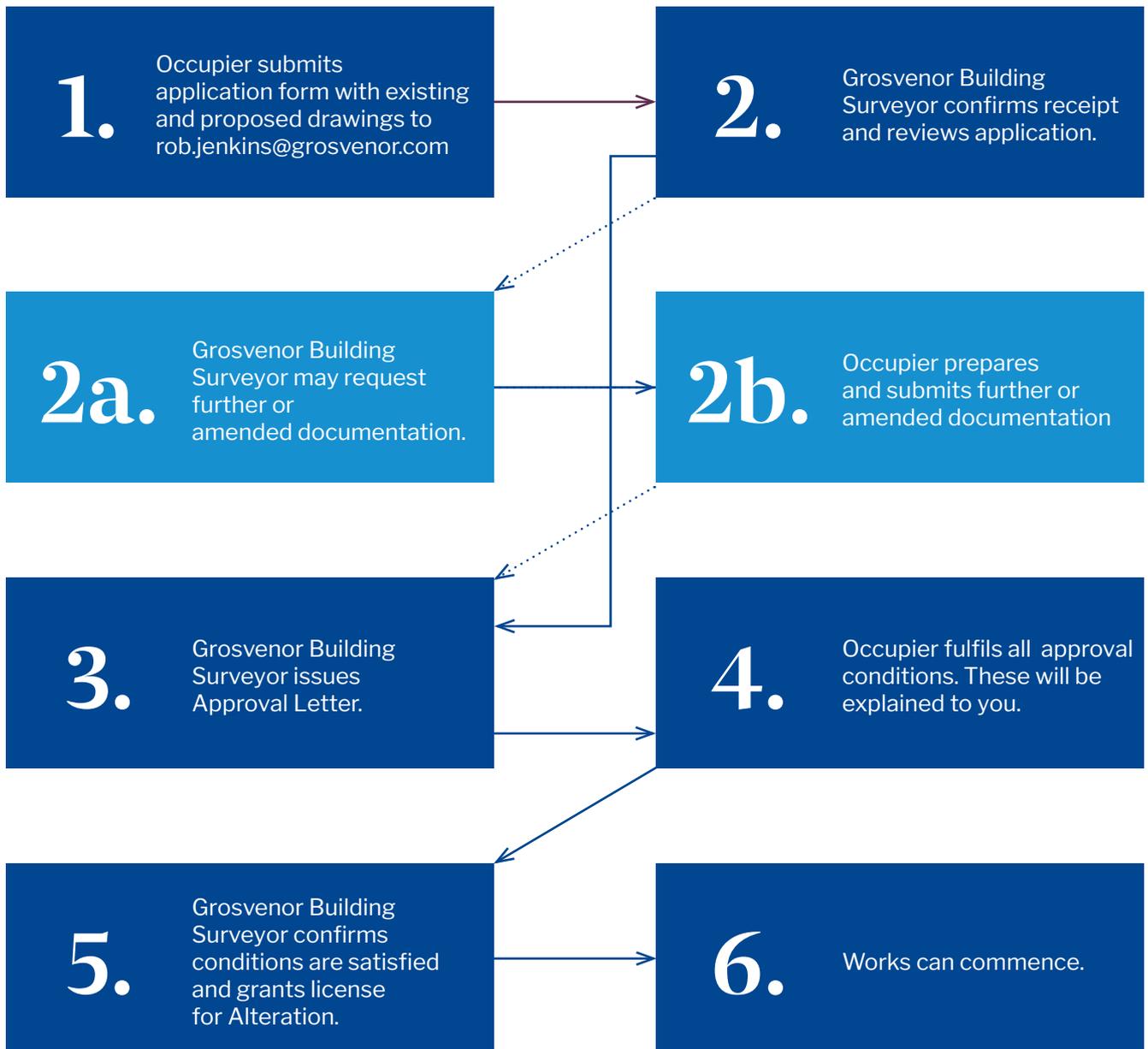
Please send all applications to rob.jenkins@grosvenor.com who will assign your application to a member of the Building Surveying team. We aim to approve all applications within 2 weeks.

It will take longer to approve your application if all of the information requested is not provided.

Inspection of works

A Grosvenor Clerk of Works and/or Building Surveyor will carry out regular inspections to ensure that all works are being carried out in accordance with the approved drawings and the terms of this guide.

Approval steps



Office Fit Out Specification

GENERAL CONDITIONS

1. Interpretation of this Specification

Grosvenor Investments Limited (Grosvenor) acts as agent on behalf of all Grosvenor landlords having a legal interest in property in Mayfair and Belgravia. This office fit out specification covers the vast majority of fit out works that would be undertaken. It forms part of the general Grosvenor Specification which takes precedence should the scope of works fall outside the remit of this document. Furthermore, should any doubt arise as to its interpretation of this office fit out specification, the decision of Grosvenor shall be final.

STATUTORY REQUIREMENTS

2. Standard of Materials

All materials and workmanship shall be the best of their respective kinds in accordance with good current practice. They shall comply with the latest edition of the relevant British Standards Specification or Code of Practice or be subject to independent certification by the Building Research Establishment.

3. Acts and Bye Laws

The works are to be carried out in accordance with all Acts of Parliament and all subsequent amendments as well as all other relevant Regulations, Byelaws and Statutory Enactments of Local and other Authorities. Where works affect party walls in Grosvenor's ownership, notices under the Party Wall etc Act 1996 must be served on Grosvenor and all interested parties.

4. Right of Access

Grosvenor shall have the right of access to the premises at all reasonable times for the purpose of inspecting the works being carried out and to all site drawings and details. They shall have the right to have any of the works opened up for inspection if it is considered that faulty or defective materials or workmanship have been used.

5. Fire Safety

All fire safety works must be carried out in accordance with current Regulations, Standards and Codes of Practice and certification of this is to be provided on completion of the works.

All contractors carrying out fire works must be accredited through one of the following:

- FIRAS
- LP51531: The Red Book for Passive Protection lists fire stopping contractors
- Or any equally equivalent recognised accreditation body

6. Insurance

Grosvenor's insurance managers, Realty Insurances Limited of 58 Davies Street, London W1K 5JF, 020 7941 8200 are to be advised of the proposed works so that the building policy will not be prejudiced. The occupier should notify Realty Insurances Limited if additional cover is required.

THE SITE

7. Hoarding and Scaffolding

If the proposal includes hoarding the minimum requirement is that it will be 2.4m in height painted in British Standard colour Magnolia 08B15 and constructed of materials and in a form to be approved. Statutory notices may be exhibited but all other signs, advertisements and posters on hoardings, screens or scaffolds are prohibited. Any proposals for using the hoarding to advertise the forthcoming occupation must be submitted for prior approval to the Grosvenor Building Surveyor. It is important that the hoardings are kept as neat and tidy as possible and where appropriate, they should be washed down to ensure a clean appearance at all times.

8. Private Mews

All works in private mews shall comply with the requirements of the current versions of the document entitled 'Regulations for Works in Grosvenor's Mews.'

9. Forecourts

Any private forecourt is to be paved level with the adjoining pavement with a material to be approved. The junction of the public way with the private forecourt is to be defined by a brass strip or studs.

10. Hours of Work

The permitted hours of work are as follows:

Weekdays:	8.00am to 6.00pm;
Saturdays:	8.00am to 1.00pm (no noisy works);
Sundays and Public Holidays:	No work of any kind.

11. Radios

The playing of radios or recorded music on site is not permitted.

12. Careful Removal of Old Materials

Compressors, generators and percussion hammers may only be used with prior consent. Where plaster is to be removed from pre 20th Century brickwork, this is to be carried out only by the use of hammer and bolster. The occupier shall ensure that at all times any adjacent roadway is kept clear of mud, rubbish and other debris. The burning on site of waste materials is not permitted.

STRUCTURE

13. Structural Design Requirements and Temporary Works

All structural design, workmanship and construction (and any associated temporary works) may be subject to a review by Grosvenor's retained Structural Engineers, Hurst Pierce and Malcolm. In such, circumstances, the occupier will be required to comply with their requirements.

SERVICES

14. Mechanical Ventilation/Comfort Cooling Systems

All works comprising the installation of new or adaptation of existing mechanical extract/comfort cooling systems is likely to necessitate the consent of Grosvenor. Full details of all external plant (together with any enclosures), building elevation terminations and routing of pipes and cables are to be provided for Grosvenor's consideration.

15. Service Installations and general management of the works

Electricity, gas, water and drainage installations are to be put into and left in a good safe state of repair on completion of the works and test certificates are to be obtained for new and amended installations. Any connection to, or adaptation of, existing Landlord/shared services will require the consent of Grosvenor. Fees may be payable by the occupier for Grosvenor's FM contractor to evaluate the proposals; undertake some, or all of the works including any necessary validation and commissioning. All works will need to be co-ordinated with the Property Manager. Where landlord's riser ducts are located within the occupier's demise, the works shall be carried out to ensure suitable access is maintained to these at all times.

16. Heating and Hot Water Installation

Any new or adapted heating installation must not overheat the flue or cause danger to adjoining premises. Boiler flues must not discharge through the front or side elevations or across light well pavements and the installation must be installed in accordance with the requirements of the appropriate statutory authority. All heating systems shall include controls to provide frost protection and a minimum level of heating within the building. Plastic (polybutylene only) piping systems for hot and cold-water services and heating installations may be used provided the materials comply with BS 7291-2:2010 and the system is installed in accordance with BS 5955-8:2001.

17. Lifts

The guides, machinery or supports for the working of the lifts are not to be placed in contact with the walls adjoining a neighbouring building and the installation is to be adequately insulated to prevent transmission of any noise and/or vibration.

18. Electric Light and Power Installation

All work is to be carried out in accordance with the latest edition of the Regulations of the Institution of Electrical Engineers.

19. Soil and Waste Pipes

External soil and anti-syphonage pipes, where permitted, are to be of cast iron of L.C.C. pattern and weight in accordance with BS 416-1: 1990 and BS 460: 2002+A2:2007 with caulked lead joints and eared sockets. PVC will be permitted internally if encased in insulating and fire resisting materials. Flexible jointed cast iron piping will be permitted internally only if there is full access available to bolted connections and rodding eyes. Overflow and warning pipes serving water tanks, cisterns, etc must not discharge onto or overhang adjoining properties. All soil and waste pipes are to be kept within the building with any connections being kept as short as possible.

20. Rainwater Pipes and Eaves Gutters

Rainwater pipes and eaves gutters are to be in cast iron with eared sockets or in aluminium except on rear elevations of non-listed properties where, subject to written approval, black uPVC may be

used. All rainwater pipes should be kept 50mm clear of walls but must not discharge onto or overhang adjoining properties.

21. Satellite Dishes

The installation of satellite dishes requires Grosvenor's approval.

22. Communications and Data Cabling

The siting of communications cabling on the outside of the demised premises may not be undertaken without Grosvenor's written consent.

23. Pipe Ducts

Where practicable all mains are to be collected and carried up and down in fire resisting pipe ducts having access doors to valves etc. The ducts are to be sealed to retain fire resistance to all floor levels. Pipes shall only be laid in solid floors if properly ducted.

24. Cameras, Alarm Sounder boxes and Door Entry call panels

The siting and installation of video security cameras, door entry call panels or alarm boxes may not be undertaken without the prior written consent of Grosvenor.

FINISHES

25. Plastering

The internal plasterwork is to be not less than two coats and finished in the best manner, walls and partitions being plastered behind skirtings to the full thickness except at basement or ground floor level, where a gap is to be left to provide a break between the d.p.c. and the wall finish. Lightweight and vermiculite- plasters are not to be used on external, basement, ground floor or party walls.

26. Flooring on Timber Joists

In Listed Buildings and, subject to the occupier being in receipt of Listed Building Consent for the same, any new flooring on timber joists is to be the best quality 22mm (finished) t & g softwood or 19mm (finished) hardwood. Elsewhere 19mm t & g plywood (marine ply in kitchens, cloakrooms and bathrooms) in accordance with BS EN 636:2012 + A1:2015, with access panels for services, may be used but chipboard and waferboards are not permitted.

27. Acoustic Insulation

Where residential apartments adjoin the property, party floor / wall sound insulation is to be at least to the standard required by the Building Regulations for new construction.

28. Painting

Unless otherwise agreed, the internal and external wood, iron and other work usually painted is to have at least two coats of paint after priming. The finishing coat for external work is to be in high gloss. Except in private mews, previously painted stucco or cement rendering is to be finished to match British Standard Colour 08B15, high gloss finish. No paint or staining is to be applied to facing brickwork, stonework or terra-cotta. Metalwork, ironwork and front doors are to be painted high gloss black and window joinery high gloss white unless approved otherwise in writing. The use of Keim paint or similar products will only be permitted where large areas of an elevation have been re-rendered and only on the condition that the elevation is redecorated with high gloss paint at the next external redecoration cycle.

Sustainability Commitments

Grosvenor is committed to achieving net zero carbon operational emissions from all its directly managed buildings, including historic listed buildings by 2030.

The business will also report on, and seek to significantly reduce, its embodied carbon emissions - carbon created through associated supply chain and tenant activities.

To achieve these targets, Grosvenor will eliminate carbon emissions under its control and sustainably design and construct and operate net zero ready buildings, enabling occupiers to reduce or eradicate carbon emissions from their own operations.

We also have a Supply Chain Charter, which commits the business, together with its suppliers, to higher environmental and ethical standards; deepening GBI's broader contribution to the communities it is active in.

Bold environmental goals are a key pillar of this strategy and are set out below:

BECOMING ZERO CARBON:

By 2030, Grosvenor will achieve net zero carbon operational emissions from all its directly managed buildings, including listed buildings.

Grosvenor will report on, and seek to significantly reduce, the carbon emissions embodied in its supply chain, developments and tenant activity by 2030.

Grosvenor's portfolio, including 147 acres of public realm on its London estate, will aspire to be climate positive+ by 2050.

BECOMING ZERO WASTE:

Grosvenor will eradicate all waste from buildings and developments in its control by 2030.

By working with customers and stakeholders, Grosvenor will aspire to eliminate waste from communities where it operates by 2050.

VALUING NATURE:

By 2030, Grosvenor's portfolio will have achieved a significant net biodiversity gain, responding to the need to halt the decline of the UK's wildlife and restore ecosystems.

Grosvenor will fully map the materials in its supply chain by 2025 to ensure sustainable provenance.

Grosvenor aspires to be water neutral by 2050.

OPERATING REQUIREMENTS

We require our occupiers to undertake the following:

Goal	Required
Reduce carbon emissions	<p>Provide a copy of Water, Gas and Electricity Energy Bills twice a year.</p> <p>Procure energy from 100% renewal sources. Grosvenor can help you with this, if needed.</p> <p>Arrange repairs works immediately if leaks are identified in pipes, radiators or taps.</p>
Zero to Landfill Waste	<p>Use a waste supplier to ensure there is zero waste to landfill.</p> <p>Separate food waste from other waste</p>
Improve air quality	Reduce and consolidate deliveries where possible.

Valid EPC for the property, with a rating of C or above.

Where possible, all building services equipment, including cooling units, heating systems, ventilation fans and artificial lighting should be controlled by a central programmable time clock or local building management system.

Use key tag switches (require an electronic key to be turned on), time switches (turn off and on at certain times) and photo sensor switches (detect motion and activate lighting) in areas where constant use of light is not needed e.g. corridors and toilets.

Where sanitary fittings are being replaced or upgraded, select options such as: dual and/or low flush WC's, waterless urinals, low flow taps with automatic shut off.

Install efficient electric Air Source Heat Pumps (ASHP) to provide space heating and cooling.

Ensure the building fabric includes loft insulation and secondary glazing as minimum measures.

Identify key fit-out waste streams and provide options for recycling.

ANTICIPATING COMMON MISTAKES

Avoid EPC reaching its expiration date before planning any necessary upgrading works.

Avoid blinds and shading options which block sunlight excessively.

Avoid using incandescent, halogen and standard fluorescent lamps.

Do not locate cooling units near warm places, such as cooking areas, heated displays and areas of direct sunlight.

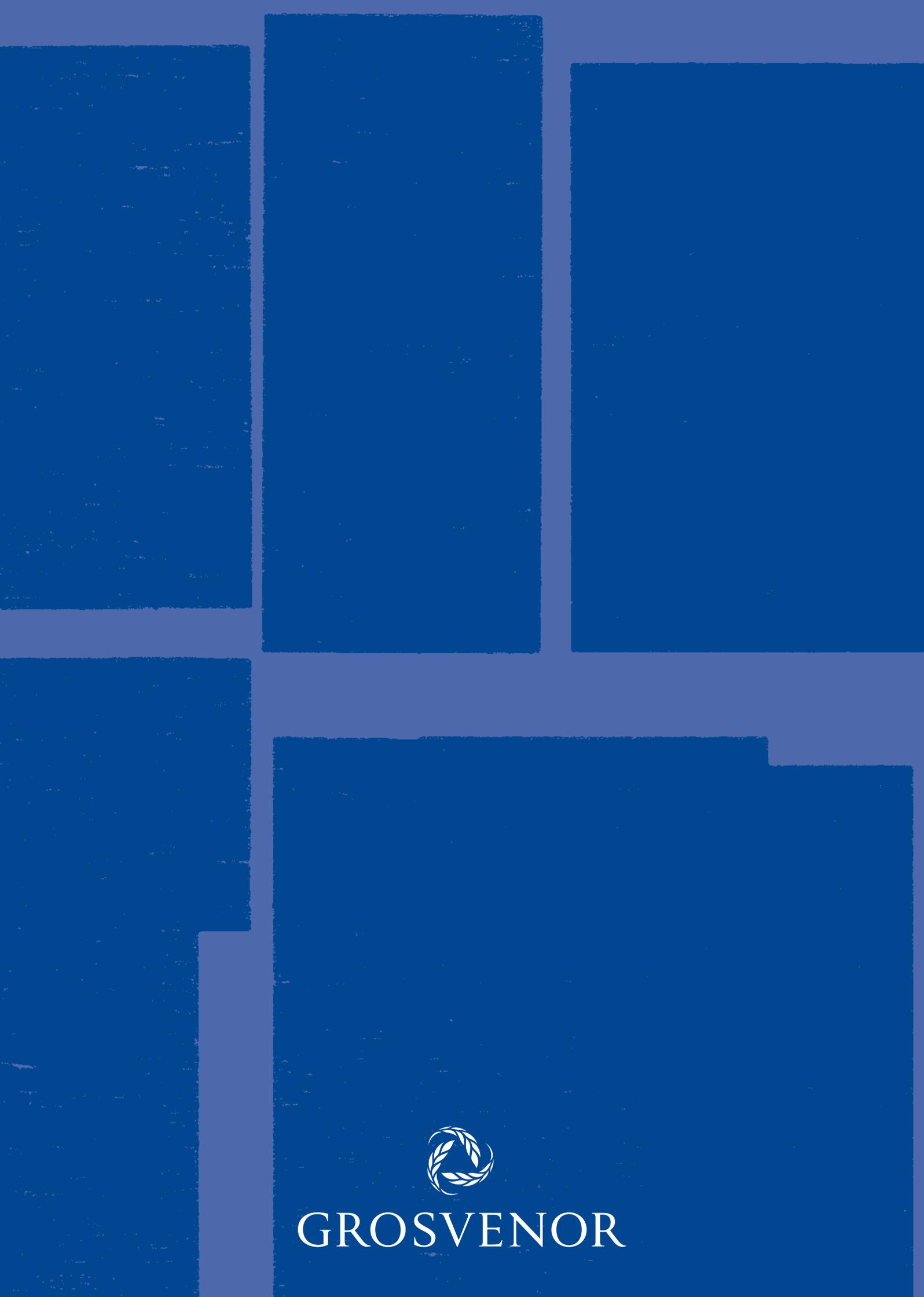
Do not undertake upgrading works before making sure a planning application is not required and make Grosvenor aware of the proposed works.

Application Form

Property Address:	
Unit/Floor:	
Name of Occupier	Name: _____ Contact: _____ Address: _____ Tel: _____ Email: _____
Name of Applicant (Solicitor/Architect/Agent)	Name: _____ Contact: _____ Address: _____ Tel: _____ Email: _____
Name of Architect	Name: _____ Contact: _____ Address: _____ Tel: _____ Email: _____
Description of Works	
Drawings sent in PDF format	<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED
Other documents included	<input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> CGI OTHER, please specify
Total cost of works to a builder's finish (if known)	£ _____ + VAT
Additional floor area (gross i.e. include all walls)	
Total Duration of Project (weeks)	

To find out how we process your personal data, please follow the links:
<http://www.grosvenorlondon.com/grosvenor-tenant-privacy-policy/>

The Grosvenor Office, 70 Grosvenor Street, London W1K 3JP



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