TENANT USER GUIDE VIOLET



CONTENT

TENANT H&S INDUCTION	PAGE 1
BUILDING & LOCATION DETAILS	PAGE 2
PRE-ARRIVAL INFO	PAGE 3
OVERVIEW OF BUILDING	PAGES 4 - 14
SYSTEM DESCRIPTIONS	PAGES 15 - 31
CCTV DATA PROTECTION	PAGES 32 – 41
INTERNET PROVISION	PAGE 42
CHARGE FOR COMMS ROOM ACCESS	PAGE 44 - 45
CCTV POLICY	PAGE 46

TENANT HEALTH & SAFETY INDUCTION

COMPANY NAME		
Building in which based		
Inductees names		
Job title of Inductees		
Phone number		
Emergency contact number		
Any health issues we need to be aware of to be able to assist if you become ill at work including prescribed medication, epileptic, diabetic, heart condition, allergies		
Building site rules explained to inductee: \checkmark if co	ompleted	
Site familiarisation and Building emergency pro-	cedures explained	
Fire escape strategy, assembly point location, te	est day/time explained	
Contractors site rules and housekeeping explained		
First Aid Provision required by Tenant and accid	ent reporting explained	
Alarm & car park lighting times of the Building a explained	and use of welfare facilities	
Smoking policy and external smoking area location explained		
Hazard register issued		
RAMS / SSOW for Tenant staff in place by Tenant Company		
Hot works or Electrical Works or roof access W at H permit explained		
COSHH / RAMS required to be in place for Tenant contractors explained		
Reporting an emergency explained		
PASMA licence if assembling mobile tower / IPATH Licence if using a boom		
Duty of care to other Building & Car Park Users	explained	

Declaration: I the inductor confirm that I have explained to the inductee details of the topics listed. I the Inductee confirm I understand the contents of the Induction.

Signed Inductor

Signed Inductee(S)

Date

PRE ARRIVAL INFORMATION BUILDING & LOCATION

DETAILS

THE BUILDING

Violet 1,2 & 3 comprises: -

- Ground Floor Office workspace
- First Floor Office workspace
- Second floor Office workspace
- Third floor changing and showering facilities
- Toilet facilities on all three floors and circulation space
- Restricted access plant deck, comms room and roof access on the third floor
- Floor plates are accessed via a staircase or combined passenger / goods lift

THE ADDRESS

Violet 1 or 2 or 3 Sci-Tech Daresbury Keckwick Lane Daresbury Cheshire WA4 4AB

Violet is owned and managed by Daresbury SIC LLP.

Should you have any queries or problems concerning the building during working hours, please contact the Building Manager Contact on: 07879517369 or

jschofield@sci-techdaresbury.com, who is based in the Techspace One Management Office. In the event of a Building Related Emergency outside of working hours, please contact our Key Holder Frankton Group on 0808 175 3305 or 07379 879 064 (emergency number)

ACCESS TO THE BUILDING

Open access 24/7 will be possible via the sliding doors by access card or by contacting the Tenant who is occupying the floor plates. Entry and exit from the building will require your security access card to be presented to the relevant reader. Outside of the Building hours, access will only be permitted with the use of a security access card through the front sliding door. If you are expecting visitors out of hours, please ensure you are present to give them access. **LOCATION, HOW TO CONTACT US AND HOW TO GET THERE**

Violet 1 or 2 or 3 Sci-Tech Daresbury Keckwick Lane Daresbury, Cheshire, WA4 4AB Violet is owned and managed by Daresbury SIC LLP.

BY WALKING

The site sits within the Daresbury Sci-Tech and Enterprise Park which is approximately 6km south of Warrington and 4.5km east of Runcorn. There are pedestrian crossing facilities on the A56.

BY BICYCLE

Cycle Travel

At Violet we encourage as many people as possible to cycle to work. It's a great, healthy, eco-friendly form of transportation and Sci-Tech do all they can to encourage cycle travel.

- Secure cycle storage
- High quality showers and changing facilities
- Free onsite bike servicing
- Cycle training opportunities
- 'Try Cycling' programme
- Pool bikes for occasional users For More information go to www.sci-techdaresbury. com/travelhub

The Landlord will not be held responsible for any loss or damage, so please use suitable locks to protect your property BY TRAIN

The nearest railway station is Runcorn East approximately 2.7km to the south west of site although it may be too far to walk it provides frequent services to Manchester, Warrington and Chester amongst other destinations.

Remember it is cheaper to buy your tickets in advance and also to travel during off peak hours. For rail discount cards and up-to-date schedule information and timetables, visit First Capital Connect website or you can check www. nationalrail.co.uk for the latest train timetable. You can also ring National Rail enquiries: 08457 48 49 50

BY CAR/VEHICLE

The site is situated near A56Chester Road and A558 Daresbury Expressway. Please use location map.

The nearest bus stop is situated on innovation Way, 'Daresbury, O/S Science & Technology Park, which is approximately 45m west from site and is served by bus number 200 and 62A and occurs weekly every 60 minutes. There are additional bus stops located to the east of the site on Chester Road that are also within 400m of the site which is served by bus number X30 and occurs weekdays every 60 minutes.

TRAVEL SHARE SCHEME

If tenants wish to join the Sci-Tech travel share scheme, please follow the web address below. Fill out the required information to see if you have a travel share match.

www.sci-techdaresbury.liftshare.com/

THE NEW OFFICE BUILDINGS

The proposed steel framed buildings with concrete floors provide three levels of office accommodation with a central stair and service core accessed from the main car park. There is a flat roof to each building.

The three proposed buildings will sit on a slightly elevated plateau due to the existing site levels and the restrictions imposed by the retained water main located to the south of the site adjacent to the new access road. The corner of the buildings are recessed and a four storey element created which forms an enclosed plant room area at the third floor level. This element is expressed as a vertical element with a contrasting vertical metal planks with a coloured soffit providing a restrained highlight of colour.

The palate of materials for the buildings has been designed to reflect the high-tech quality of the other buildings on Sci-Tech Daresbury whilst having their own distinct character.

The materials selected will provide a hard wearing and robust finish that will ensure that the quality of the buildings is maintained into the future.

The main elevational treatment is to be a middark grey brickwork with expressed brickwork reveals to create depth to the elevations which contributes to the reduction in solar gain, particularly to the south elevations.

Windows are to be PPC Aluminium in a black finish which compliments the dark tone of the brickwork. There is metal rainscreen cladding to one gable end. Violet 1,2 & 3 comprises: • Ground Floor Office workspace

- First Floor Office workspace
- Second floor Office workspace
- Third floor changing and showering facilities

- Toilet facilities on all three floors and circulation space
- Restricted access plant deck, comms room and roof access on the third floor
- Floor plates are accessed via a staircase or combined passenger / goods lift
- The main entrance to the building is located on the ground level and is accessed via electronic sliding doors which are locked with an access control system.
- The main panel for the fire and smoke detection systems is in the main entrance to the building.
- Disabled alarms are provided in each disabled toilet shower area.
- Disabled refuge call points are positioned in the stair on each landing position.
- The Disabled refuge panel is in the main entrance to the building.

ACCESS

4.1 UNIT ACCESS

Keys/Cards will be issued to occupiers on completion of their lease. If further keys or cards are required, we can order these for you at a cost of £15 plus VAT per key or card with the associated carriage charge which will be charged through the monthly tenant services account

Access Key Cards: (Attached Key Form) Tenants requiring access key cards for staff must complete a tenant details form – outlining the names and contact information of each individual. If a new pass(es) is required, please contact the Building Manager who will provide this form

4.2 SECURITY ACCESS CARDS

Tenants will be issued with 1 card per 100sqft for example: 4000sqft / 100 = 40 cards.

In the event that a card is lost/damaged then a cost of £15.00 plus VAT will be chargeable for replacement

The cards will also be programmed to operate the car park barrier along with the main entrance doors and Tenanted suite giving you access to your office. All tenants should ensure that doors are closed securely behind them at all times as it is a breach of security when these doors are left open. Please be aware of others tailgating and if you should have any concerns out of hours please contact Frankton Group on 0808 175 3305.

Each card is individually numbered, and the Building Manager has a record identifying each card holder. This system monitors all access through controlled doors as well as attempted access.

INCLUSIVE HANDOVER PACKAGE

You will receive a handover package when you move into the building. This will contain the following:

- Tenant User Guide
- Tenant Moving in Form to be completed and handed back to the Building Manager
- Handover Schedule of Keys/cards and Car Parking plan
- Form(s) for STFC Daresbury Laboratory Site Pass

If the tenant requires internet access, then this can be arranged in the first instance, Internet packages are available upon request and vary in price between £0.00 - £1000.00 per month depending on Product Level required Please note there will be an additional administration charge applicable from the providers for setting up the service. Landlords Internet is managed dual resilient and diverse fibre routing. It is not mandatory to take the Landlords Internet, occupiers can bring in their own systems - to be agreed in writing with the Landlord in advance.

ACCESS TO COMMS ROOMS

Should you require access to these areas, please ensure you contact the Building Manager as a business case, advance notice will be required and it may be necessary for WN1 our IT provider to be in attendance for which there may be a charge applicable to you.

For Tenants who lease the Building as a whole then 24/7 access is available.

RACK SPACE CHARGES (U'S)

The following charges are applicable to rent Rack Space (U'S) within our Comm's rooms.

	£ per u per month
1-4u	£20.00
5-10u	£17.50
>10u	£15.00

VISITORS

Visitors should report to the lobby of the Building they are visiting and be collected and escorted by the Tenant at all times. It is the responsibility of the tenant to inform their visitors of the fire evacuation procedure, the escape routes and any other Health and Safety matters. Please remember, the tenant will be responsible for accounting for their visitors in the event of an evacuation.

POST HANDLING

Tenants should arrange an acceptable point of delivery with the relevant postal service. Please ensure all post is addressed correctly with not only the name of the recipient but company name to reduce any confusion. If tenants wish they can have post sent to Techspace 1 so long as this has been communicated to the Building Manager – this will be kept at the point of delivery for collection at the earliest possibility.

CORRIDORS AND COMMON AREAS

In the interest of safety, you are required not to obstruct the corridors, exits and common areas at any time.

KITCHEN

Tenants are required to install their own kitchen facility within their demised space and cold water and drainage point is provided in the Landlords riser

SMOKING AREA

Smoking is only permitted in the provided smoking area – located on the pavement next to the cigarette bin to the left hand side of the bike store. Please fully extinguish cigarettes and dispose safely in the bin provided

TOILETS

MULTI-LET V3 AND V2

Toilet roll and soap are replenished and toilets cleaned on a daily basis. There are shower rooms and disabled facilities that can be located on third floor.

Please ensure these facilities are left as you would wish to find them and that all your personal belongings are removed after use.

SHOWER ETIQUETTE

When using the shower facilities on the 3rd floor of each building can tenants please be advised that the bench/coat hangers are for storing bags/larger items of clothing whilst in the individual cubicles. Please respect other tenants who may wish to utilize the space and ensure levels of undress are expressly kept within the privacy of the individual shower cubicles.

BUILDING AS A WHOLE V1

The Tenant will provide their own consumables and cleaning regime.

SITE AMENITIES

There are a number of local amenities for tenants to take advantage of. If you exit Violet and follow the linear park downhill towards the canal, on the left hand side just before the bridge you will find the onsite Café. The Café provides a range of sandwiches, snacks, drinks and useful provisions as well as a new hot food offering daily. They are also a Costa Coffee Proud to Serve location.

If you are looking for a more substantial lunch just past the café, in the lecture hall building, is the onsite restaurant. The restaurant offers a number of hot food options and plenty of seating space.

Further past the lecture hall you can find the onsite gym which tenants are welcome to sign up at £16 a month.

All of the above require an STFC security pass – please speak to Techspace 1 reception to arrange this.

Alternatively if you follow the road out of the Violet car park and take a left, follow the road for 0.2 miles and you will find the Ring O'Bells pub on your right hand side.

MILK DELIVERY

Milk is delivered to Buildings by McQueens Dairies – Tenants are able to set up an account direct – please enquire to Techspace Reception for the further information

NOISE AND NUISANCE

For the convenience of all tenants, please do not carry out any activity that causes inconvenience or nuisance to other tenants.

SIGNAGE

Violet 2 and 3 have a directory signboard located in the Reception lobby area and each office has a space for a name sign to the side of their individual doors. The Building Manager will arrange to have occupiers' names listed on the directory board, car park placards and suite doors.

Additional signs in windows or on the access roads will not be allowed as these would be detrimental to the overall appearance of the premises and the Campus. We would also be grateful if tenants refrained from obscuring the windows with posters/signage as this also affects the overall appearance of the building.

RE-FIT, REFURBISHMENT AND MAINTENANCE ARRANGEMENTS/ CONSIDERATIONS FOR TENANTS

A Tenant proposing structural, or material changes will require formal and written consent from the landlord to make such changes in the form of a Licence to alter and this protects both the landlord and the tenant's rights under the terms of the lease.

The Licence to Alter will be drafted by the landlord's solicitor and it will contain all of the details of the changes to be made to the property. The licence fee (legal costs plus admin fee) is payable by the Tenant. Once the Licence for Alterations is drafted and in place, it will then be revised and updated following input from professionals such as Surveyors, Engineers and Solicitors to take account of specific details and input required work dependent along with the characteristics of the building. The Licence for Alterations will also include any impact upon other leaseholders who may be indirectly affected. The licence to alter is required for changes that have a substantial impact upon the demise or the property. Taking a general approach, these are things such:

- Altering, moving and installation of internal walls
- Modifying or extending any M&E system
- The removal, adjustment or adverse loading of load bearing construction.
- The creating of new openings
- Replacement of any building element
- Switching floor types from carpet to wood or other Addition of kitchens or meeting spaces or cellular offices
- Disruption or alteration of any passive life safety installations such as fire stopping and fire resisting construction.

The first step in this process is for the leaseholder to approach the landlord with a proposal around the works for which they want to undertake in their demise. Upon receipt, this will then be reviewed by the landlord to understand the nature of any proposed changes and if a Licence to Alter needs to be issued.

If a Licence is required, the tenant (leaseholder) will be informed of this and onward and requirement to produce the full specifications and drawings. The fee charged by the Landlord surveyor to review the Tenants application is payable by the Tenant. The full pack of information will then generally be prepared and presented by the Tenant to the Landlord for their perusal and comment.

Work dependent, the pack of information will usually include:

- Architect's drawings
- Engineer's drawings
- Engineer's Calculations
- A Specification of Works
- A timetable of Works
- Confirmation of temporary works

- Confirmation of temporary protections
- Health and Safety considerations
- Building Regulations Certificates
- Material or Installation Information Once the construction works have been completed by the Tenant, then the landlord's Surveyor will normally conduct a final inspection and make sure that the work has been completed to satisfaction and as per the Licence of Alterations' requirement.

A building regulations application is to be made and completion certificate to be obtained which is to be issued to the landlord so they can ensure their rights are protected and the works have been done in accordance with the Building Regulations.

MODIFICATIONS TO ACCOMMODATION

The Building Manager should be made aware of any modifications tenants wish to make to their office suite, however small. These will need approval from the Landlord in the form of a licence to alter beforehand and suitable method statements and risk assessments will be required for all works.

FIT OUT

Tenants are advised that during fit out, or other contractor works within their demise, the common areas must be respected at all times. This not only includes external parties having a duty of care to other tenants during their time on site but also to the fabric of the building. Inspections to the common parts are regularly carried out by the Building Manager and any damage to common parts will be raised to the relevant tenant and make good works would need to be arranged to the satisfaction of the Building Manager. Failing this, repairs would be arranged by the Building Manager and these costs would be charged back to the tenant.

TENANT BLINDS

If tenants wish to install window blinds within their demise, they must communicate this to the Building Manager as prior approval on fabric and colour is strictly required to achieve uniformity across site.

CAR PARKING

CAR PARK

All vehicles parked in the Violet car park are left at the car owner's risk. All tenants have a set number of allocated car parking spaces. There are car parking spaces to the entrance of each of the buildings designated for disabled drivers, there is also a visitor area to each building. We kindly ask that tenants refrain from parking in these spaces unless they have a genuine requirement to do so.

We ask that all tenants and their visitors drive with due care and attention at all times whilst on the premises and refrain from parking in nonallocated spaces.

PARKING BARRIER

Access and egress to the car park is protected by a security barrier. Tenants with allocated spaces can use their access card to raise this barrier. Those without access passes (visitors, delivery vehicles, contractors etc) must use the provided buzzer/intercom to contact the relevant tenant or arrange for a tenant to meet them at the barrier with a pass.

Please be aware that the barrier does not automatically raise when approaching the exit, an access pass or the provided buzzer/intercom should be used to raise the barrier.

REPAIR AND WASHING OF VEHICLES

The repair and washing of vehicles is not permitted on site.

OVERNIGHT PARKING ON SITE

A situation may arise where it may be necessary to leave your vehicle parked overnight on the car park, please ensure that the Building Manager is informed of this in the first instance and if the BM is unavailable then Techspace reception staff is notified.

HIRE OF SKIPS

The Building Manager must be made aware in advance of any skips which are hired and are due to be delivered to site. The following rules apply:

- The skip is able to easily fit into a car parking space.
- Must have a lid to enclose the contents.
- Must be placed on wooden boards to protect the tarmac/ACO drains.
- Must be positioned in a tenant's car space (10 metres away from the building).
- Any damage to infrastructure or vehicles parked will be claimed from the tenant who arranged delivery of the skip.

LORRIES/VANS PERMITTED ON SITE

Any vehicles larger than 16.5 m are not permitted to access the car park area.

All Drivers and pedestrians using the car park do so under their own risk.

Daresbury SIC LLP does not accept liability for any misuse of the car park facilities and for the actions of drivers and pedestrians using the car park facilities.

CONTRACTOR PARKING/SPEED LIMIT

For the safety of all tenants we enforce a 5mph limit across the entire car park – please respect

this limit and the safety of tenants, staff and visitors.

OVERFLOW PARKING

If tenants have staff, visitors or contractors arriving who require parking but there are no more allocated spaces left in Violet car park they can use the site overflow car parks. Take the Violet exit at the roundabout and bear right into the overflow car parking space.

Tenants are advised that should contractors require parking during works within their demise, this must be provided within said tenants allocation of parking/visitors spaces. Tenants must not utilize visitors spaces for other Violet buildings outside of their lease.

GRITTING

Gritting will be carried out by the grounds maintenance contractors in certain designated areas of the car park when the temperature falls below -2. This will take place at around 07.00hrs in conjunction with the previous day's weather centre reports.

However, neither the Contractor nor Daresbury SIC LLP will take any responsibility in the event an area is missed or an incident occurs due to snow, ice or any other elemental influences occurs.

All tenants are advised to take due care and attention whilst on site during any difficulty with adverse weather conditions.

EXTERNAL WASTE BINS

General and Recycling Waste bins for office waste only are situated at the side of V1 and V3. We have on site 2 General Waste / 2 Recycling bins to each store, these are emptied on a Tuesday. All waste must be placed inside the bins and not left on the floor.

Acceptable items to be disposed of in the paper recycling bins are as follows:

- Cardboard (must be flattened)
- Office paper
- Newspapers/magazines

All other waste generated from an office environment can be disposed of in the General Waste bins. These are process and recyclables reclaimed off site. Details of waste recycling can be requested from the Buildings Manager Waste not deemed acceptable in our general waste receptacles are;

Furniture

Bricks / Hardcore

Pallets

Electrical Items

WEEE bins – we provide an electrical equipment recycling bin for disposal of equipment – please do not place electrical items in the recycle bins Batteries

Any Hazardous Waste

These items must be disposed of independently by the tenant.

Additional waste streams will need to be discussed with the building manager and relevant services arranged the costs will be apportioned directly with the tenants requiring these services.

RATES, ELECTRICITY, GAS AND WATER

The electricity within each office is separately sub metered and billed in accordance with usage. Water standing charge is re-covered through the Service Charge and consumption sub metered and billed in accordance with usage. Highways drainage and waste water is recoverable directly by the local water authority from each tenant. Each tenant will be responsible for their own Business Rates.

HEALTH AND SAFETY

LOCATION OF MUSTER POINT

In the event of an emergency evacuation all must gather at the assigned Muster Point. The Muster Point for all Violet buildings is clearly sign posted at the edge of the car park, on the pavement by the security barrier. All tenants, visitors and contractors are expected to wait at the muster point for their appointed fire marshal.

EVACUATION PROCEDURE

The fire alarm will be tested between 13:00 – 13:15 on Thursday each week for approximately 30-60 seconds depending on the location of the call point.

The lift should not be used in the event of an evacuation and tenants/visitors with a disability who are located on the 1st and 2nd floors and are unable to negotiate the stairs, should be assisted to the nearest 'protected stairwell', push the alert button and await evacuation by the personnel identified in the PEEP.

It is the responsibility of tenants to appoint a Fire Marshall who will in turn be responsible for reporting to the Building Manager/Security as to whether or not all of their members of staff and visitors have been accounted for. Please provide details of this nominated person to the Building Manager.

We are required by Law to carry out 6 monthly/ annual fire evacuation drills. In arranging this evacuation, the Building Manager will seek to minimise any disruption to the tenant's working day. However, as this is a legal requirement, all tenants must participate in the drill.

MAJOR INCIDENT EMERGENCY PLAN

In the event of a major incident (e.g. major fire or explosion) the same evacuation procedure applies. Tenants are requested to remain at the assembly points and await further instruction. We recommend that no cars are removed from the car park until safe to do so, temporary shelter can be found in the STFC Daresbury Laboratory Restaurant.

In the event of any airborne disasters or gas leaks from the STFC Daresbury Laboratory, tenants will be promptly informed to close all windows and remain inside the building. Any air handling system should be closed down immediately.

POWER FAILURE PROCEDURE.

In the event of a power outage during working hours the Head of Estates must be informed immediately, 07771 541591 or 01925 607004.

The onsite team will notify the energy provider of loss of power to the building. You must note that if the power has been lost as a result of external influences, this is beyond the Landlords control and communication during this period will be given as appropriate. Should the power shut down whilst a person is in the lift, there is emergency alarm button located on the panel connecting them to an emergency contact centre, this must be pressed to alert them that an engineer must be sent to site.

In the event of a power failure, the car park barrier will remain in the 'down' position. A barrier manual key will be situated in the maintenance technicians office located at Techspace One which can be used to lift the barrier, this will be actioned by the management team.

Outside of working hours, should you find yourself locked in the rear car park, please contact our out of hours key holder Frankton Group on 0808 175 3305 requesting they attend site to let you out. Attendance by Select Security is chargeable. In the event of a power outage during nonworking hours the building should send and alert through to the monitoring station and the following procedure will prevail:

- This alert will highlight that power has been lost and a call from the monitoring station will be made to the buildings key holders (Frankton Group).
- (2) Frankton Group will contact Scottish Power informing them of loss of power to the building
- (3) The key holder will endeavour to attend site within 20 minutes of the call. Frankton Group (key holder) will remain onsite until power is restored to the building, this will happen as soon as power is restored to the area. Frankton Group will notify the M&E provider.
- (4) The key holder will remain on site as previously mentioned for the duration of the power outage as the buildings fail safe is to allow free access.
- (5) Once power is restored Frankton Group will resume the car park barriers to automatic mode

Should you require notification of the power outage, you will need to provide details of one emergency contact to the Building Manager and the key holder at such time, will notify you of the incident where possible.

A number of building systems have limited battery backup BUT this is only for emergency systems such as:

- Fire Alarm (can be up to 8 hours but only if not operable)
- External Security Alarm for a limited period only if not operable)
- Door Access control for a limited period

• Emergency Lighting for 3 hours.

The Landlord is not responsible for providing any emergency backup for Tenants equipment e.g. data. Tenants procedures must prevail in any event.

GAS INCIDENT AND FIRE ALARM INTERFACE

A gas solenoid valve is installed where the gas pipework enters the Plantroom. The valve is controlled and monitored via a gas safety panel within the room, and will be shut off by any of the following: -

- Activation of the fire alarm system
- Activation of the emergency knock-off button located adjacent to the Plantroom exit
- Activation of any of the heat detectors installed above each boiler and hot water heater
- Mains power failure
- Gas leak detection

PORTABLE APPLIANCE TESTING (PAT)

All tenants are required to have their portable appliances tested; it is recommended that testing is carried out every 12 months or in line with statutory requirements. This must be carried out by a competent person and appropriate labelling applied clearly showing the date re-testing is required.

SECURITY

Violet has security systems installed, namely:

- CCTV with 24hour monitoring and recording on V2 and V3 (Appendix 4)
- Glass Break Detectors
- Access Control Readers on external doors, and corridor access doors on all floors.
- Intruder Alarm

CCTV- DATA PROTECTION POLICY

Please refer to policy document (Appendix 5) regarding access to CCTV footage.

CLEANING, MAINTENANCE & DECORATION

The cleaning, maintenance and decoration of the external and communal internal windows of V2 and V3 and the communal areas is carried out by the Landlord.

Tenants are responsible for all aspects of cleaning, decorating and maintenance works within their own demise.

ENVIRONMENTAL STRATEGY

BREEAM

The project is Breeam excellent rated.

EPC RATING

A Energy rating

ENERGY SAVING DETAILS INCLUDING USE OF LED

Energy saving LED (Light Emitting Diode) Lighting has been utilised throughout Manufactured and supplied from BrightLED (WWW.Bright-LED.CO.UK) all with high frequency energy saving drivers internally and external to the buildings

The lighting control system provides selective and variable switching via manual or automatic means to enable illuminance and luminance levels to be adjusted, to facilitate an energy efficient mode of control and operation and to enable luminaires to be systematically switched off during periods of non-occupancy of the space(s) or during periods outside of the normal core operating hours of the building. Office floor plates have been designed to switch in quadrants with lighting controlled via PIR (Passive Infra-Red) which avoids unnecessary areas being lit or using energy The Office Lighting is made up off suspended LED continuous strip lights

Energy use can be monitored through the BMS (Building Management Systems) from the head end location through metering

USE OF HEAT RECOVERY

The air handling plant utilise heat recovery elements to reduce load on the air source heat pumps for heating and cooling of the fresh air. Heating and cooling to the AHU's is by air source heat pumps

ENVIRONMENTAL COMMISSIONING

Seasonal commissioning will be carried out post completion and will be carried out in each season to ensure the buildings are complying with the design intent and are operating efficiently. The seasonal commissioning engineers will obtain feedback from the building occupiers and will use this feedback when interrogating the building management system and all the associated mechanical and electrical systems. Each system will be checked for correct operation and any issues highlighted will be rectified prior to the following seasonal commissioning visit.

FIRST AID

Tenants to provide own first aid provision

There is an auto defibrillator located at Vanguard House reception

CONFERENCE FACILITIES

If tenants require meeting room or conference facilities, Sci-Tech has facilities to offer. If you require information on conference space booking, please speak to the Building Manager or go to the web address below:

www.sci-techdaresbury.com/the-campus/ conference-event-space/

SECTION THREE SYSTEM DESCRIPTIONS

3.1	LOW VOLTAGE DISTRIBUTION
3.2	FINAL POWER SUPPLIES
3.3	LIGHTING INSTALLATION
	3.3.1 Internal Lighting
	3.3.2 Emergency Lighting
	3.3.3 External Lighting
3.4	FIRE ALARM SYSTEM
3.5	FACILITIES FOR THE DISABLED
	3.5.1 Disabled Refuge System
	3.5.2 Disabled WC Alarm Call System
3.6	SECURITY SYSTEMS
	3.6.1 Access Control
	3.6.2 CCTV System
	3.6.3 Intruder Alarm System
3.7	VOICE & DATA NETWORK
4.1	Domestic Hot & Cold Water
4.2	LTHW Heating systems
4.3	Ventilation Systems
4.4	BMS Controls Systems
4.5	Air Conditioning Systems
-	

3.1 LOW VOLTAGE DISTRIBUTION

The incoming low voltage (LV) electricity supplies to the building are derived from a new packaged substation located in the DNO HV Transformer Room. Sub-main cables are taken from the substation to serve an LV panel located adjacent to the substation, then terminating into a main LV switchboard located in the Third Floor Switchroom of each building. The new main LV switchboard is housed in a floor-standing steel enclosure, of modular Form 4 Type 2 construction and is provided with the

following (LV Switchgear | See Tech Ltd (seetech.com)

- 4-pole air circuit breaker (ACB) income from the substation switchboard
- Internal horizontal busbars, with a fault rating of 50 kA for 1 second
- Moulded case circuit breaker (MCCB) outgoing devices
- Multi-function meters on outgoing ways (except those serving control panels)
- Power factor correction unit

- Surge protection unit
- Spare ways (25% of total)

The switchboard meters are linked to the Building Management System (BMS) via a Modbus connection to enable alarms, pulse reporting, and remote command Distribution boards serving lighting and power circuits

- Mechanical control centres (MCCs) serving mechanical plant
- Control panels serving mechanical plant, and the fire alarm, disabled refuge and security systems
- Isolators serving the lifts

The LV switchgear is supplied by See Tech Ltd (LV Switchgear | See Tech Ltd (see-tech.com) : -

• 4-pole air circuit breaker (ACB) income from the substation switchboard

Sub-main distribution cables are generally wired in XLPE/SWA/LSF, except for life safety circuits which are wired using enhanced FP fire-resistant cabling. The cables are routed on medium duty galvanised cable ladders throughout the building, with 25% space provided for future expansion. Generally, these are routed within ceiling voids and exposed where ceilings are not present.

The distribution boards are designated to serve final power and lighting circuits, with incoming supplies to the distribution boards terminated in isolators.

Outgoing circuits are carried via miniature circuit breakers (MCBs) rated as shown on the circuit chart provided on the inside of the cabinet door. General socket outlets are protected by combined MCBs / residual current devices (RCBOs).

The distribution boards are manufactured by Hager Ltd (WWW.Hager.com/uk) (Type B TP&N

Distribution Boards | Hager UK)

3.2 FINAL POWER SUPPLIES

Final circuit cables have been provided from each distribution board for the lighting, power and ancillary circuits around the building. A number of distribution boards are split load units.

In general, final power distribution to the Office areas is via underfloor busbar trunking fed from the local power distribution boards. Each busbar incorporates tap-off points to serve dedicated floor boxes and desk grommets. Each floor box is of the multi-compartment type and contains switched-circuit RCD-protected socket outlets and RJ45 data outlets.

The underfloor busbar trunking and floor boxes are manufactured by Legrand Ltd (refer to section 9.3 for manufacturer's literature).

Power circuits in areas not served by the underfloor trunking systems are generally distributed within the ceiling void and drop within walls or surface containment where necessary to supply the final equipment.

General power 13A socket outlets have been provided to the positions shown on the layout drawings. The socket outlets are wired either on a radial or ring circuits and provided with a suitable protective device.

Power supplies to fixed equipment are provided via a dedicated radial circuit from the local final circuit distribution board or for larger supplies direct from the local departmental distribution board.

All items of fixed equipment are provided with local means of isolation suitably labelled with the circuit reference. Where the power supply is derived from the general 13A circuits via a fused spur unit and the equipment being served is mounted below a worktop e.g., a refrigerator or built into a unit, the fused spur unit is mounted above the worktop in an accessible position with a unswitched 13amp socket outlet mounted below the worktop adjacent to the appliance being served.

Power supplies to items of fixed equipment requiring large capacity power supplies are generally wired using multi-core XLPE SWA LSF cables taken direct from the switchboard to the equipment position.

Small power accessories have the following plate finishes: -

- Plantrooms surface-mounted metal clad
- Roof, Comms Rooms Commando weatherproof
- All other areas recessed plastic with white finish

Small power accessories are manufactured by MK Electric Ltd (MK Electric | Honeywell).

Car charging points have been installed in the Car Park. Each charging point comprises a single or twin socket installed on a floor-mounted baseplate.

Car charging points are manufactured by Pod Point Ltd <u>(Electric Vehicle Charging Solutions |</u> Pod Point (pod-point.com) **3.3 LIGHTING INSTALLATION**

3.3.1 INTERNAL LIGHTING

Final circuit cables have been provided from each distribution board for the lighting, power and ancillary circuits around the building. A number of distribution boards are split load units. Lighting circuits are generally distributed at ceiling level and drop within walls or surface containment where necessary to supply the final equipment. Internal lighting has been provided throughout the buildings to provide the following minimum lighting levels: -

Area	Illuminance	Comment
Offices	300 to 500 lux	Luminance limit – 500 cd/m2
Circulation	100 to 200 lux	200 lux for lift lobbies at floor level
Staircases	150 lux	At floor level
Entrances	300 lux	
Toilets	150 lux to 200 lux	200 lux for accessible toilets
Storage	150 lux	
Plant rooms	150 to 200 lux	200 lux over distribution equipment
Workshops	300 to 500 lux	500 lux localised lighting
Warehouse	100 to 150 lux	Vertical surface illuminance

Internal lighting is provided to the building as follows: Circulation areas

The lighting in circulation areas (including main entrances and lobbies) generally comprises circular recessed LED downlighters and accent lighting luminaires.

LED feature lighting is provided within the Reception area, ground lift entrance doors and main entrance area.

Lighting in these areas is controlled via ceilingmounted presence detectors to automatically operate the luminaires upon movement of occupants in each such space, and to deenergise the luminaires after a predetermined time delay period, unless reset upon detection of continuing or further movement of occupants in the circulation areas.

Key-operated override switches have been installed for the 24-hour security lighting circuits, comprising designated emergency luminaire circuits, within corridors and lobbies. Separate emergency lighting test key switches have been provided.

Staircases

Staircase lighting comprises surface, wallmounted decorative luminaires each with a perforated metal opal diffuser with a body colour finish to match the interior design colour finish.

Lighting in these areas is controlled via ceilingmounted presence detectors to automatically operate the luminaires upon movement of occupants in each such space, and to deenergise the luminaires after a predetermined time delay period, unless reset upon detection of continuing or further movement of occupants in the circulation areas.

Key-operated override switches have been installed for the 24-hour security lighting circuits, comprising designated emergency luminaire circuits, within corridors and lobbies. Separate emergency lighting test key switches have been provided.

Meeting Rooms

Meeting Room lighting comprises recessed continuous line LED luminaires. Meeting Room lighting has scene-setting programming facilities.

Office Areas

Office area lighting comprises suspended LED luminaires, each with a diffuser and a CIBSE SLL

Lighting Guide 7 luminance limiting optical louvre of the appropriate type.

An automatic/ programmable lighting management system (LMS) has been installed to control the individual lighting system installations at each floor to each tenant office area, comprising ~ area lighting control modules, luminaire connection units, and interlinking signal bus cable networks.

The LMS is extendible by 25% at each floor to each tenant office area, to allow the future provision of remote controls (including handheld devices), presence detectors and photocell daylight linking sensors.

Wall-mounted manually-operated LMS control switches of the retractable two-way and off type have been installed at the positions indicated on the drawings.

The lighting control system can be configured to allow occupants separate control in individual zones. Separate zones are provided for office zones of no more than four workplaces in office areas, and workstations adjacent to windows / atria and other building areas

Toilets

Toilet area lighting comprises recessed LED downlighters, each with An IP44 attachment. Lighting in these areas is controlled via ceilingmounted presence detectors to automatically operate the luminaires upon movement of occupants in each such space, and to deenergise the luminaires after a predetermined time delay period, unless reset upon detection of continuing or further movement of occupants in the circulation areas.

Plantrooms, Comms Rooms, LV Switchrooms, and Stores

Plantrooms, Comms Rooms, LV Switchrooms, and Stores have surface mounted luminaires each with diffuser or controller attachments and, where applicable, IP rated corrosion resistant or vandal-proof luminaires. Lighting in these areas is manually controlled by switches located at every entry and exit door.

Internal luminaires are manufactured by Bright LED Ltd (bright-led.co.uk)

Lighting controls are manufactured by Ex-Or Ltd (Ex-OR Lighting Technology | Honeywell Building Technologies).

3.3.2 EMERGENCY LIGHTING

A complete system of emergency and escape lighting has been provided to ensure the building escape routes, stairways, circulation spaces, etc. along with the open plan areas remain lit in the event of an electricity system failure. There is also emergency lighting in all plantrooms and external roof plant areas.

Wherever possible, the emergency lighting is provided by 3-hour self-contained battery packs within the general lighting luminaires. Where this is not possible, dedicated emergency exit luminaires have been provided.

The emergency lighting fittings are fed from the normal lighting circuit and connected to the unswitched supply so that the fitting is activated on failure of the local lighting circuit.

The emergency exit signs are of the maintained type complete with LED driver, battery pack and charger. The signs have a PVC fascia with green legends complying with BS5266.

The emergency exit signs are fed from the nearest normal lighting circuit and connected to the unswitched supply so that the fitting is activated on failure of the local lighting circuit. A visible LED is provided to indicate that the battery pack is being charged. Control and testing of the emergency luminaires is via test key switches located adjacent to the local distribution board. On operation of the test key switch, the emergency luminaires will be activated and remain on via the battery backup.

3.3.3 EXTERNAL LIGHTING

External lighting has been provided to illuminate the main site access, car parking areas, all footpaths and associated areas to main building, main entrance door, secondary access doors and all fire exit doors.

The car park is lit using a 4000K LED white light source mounted on a 6-metre column.

The pathways around the buildings are lit with illuminated bollards with a 4000K LED light source. A 180° light distribution variant is used to limit back spill onto hedges / walls to define the illumination of the pathways. The 180° distribution is also used around the 2 No garden spaces to allow these areas to become more intimate and emphasise the tree uplighting. The steps adjacent to the roundabout and closest to linear park are lit using the same type of luminaire and column as the pathway along linear park. The light source has a colour temperature of 4000K. A raise-and-lower column is provided to each luminaire for maintenance.

The inclined walkway is lit by recessed low level wash lights as part of the architectural design. A 4000K LED light source is mounted into a solid surface at the base of the gabion wall.

The Violet architectural wrap-around feature is illuminated to give identity to the buildings and reinforce the architectural form at night. At the front of the building, the lighting of this feature consists of high power linear projectors to highlight the vertical elements and low power linear washlights to light the upper horizontal element. At the rear of the building, a low power linear washlight has been provided to pick up the upper horizontal element.

For the vertical elements, a linear white light LED source has been provided using the same optical properties in both an in-ground and surface mounted product to ensure a harmonised effect. For the horizontal element, a low power continuous linear system lighting the canopy with a homogenous wash has been provided.

External luminaires are manufactured by thew following companies, and are scheduled in section 4.3: -#

- Bright LED Ltd (refer to section 9.6 for manufacturer's literature)
- DW Windsor Ltd (refer to section 9.8 for manufacturer's literature)
- Ligman Ltd (refer to section 9.9 for manufacturer's literature)

External luminaires remote from the buildings are fed from the dedicated external lighting distribution board via underground ducts. Building-mounted external luminaires are fed from local internal distribution boards.

3.4 FIRE ALARM SYSTEM

Fire detection and alarm facilities have been provided to each building to give Category L3 protection. The analogue addressable fire detection and alarm system has been installed in accordance with BS 5839: Pt 1 2013, providing fire and smoke detection and alarm throughout all parts of the building with individual addresses for each sensor, interface and communication device.

Each building's system consists of the following items: -

• Fire alarm control panel located ground floor entrance area

- Manual breakglass callpoints
- Smoke detectors in general floor areas and corridors
- Heat detectors in plant areas
- Interfaces with various mechanical and electrical systems
- Sounders and flashing beacons

The system is wired in soft-skin fire-rated 2-core 1.5mm cabling. All cables are run in supplied containment. The system is wired in secure loops combining sounders, manual call points and sensors within the same circuit. Smoke sensors have been installed in the majority of locations. Heat sensors have been installed in plantroom areas where smoke sensors are unsuitable for the local environment. Manual activation of the alarm is by resettable callpoints located throughout the building.

The sounders provide an audible alarm, with visual indicators devices installed in areas where there is high ambient noise, in Plantrooms, WCs, and at Disabled Refuge points.

The fire alarm system is supplied with mains electricity via the main LV switchboard. The system is backed up by integral batteries capable of maintaining the system on standby for 24 hours and sounding the alarms for a further 30 minutes.

The fire alarm system is provided with interfaces to the following systems: • Access control equipment

- Disabled refuge system control panel
- Gas solenoid valves
- Passenger lifts
- Automatic doors / barriers
- HVAC/BMS Control panels

Emergency lighting system

The fire detection and alarm system is supplied and installed by Mono Fire & Security Ltd (Home - Mono Fire and Security). (Fire Panel link-Manual (advancedco.com)

3.5 FACILITIES FOR THE DISABLED

3.5.1 DISABLED REFUGE SYSTEM

New two-way voice communications systems have been installed within each building to serve the designated refuge points, located in each of the fire-fighting lobbies on all floor levels within the stairwells. The disabled refuge point provides two-way voice and alarm communications between the disabled refuge call point and a control panel located adjacent to the Reception Desk.

Upon the pressing of the call button on any refuge remote, the status light will illuminate and a ring tone will sound. An audio alert and visual indication of which unit has called is displayed on the main control panel. Upon the call being answered at the control panel, the operator can keep in constant contact with the refuge point.

The system is wired in soft skin fire rated cabling. The system is interfaced with the fire alarm system such that it can only be used in the event of a fire alarm.

The system is provided with a standby battery to maintain the system for a period of 24 hours in standby mode plus 3 hours of operation in the event of a mains power failure.

The disabled refuge system is supplied and installed by Mono Fire & Security Ltd (Home -<u>Mono Fire and Security</u>).(Disabled Refuge Systems - C-TEC | Fire Alarms | Call Systems | Induction Loop Systems)

3.5.2 DISABLED WC ALARM CALL SYSTEM

Disabled toilets within each building are each provided with a disabled persons' alarm call system. The disabled alarm in each room comprises a ceiling mounted alarm pull cord switch unit with reassurance lamp, wall mounted reset push button, and an over door lamp/buzzer unit located external to the toilet. The pull cord switch has momentary contacts which, when activated, signal the main system to indicate an alarm status until reset. The lamp above the pull cord illuminates to provide reassurance to the person requiring assistance that the system has operated and remains illuminated until manually reset at the toilet. The wall mounted reset push button is located within the room. The over door lamp / buzzer is installed above the entrance door.

When the disabled alarm is activated, the over door lamp and buzzer operate to summon assistance and an alarm is raised on the main panel located adjacent to the Reception Desk. The lamp and buzzer continue to operate until reset by the local manual reset button within the room served.

The disabled persons alarm call system is supplied and installed by Mono Fire & Security Ltd (refer to section 9.12 for manufacturer's literature).

3.6 SECURITY SYSTEMS

3.6.1 ACCESS CONTROL

The access control system comprises an IP network-based system installed to monitor and control access into key areas of the premises. Access is controlled via wall mounted closerange proximity readers, and egress through controlled doors is via a wall mounted egress button located adjacent to the door. Additionally, a green emergency break glass unit is provided adjacent to each access controlled door. All BGUs are monitored via the access control system so as on activation of the BGU, an on-screen alarm will be displayed on the operator screen within the reception.

On-line locking is via surface-mounted monitored magnetic locks which are installed to each leaf of the access-controlled doors. All door leaves are monitored via magnetic contacts which are integral to the lock.

Each door control unit is interfaced into the fire alarm system to ensure the door's locks deenergise in the event of a fire.

An intercom panel is provided at the front entrance to each building. These will call a video telephone located at the Reception.

The access control system is supplied and installed by Mono Fire & Security Ltd (refer to section 9.13 for manufacturer's literature).

3.6.2 CCTV SYSTEM

A CCTV system has been installed to monitor internal (ground floor only) and external areas of the building.

The CCTV System comprises a network video record (NVR) and a combination of fixed dome and bullet type cameras located both internally and externally to provide coverage of the building perimeter, entrance, and circulation areas.

Control and monitoring of the CCTV system is via control equipment located in the Comms Room of each building. CCTV images are displayed via a video management system. The operators have access to live images and selected operators have access to recorded CCTV images via the VMS.

The CCTV system is supplied and installed by Mono Fire & Security Ltd (AXIS M30 Dome

Camera Series | Axis Communications). 3.6.3 INTRUDER ALARM SYSTEM

The building intruder detection system provides monitoring for key areas of the premises via the use of panic buttons, motion sensors and magnetic door contacts.

The building intruder alarm system is set and unset via keypads located in the Entrance area of each building. All offsite signalling utilises a DualCom alarm monitoring system via GSM and a standard BT exchange line.

The intruder alarm system is supplied and installed by Mono Fire & Security Ltd (Home -<u>Mono Fire and Security</u>). Model – I-Kp01 (eaton-security-i-kp01-datasheet-en.pdf) 2 7 VOICE & DATA NETWORK

3.7 VOICE & DATA NETWORK

A Cat 6 structured cabling infrastructure system has been installed to provide a single cabling infrastructure to provide connectivity to the building's ICT systems.

The majority of the work for this project is for the installation of the horizontal cabling system i.e. floor and wall outlets throughout the building.

All horizontal Category 6a cabling is in 4-pair U/ FTP LSOH cables, home run from the cabling cabinets direct to outlets without any transition points or joints. All communications outlets are mounted within a 2-way outlet plate and 24way RJ45 patch panels.

For each building, 1 off dedicated incoming duct has been provided to the Landlord's riser at ground floor level to accommodate the provision of BT telephony systems. A dedicated telephone line has been provided to accommodate each passenger lift and fire alarm / intruder alarm systems at each building. Cabling from outlets to their respective cabinet is bundled and secured on the containment. All cables maintain a minimum of 65mm separation from all power cables where runs are parallel. In instances where Category 6a cables have to cross power cables, the cables cross at 90 degrees.

All fibre optic backbone cabling is OM3 cables, installed directly between the cabling cabinets without any transition points or joints. All fibre optic links are presented within 24 way fibre optic patch panels. Fibre links have been provided from the following locations: -

- Vanguard House 1st floor Comms Room (entering via the front ducts) to Building 1 Comms Room landlords cabinet
- Building 1 Comms Room landlords cabinet to Building 2 Comms Room landlords cabinet
- Building 2 Comms Room landlords cabinet to Building 3 Comms Room landlords cabinet
- Building 3 Comms Room landlords cabinet to The Innovation Centre 1st floor Comms Room (entering via the rear ducts)

2 No co-location data racks have been installed in each building's Comms Room. Each cabinet is 48u 600mm x 1000m with 4 No compartments, with master key, in Black with mesh doors front and back. Each compartment is lockable by a coded lock

2 No CAT6a cable have been installed from the landlord's compartment to the 7 No other compartments. 8 No 16amp commando sockets are provided to each feed into each compartment in the co-location data cabinets. The new ICT data network was supplied and installed by Eurocoms Ltd (<u>Home - Eurocoms,</u> <u>Structured Cabling, Fibre Optic and Security</u> <u>Installation Specialist).</u>

3.8 LIGHTNING PROTECTION

Each building and the substation have each been provided with a lightning protection system installed in accordance with the recommendations of the current European Code of Practice for the Protection of Structures Against Lightning (BS EN 62305: 2011).

This protection system is intended to minimise the effects of a direct lightning discharge by safely conducting the current to earth by an established route.

The protection system has three main elements:

Air Termination Network

The air termination network users metallic roof finishes in conjunction with surface-mounted 25mm x 3mm PVC-insulated copper tapes forming a grid pattern. The air termination network is also extended to connect all building features, plant and equipment fixed on the roof. The air termination network is bonded to down conductors, building features and plant using proprietary tape clamps.

Down Conductor Network

The down conductor network for the building is formed by use of the building's structural steel columns, with tape bonds and proprietary fittings used where necessary to ensure electrical continuity. The down conductors are terminated to proprietary earth rods driven into the ground.

Earth Termination Network

This is provided by earth rods driven into the subsoil beneath each down conductor, located as indicated on the Lightning Protection System layout drawing. The electrode is fitted over with an accessible plastic inspection pit to allow future maintenance testing. Each electrode is interconnected using 25 x 3mm PVC-sheathed

copper tapes, connected to the electrodes using purpose-made bonds.

The lightning protection system is supplied and installed by BEST Services Ltd (Lightning Protection, Surge Protection & Earthing | BEST (bestservices.co.uk).

3.9 EARTHING & BONDING

The earthing system within each building has been provided to clear any earthing faults within the electrical systems in minimal time. The system provides equipotential bonding to all services and building structure, including supplementary bonding to ceiling structures.

The main earthing bars are wall mounted copper bar located adjacent to the building's main LV switchboard. All main equipotential earthing conductors connect to this point. The following are bonded to the main earth bar by LSF insulated hard drawn copper cables: • Main LV switchboard

- Lightning protection system
- Structural steelwork.
- Cable tray / ladder system.
- Secondary earth bars

The following items are connected to the secondary earth bars, using LSF-insulated hard drawn copper cables: • All electrical distribution equipment

- All building structural steelwork
- All mechanical plant including ductwork and pipework

Main earth bars are constructed from copper sections mounted on the wall, with a 25mm2 bonding conductor connected to the terminals. All extraneous metalwork, such as conduits, trunking, cable ladders and trays, and distribution boards are equipotentially bonded to provide maximum earth continuity for all services.

3.10 SERVICES IDENTIFICATION

The standard wiring colours in the UK are (as of 2006) the same as elsewhere in Europe, Australia, and New Zealand and follow international standard IEC 60446.

Cable Type	Current IEC Colour
Protective earth (PE)	
Neutral (N)	
Single phase: Line (L)	
Three-phase: L1	
Three-phase: L2	
Three-phase: L3	

3.11 DOMESTIC HOT & COLD-WATER SYSTEMS

The main incoming water enters the building where it is passes through a secondary water meter and rises up to the Level 3 Plantroom, The secondary meter provides pulsed outputs to the Building Management System (BMS) to enable remote monitoring of water consumption.

The bulk and internal meters are linked to a BREEAM leak detection system (provided as part of the BMS), which is capable of identifying a major water leak within the building and between the building and bulk meter. The system is activated when it detects different (to what has been programmed by the owner) flow rates (and therefore leakage rates).

The mains water supply is taken to serve a cold water storage tank within each building's plantroom.

Each tank is a one piece and is of pre-insulated GRP construction, and is provided with float valve, screened warning and overflow pipes, high and low level alarm probes (linked to the BMS and the associated cold water booster set), temperature probes (monitored by the BMS), drain points, and access covers. The cold water storage tanks are manufactured **by Dewey Waters Ltd. (Water Storage Tank)** https://deweywaters.co.uk

The cold water supply is pressure boosted by a booster set located adjacent to the tank. The booster set comprises 2 No variable speed pumps (duty / standby), expansion vessel, antivibration mounts, flexible connectors, valves, and stand-alone controls (with volt-free contacts to the BMS to monitor common alarm status).

The booster set's control system alternates the duty pump on a regular basis to ensure even usage, and ensures pump changeover in the event of the duty pump failing. The Building Management System monitors the booster sets for run status and alarm conditions. The booster pumps are linked to the low level switches within the storage tank in order to shut off the pumps if the water level falls below a minimum level.

The cold water booster set is manufactured by **Wilo Ltd. Wilo-Comfort-Cor Booster set** https://wilo.com

The boosted cold water main is taken to serve the domestic hot water heater and LTHW plant in the Plantroom, and cold water outlets and sanitary appliances throughout the building. Cat 5 water supplies are provided for wash down purposes by 2 No Cat 5 water booster sets. Each booster set comprises a single variable speed pump, break tank, anti-vibration mounts, flexible connectors, valves and standalone controls (with volt-free contacts to the BMS to monitor common alarm status).

The Cat 5 water booster sets are manufactured by **Arrow Valves Ltd.** Cat 5 Booster Midi Break BTMIDI https://arrowvalves.co.uk Domestic Hot Water is generated at a flow temperature of 55°C by 1 No gas-fired water heater within each building, located in the Level 3 Plantroom.

The water heaters are floor-standing units provided with a fully-modulating pre-mix burner, insulated stainless steel storage vessel, an inlet strainer and pressure reducing set (set to 3.5 Bar g), a check valve assembly, expansion vessel, and safety T&P relief valve.

The units operate via their packaged control system, with adjustable temperature setpoints and high-temperature anti-legionellae routines. A BMS link is provided to report fault conditions, temperatures etc to the BMS.

Combustion gases from the water heaters are exhausted to atmosphere through a common balanced flue system.

The hot water heaters are manufactured by Lochinvar Ltd. Gas Fired Water Heater Model LGC 245-560CE https://lochinvar.ltd.uk Domestic hot water is distributed in a two-pipe flow and return system, circulated by a single pump installed on the return connection into the heaters. The pump has a plastic impeller and brass casing, and is operated via the BMS according to a time schedule and demand. The pump is manufactured by Wilo UK Ltd. Pump Model MAXO-Z40/0,5-12 https://.wilo.com

3.12 LTHW HEATING SYSTEMS

Low Temperature Hot Water (LTHW) is generated by 1 No boiler located in the Plantroom of each building.

The boilers are floor-standing condensing units with high efficiency modulating premix burners. The boilers are complete with integral pumps and controls, with volt-free connections to the BMS.

When a heat demand arises from served plant, the boilers are called into operation under proportional and integral controls, to maintain the temperature setpoint. The boilers are manufactured by Ideal Boilers Ltd. Model S26 GEN 2-GC41-750-90 https://idealboilers.com The LTHW system within each building is topped up with boosted cold water and maintained at a constant pressure by a packaged pressurisation unit located in the plantroom. The unit is a fully packaged digital unit, comprising twin pumps, expansion vessel, high and low pressure switches, valves and controls, and volt-free contacts for remote fault monitoring and indication, all mounted on a common base plate.

The pressurisation units are manufactured by Wilo Ltd Pressurisation Unit Model CRF10 P235 https://.wilo.com . The temperature operates in conjunction with an outside temperature sensor.

Space heating to Changing Areas, WCs, circulation areas, and staircases is provided by wall-mounted panel radiators. Radiators.

3.13 VENTILATION SYSTEMS

OFFICES

Supply and extract ventilation is provided to the Office areas by an air handling unit located in the Roof Plantroom of each building. Fresh air is drawn through a fresh air intake louvre and into the supply section of the unit. The air is filtered and heated / cooled as required. A proportion of heat is extracted from returning air by the heat exchanger section in order to reduce the load on the air source heat pump. Supply air from the AHU is discharged into the main supply ducts running within the nearest service riser, from where it is branched off at each floor level. Variable air volume (VAV) boxes have been installed on the final supply and extract duct branches entering each office demise, to provide air flow control, zone control, and to facilitate apportioning of ventilation energy costs between the tenants. If the air handling unit is enabled, the supply and extract VAV dampers are opened to the minimum air volume setting. If there is a demand from the cooling or CO2 level control the supply and extract VAV dampers will open to full volume.

The supply air is then discharged into the ceiling void of the spaces served, from where it is drawn into fan coil units (FCUs) for further conditioning according to local demand. Heating to the FCUs is provided from VRF condensing units. The conditioned air is then discharged into the rooms served through ceiling mounted supply diffusers.

Return air is drawn into the ceiling void through extract grilles and into the ductwork run back to the extract section of the associated AHU, Return air is drawn into the ceiling void through extract grilles and into the ductwork run back to the extract section of the associated AHU. **Dirty extract** ventilation is provided to the landlord Toilet Cores, Shower / Changing Areas, and Cleaners Stores by a dedicated extract unit located in the Roof Plantroom of each building. Each extract unit comprises twin fans in a duty and standby arrangement. The duty fan is automatically changed over on a regular basis to ensure even usage. In the event of the duty fan failing, the standby fan will automatically take over operation and the fault condition will be indicated on the BMS.

Extract air is drawn from the rooms served through ceiling-mounted extract grilles and into ductwork leading to the associated fan unit, from where it is exhausted to atmosphere at roof level through a discharge louvre.

Fusible link fire dampers have been installed where ductwork passes through fire compartments. In normal circumstances, the fire dampers are held open by means of fusible links. When subjected to heat, these links fracture and allow the damper to close under the influence of the integral closing spring. The links are attached to the damper such that the dampers can be released manually for testing purposes. Each damper is provided with an access door in the adjacent ductwork for the purpose of inspection and resetting in the event of closure.

3.14 BMS CONTROL SYSTEMS

A central BMS installation has been provided within each building to monitor and control all major items of plant and equipment within each building.

The system is also used to provide the monitoring of all energy metering in accordance with the requirements of CIBSE document TM/39. This part of the system will also provide the out-of-limits functionality for BREEAM and Building Regulations compliance, and is used to provide the monitoring and recording of water services necessary for BREEAM WAT3 credit compliance.

The BMS is provided complete with mechanical control panels located in the Roof Plantroom of each building. The panels include all necessary BMS outstations, and a touch-screen interface is located on the fascia of the panel to allow password protected user access. The panel is also provided complete with an integral socket and data point to allow access to the BMS software via laptop PC.

BMS operating software has been provided to a dedicated head end to provide the following administrative functions: -

- System software access password; plant index; logging; pulse monitoring
- Application software programmable point; automatic power-up; system alarms
- Energy management software time schedules; optimised start / stop; load cycling Fireman's override switches have been provided to shut-off ventilation extract systems

 these are located adjacent to the fire alarm panel in the Reception Area. The Building Management System is a Trend System installed by JBC Controls systems Limited.
 (TREND SYSTEM)

https://buildings.honeywell.com

3.15 AIR CONDITIONING SYSTEMS

Air conditioning is provided to the Offices areas by VRF air conditioning systems comprising internal units connected to corresponding external condenser units via refrigerant pipework. 1 No system has been provided to serve each half of the tenant offices on each floor (6 No demises in total), with each demise served by a dedicated external condenser unit. The VRF air conditioning units are ceilingmounted ducted units and contain a centrifugal fan, direct expansion heat exchanger (constructed from copper tubing with aluminium fins), panel filter, a refrigerant circuit, and an integral condensate pump. Fresh air from the associated AHU is delivered into the ceiling void, from where it is drawn into the units for conditioning according to local demand.

The system for each demise is controlled via a central remote controller, with local controllers provided for each internal unit. These enable units in a specific room to be manually adjusted according to local demand, and are linked to the BMS to monitor failure. The air conditioning systems are manufactured by **Toshiba Ltd Toshiba Air conditioner** MNY-MAP owners Manual https://www.toshiba-aircon.co.uk

3.16 GAS SYSTEM

Natural gas supplies are taken from the incoming utility main via a meter and governor (supplied and installed by others) located in an external enclosure. The main is run below ground to each of the 3 No office buildings, where it rises up to the Level 3 Plantroom within a ventilated riser.

A gas solenoid valve is installed where the gas pipework enters the Plantroom. This panel is in the plant room and has a reset button on the display if the gas valve closes you reset the gas panel and as long as none of the items listed below are in occurrence the solenoid will reset open. The valve is controlled and monitored via a gas safety panel within the room, and will be shut off by any of the following: • Activation of the fire alarm system

- Activation of the emergency knock-off button located adjacent to the Plantroom exit
- Activation of any of the heat detectors installed above each boiler and hot water heater
- Mains power failure
- Gas leak detection

Sub-meters are installed on the final branch to each boiler and hot water heater. Each meter provides pulsed outputs to the BMS to enable remote monitoring of gas consumption by each item.

All gas supply pipework is in heavy grade steel.

3.17 ABOVE GROUND DRAINAGE

A ventilated drainage system has been installed to receive the foul water discharge from the above ground sanitary fittings and discharge it into the below ground drainage system.

The soil waste pipework rises vertically to roof level, where each stack terminates with a roof connector and vent cowl for ventilation to atmosphere.

Anti-siphon and ventilation pipes have been provided where required to prevent the loss of water traps throughout the system. In all areas, access is provided at all branches and changes of direction and at connection to the below ground foul water drainage system.

Drainage pipework is generally in uPVC, except for plantrooms where the pipework is fixed horizontally. In these areas, cast iron pipework has been used.

All soil stacks are provided with access doors for cleaning / rodding purposes, positioned above the flood level of the adjacent sanitary fitting and located at 1200mm above each floor level. Where plastic pipework passes through fire compartment floors and walls, intumescent fire sleeves have been fitted.

Condensate drains from air conditioning unit cooling batteries are fitted with a waterless trap.

CCTV DATA PROTECTION

1.0 INTRODUCTION

This document sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems managed by Daresbury SIC LLP

- 1.1 In drawing up this policy, due account has been taken of the following: -
- The Data Protection Act 1998;
- The CCTV Code of Practice produced by the Information Commissioner;
- The Human Rights Act 1998;
- The Regulation of Investigatory Powers Act 2000;
- 1.2 The Data Protection Act 1998 came into force on the 1st March 2000 and contains broader definitions than those of its predecessor (1984) Act and more readily covers the processing of images of individuals caught by CCTV cameras. The changes in data protection legislation mean that for the first time legally enforceable standards will apply to the collection and processing of images relating to individuals.
- 1.3 An important new feature of the legislation is the CCTV Code of Practice which sets out the measures which must be adopted to comply with the Data Protection Act 1998. This goes on to set out guidance for the following of good data protection practice.

The code of Practice has the dual purpose of assisting operators of CCTV systems to understand their legal obligations while also reassuring the public about the safeguards that should be in place.

2.0 SCOPE

This policy will cover all employees of Daresbury SIC LLP, tenants, visitors and all other persons whose image(s) may be captured by the system.

3.0 DEFINITIONS

3.1 Prior to considering compliance with the principles of the Data Protection Act, a user of CCTV or similar surveillance equipment, will need to determine two issues

3.1.1 The type of personal data being processed, i.e. is there any personal data which falls within the definition of sensitive personal data as defined by Section 2 of the Act; 'Sensitive personal data' includes:

- Gender;
- Ethnic origin or race;
- Political opinion;
- Religious beliefs;
- Trade Union membership;
- Health mental or physical;
- Sexual life;
- Commission of any offence (or alleged);
- Any court proceedings or findings;
- 3.1.2 The purpose(s) for which both personal and sensitive personal data is being processed. The data must be:
- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;

- accurate;
- not kept for longer than is necessary
- processed in accordance with individual's rights;
- secure;
- not transferred to countries without adequate protection;
- 3.2 The Information Commissioner will take into account the extent to which users of CCTV and similar surveillance equipment have complied with this Code of Practice when determining whether they have met their legal obligations when exercising their powers of enforcement.

4.0 POLICY APPLICATION

- 4.1 Initial Assessment Procedures
- 4.1.1 Daresbury SIC LLP will maintain CCTV day to day compliance responsibility with the requirements of the CCTV Code of Practice.

4.1.2 The purpose of Daresbury SIC LLP CCTV scheme is for the:

- Prevention or detection of crime or disorder;
- Apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings);
- Interest of tenant and employee Health and Safety;
- Protection of public health;
- Protection of Daresbury SIC LLP, property and assets.
- 4.2 Siting the Cameras
 - 4.2.1 It is essential that the location of the equipment be carefully

considered, because the way in which images are captured will need to comply with the Data Protection Act.

- 4.2.2 All cameras are located in prominent positions within tenant and employee view and do not infringe on tenant's individual areas. All CCTV surveillance is automatically recorded, any breach of these Codes of Practice will be detected via controlled access to the system.
- 4.2.3 Signs have been erected on all entrance points to Daresbury SIC LLP premises and throughout the site to ensure tenants and visitors are aware they are entering an area that is covered by CCTV surveillance equipment. The signs must include:

Details on the purpose, organisation and contact details.

- 4.2.4 Use of Covert CCTV (Directed) surveillance if required should be requested through the Police. If the request through the police is refused then authority can only be given by Daresbury SIC LLP. This is covered by the Regulation of Investigatory Powers Act 2000 (RIPA).
- 4.3 Quality of the Images
 - 4.3.1 It is important that the images produced by the equipment are as clear as possible in order that they are effective for the purpose(s) for which they are intended. This is why it is

essential that the purpose of the scheme be clearly identified. For example, if a system has been installed to prevent and detect crime, then it is essential that the images are adequate for that purpose.

4.3.2 All camera installations and service contracts should be undertaken by

NACOSS approved security companies. Upon installation all equipment is tested to ensure that only the designated areas are monitored and high quality pictures are available in live and play back mode. All CCTV equipment should be serviced and maintained on an annual basis.

- 4.3.3 The system consists of internal and external cameras recording to digital recorders.
- 4.3.4 Cameras are currently viewable at the Reception Desk with additional viewing and facilities elsewhere within the building.
- 4.4 Processing the images
 - 4.4.1 Images, which are not required for the purpose(s) for which the equipment is being used, should not be retained for longer than is necessary. While images are retained, it is essential that their

integrity be maintained, whether it is to ensure their evidential value or to protect the rights of people whose images may have been recorded. It is therefore important that access to and security of the images is controlled in accordance with the requirements of the 1998 Act.

- 4.4.2 All images are digitally recorded and stored securely within the systems hard drives, for up to 30 days when they are then automatically erased.
- 4.4.3 Where the images are required for evidential purposes, a cd-r disc recording is made and placed in a sealed envelope signed and dated and held by the Building Manager until completion of the investigation. Viewing of images within the security Office is controlled by the Building Manager or a person nominated to act on his/her behalf. Only persons trained in the use of the equipment and authorised by the Building Manager can access data.
- 4.5 Access to and disclosure of images to third parties
 - 4.5.1 It is important that access to, and disclosure of, the images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled. This will ensure that the rights of individuals are preserved, but also to ensure that the continuity of evidence remains intact should the images be required for evidential purposes.

- 4.5.2 Access to the medium on which the images are displayed and recorded is restricted to Daresbury SIC LLP staff and third parties as detailed in the purpose of the scheme.
- 4.5.3 Access and disclosure to images is permitted only if it supports the purpose of the scheme. Under these conditions the CCTV images record book and the appropriate view / release form (Appendix 1) must be completed.
- 4.6 Access to images by individuals
 - 4.6.1 Section 7 of the 1998 Data Protection Act gives any individual the right to request access to CCTV images.
 - 4.6.2 Individuals who request access to images must be issued an access request form (appendix 1). Upon receipt of the completed form, the Building Manager and Property Director will determine whether disclosure is appropriate and whether there is a duty of care to protect the images of any third parties. If the duty of care cannot be discharged, then the request can be refused.
 - 4.6.3 A written response will be made to the individual, giving the decision (and if the request has been refused, giving reasons) within 40 days of receipt of the enquiry. If disclosure is appropriate a payment in

advance of £20.00 will be required.

5.0 RESPONSIBILITIES

5.1 The Board Directors have corporate responsibility for the implementation of this policy, monitoring its effectiveness and ensuring the CCTV Code of Practice is available on the Daresbury SIC LLP website

6.0 DOCUMENTATION

Copies of all documentation and records relating to the CCTV system will be held with Building Managers and will be kept under restricted confidentiality, for a period of 6 years.

7.0 REVIEW

This policy will be reviewed every three years, or earlier in the light of changing circumstances by the Daresbury SIC LLP.

APPENDIX 1

DARESBURY SIC LLP

Access to view or copy images – Police

Name of person making request:	
Organisation:	
Address:	
Telephone number:	
Details of image to be viewed	
Date:	
Reason:	
(For police only)	

Signed	Dated:	
Request Granted:	Request Denied (Reason):	

To be completed if images are removed

Ref No:			
Issued To:			
Date Issued:			
Issued By:			
Return Date:			
l a	cknowledge receipt	of the above CD	
Signed:		Dated:	

DARESBURY SIC LLP

APPLICATION FORM FOR ACCESS TO CCTV IMAGES UNDER THE DATA PROTECTION ACT 1998

Daresbury SIC LLP uses closed circuit television (CCTV) systems for the purposes of crime prevention, the prosecution of offenders and public safety. The Data Protection Act 1998 gives you the statutory right of access to the CCTV images we process about you. Please complete this form if you wish to access a CCTV image. If you require assistance please contact the Building Manager, details below

FILL IN EACH BUILDING CONTACT

1

Building Manager

ſ

FEES PAYABLE

Please enclose a fee of £20.00 with your completed application form.

TIMESCALE

On receipt of your completed form and fee, we will respond to your request promptly, and in no more than 40 days. If we encounter any difficulties in locating your image(s) we will keep you informed of our progress.

SUBMISSION OF FORM

Please return this form to:

FILL IN EACH BUILDING CONTACT

Building Manager

[]
[]

NOTES TO ASSIST IN COMPLETION OF THE FORM LOCATION (NOTE 1)

Provide details of the camera location, and the date and time of the image(s) you would like to see, as well as a general description of your appearance, clothing etc at the time in question.

DECLARATION (NOTE 2)

The person making the application must complete this section.

- a) I f you are the data subject- tick the first box and sign the authorisation then proceed to Section 6
- b) If you are completing this application on behalf of another person, in most instances, we will require their authorisation before we can release the data to you. The data subject whose information is being requested should be asked to complete the 'Authorisation' section of the form. (Section 5)
- c) If the data subject is a child i.e. under 16 years of age the application may be made by someone with parental responsibilities, in most cases this means a parent or guardian. If the child is capable of understanding the nature of the application his/her consent should be obtained or alternatively the child may submit an application on their own behalf. Generally children will be presumed to understand the nature of the application if aged between 12 and 16. However, all cases will be considered individually.

APPLICANT (NOTE 3)

The applicant is the person who is applying on behalf of the data subject to get access to the CCTV image(s).

COUNTERSIGNATURE (NOTE 4)

Because of the confidential nature of data held it is essential for us to obtain proof of your identity and your right to receive CCTV image(s). For this purpose it is essential that your application should be countersigned by any one of the following: a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Lawyer, Engineer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing WHO HAS KNOWN YOU PERSONALLY. A relative should not countersign. The responsibility of the Trusts' Data Protection Officer includes a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

The person who countersigns your application is only required to confirm your identity and witness you signing the 'Declaration' There is no requirement for this person to either see the contents of the rest of the form or to give any assurance that the other particulars supplied are correct.

REQUEST FOR CCTV IMAGE

SUBJECT ACCESS UNDER DATA PROTECTION ACT 1998

You are advised that the making of false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence. **SECTION 1: DATA SUBJECT DETAILS**

Please supply a photo to aid in identification:



Surname:	Date of Birth:	
Forename(s):	Sex:	
Address:	Home Telephor	ie No:
Postcode:	Work Telephon	e No:

SECTION 2: LOCATION (NOTE 1)

Date	Area	Approx Time	Description of Clothing

SECTION 3: DECLARATION STATEMENT (NOTE 2)

This section must be signed in the presence of the person who certifies your application. I declare that the information in this form is correct to the best of my knowledge and that I am entitled to apply for

access to personal data referred to above under Please tick appropriate box I am the person named (go to section 6)

Signature of Data Subject:

Date:

Or the terms of the Data Protection Act 1998.

I am the agent for the person named and I have completed the authorisation section

I am the parent/guardian of the person who is under 16 years old and has completed the authorisation section

I am the parent/guardian of the person who is under 16 years old and who is unable to understand the request (go to section 6)

I have been appointed by the Court to manage the affairs of the person (go to section 6).

SECTION 4: APPLICANT DETAILS (NOTE 3)

Applicants Name (please print)	
Address to which reply should be sent (if	
different from over, inc postcode)	
Signature of Applicant	

SECTION 5: AUTHORISATION STATEMENT

I hereby authorise Daresbury SIC LLP to release CCTV images they may hold relating to me to (enter the name of the person acting on your behalf) to whom I have given consent to act on my behalf.

.....

Signature of Data Subject..... Date

SECTION 6: COUNTERSIGNATURE (NOTE 4)

To be completed by the person required to confirm the applicant's identity (insert full name)

.....

Certify that the applicant (insert name)

.....

Has been known to me as a (insert in what capacity eg employee, client, patient etc)

.....

For ______ years and that I have witnessed the signing of the above declaration.

Name	Profession:
Please print	
Address (inc Postcode):	Telephone number
Signature:	Date:

APPENDIX 2 SCI-TECH DARESBURY INTERNET PROVISION

INTERNET PROVISION

 Internet provided by dual fibres from different exchanges to provide ISP resilience

FREE OF CHARGE PRODUCT

Product Level 2

 75Mbps download/20 Mbps upload Previously 50Mbps download/10 Mbps upload

-Contention ratio of 20:1

- 200 GB monthly usage cap Previously 100 GB
- IP addresses provided dependent on number & requirement Usage above the monthly usage cap would be charged at £1 per GB per month.

CHARGEABLE PRODUCTS

Product Level 3

- 100 Mbps download/ 50 Mbps upload connection
- Previously 80 Mbps download/ 40 Mbps upload
- Contention ratio 10:1
- Unlimited monthly usage cap
- Previously 500 GB

- IP addresses provided dependent on number & requirement
- Cost (exc VAT) -£50 per monthProduct Level 4
- 150 Mbps download / 150 Mbps upload connection
- Previously 100 Mbps download/100 Mbps upload
- Contention ratio 10:1
- Unlimited monthly usage cap
- Previously 1500 GB
- IP addresses provided dependent on number & requirement
- Cost (exc VAT) -£100 per month

Product Level 5

Product level 5 provides the following

- Bandwidth options starting at 25Mbps
- Dedicated symmetric service
- Monthly usage cap N/A
- IP addresses provided dependent on number & requirement

Companies interested in a dedicated bandwidth option should contact their Buildings Manager

with details of their preferred bandwidth or bandwidth options. Prices will then be provided on request.

Commitment terms and monitoring With the exception of product level 5 (requiring 12 month commitment), companies could switch between product levels on a monthly basis.

Companies will be issued with a username and password for the SciManage website enabling them to monitor their own monthly data usage. Companies will receive a daily email warning, if they are projected to exceed the usage cap that month. This will be sent to an identified representative within the company which can be amended by changing your company details on the SciManage website.

INTERNET CONNECTION IN COMMON AREAS

- Wi-fi 75Mbps download/20 Mbps upload
- Cabled internet connection in meeting rooms
 100Mbps download/100 Mbps upload

RACK SPACE PROVISION

The cost of rack space within the comms rooms are as follows:

APPENDIX 3 CHARGES FOR ACCESS TO THE COMMS ROOMS AT VIOLET 2 &

3

SUPERVISED ACCESS TO COMMS ROOM – BY WN1

Prior to any work being carried out in the comms room during working hours (09.00 - 17.00hrs) all equipment and cables must be labelled with the company name.

A method statement of proposed work is to be emailed to the Building Manager who will liaise with WN1 IT.

At least 48 hours prior notice is to be given for the arrangement of a WN1 IT staff member to attend and supervise the work. This will be estimated at £60.00+ vat / hour (min 1 hour) The cost will be confirmed upon production of the method statement.

OUT OF HOURS/WEEKEND/BANK HOLIDAY ACCESS TO THE COMMS ROOM – WN1 REQUIRED TO BE PRESENT

The only access that will be allowed at weekends and on Bank Holidays will be supervised by prior arrangement (2 weeks notice required – flexibility may be possible depending on availability) The only access that will be allowed out of office hours (17.00 – 09.00hrs) will also be supervised by prior arrangement (1 weeks notice required - flexibility may be possible depending on availability) A method statement must be provided to the building manager who will liaise with WN1 IT, a price will be provided upon application of these statements.

APPENDIX 4 CCTV POLICY

THE USE OF CLOSED CIRCUIT TELEVISION (CCTV) TO COMPLY WITH THE DATA PROTECTION ACT 1998

CCTV POLICY

This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions Date of Issue:

Next Review:

Date:

Version:

Last Review:

Date:

Author:

Director(s) Responsible:

Approved By:

Date Approved:

Links or overlaps with other policies