

A2.3 Written Response to Employer's Requirements

SW2 Enterprise Centre


Volume 2 Employer's Requirements – Kajima written response


Version v3 19 December 2012, tracked to ISOS v2

ER Ref.	Requirement	Kajima response
1	Introduction	
1.1	Background	
1.1.1	The London Borough of Lambeth has a vision to be the first truly Co-operative Council in the UK and wishes to have a new interactive relationship with the local community, where future decision making is devolved when appropriate and shared in a collaborative co-operative model.	Statement: No Response required
1.1.2	The creation of a consolidated and modern office facility on the triangular Town Hall site is the next phase of the Council's corporate vision to transform the organisation and the impact will be an office estate that is realigned to better reflect the changing shape and nature of the organisation with the aim to be more responsive to the local community.	Statement: No Response required
1.1.3	In recent years, the Council has a track record of prudent strategic and asset management and is now moving to the next stage of its property evolution; by consolidating its office estate from 13 buildings into a new integrated development of the triangular site surrounding the existing retained Town Hall and incorporating the nearby office building known as Olive Morris House. This operational asset rationalisation will release valuable properties for disposal and redevelopment. It is continuing its drive to optimise efficiency by setting an achievable space utilisation standard with a density ratio of 10 people per 7 desks	Our proposals consolidate all Council functions into the SW2 Enterprise Centre on the Town Hall triangle site. We understand from the dialogue process that the Council are in the process of negotiating the freehold purchase of Olive Morris House. Olive Morris House will become surplus upon completion of the Enterprise Centre, and will be sold with the benefit of outline planning consent for 112 residential units.
1.1.4	Following the Government's challenging budget reductions, there is considerable fiscal pressure facing the Council and these property proposals will address the new co-operative organisation, to be more sustainable, efficient and effective going forward. The key objectives are:	Statement: No Response required
1.1.5	<ul style="list-style-type: none"> To support Lambeth's aims for a Co-operative Council. 	Statement: No Response required
1.1.6	<ul style="list-style-type: none"> Provide a future office estate that is flexible and can support New Ways of Working Initiatives. 	Statement: No Response required
1.1.7	<ul style="list-style-type: none"> Deliver workspaces that are relevant in terms of cost per square metre to build and operate. 	Statement: No Response required
1.1.8	<ul style="list-style-type: none"> Support Council's drive to make Capital and Revenue savings 	Statement: No Response required
1.1.9	<ul style="list-style-type: none"> Support the Council's One Planet Living (OPL) and environmental objectives. 	Statement: No Response required

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	The Council is looking to procure a development partner who can deliver innovation to revitalise the Town Hall site and provide a cost neutral office building with a capacity of tbc m ² and the high quality refurbishment to the grade 2 listed Town building and the complete refurbished transformation of Olive Morris House.	Our proposals innovatively revitalise the Town Hall and surrounding triangle site. The overall development can achieve cost neutrality. Olive Morris House will become surplus upon completion of the Enterprise Centre, and will be sold with the benefit of outline planning consent for 112 residential units in order to part fund the delivery of the SW2 Enterprise Centre.
1.2	The Project	
1.2.1	This document sets out the London Borough of Lambeth's high level needs and requirements. Developers must comply with the requirements when preparing outline and detailed solutions and final tender submissions through the procurement process.	Statement, no response required
1.2.2	The aim of the Office Accommodation Strategy is to deliver savings, both immediately and on an ongoing basis. The project will need to provide fit-for-purpose office and community space.	Statement, no response required
1.2.3	The Council intend to operate from their buildings in a new way keeping the iconic Lambeth Town Hall in Brixton as a focus, encompassing cultural change in the workplace, utilising contemporary, flexible working office practices. This new way of working will require the provision of flexible office and support accommodation.	Statement, no response required
1.2.4	Key elements of the new working environment will include:	Statement, no response required
1.2.5	<ul style="list-style-type: none"> Standard facilities: there will be a common standard of working environment across all areas of Accommodation. 	
1.2.6	<ul style="list-style-type: none"> Flexible working: a flexible working environment and flexible work style will exist, supported by ICT systems that enable staff to work any workstation on the site, at home, or any other location that is appropriate. 	
1.2.7	<ul style="list-style-type: none"> Open plan accommodation: open plan working will be the norm. Standard workstations will be provided and sufficient cellular space will be provided for private working and meetings. Furniture layouts will need to be flexible, to support changes in the make-up and disposition of teams being dealt with by personnel moves, not changes to buildings and layouts. 	
1.2.8	<ul style="list-style-type: none"> Alternative workplace settings: alternative workplace settings will be provide in the form of meeting rooms, study areas, breakout areas and informal open plan meeting spaces. 	

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1.2.9	<ul style="list-style-type: none"> A cohesive working environment: the working environment will support team communities and collaborative working. It will encourage communication, innovation and interaction between staff across the Council. 	
1.2.10	<ul style="list-style-type: none"> Health and safety: the working environment will be healthy and safe. The working environment, including all furniture and equipment, will comply with Health and Safety regulations. 	Accepted – Design currently meets or will meet standard proposed
1.2.11	<ul style="list-style-type: none"> Sustainability: to encompass a sustainable working environment. Amounts of paper used will be reduced and any that is will be recycled, as will other material that is no longer needed. The infrastructure of the buildings will be as energy efficient as possible. 	Accepted – Design currently meets or will meet standard proposed
1.2.12	<ul style="list-style-type: none"> Accessibility: all buildings will meet the requirements and best practice as set out in the Equality Act 2010, ensuring they are fully accessible to all staff and visitors. 	Accepted – Design currently meets or will meet standard proposed
1.3	Objectives	
1.3.1	The project objectives are to reduce the Council's building stock, make better use of key buildings and enhance the local environment to achieve the following key objectives:	Statement: No Response required
1.3.2	Corporate	Statement: No Response required
1.3.3	<ul style="list-style-type: none"> To support the transition to 'new ways of working'. 	
1.3.4	<ul style="list-style-type: none"> To enhance the Council's image with its staff and the community. 	
1.3.5	<ul style="list-style-type: none"> To support the aspirations of the Cooperative Council. 	
1.3.6	Financial	Statement: No Response required
1.3.7	<ul style="list-style-type: none"> To provide annual revenue savings on the Council's office running costs. 	
1.3.8	<ul style="list-style-type: none"> To provide capital receipts from the disposal of freehold or leasehold assets. 	
1.3.9	Operational	Statement: No Response required
1.3.10	<ul style="list-style-type: none"> To improve efficient use of offices. 	
1.3.11	<ul style="list-style-type: none"> To ensure office accommodation is 'fit for purpose'. 	
1.3.12	<ul style="list-style-type: none"> To support the decision on the final core office buildings 	
1.3.13	Environmental	Statement: No Response required
1.3.14	<ul style="list-style-type: none"> To maximise the sustainability agenda throughout the delivery of the project. 	
1.4	London Borough of Lambeth Polices	We have taken into account the Council's policies in our ISDS bid, which demonstrates how we will add value and work in partnership with the Council to comply with them.

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1.4.1	The relevant policies that support this project are available within the Data Room. The Council is seeking a Developer who will be able to add value and work in partnership with the Council to comply with the Policies listed below:	
1.4.2	• Informal Planning Guidance	
1.4.3	• H&S Policies	
1.4.4	• Sustainability	
1.4.5	• Apprenticeships	
1.4.6	• Co-operative Council	
1.4.7	• Community Benefit	
1.4.8	• Local procurement,	
1.4.9	• London living wage	
2	London Borough of Lambeth Existing Estate	
2.1	Current Property Portfolio	
2.1.1		
2.1.2	Further information on the leases and drawings is available in the data room.	Statement: No Response required
3	The Development Site	

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3.1.1	The development site is formed around the iconic Lambeth Town Hall where the Council largely owns the potential assets.	Statement, no response required
3.1.2	The Town Hall site lies at the southern end of Brixton's main shopping area with the Town Hall being a key landmark. The site is bounded by Acre Lane to the north, Brixton Hill to the east, residential apartment buildings to the south and residential terraced properties on Porden Road to the west.	Statement, no response required
3.1.3	The Town Hall and a number of Council offices occupy the majority of the site together with a bar and nightclub (Brixton Electric) on Brixton Hill. Buckner Road provides servicing access to premises fronting Brixton Hill.	Statement, no response required
3.1.4	There is opportunity to maximise development potential reinforcing the regeneration started around Windrush Square.	Statement, no response required
3.1.5	A configuration of separate but linked buildings should provide future flexibility as well as reduced staff travel time between buildings.	Statement, no response required
3.1.6		
3.1.7	Please note that the vacant building denoted as 'Hambrook House (West)' on the above map has been demolished.*	Statement: No Response required
4	Planning	
4.1	Introduction	

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4.1.1	Brixton is unique. It is a major and distinctive town centre in the heart of Lambeth. Its many strengths include its vibrancy, creativity, culture, diversity and heritage. Brixton's unique character will be the foundation for new development which should strengthen existing neighbourhoods and support diversity. Draft Planning Principles have been prepared for further consultation and co-development with key stakeholders including residents, business, community groups, and public and private sector organisations. The principles are outlined below.	Statement: No Response required
4.1.2	Opportunities for investment, including housing, employment, retail, social, leisure and community uses, will enhance the vitality and long-term viability of Brixton, strengthening neighbourhoods and supporting diversity. [Builds on Policy PN3]	Statement: No Response required
4.1.3	Creating balanced and sustainable communities. Much of Brixton's residential areas are characterised by high levels of socially rented accommodation. Improvements in living conditions, quality of life and environmental quality will be delivered through rebalancing the range and mix of housing types and tenures. [Builds on Policy S2 Housing]	Statement: Statement: No Response required
4.1.4	Reflecting Brixton's heritage through quality buildings and open spaces. Brixton's heritage is clear from its landmark buildings and much of the town centre is in a conservation area. High quality, durable and well-designed new buildings, which complement the existing landscape, will be critical to Brixton's ongoing success. The Brixton Supplementary Planning Document (SPD) will identify opportunities for improving the environment and designing better, more accessible open spaces in the town centre and the neighbouring housing areas. [Builds on Policy S9 Quality of the Built Environment]	Statement: No Response required
4.1.5	Making Brixton more accessible, easier and safer to get around. Brixton's roads and pavements are often congested. It is sometimes hard to find your way around, especially for newcomers and visitors. Visual and physical barriers create a lack of permeability. Joining up modes of public transport, e.g. between the overground and the underground, encouraging walking and cycling, improving and opening up new routes, new signage and improving public realm, will make the area better connected and more permeable, making it easier, safer and healthier to get around. [Builds on Policy S9]	Statement: No Response required

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4.1.6	Delivering improved community and leisure facilities. The SPD will explore opportunities to improve the range and quality of community and leisure facilities.	Statement: No Response required
4.1.7	Making the most of cultural attractions and creative energy. Brixton is one of London's key cultural destinations with a range of high profile venues and cultural attractions, including the markets. This environment encourages and supports a range of cultural and creative industries. These need ongoing investment to protect and improve Brixton's unique and world famous profile [builds on Policy S3 Economic Development].	Statement: No Response required
4.1.8	Providing a wider variety of shops and stalls. Brixton is well known for its rich, diverse and niche retail offer. The street and covered markets are a major attraction and key asset to the town centre. The SPD will protect these assets and, by identifying key development sites, will improve the quality and quantity of complementary high street retail. [Builds on Policy S3]	Statement: No Response required
4.1.9	Promoting employment and business opportunities. Opportunities to increase the range and quality of employment in the town centre will be encouraged to support the creation of balanced and sustainable communities. This principle links to enhancing the wider complementary retail offer, protecting and enhancing the markets and promoting and delivering improved cultural services and attractions.	Statement: No Response required
4.1.10	Supporting and promoting One Planet Living (OPL) principles. The Brixton Masterplan uses Bio-Regional's OPL Principles as a framework for sustainability. These principles, including energy efficiency, waste minimization and reducing the need to travel, will be promoted in the SPD. [Builds on Policy S7, sustainable design and construction]	Statement: No Response required
4.1.11	Supporting a cooperative Brixton. A huge amount of consultation and engagement was undertaken during the preparation of the Future Brixton Masterplan to put local communities, residents, businesses, landowners and other stakeholders at the heart of the process. The process of preparing the SPD will continue this dialogue, which will play a critical role in informing the resulting proposals and actions. The process will include cooperative models of co-design and community based commissioning and delivery. The Future Brixton SPD will be prepared in the spirit of Lambeth's ambitions to be an exemplar co-operative Council.	Statement: No Response required

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4.1.12	Providing a flexible framework with a focus on delivery. The SPD will explore a range of delivery options. It will provide greater certainty and encourage investment in a number of key development opportunity areas. Working in partnership with key stakeholders, the SPD will result in a delivery focussed phased framework of investment and improvement for the town centre. Key sites will be identified and planning, design and development guidance provided for each.	Statement: No Response required
4.2	Existing Planning Advice	
4.2.1	Development proposals for the Town Hall site should be considered against the relevant parts of:	Our proposals, supported by input from DP9, have given full consideration to the relevant parts of the existing planning advice available to bidders
4.2.2	• The London Plan (2011)	
4.2.3	• The Lambeth Core Strategy (January 2011).	
4.2.4	• Lambeth Unitary Development Plan – policies saved beyond 5	
4.2.5	• August 2010 and not superseded by the Local Development Framework Core Strategy (January 2011)	
4.2.6	• Lambeth S106 Planning Obligations Supplementary Planning Document (July 2008)	
4.2.7	• Conservation Area Statements (see Chapter 4).	
4.2.8	• Document (July 2008)	
4.2.9	• Conservation Area Statements (see Chapter 4).	
4.2.10	It should be noted that consultation on The Future Brixton Programme was concluded in July 2012 on the Brixton Supplementary Planning Document (SPD).The outcome of this consultation and the progress of the Supplementary Planning Document are available on the London Borough of Lambeth website.	
4.3	Planning Performance Agreement	
4.3.1	The Council as Local Planning Authority would look to enter into a Planning Performance Agreement (PPA) to project manage the planning process.	This is noted and accepted
4.3.2	It is vital that no matter how the development across the site is phased, that the public realm and energy elements are implemented and delivered as part of the overall strategy to redevelop the site. This may occur by either forming part of an overall application to redevelop the Area or via the pooling of s106 contributions for each site as it is developed.	
4.4	Planning Application Requirements	This is noted and accepted
4.4.1	Planning applications should be accompanied by the following:	
4.4.2	• A Design and Access Statement	
4.4.3	• Affordable Housing Statement	

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4.4.4	• An Energy and Sustainability Statement	
4.4.5	• A Sustainability Action Plan	
4.4.6	• An Environmental Impact Assessment (where required)	
4.4.7	• Daylight/Sunlight/Shadow Assessment	
4.4.8	• Transport Assessment	
4.4.9	• Travel Plan	
4.4.10	• Archaeology Assessment	
4.4.11	• Landscape Strategy	
4.4.12	• Statement of Community Involvement	
4.4.13	This list is not exhaustive and may be subject to change. It is advisable to discuss the requirements for a specific planning application with Lambeth Planning prior to submission. Proposals to alter or extend a listed building will require Listed Building Consent. Proposals to demolish building with a Conservation Area may require Conservation Area Consent.	
4.5	Planning status of Existing Buildings	Our proposals take into account the Detailed Townscape and Building Analysis provided in the data room.
4.5.1	A detailed Townscape and Building Analysis has been carried out by the Council's Conservation and Design team. Further details are provided with the Data Room.	
4.5.2	The table below provides a summary of the building analysis:	
4.5.3	Town Hall	
4.5.4	• Grade II listed building considered to make a positive contribution to the Conservation Area.	Statement: No Response required
4.5.5	• It is essential that the rear of the building is carefully considered and fully integrated into any proposal.	
4.5.6	2-6 Town Hall Parade	Statement: No Response required
4.5.7	• Facades are considered to make a positive contribution to the Conservation Area and this block should be treated as a heritage asset.	
4.5.8	• Development proposals seeking substantial or complete demolition of these buildings would require Conservation Area Consent. Supporting information would be required to provide a robust justification for demolition works in the context of the relevant statutory tests and guidance.	
4.5.9	7 Town Hall Parade	Statement: No Response required

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4.5.10	• The external envelope of the building is considered to make a positive contribution to the Conservation Area and should be treated as a heritage asset.	
4.5.11	• The Town Hall Parade has the potential to provide the largest new build element within the site. Vacant land at the rear of this block affords a substantial opportunity to extend and redevelop this site.	Statement, no response required
4.5.12	• Substantial increases in height are unlikely to be acceptable given the existing townscape and nearby heritage assets. However, an additional one or two storeys may be possible if handled sensitively to ensure the gradual stepping up of building heights is maintained. The status and setting of the historic buildings and spaces should not be challenged by new development.	Statement, no response required
4.5.13	Hambrook House	
4.5.14	• Substantial six storey structure that does not make a positive contribution to the Conservation Area.	Statement: No Response required
4.5.15	• Redevelopment or remodelling of this prominent building is encouraged. A building of similar height and an extension to the rear would be appropriate to ensure consistency across the townscape of the southern end of the town centre. Redevelopment should respect the amenity of adjoining residential occupants and the setting of St Matthew's Church, as well as the impact on the townscape, street scene and conservation area. Any increase in building height would require careful consideration against these planning considerations.	Statement: No Response required
4.5.16	• Any alterations and remodelling to Hambrook House should not make the building more dominant than it is already.	Statement: No Response required
4.5.17	Ivor House	
4.5.18	• Locally listed building considered to make a positive contribution to the Conservation Area. It therefore should be treated as a heritage asset.	Statement: No Response required
4.5.19	• While refurbishment of Ivor House is appropriate, external alterations should be kept to a minimum and the façade should be retained as part of any development proposal. Additional storeys are not considered appropriate and would appear overly dominant in relation to the Town Hall and the established character of this sensitive conservation area locality.	Statement: No Response required

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4.5.20	• Any proposals would need to respect the setting of the Town Hall and immediate built context of Acre Lane and Porden Road.	Statement: No Response required
4.5.21	The Press, Buckner Road	
4.5.22	• The single storey Press site could be substantially redeveloped, possibly retaining the arched entrance in any replacement building. The massing of any new building must respect the amenity of adjoining properties.	Accepted. We propose to redevelop the Press site & our proposals respect the adjoining properties.
4.5.23	Vacant site, previously Hambrook House West	
4.5.24	• Redevelopment of this vacant site is welcomed. Any new building work should respect the amenity of adjoining residential occupants and the setting of adjoining heritage assets.	Statement: No Response required
4.6	Planning Obligations	
4.6.1	The Council will seek to secure appropriate planning contributions/obligations through Section 106 Agreements, in accordance with Policy S10 of the Core Strategy and the Council's SPG on S106 Planning Obligations (July 2008). Planning obligations which may be relevant to development of this site include:	Statement: No Response required
4.6.2	• To secure highway improvements including traffic calming and traffic reduction measures;	Statement: No Response required
4.6.3	• To control the provision and subsequent management of car parking;	Statement: No Response required
4.6.4	• To secure transport infrastructure including public transport, traffic and highway works, parking restrictions, car club, travel plans and cycling and pedestrian links;	Statement: No Response required
4.6.5	• Securing sustainable development in terms of both renewable energy, and sustainable design and construction;	Statement: No Response required
4.6.6	• The provision of employment and training measures including promoting access for local people;	Statement: No Response required
4.6.7	• The provision of public art;	Statement: No Response required
4.6.8	• To secure the provision and subsequent management of public spaces;	Statement: No Response required
4.6.9	• To secure provision and/or improvement of social and other community facilities; and	Statement: No Response required
4.6.10	• To secure the provision of affordable housing and to control its subsequent occupation; and	Statement: No Response required
4.6.11	• To secure town centre enhancements.	Statement: No Response required

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4.6.12	The Mayor's Community Infrastructure Levy (CIL) Regulations (2010) will apply to development on this site: to help pay for the proposed Crossrail project. The CIL contributions accruing to redevelopment of this site will be secured and monitored by the Council on behalf of the Mayor. Lambeth Planning is currently preparing its Community Infrastructure Levy charging schedule with formal adoption scheduled in 2013.	Statement: No Response required
5 Scope of Design Development Required of the Developer		
5.1 Contract Development of Proposals		
5.1.1	Prior to execution of the Contract Documents, the Developer will be required to provide a full specification of all elements and services within the building, identifying the construction and testing standards proposed to satisfy the requirements of this and other tender documents.	Statement: No Response required
5.1.2	The inclusion of the Developer's Proposals as a contract document will not relieve the Developer of its obligation to provide a building fit for the intended purpose as described.	Statement: No Response required
5.2 Existing Buildings		
5.2.1	Existing Core Buildings will require full refurbishment to ensure that they are fit for purpose and meet the appropriate standards of accommodation.	Statement: No Response required
5.2.2 Town Hall		
5.2.3	Lambeth Town Hall is located on a triangular site at the junction of Brixton Hill and Acre Lane. Constructed in the Edwardian Baroque style and comprising basement, ground and first floors the building was opened in 1908. Later additions in the 1930's extended the building southwards providing an assembly hall and meeting room entered off Acre Lane. A further storey was added to provide a second floor level to both the Brixton Hill and Acre Lane wings and the internal space between the wings was partially infilled with more accommodation. More recent alterations have been undertaken to incorporate Brixton Register Office into the southern end of the Brixton Hill wing and to provide a reception area at ground level facing the principal entrance. The building is grade II listed.	Statement: No Response required
5.2.4	The property has a 'V' shaped plan abutting the angle with Brixton Hill and Acre Lane, with a rounded corner over which rises a tall square clock tower constructed in red brick with Portland stone features and capping with sculpted figures at angles to each corner representing Justice, Science Art and Literature.	Statement: No Response required

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5.2.5	Elevations are constructed in narrow red brick with Portland stone dressings and features. Windows generally comprise single glazed metal casements with secondary metal casements behind plus some timber windows to some of the internal elevations. Doors are stained oak and painted softwood. Roofs are generally flat with a high performance felt finish. A section of the Brixton Hill wing is in pitched slate with Buttermere slate to the front slope and Welsh slate to the rear. The roof to the red brick pedimented water tower at the west end of the Acre Lane elevation is in pitched leadwork.	Statement: No Response required
5.2.6	Internally the building is rich in features to the principal stair and circle landing, council chamber and principal corridors and rooms that are located in the 1908 sections of the ground and first floors.	Statement: No Response required
5.2.7	Lambeth Town Hall is approximately 100 years old and has gone through many refurbishments and extension since it was first opened. Essentially the majority of the building is naturally ventilated through the use of openable windows and doors. A number of ventilation systems have been installed in the past serving the main Chamber and the Theatre Hall.	Statement: No Response required
5.2.8	The building is open 24/7 and the Reception, Council Chamber, councillor's facilities and Assembly Hall are often used out-of-hours. The Register Office is also open on Saturdays.	Statement: No Response required
5.2.9	There is a small triangular external courtyard at the rear of the building. The courtyard has a concrete surface and is used as a loading area and accessible access to the building. A concrete ramp separated from the yard by a metal balustrade gives access to the underground car park via a motorised roller shutter. Boundaries comprise a metal double leaf gate at the front of the yard and brick walls elsewhere to the adjoining property to the East and assembly hall to the West. The yard is partially infilled with a single brick built flat roofed garage for the Mayor's car. A light well with metal guarding gives some light to basement rooms on the southern elevation. A metal and Perspex bicycle shelter is positioned in this elevation adjacent to the accessible entrance with a PAC door control and ramp.	Statement: No Response required
5.2.10	The Town Hall sits at the centre of the site and is the key retained building and is identified as the hub of local democracy and the main area for the Council to engage with the community as part of the open council policy initiative. This will require the successful developer to not only fully understand the existing building but also be mindful of its listed status.	Statement: No Response required


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5.2.11	The physical constraints of the building make it inefficient for generic office space however it could be well suited for supporting the Council's mutual agenda providing discrete space for a multitude of small organisations as well as providing meeting rooms, conference and training facilities for both Council and Community/public use.	Statement: No Response required
5.2.12	The basement is currently not developed but is available to the Developer to be re-furbished to facilitate community opportunities.	Statement: No Response required
5.2.13 Assembly rooms		
5.2.14	Lambeth Town Hall was extended during 1935-38 with one element being the Assembly Rooms to the west of the main building. This has five bays, a ground floor of Portland Stone, double height metal casements and a projecting metal canopy over double doors leading to The Assembly Rooms and culminates in a corner tower with aedicule openings, pediment and chimney. The blind rear elevation, facing onto Buckner Road, is particularly handsome, relieved by a single figure of 'youth' by the artist Denis Dunlop.	Statement: No Response required
5.2.15	The Assembly Rooms are accessed via a separate entrance which has a marble-lined vestibule, trabeated ceiling, pay box and original glass light fittings. The hall itself has original part height raised panelling, a stage with proscenium arch, an oak floor, plaster ceiling with moulded features and five casements windows above the panelling.	Statement: No Response required
5.2.16	The Assembly Rooms are linked to the rest of the Town Hall via a series of internal corridors which also give access to associated toilet, kitchen and ancillary spaces. In addition there are basement rooms below the hall.	Statement: No Response required
5.2.17	The building is open 24/7 and often used out-of-hours.	Statement: No Response required
5.2.18	As with the rest of the Town Hall the building is grade II listed.	Statement: No Response required
5.2.19 Town Hall Parade		
5.2.20	Town Hall Parade is formed by a group of 3 buildings comprising basement, ground and three upper floors. The buildings include a circa 1930's terraced office block with a later circa 1960's end-terrace extension, formed of load-bearing masonry walls and either timber or concrete floors. The roofs comprise a slated pitched roof to No.7 with a combination of mansard and flat roofs with bitumen or mineral felt coverings. The external elevations have been formed in fair faced brick, with stucco render and stonework embellishments to Nos 2-6.	Statement: No Response required

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5.2.21	Windows are a combination of single glazed steel framed horizontal casements and single glazed top hung sliding sash casements to the front and rear of Nos 2-6 plus a double glazed aluminium framed shop front windows are provided at ground level. External doors are either aluminium or timber.	Statement: No Response required
5.2.22	There is a service yard to the rear with a concrete surface accessed via metal gates from Porden Street. There is a concrete ramp and steps with metal handrail to the main entrance. Boundaries to the rear are a concrete retaining wall and galvanised security fence.	Statement: No Response required
5.2.23	Town Hall Parade is proposed as the key site for the new build element within the OAS strategy. However, parts of the Brixton Hill elevation are viewed as being a potential heritage asset.	Statement: No Response required
5.2.24 Hambrook House		
5.2.25	Hambrook House is a circa 1960's office block comprising basement, ground and five upper floors. The building has a concrete frame and concrete floors. External elevations are brick and concrete with concrete window surrounds. Windows are single glazed painted galvanised steel side hung casements. Doors are steel or timber. The main entrance door is aluminium. The roof has felt, asphalt and polyurethane coverings. Rainwater goods are cast iron.	Statement: No Response required
5.2.26	The building is currently leased by and used by the Council, plus Lambeth Living, an ALMO which is responsible for overseeing the provision and maintenance of residential accommodation.	Statement: No Response required
5.2.27	The Report summarises the major cost items required within the 5 year maintenance period considered. For the purposes of this review TTSP have assumed that LBL will have carried out maintenance for years 1 and 2 therefore the only 'outstanding' works should be the internal maintenance and redecoration and other works identified for years 3 to 5.	Statement: No Response required
5.2.28	The Hambrook House building has been identified as potential site/developer gain.	Statement: No Response required
5.2.29 Ivor House		

ER Ref.	Requirement	Kajima response
5.2.30	Ivor House is on an island site between Buckner Road and Porden Road facing onto Acre Lane. The building is arranged over basement level, ground floor and three upper floors. There is a single storey rear addition. The property currently provides public service accommodation and offices on the ground floor and offices on the upper floor. Our understanding is that the building was originally constructed circa 1910 as a Co Op department store and is a locally listed building. The façade is viewed as a potential heritage asset.	Statement: No response required
5.2.31	Ivor House had been designated as potential site/developer gain.	Statement: No Response required
5.2.32	Olive Morris House	
5.2.33	Olive Morris House was built in 1978 it is a four storey building with an additional basement and is named in honour of a woman who made a huge contribution to her local community. The building is on an island site facing onto Brixton Hill.	Statement: No response required
5.2.34	The building is home to the council's Finance and Resources department and in 2007 the ground floor was completely remodelled to improve its customer service functions whilst upper levels were retained as office space. One of the main objectives was to make the public space more welcoming and Olive Morris House has become a state-of-the-art customer centre of 1200m2 serving 10,000 residents on an average weekly basis dealing with enquires about benefits, council tax, housing and parking. In addition customers can also use the self-service terminals to access general service information, pay bills and report faults. Waiting times have been reduced and customer satisfaction is reported to be at its highest since the centre first opened.	Statement: No response required
5.2.35	The Customer Service Centre has been used as a template for other Lambeth facilities.	Statement: No response required
5.2.36	Olive Morris House had been designated to be retained and refurbished as part of the accommodation strategy. However, the long term aspiration to no longer require this building.	Statement: No response required
5.2.37	International House	
5.2.38	International House is located within Brixton on the junction of Canterbury Crescent and Popes Road.	Statement: No response required
5.2.39	International House is a purpose built detached twelve storey building of traditional brick construction built c.1960 comprising office accommodation. The accommodation comprises approximately 5,148 sq m (55,416 sq ft).	Statement: No response required

ER Ref.	Requirement	Kajima response												
5.2.40	When the new and refurbished accommodation is available the freehold interest with vacant possession in International House will be available to the Developer for use/change of use or development.	Statement: No Response required												
5.3	Existing Area Schedule													
5.3.1	The Council's existing premises within the development site provide the following accommodation (NIA):	Statement												
5.3.2	<table border="1"> <thead> <tr> <th>Premises</th> <th>Approximate Area (m²)</th> </tr> </thead> <tbody> <tr> <td>Town Hall</td> <td>7,417</td> </tr> <tr> <td>Town Hall Parade</td> <td>1,935</td> </tr> <tr> <td>Hambrook House</td> <td>2,274</td> </tr> <tr> <td>Ivor House</td> <td>2,140</td> </tr> <tr> <td>Total</td> <td>13,776</td> </tr> </tbody> </table>	Premises	Approximate Area (m ²)	Town Hall	7,417	Town Hall Parade	1,935	Hambrook House	2,274	Ivor House	2,140	Total	13,776	
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Town Hall	7,417													
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Total	13,776													
5.3.3	In addition there is Olive Morris House which has an approximate internal area of 4,795 m2. Therefore the total approximate area of the buildings under consideration is 18,561 m2.													

ER Ref.	Requirement	Kajima response
5.3.4	The area required to meet the Council's overall office accommodation is approximately 16,500 m2 plus the Town Hall (7,417 m2). Therefore the developer should provide, as part of their submission, proposals for accommodating the shortfall.	<p>Clarification of 29 January 2013 states: "LBL will be happy to consider solutions that represent 10:6 flexible working ratio at 9sqm per desk position NIA. Bidders should base their calculations on the following:</p> <p>2313 actual headcount at 10:6 = 1387.8 (1388). In order to allow additional flexibility bidders should allow for 1420 desk positions.</p> <p>1420 desk positions at 9sqm = 12,780sqm NIA. Bidders should assume that the requirement for the Customer Service Centre and the Youth Offending Service is a total of 1,200sqm. The ERs currently contain detail of the YOS requirement and LBL are in the process of detailing out the CSC requirement but would expect to work closely on the final design of this area.</p> <p>LBL will now retain 2,500sqm NIA in the Town Hall. LBL accepts that this mainly cellular space is not potentially suitable for open plan desking, so it is expected that this area will support an increased proportion of the meeting room requirement.</p> <p>Therefore the revised LBL NIA of 13,980sqm minus the retained 2,500sqm in the Town Hall gives 11,480sqm.</p> <p><u>It is on this basis that our proposals have been developed</u></p>
5.4	Spatial Requirements	
5.4.1	The elements of the new building requirement will fall into the following categories. NB: all areas quoted are net usable area (NUA) which includes workstation and ancillary footprints to which a circulation and fit factor has been added.	Statement
5.4.2	Council and Public Facilities	
5.4.3	It is intended that the new building will provide the customer contact/service facilities currently provided within Town Hall Parade, Hambrook House, Ivor House and Olive Morris House. The Developer will be required to relocate these services within the newly developed SW2 Enterprise site with the aim of improving and consolidating the customer and visitor centres. The Council desires to see the majority of its service delivery functions to be provided from the one site.	As discussed during ISDS dialogue period, it is proposed to locate the 'One Stop shop' within the new build element of the Town Hall at ground floor with the Youth Service located at ground floor within the Enterprise Centre.
5.4.4	There is currently no intention to relocate civic/democratic facilities currently provided within the Town Hall.	These facilities will have to be temporarily relocated during the refurbishment and construction works in the Town Hall.

ER Ref.	Requirement	Kajima response
5.4.5	The opening times for the customer services and office visitors are currently Monday to Friday 9 am to 5pm.	Statement: No response required
5.4.6	The current estimate of visitors is as follows:	Statement: No response required
5.4.7	• 100 visitors into the buildings per day	Statement: No response required
5.4.8	• 100 staff (without passes and need to sign in)	Statement: No response required
5.4.9	• 10 maintenance contractors	Statement: No response required
5.4.10	• 50 visitors for meetings in reception	Statement: No response required
5.4.11	The new space must provide an open-plan flexible space organised in accordance with the Council's specific customer centre model allowing, where practicable, face-to-face contact between customers and staff. However, it is appreciated that the customers currently using Ivor House require more secure environments and the developer team should allow time for agreeing with the Council their specific departmental requirements.	As discussed during ISDS dialogue period, it is proposed to locate the 'One Stop shop' within the new build element of the Town Hall at ground floor in an open plan space which can extend out into the adjacent atrium. The detailed layout and departmental requirements will be reviewed as part of the RDD process
5.4.12	If appropriate bespoke furniture systems can be proposed for the varied service desks including meet and greet, consultation and self-service options.	The detailed furniture layout and specification will be reviewed with LBL as part of the RDD process
5.4.13	The proposed public facilities should provide robust and contemporary designs that will provide an environment to change public perception and attitude towards Council Services.	Accepted – Design currently meets or will meet standard proposed
5.4.14	Further information will be provided to bidders as the stage 2 dialogue process continues.	LBL to confirm
5.4.15	The following diagram demonstrates the service model that will need to be accommodated in the Customer Centre:	Statement: No response required
5.4.16		

ER Ref.	Requirement	Kajima response
5.4.17	The centre will need to accommodate the following requirements:	Statement: No response required
5.4.18	• Reception for general business access	Statement: No response required
5.4.19	• Front line desks to support the customer service centre	Statement: No response required
5.4.20	• Circa four small four person meeting rooms plus a large ten person meeting with room for pushchairs	Statement: No response required
5.4.21	• Child play	Statement: No response required
5.4.22	• Secure storage for pushchairs	Statement: No response required
5.4.23	The reception area should have enhanced (e.g.. double storey height) floor to ceiling dimensions.	Accepted. This is provided in the atrium space within the Town Hall
5.4.24	Immediate access to a set of male and female toilets plus a DDA compliant facility from the public area will be required within the commercial elements of the scheme.	Accepted – Design currently meets or will meet standard proposed
5.4.25	The centre will need to provide a secure/safe zones. The access needs to be controlled by the use of temporary day passes for clients and visitors coming to meetings, which restricts access, including lifts and internal zoning on floors to contain visitors to within a meeting area and support facilities (e.g. toilets).	Accepted – Design currently meets or will meet standard proposed
5.4.26	The new Council accommodation receptions(s) will need to cater for 3 profile groups – customers, staff and visitors.	Statement: No response required
5.4.27	Youth Offenders Service (YOS)	
5.4.28	YOS requires a discrete reception facility, although consideration should be paid to how client's family and friends can easily access main Council customer facilities for periods of waiting.	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.29	Receptionist position to allow full visibility of visitors, with no potential of visitors blocking views or other visitors whilst signing-in.	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.30	Reception area:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.31	• Small, secure entrance lobby with (10no?) client lockers for bags, etc	
5.4.32	• Position for existing 'knife arch'	
5.4.33	• Item pass-through in surround/partition	
5.4.34	• Security guard position	
5.4.35	Waiting area:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.36	• 8no non-linear armchair positions	
5.4.37	• Wall/ceiling mounted TV screen (aerial feed)	
5.4.38	• Wall/ceiling mounted TV screen (Council info feed)	
5.4.39	• 'Activity area' (PACman table?)	

ER Ref.	Requirement	Kajima response
5.4.40	• Water fountain position	
5.4.41	• Vending machine position	
5.4.42	Receptionist:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.43	• Glazed protective screen with speak hole & item (signing-in book) pass-through	
5.4.44	Desk position to allow for:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.45	• PC	
5.4.46	• Phone	
5.4.47	• CCTV monitor	
5.4.48	• Intercomm (link to main office)	
5.4.49	• Panic button (link to main office)	
5.4.50	• Wall-mounted duty board	
5.4.51	• Storage (including post)	
5.4.52	Secure door through to:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.53	• Duty Rooms (5no)	
5.4.54	• 13.5sqm	
5.4.55	Desk position to allow for:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.56	• PC	
5.4.57	• Phone	
5.4.58	• 2 armchair style visitor positions	
5.4.59	• Panic strip	
5.4.60	• Soundproof	
5.4.61	Video Conference Rm:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.62	• Built-in secure housing for V/C (YOI link) unit	
5.4.63	• 4no ISDN feeds to V/C unit	
5.4.64	• 8no attendee conference set up	
5.4.65	• Panic strip	
5.4.66	• Soundproof	
5.4.67	Group Rm:	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.68	• 15no attendees seminar set up	
5.4.69	• Services for projector & screen	

ER Ref.	Requirement	Kajima response
5.4.70	• Panic strip	
5.4.71	• Soundproof	
5.4.72	In Addition	The detailed layout of the YOS will be developed with LBL through the RDD process.
5.4.73	• Dedicated male/female/disabled/baby change facilities	
5.4.74	• Secure access to discrete secondary exit (for clients)	
5.4.75	• Secure access to kitchen (for client training)	
5.4.76	Registration Suite	
5.4.77	Further details will be provided during the dialogue stage.	LBL to advise
5.4.78	Function Space	
5.4.79	The Assembly rooms currently provide poor quality function space. The aspiration is that these facilities could be upgraded to provide an improved;	Accepted – Design currently meets or will meet standard proposed, subject to further development to specification with the Council during detailed design.
5.4.80	• reception area,	
5.4.81	• externals,	
5.4.82	• toilets,	
5.4.83	• catering,	
5.4.84	• cloak storage,	
5.4.85	• audio visual,	
5.4.86	• lighting,	
5.4.87	• stage,	
5.4.88	• dressing rooms,	
5.4.89	• acoustics.	
5.4.90	The intention would then be to maximise commercial opportunities for renting out the facility for additional income. There is an opportunity to engage with community theatre groups to ensure the development is able to meet the likely needs of the community.	
5.4.91	Developing an open spaces or a Plaza would provide opportunities for photos and a link between the Registration Suite and Function spaces for marriages and improve access to Registration suite.	
5.4.92	Office Accommodation	

ER Ref.	Requirement	Kajima response
5.4.93	The project team supported by Human Resources (HR) has established the number of staff currently working for the Council. The current headcount is 3,670 (including Lambeth Living HQ staff) however; this continues to be under revision. Not all staff working for the Council work from a core office building and it is estimated that the total staff accommodated within core buildings totals 2,910. As part of the accommodation planning the project team has obtained target percentage staff reductions from the Senior Leadership Team. The target further percentage reduction in staff headcount is 33% (by May 2013), which provides a total future demand for core office buildings of approximately 2,000 staff.	Statement – no response required
5.4.94	The implementation of a 10 staff for 7 average desk ratio across all core building further reduces the future demand for office space. Officers have reviewed the range of desk numbers required for the Council going forward and the most confident estimate for the number of desks is 1,650 ± 150 across core office buildings.	Design is developed in accordance with Area Clarification of 29 th January 2013
5.4.95	The precise numbers of staff, desk capacity and zoning of desks will be determined during the next stage to ensure it most closely meets our needs given the changes that the Council is currently going through.	Statement – no response required
5.4.96	Secure staff areas will be required for a number of authorised staff only such as; IT, Finance, Legal, Audit, Human Resources and the safeguarding team.	Accepted, the design currently complies or will comply with this standard
5.4.97	Staff will need secured access at all times of day and night and 365 days a year. The secure access must ensure that tailgating is not possible.	Accepted, the design currently complies or will comply with this standard
5.4.98	The intention is that the Town Hall offices are to be retained for community, council democracy rooms, and corporate meeting rooms.	Accepted, the design currently complies or will comply with this standard
5.4.99	An area in the region of 16,500 Sq. Metres (based on a planning assumption of 10m2 per desk) is required to accommodate approximately 1,650 workstations. These workstations will be utilised in a flexible way, and the office areas will contain functions to support flexible working including formal and informal meeting areas, breakout space, touchdown areas, centralised printing and copying stations, vending and storage.	Design is developed in accordance with Area Clarification of 29 th January 2013
5.4.100	The accommodation will need to meet the requirements of Workplace (Health, Safety and Welfare) Regulations	Accepted, the design currently complies or will comply with this standard

ER Ref.	Requirement	Kajima response																																																																																																																																																																																																																																																																																													
5.4.101	The Council is seeking open plan hot desk administration areas with a variety of desk sizes and types with minimal allocated single offices and minimal delineation between departments (e.g. only for secure authorised staff areas) in order to improve flexibility, team working and utilisation of space.	Accepted, the design currently complies or will comply with this standard																																																																																																																																																																																																																																																																																													
5.4.102	A mix of Citrix/thin client (70%) and laptops (30%) is proposed so as to enable smaller working spaces to be used.	Statement, no response required																																																																																																																																																																																																																																																																																													
5.4.103	A number of pods/small meeting rooms are required to allow staff to use them for telephone calls and private conversations.	Accepted, the design currently complies or will comply with this standard																																																																																																																																																																																																																																																																																													
5.4.104	The anticipated split between full desks and the smaller touch down spaces is 70% full desk and 30% touch down space.	Accepted, the design currently complies or will comply with this standard																																																																																																																																																																																																																																																																																													
5.4.105	Personal storage will be via lockers provided at a height to support good manual handling, i.e. not too low or high to aggravate back problems due to poor lifting posture. The planning assumption should be based on 0.5 linear metres per staff member.	Accepted, the design currently complies or will comply with this standard																																																																																																																																																																																																																																																																																													
5.4.106	The planning assumption for administration file storage should be based on 2.5 linear metres per desk space.	Accepted, the design currently complies or will comply with this standard																																																																																																																																																																																																																																																																																													
5.4.107	Meeting Rooms																																																																																																																																																																																																																																																																																														
5.4.108	The space allocation for meeting rooms is 25% of the overall space requirement of this																																																																																																																																																																																																																																																																																														
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5.4.113	The following tables set out the requirements for the different types of meeting rooms:																																																																																																																																																																																																																																																																																														
5.4.114	<table border="1"> <thead> <tr> <th colspan="15">Meeting Room Data Sheet</th> </tr> <tr> <th>Dept:</th> <th colspan="14">CYPS</th> </tr> <tr> <th>Division:</th> <th colspan="14"></th> </tr> <tr> <th>Team:</th> <th colspan="14"></th> </tr> <tr> <th>Type:</th> <th colspan="14">Meeting Room</th> </tr> <tr> <th>Sub-type:</th> <th colspan="14">1:1</th> </tr> <tr> <th>Usage:</th> <th colspan="14">1:1, Supervision, Confidential Working</th> </tr> <tr> <th>Size</th> <th>Location</th> <th>No Furniture</th> <th>IT/Telephone</th> <th>Power</th> <th>Acoustic</th> <th>Security</th> <th colspan="8"></th> </tr> <tr> <td>1800x1800</td> <td>Building</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </thead> <tbody> <tr> <td></td> <td>Floor</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Room</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Reception</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Meeting</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other (TV, etc)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Glazing</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Doors</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Alarm</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Booking</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Meeting Room Data Sheet															Dept:	CYPS														Division:															Team:															Type:	Meeting Room														Sub-type:	1:1														Usage:	1:1, Supervision, Confidential Working														Size	Location	No Furniture	IT/Telephone	Power	Acoustic	Security									1800x1800	Building	1	1	1	1	1	1	1	1	1	1	1	1	1		Floor															Room															Reception															Meeting															Other (TV, etc)															Glazing															Doors															Alarm															Booking															Other														
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5.4.118	Support Accommodation																																																																																																																																																																																																																																																																																														
5.4.119	The building should additionally support:	Accepted – Design currently meets or will meet standard proposed																																																																																																																																																																																																																																																																																													
5.4.120	• Post and central copying rooms	Accepted – Design currently meets or will meet standard proposed																																																																																																																																																																																																																																																																																													
5.4.121	• Central archive storage	Accepted – Design currently meets or will meet standard proposed																																																																																																																																																																																																																																																																																													

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5.4.122	• Bulk paper store	Accepted – Design currently meets or will meet standard proposed
5.4.123	• Car parking space for the mayoral car and ideally space for essential car users.	Car parking space provided only for mayoral car, as per discussions at dialogue sessions
5.4.124	• Service access and loading bays for deliveries	Accepted – Design currently meets or will meet standard proposed
5.4.125	Facilities Management	Accepted – Design currently meets or will meet standard proposed
5.4.126	Due consideration should be taken of the need to provide adequate facilities for:	
5.4.127	• Cleaners rooms	
5.4.128	• Plant rooms	
5.4.129	• Hub rooms	
5.4.130	• FM workshop, storage & offices	
5.5	Developer Opportunities	
5.5.1	The council does not intend to be prescriptive in how the Developer uses the opportunities available as long as they are able to demonstrate that they are able to achieve the required financial support for the project as set out in Volume 1. However, any residential facilities will need to take account of the council's requirement to provide 3040% affordable housing.	Our proposals allow for a range of affordable housing levels, from 9.5% through to 39%. It is for the Council to decide the final level, balancing the need for cost neutrality
5.5.2	The required affordable housing mix for 2011-2031 as taken from the Lambeth housing needs assessment June 2012 by Opinion Research Services is set out below:	Statement, no response required
5.5.3	The "Intermediate" represents housing above social/affordable rent but below market rent/prices, usually this is Shared Ownership. The "Social" represents either Social or Affordable Rent; social rent is set at target rent levels (there is a complicated formula for this but it is usually about 60% of the market rent) and affordable rent (introduced by the Coalition government) is up to 80% of market rent, however, in Lambeth our Tenancy Strategy states that 1 and 2 beds can be up to 80% but 3 bed plus units should be target rent, with an overall have a blended rate of 65%.	Statement, no response required
5.5.4	Figure 9 Size mix of the Housing Requirement 2011-2031 (Notes: All figures rounded to the nearest 100)	Statement, no response required

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5.5.5	<table border="1"> <thead> <tr> <th>Number of Bedrooms</th> <th>Intermediate</th> <th>Social</th> <th>100%</th> </tr> </thead> <tbody> <tr> <td>1 Bedroom</td> <td>22.2%</td> <td>48.2%</td> <td>38.2%</td> </tr> <tr> <td>2 Bedrooms</td> <td>55.2%</td> <td>31.7%</td> <td>30.2%</td> </tr> <tr> <td>3 Bedrooms</td> <td>16.7%</td> <td>18.2%</td> <td>15.2%</td> </tr> <tr> <td>4 Bedrooms</td> <td>2.7%</td> <td>1.2%</td> <td>4.2%</td> </tr> <tr> <td>5 Bedrooms</td> <td>1.7%</td> <td>0.6%</td> <td>0.8%</td> </tr> </tbody> </table>	Number of Bedrooms	Intermediate	Social	100%	1 Bedroom	22.2%	48.2%	38.2%	2 Bedrooms	55.2%	31.7%	30.2%	3 Bedrooms	16.7%	18.2%	15.2%	4 Bedrooms	2.7%	1.2%	4.2%	5 Bedrooms	1.7%	0.6%	0.8%	
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5.5.6	The following text is taken from the needs assessment and explains why we need to "prioritise future provision towards larger, family accommodation in the short to medium term, to ensure those in most acute need can be housed".	Statement, no response required																								
5.5.7	This Housing Needs Assessment identifies need in line with the definitions of the NPPF and SHMA Practice Guidance. Therefore, it only considers whether households are in need and does not distinguish between relative levels of need. However, along with many authorities, Lambeth prioritise the allocation of social housing based upon relative need. Therefore, while there is an identified shortfall in affordable homes of all sizes in terms of meeting the housing needs of priority groups, the shortage relative to supply is likely to be greatest for larger (3-bedroom+) family homes. The reasons for this are summarised below:	Statement, no response required																								
5.5.8	• Most households who require a 1-bedroom property are in a relatively low level of need and are generally adequately housed. Those who require family sized accommodation are not mostly adequately housed, often living in very overcrowded conditions. The GLA estimates that 16% of households living in social rented housing in London are overcrowded (draft revised London Housing Strategy 2011). This equates to approximately 4,000 Lambeth tenants, and a further 3,000 tenants of housing associations in the borough. In July 2011 there were 1,000 council tenants actively seeking accommodation on Lambeth's transfer list who were overcrowded, 200 of whom were severely overcrowded (lacking more than one bedroom). While this figure is lower than the GLA estimate, not all tenants who are overcrowded would necessarily request a transfer. Rates of overcrowding are also high in London's private rented housing, where 11% of households are overcrowded. (DCLG, English Housing Survey: Household report 2009/10, 2011)	Statement, no response required																								


ER Ref.	Requirement	Kajima response
5.5.9	<ul style="list-style-type: none"> Some of the need identified for 1-bedroom properties will be met through the private rented sector (with housing benefit support), and for many single people house-shares will provide an adequate alternative to 1-bed accommodation. 	Statement
5.5.10	<ul style="list-style-type: none"> Analysis indicates that the introduction of a benefit cap from April 2013 as part of the government's wider welfare reform measures will further impact on the affordability of accommodation in the private rented sector, with larger households (mainly families with children) predicted to face the most serious difficulties in paying their rent. Initial modelling indicates that 3-bed plus private rented sector housing in Lambeth will be unaffordable for people on benefits. 	Statement
5.5.11	<ul style="list-style-type: none"> The model works on the presumption that all of the new housing required will be built, however in reality it is unlikely that the level of affordable completions could be raised sufficiently to meet all identified need over the period of Lambeth's housing strategy or its local development plan. Furthermore, the figures derived through the assessment relate to a twenty year period. A significant requirement for smaller units has been identified, largely attributed to the projected growth in smaller households over the longer term. 	Statement
5.5.12	Any development will need to obtain planning and comply with any relevant building regulations and guidance.	Statement
5.5.13	A variant opportunity for the developer is for the Developer to acquire Phoenix House from the Council as long as best value for money can be demonstrated within the Developer's model.	Best value can only y be proven by an open market sale of the property by the Council or by Kajima acting on behalf of the Council
5.6 Decant Plan for Existing Buildings		
5.6.1	The following series of moves indicate how London Borough of Lambeth intend to be able to release buildings and space in order to accommodate the development across its existing occupation. These moves are notional and are subject to discussion and negotiation.	Our programme outlines our proposed requirements for decant during construction.

ER Ref.	Requirement	Kajima response															
5.6.2	<table border="1"> <thead> <tr> <th>Building</th> <th>Decant Commences</th> <th>Decant Complete</th> </tr> </thead> <tbody> <tr> <td>Hambrook House</td> <td>05/06/2014</td> <td>30/06/2014</td> </tr> <tr> <td>Town Hall Parade</td> <td>05/06/2014</td> <td>30/06/2014</td> </tr> <tr> <td>Ivor House</td> <td>28/06/2015</td> <td>28/09/2015</td> </tr> <tr> <td>Phoenix House</td> <td>28/06/2015</td> <td>28/09/2015</td> </tr> </tbody> </table>	Building	Decant Commences	Decant Complete	Hambrook House	05/06/2014	30/06/2014	Town Hall Parade	05/06/2014	30/06/2014	Ivor House	28/06/2015	28/09/2015	Phoenix House	28/06/2015	28/09/2015	
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5.6.3	The Council's decant plan is flexible and will be driven by the bidders programmes and scheme. Bidders should note that the Council does not have access to decant space outside of the buildings indicated.																
5.7 Developer Responsibilities																	
5.7.1 Party Wall etc. Act																	
5.7.2	The Developer must comply with all aspects for the Party Wall etc. Act 1916 with respect to all works affecting adjacent properties and relevant party boundaries. The developer must inform the Council in accordance with the procedures set out in the Act of all notification and responsibilities required of the Council and Landlord. The Developer is to liaise with the Council and Landlord to agree and appoint a party wall surveyor to represent the interest of the council and Landlord prior to works being undertaken on site in full compliance with the Party Wall Act.	Statement, no response required															
5.7.3 Rights to Light Act																	
5.7.4	The Developer must comply with all aspects of the Rights of Light Act 1959. It is important to ensure on this tight urban site that all established Rights to Light are respected and fully complied with.	Statement, no response required															
5.7.5 Demolition																	

ER Ref.	Requirement	Kajima response
5.7.6	The Developer is to ensure that any demolition of existing buildings, structures or infrastructure on the site is carried out in accordance with all statutory health and safety requirements and any local regulatory guidance. An outline demolition method statement will be needed to be provided by bidders within the Detailed Dialogue Stage submission. The Developer will be required to provide a detailed itemised demolition propose to the council for approval prior to the commencement of any works and full consultation and agreement must be obtained from all local residents and businesses that may be affected by the works. The Developer is to be particularly sensitive and give due regard to the issues of access, egress, dust, noise, pollution and safe waste disposal in their proposals to the Council.	Statement, no response required
6 Design Philosophy		
6.1 Design Standards		
6.1.1	The design of the new building must be completed to a standard consistent with good quality private sector commercial office space whilst being mindful of the Council's public realm needs and requirements. The design should use the guidance published by the following standards inter alia, as a minimum, where relevant to Architectural Design:	Accepted – Design currently meets or will meet standard proposed
6.1.2	<ul style="list-style-type: none"> Approved Documents (Building Regulations) 	
6.1.3	<ul style="list-style-type: none"> British Standards and Codes of Practice, including harmonised International Standards 	
6.1.4	<ul style="list-style-type: none"> UK Statutory Regulations and Instruments 	
6.1.5	<ul style="list-style-type: none"> EC Regulations and Directives 	
6.1.6	<ul style="list-style-type: none"> HSE rules 	
6.1.7	<ul style="list-style-type: none"> NBS specifications and standards 	
6.1.8	<ul style="list-style-type: none"> BCO British Council of Offices publications 	
6.1.9	<ul style="list-style-type: none"> BPF British Property Federation 	
6.1.10	<ul style="list-style-type: none"> BRE Building Research Establishment, including BREEAM 	
6.1.11	<ul style="list-style-type: none"> BSRIA Building Services Research and Information Association publications 	
6.1.12	The design of the mechanical, electrical and public health (MEP) services will use the guidance published by the following standards, where relevant to Building Services:	Accepted – Design currently meets or will meet standard proposed
6.1.13	<ul style="list-style-type: none"> Approved Documents (Building Regulations) 	
6.1.14	<ul style="list-style-type: none"> British Standards, including harmonised International Standards 	

ER Ref.	Requirement	Kajima response
6.1.15	<ul style="list-style-type: none"> CIBSE (Chartered Institution of Building Services Engineers) publications 	
6.1.16	<ul style="list-style-type: none"> UK Statutory Regulations and Instruments 	
6.1.17	<ul style="list-style-type: none"> BCO British Council of Offices publications 	
6.1.18	<ul style="list-style-type: none"> BPF British Property Federation 	
6.1.19	<ul style="list-style-type: none"> BRE Building Research Establishment 	
6.1.20	<ul style="list-style-type: none"> BSRIA Building Services Research and Information Association publications 	
6.2 Building Control		
6.2.1	The Developer will be responsible for obtaining all necessary consents required under the Building Regulations and paying all associated costs and charges.	Statement, no response required
6.2.2	The Developer must allow in its programme and management arrangements for the access requirements necessary for inspection and testing of the relevant works by the Local Authority Building Inspector or the appointed Approved Inspector, and complying with all requisite notices.	Statement, no response required
6.3 Health & Safety		
6.3.1	The Developer is responsible for complying with all relevant Health and Safety legislation associated with the design, installation, operation and maintenance of the building and equipment etc.	Statement, no response required
6.3.2	The Developer will be responsible for ensuring that all CDM requirements are met. The CDM-c may be novated to the Preferred Development Partner.	Statement, no response required
6.3.3	Completed working areas shall as a minimum meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992	Statement, no response required
6.3.4	Hotdesk and general desk arrangements - provision of specialist equipment to ensure compliance with Display Screen Equipment Regulations.	Statement, no response required
6.3.5	Building will be permeable and accessible by the community - Access control to be provided for areas not to be accessible to the community	Access control strategy to reviewed with LBL as part fo RDD process at the next stage
6.3.6	Building shall meet standard requirements for occupancy levels based on the fire safety capacity of the building. All new and existing fire alarm and detection systems to be fully compatible all manual alarm call points to be consistent throughout the buildings. A communication system to be included in all fire refuge areas.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
6.3.7	All roof plant areas are to have a safe means of access and egress with protection from falls during maintenance operations. Safe access for the maintenance of all roofs, gutters, hoppers and downpipes.	Accepted – Design currently meets or will meet standard proposed
6.3.8	All water systems to comply with the requirements of L8 the Control of Legionella Bacteria in Water Systems Approved Code of Practice and Guidance.	Accepted – Design currently meets or will meet standard proposed
6.3.9	Completed building shall comply with the requirements of the Equality Act and associated building regulations	Accepted – Design currently meets or will meet standard proposed
6.3.10	Noise - Completed areas shall comply with NBS document requirements (including plant rooms)	Statement, no response required
6.4	Key Design Standards	
6.4.1	The following table from British Council of Offices Guide to Specification 2009, should be used and a guide to assess the assumed occupancy levels of the building for design standard requirements;	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
6.4.2		
7	General Design Principles	
7.1	Flexibility	

ER Ref.	Requirement	Kajima response
7.1.1	The accommodation should reflect the aspirations of a Cooperative Council based on the principles of co-production; community led commissioning and mutual organisations.	Accepted – Design currently meets or will meet standard proposed
7.1.2	Buildings must become more permeable and accessible by the community. Clearly this does not mean complete freedom to move anywhere within the estate; but it does mean providing opportunities for co-location and shared work space for members of the public, partners and mutual organisations.	Accepted – Design currently meets or will meet standard proposed
7.1.3	To support the Council's implementation of the Cooperative Council it is clear that the fundamental principle of the Office Accommodation Strategy must be flexibility. The buildings themselves, how they are organised internally, how they connect with the community and how they are managed must all provide the Council with flexibility as the Cooperative Council agenda is taken forward.	Accepted – Design currently meets or will meet standard proposed
7.2	Spatial Integration	
7.2.1	Within the building, the layout should encourage social contact between different parts or departments within LBL, with particular reference to circulation routes, stairs, atria and communal spaces. This applies to the base building layout as well as the detailed fitting-out. Space planning layouts should encourage openness, breaking down barriers or 'silos' and the absence of hierarchies. There should be visual contact, from the point of entry, to the interiors	Accepted – Design currently meets or will meet standard proposed
7.3	Internal Circulation Areas	
7.3.1	Wherever possible reduce lengths of circulation routes and provide open areas and stopping/resting points along length of travel.	Accepted – Design currently meets or will meet standard proposed
7.3.2	Avoid isolated columns in open plan areas or on circulation routes.	Accepted – Design currently meets or will meet standard proposed
7.3.3	Where ramping corridors, ramps to be gradients shallower than 1:20 and to have handrails at least on one side at 900mm height. If ramps are steeper than 1:20, provide adjacent steps to assist people with walking difficulties who cannot negotiate ramps.	Accepted – Design currently meets or will meet standard proposed
7.3.4	All stairs to comply with part M of Building Regulations and have contrasting colour nosings for visual identification and tactile warning surfaces at top and bottom landings.	All new stairs will comply with Part M, existing stairs within Town Hall will remain as existing.

ER Ref.	Requirement	Kajima response
7.3.5	Bump rail to be used as handrails where appropriate.	Accepted – Design currently meets or will meet standard proposed
7.3.6	All signage to be installed in accordance with the requirements set out in relevant Guidelines and/or Regulations.	Accepted – Design currently meets or will meet standard proposed
7.4	Customer Access	
7.4.1	General	
7.4.2	The requirements detailed in the relevant Building Regulation and Building Standards must be adhered to in the design of the Project in addition to the Disability Discrimination Act 1995 requirements. The following must be taken into account.	Accepted – Design currently meets or will meet standard proposed
7.4.3	Approaches must:	
7.4.4	Accommodate safe set down points for disabled people from minibuses and taxis.	Accepted – Design currently meets or will meet standard proposed
7.4.5	Design routes to prevent cars from parking on pavements and obstructing circulation routes for visually impaired people	Accepted – Design currently meets or will meet standard proposed
7.4.6	Use contrasting colour/texture paviors at dropped kerb crossing points. Blister type paving is only recommended at controlled crossings on main highways.	Accepted – Design currently meets or will meet standard proposed
7.4.7	Provide clear orientation clues for visually impaired people at changes in direction on entrance routes, at all main entrances.	Accepted – Design currently meets or will meet standard proposed
7.4.8	Design routes in accordance with Guidance Notes for Developers provided by Access Committee for England.	Accepted – Design currently meets or will meet standard proposed
7.4.9	Reception Area	
7.4.10	Reception areas need to respond to their function of welcoming and directing staff and visitors. The size and atmosphere should provide a space reflecting its transitional nature from outside to inside and should use good quality materials. Flooring should provide a hard-wearing non-slip surface. Walls can be a combination of materials. Lighting is key in providing the right environment.	Accepted – Design currently meets or will meet standard proposed
7.4.11	Reception desks to have a dropped section for wheelchair users.	Accepted – Design currently meets or will meet standard proposed
7.4.12	Reception desk to have adequate provision to enable a wheelchair user to complete or fill in documentation whilst adjacent to reception desk (consider knee position).	Accepted – Design currently meets or will meet standard proposed
7.4.13	Matwell to entrance/exit doors to be solid, recessed, removable, alternating strip and pile suitable for wheelchair use. Coconut matting is not acceptable.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
7.4.14	• Provide colour contrasted or tactile variation flooring clues to main reception area to guide visually impaired people to reception desk point at 90 degrees from circulation route.	Accepted – Design currently meets or will meet standard proposed
7.4.15	• Provide visual appointment call system for hearing impaired clients. VDU display or tear off ticket and numbering system.	Accepted – Design currently meets or will meet standard proposed
7.4.16	• Text telephone for hearing impaired clients on enquiries desk with separately publicised telephone number.	Accepted – Design currently meets or will meet standard proposed
7.4.17	• Induction loop system to be installed for hearing impaired clients in reception and main waiting areas	Accepted – Design currently meets or will meet standard proposed
7.4.18	Hearing Enhancement Systems	Accepted – Design currently meets or will meet standard proposed
7.4.19	• All public telephones fitted with inductive couplers	Accepted – Design currently meets or will meet standard proposed
7.4.20	• Public text payphone	Accepted – Design currently meets or will meet standard proposed
7.4.21	• Loop systems to waiting areas if PA announcements are to be made or if TV entertainment is provided for clients while waiting. Ensure the provision of subtitles for any TV facilities.	Accepted – Design currently meets or will meet standard proposed
7.4.22	• Loop systems to training and interview rooms as appropriate	Accepted – Design currently meets or will meet standard proposed
7.4.23	• Avoid over spill from loop systems in adjacent rooms and on floors above and below (confidentiality) and avoid electrical interference from other equipment.	Accepted – Design currently meets or will meet standard proposed
7.4.24	• Visual fire alerts to all spaces where hearing-impaired people are likely to be unaccompanied and out of sight.	Accepted – Design currently meets or will meet standard proposed
7.4.25	Baby Change Areas	
7.4.26	• Ensure these are accessible to a disabled parent. Surface not to exceed 850mm above the floor with a minimum clear height to underside of 700mm and a minimum 400mm deep recess. Minimum 1500mm unobstructed wheelchair turning required.	One baby change provided in Enterprise Centre and Town Hall
7.4.27	• Visual fire alert for hearing impaired users.	Accepted – Design currently meets or will meet standard proposed
7.4.28	• Anti scald hot taps shall have the mixer element of tap concealed within the wall or IPS with easily removable locking access panel below.	Accepted – Design currently meets or will meet standard proposed
7.5	Toilets and Shower Rooms	
7.5.1	The selection of durable materials that will withstand the wet conditions is essential.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
7.5.2	Areas around urinals, wash hand basins and toilet pans should be finished with splash resistant and easy-to-clean materials. Floors should be in a hard-wearing non-slip easily cleaned finish.	Accepted – Design currently meets or will meet standard proposed
7.5.3	• Accessible WC's to comply with Part M of the Building Regulations. Preferably Unisex WC's accessible directly off corridor preferred as accessible WC's located within Male or Female WC blocks do not permit a disabled person to be assisted by a member of the opposite sex where necessary.	Toilets are designed to be unisex, with disabled wc's located as part of these banks and directly off corridors.
7.5.4	• If providing more than one accessible WC, endeavour to provide a choice of left and right hand transfer layouts.	This will be accommodated where more than one accessible wc is included in a bank
7.5.5	• Ensure that walling to WCs is constructed to provide adequate solid fixing options for grab rails and sanitary ware.	Accepted, Design does or will comply with this standard
7.5.6	• WC alarm cord linked to reception or nearest reception and taken down to within 150mm of floor. The alarm (cord) should be capable of being manually reset.	Accepted, Design does or will comply with this standard
7.5.7	• Very light pressure self-closing devices to accessible WC doors.	Accepted, Design does or will comply with this standard
7.5.8	• Avoid lobbies to WC areas where possible and provide visual screening instead. If providing lobbies ensure these are large enough for wheelchair users or guide dogs to pass and that door have light pressure self closers.	Superloos are located directly off corridors.
7.5.9	• Provide accessible WC's and showers to staff areas as well as public areas.	Accepted, Design does or will comply with this standard
7.5.10	• Cubicle doors should have the facility in an emergency to open outwards.	To be reviewed post preferred bidder stage.
7.6	Interior Design and Artwork	
7.6.1	Generally allow for emulsion paint decoration to all core walls, columns and other exposed walls.	Accepted, Design does or will comply with this standard
7.6.2	Innovative and sensitive interior design of both the new and refurbished buildings will generate a sound investment for the Council and provide occupiers with a contemporary and effective business environment.	Accepted, Design does or will comply with this standard
7.6.3	The Council wish to build on and enhance their existing building stock and any new building should be aim to be an exemplar of its type, particularly in an historic context. Design should be to restore authentically, where relevant and where opportunities permit, to introduce a transparent modern vocabulary for new interventions achieving a deliberate architectural 'play' between the old and the new.	Accepted, Design does or will comply with this standard

ER Ref.	Requirement	Kajima response
7.6.4	The developer should also outline their approach to the integration and installation of artwork particularly within the public realm.	This will be developed with LBL as part of the RDD Process
7.7	Privacy, Vibration & Acoustics	Acoustic Engineer to review
7.7.1	The acoustic environment inside an office building depends on the perceived level of noise and vibration from;	Statement
7.7.2	• Externally generated sources such as local road traffic, nearby over/underground train movements and aircraft flyovers.	Statement
7.7.3	• Internally generated building services plant and equipment.	Statement
7.7.4	• Occupational sources such as occupant operations and office equipment.	Statement
7.7.5	• The degree of acoustic separation afforded by internal walls and floor slabs.	Statement
7.7.6	• The design of noise and vibration control measures in occupied areas should take into account not only the building structure but also the surface finishes likely to be used. In addition both the new and refurbished buildings will need to be mindful of the visual and acoustic privacy requirements of the Council especially where confidentiality or privacy levels between adjacent cellular spaces such as interview rooms, offices and meeting rooms etc., is an important design feature.	Statement
7.7.7	• Generally floor to ceiling heights do not exceed 3m and should have a high sound absorption level e.g., 0.9 averaged over a frequency range of 500 Hz to 2000 Hz. In principle floors in offices and adjacent circulation areas should be carpeted albeit alternative finishes can be offered providing the sound absorption level is met.	Statement
7.7.8	• Relaxations are normally acceptable providing they comply with the Council's and occupational requirements.	Statement
7.7.9	The acoustic and vibration standards should be in accordance with:	Statement
7.7.10	• Association of Noise Consultants Guidelines ANC-9801: 1998 – Part 2 Noise from External Sources within Buildings i.e., open plan offices NR40 (L_{eq}) and cellular offices NR35.	Statement
7.7.11	• The sound level difference between office floors should be at least $D_{nT,w}$ 48 dB if fitted to Cat A standard tested in accordance with BS EN ISO 140-4: 1998 and rated in accordance with BS EN 717-1: 1997.	Statement

ER Ref.	Requirement	Kajima response
7.7.12	• The flanking transmission horizontally across cladding mullions should be at least $D_{nF,w}$ 45 dB when tested in a laboratory in accordance with EN ISO 10848-2: 2006 and rated in accordance with BS EN 717-1: 1997.	Statement
7.7.13	• The flanking transmission should be capable of being upgraded in Cat B fit out to at least $D_{nF,w}$ 53 dB.	Statement
7.7.14	• Vibration transfer from continuous sources e.g., plant items, to internal areas should not exceed 0.01 m/s ² peak acceleration based on Wb weighting as defined in clause 3.3 of BS 6472-1: 2008.	Statement
7.8	Surfaces and Finishes	
7.8.1	Generally carpet with a combination of durability, quality and low static plus a minimum recycled content of 50%. Computer rooms and wiring cabinets etc., will use an anti-static vinyl finish (pre-finished on raised floor tiles).	Accepted, specification to be developed to accommodate this requirement.
7.8.2	• Slip resistant non reflecting surfaces	Accepted, specification to be developed to accommodate this requirement.
7.8.3	• Avoid echo and reverberation	Accepted, specification to be developed to accommodate this requirement.
7.8.4	• Colour contrasting to doorways relative to wall finishes	Accepted, specification to be developed to accommodate this requirement.
7.8.5	• Avoid confusing patterns and background colours	Accepted, specification to be developed to accommodate this requirement.
7.8.6	• Avoid glare from natural and artificial lighting	Accepted, specification to be developed to accommodate this requirement.
7.9	Doors	
7.9.1	Doors often have to meet specific acoustic and fire integrity requirements and these should be identified early together with interfaces for security access and key suiting.	Accepted.
7.9.2	• Doors to core areas can vary between good quality paint grade timber/metal and timber veneer	Accepted, painted grade proposed. To be agreed with LBL during RDD process
7.9.3	• Ensure that door edges do not present hazard to visually impaired people when in hold open position. Provide planter boxes or contrasted texture flooring to guide people into line of doors.	Accepted
7.9.4	• Light pressure delay check door closers should be provided to self-closing doors.	Accepted
7.9.5	• Vision panels as for Part M of Building Regulations.	Accepted

ER Ref.	Requirement	Kajima response
7.9.6	<ul style="list-style-type: none"> Colour contrasted easy grip lever furniture and ironmongery 	Accepted, the design currently complies or will comply with this standard
7.9.7	<ul style="list-style-type: none"> Fully glazed doors to have additional visual identification. 	Accepted
7.9.8	<ul style="list-style-type: none"> Clear widths in accordance with accessibility guidance. 	Accepted, In existing buildings the clear widths will be optimised where possible.
7.9.9	<ul style="list-style-type: none"> Level access to all doors including escape doors. 	Accepted
7.9.10	<ul style="list-style-type: none"> Generally doors in main circulation routes should be held open 	Accepted, Design does or will comply with this standard
7.10	Walls	
7.10.1	Where not forming part of the building superstructure, internal solid walls will generally to be dense concrete block work. Plasterboard on metal or timber studs with acoustic treatment, will be used where appropriate to subdivide areas.	Accepted, Design does or will comply with this standard
7.10.2	Core and column walls should be painted plasterboard with MDF or similar skirting and offer a clean and simple backdrop.	Accepted, Design does or will comply with this standard
7.11	Finishes and Fixtures	
7.11.1	The compliant bid is for a Category A fit out. Bidders are also requested to provide mandatory variant bids of 1) Category A + B fit out and 2) Category A + B fit out + Fixtures, Fittings and Equipment as defined in Section 17.	Accepted, Design does or will comply with this standard
7.11.2	Finishes in all areas of the building should be fit for purpose.	Accepted, Design does or will comply with this standard
7.11.3	The variant proposal for Cat B assumptions should be based on the following assumptions:	
7.11.4	<ul style="list-style-type: none"> Landlord's areas, reception, stairs, lifts and WCs should be designed using durable materials selected to ease maintenance but with some imagination that gives the building design individuality. 	Accepted
7.11.5	<ul style="list-style-type: none"> Standardised refreshment areas should be provided complete with hot and cold drinking water, sink, paper towel dispenser, storage, dishwasher and small refrigerator. Refrigerators are intended for milk and snacks and not staff shopping. No kettles, microwaves or toasters etc., will be allowed. 	Accepted
7.12	Wayfinding	
7.12.1	The developer should allow for agreeing with the Council a way finding strategy to enable customers, staff and visitors to easily navigate within and between buildings. The way finding could include:	Accepted. Wayfinding Design to be agreed with LBL during RDD process
7.12.2	<ul style="list-style-type: none"> External building signs. 	Accepted. Design to be agreed with LBL during RDD process
7.12.3	<ul style="list-style-type: none"> External site signs e.g., showing a map of the overall site with building and use locations. 	Accepted. Design to be agreed with LBL during RDD process

ER Ref.	Requirement	Kajima response
7.12.4	<ul style="list-style-type: none"> Internal building directories. 	Accepted. Design to be agreed with LBL during RDD process
7.12.5	<ul style="list-style-type: none"> Floor and room signs. 	Accepted. Design to be agreed with LBL during RDD process
7.13	Zoning for Security Outside of Opening Hours	
7.13.1	The Council's buildings will be used for both public realm (community/co-operative council, civic function and customer interface) and private non-public uses (chamber/democratic and staff).	Statement: No Response Required
7.13.2	The security systems for the buildings whether refurbished or new build should allow for zoning to allow different levels of access e.g., public, customer, staff and secure.	Accepted, the design currently complies or will comply with this standard
7.13.3	The buildings will need to operate to suit the various opening hours required by the different departments e.g., the Town Hall currently operates 24/7 with the Reception, Council Chamber, councillors facilities and Assembly Hall are often used out-of-hours, in addition the Registrars are also open on Saturdays.	Statement: No Response Required
8	Quality Control Procedures	
8.1.1	The developer should demonstrate their approach to:	Please see response to Quality Management
8.1.2	<ul style="list-style-type: none"> Their philosophy regarding the Council's brand 	
8.1.3	<ul style="list-style-type: none"> Their desire to forge a mutually beneficial, long term relationship 	
8.1.4	<ul style="list-style-type: none"> Their approach to client aspirations which articulate spatial solutions 	
8.1.5	<ul style="list-style-type: none"> Their ability to operate as a team player 	
8.1.6	<ul style="list-style-type: none"> Developing well organised, systematic, pragmatic approach to buildability, affordability and timely production of information 	
8.1.7	<ul style="list-style-type: none"> Agility in their approach to design development and change 	
8.1.8	The developer will be required to engage with council staff on a number of reviewable design items. A list of these items will be developed later in the dialogue process.	A list of proposed RDD items is set out in Section 2.
9	Sustainability	
9.1	Context	
9.1.1	The Council has adopted the One Planet Living (OPL) development framework which uses the following 10 principles:	Design currently meets or will meet standard proposed
9.1.2	<ul style="list-style-type: none"> Zero Carbon 	
9.1.3	<ul style="list-style-type: none"> Zero Waste 	
9.1.4	<ul style="list-style-type: none"> Sustainable Transport 	
9.1.5	<ul style="list-style-type: none"> Local and Sustainable Materials 	
9.1.6	<ul style="list-style-type: none"> Local and Sustainable Food 	
9.1.7	<ul style="list-style-type: none"> Sustainable Water 	

ER Ref.	Requirement	Kajima response
9.1.8	<ul style="list-style-type: none"> Land Use and Wildlife 	
9.1.9	<ul style="list-style-type: none"> Culture and Heritage 	
9.1.10	<ul style="list-style-type: none"> Equity and Fair Trade 	
9.1.11	<ul style="list-style-type: none"> Health and Happiness 	
9.1.12	Adhering to these principles, and the targets the Council has adopted for Future Brixton, will ensure that the refurbishments and developments will enhance the whole standard of the community, will stand the test of time and will be a leading example of sustainable urban development.	Statement: No Response required
9.1.13	New developments have a big impact on the environment: during the construction phase, they are the source of direct and indirect emissions that contribute to climate change and require the use of a significant amount of natural resources. They also have on-going impacts as residents live and use the buildings. It is therefore vital that care is given at the design stage to ensure that industry best practices are implemented and that innovative solutions are found to address specific site issues.	
9.1.14	Lambeth's Office Accommodation Strategy (OAS) focussed in Brixton is an opportunity to design new buildings and refurbish existing ones in such a way that these impacts are reduced, at construction phase but also during on-going use of the buildings.	
9.1.15	In order to assess the sustainability credentials of development proposals, the Council will use the One Planet Living framework. This holistic framework includes 10 principles that provide guidance to help project teams develop appropriate solutions to embed sustainability at the core of their design and communicate the actions being taken to key stakeholders. This provides a coherent overall structure for all aspects of sustainability and not just building fabrics, i.e. it looks at lifestyle, culture and community aspects as well.	
9.1.16	In addition to the One Planet Living framework, the Council will use the Code for Sustainable Homes (CSH) and BREEAM assessment criteria as they are well recognised national rating systems for assessing the sustainability of individual buildings and allow easier enforcement by the planning department. Both systems provide frameworks to reduce the environmental impact of new buildings through the integration of energy and water efficiency measures, climate change adaptation measures and by using less polluting materials.	

ER Ref.	Requirement	Kajima response
9.1.17	The Council appreciates that in order to achieve BREEAM excellent, the council will need to contribute and assist the process by working to achieve pre and post construction credits. During Stage 2 the responsibilities for achieving credits and which ones can be achieved by the Council will be shared.	
9.1.18	The environmental impact of the new building is to be reduced through the integration of energy and water efficiency measures, climate change adaptation measures and by using less polluting materials. The Developer shall ensure compliance with all requirements stated in the Bioregional Sustainability Requirements Design Brief document.	
9.2	Developer Requirements	
9.2.1	The Developer shall ensure that all necessary sustainability measures are incorporated into their design. In order to assess the sustainability of the proposals, the Council will use the One Planet Living framework, the Code for Sustainable Homes (CSH) and BREEAM. The following BREEAM standards for both residential and commercial buildings within the Town Hall site are to be applied:	Accepted – Design currently meets or will meet standard proposed
9.2.2	<ul style="list-style-type: none"> Domestic: Code for Sustainable Homes 	Accepted – Design currently meets or will meet standard proposed
9.2.3	<ul style="list-style-type: none"> Offices: BREEAM New Construction for Offices 	Accepted – Design currently meets or will meet standard proposed
9.2.4	<ul style="list-style-type: none"> Retail: BREEAM New Construction for Retail 	Accepted – Design currently meets or will meet standard proposed
9.2.5	<ul style="list-style-type: none"> Major refurbishment (domestic and non-domestic): BREEAM refurbishment (when launched) or BREEAM 2011 	Accepted – Design currently meets or will meet standard proposed
9.2.6	<ul style="list-style-type: none"> Carbon Trust Heating Control Technology Guide (as provided within the data room) 	Accepted – Design currently meets or will meet standard proposed
9.2.7	A Design Stage assessment is to be provided for CSH and BREEAM to confirm how the required levels are to be achieved. Following construction, the Developer shall provide a Post Construction Review for both the CSH and BREEAM confirming achievement of the required levels. Full certification will be provided through the BRE a maximum of two months following Practical Completion. The new building works and major refurbishment works are to achieve sustainability standards as follows:	Accepted – Design currently meets or will meet standard proposed
9.2.8	<ul style="list-style-type: none"> CSH Level 4 for domestic new build. 	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.2.9	<ul style="list-style-type: none"> BREEAM "Excellent" for non-domestic new build and for refurbishments as a minimum and looking to exceed this standard wherever possible. 	BREEAM Excellent for New Building is Accepted For Refurbished Buildings, BREEAM 'Very Good' will be achieved only, as to achieve Excellent would be cost prohibitive, however these refurbished buildings will benefit from significant improvements in the workplace environments and will realise significant running cost savings. These cost savings will be due to the low energy and sustainable measures such as much increased efficiency and control of the heating, ventilation and lighting systems. See the submittal for details of these systems.
9.2.10	The Developer shall also ensure that a Post Occupancy Evaluation is carried out in line with CIBSE guidelines.	Accepted – Design currently meets or will meet standard proposed
9.2.11	A strategy for achieving net zero carbon target by 2020 shall be provided. A detailed energy strategy will be required at detailed planning stage for both new build and refurbishment for all building types. This strategy will include:	Accepted – Design currently meets or will meet standard proposed
9.2.12	<ul style="list-style-type: none"> The expected energy demand and carbon emissions from the development 	Accepted – Design currently meets or will meet standard proposed
9.2.13	<ul style="list-style-type: none"> The expected energy and carbon dioxide emissions savings from proposed energy efficiency and renewable energy measures. 	Accepted – Design currently meets or will meet standard proposed
9.2.14	The Developer shall also ensure that a Post Occupancy Evaluation is carried out in line with CIBSE guidelines.	Accepted – Design currently meets or will meet standard proposed
9.2.15	A strategy for achieving net zero carbon target by 2020 shall be provided. A detailed energy strategy will be required at detailed planning stage for both new build and refurbishment for all building types. This strategy will include	Accepted – Design currently meets or will meet standard proposed
9.2.16	<ul style="list-style-type: none"> The expected energy demand and carbon emissions from the development 	Accepted – Design currently meets or will meet standard proposed
9.2.17	<ul style="list-style-type: none"> The expected energy and carbon dioxide emissions savings from proposed energy efficiency and renewable energy measures. 	Accepted – Design currently meets or will meet standard proposed
9.2.18	The development should incorporate passive design measures that take advantage of natural light and heat from the sun and use natural ventilation, whilst preventing overheating in the summer.	Accepted – Design currently meets or will meet standard proposed
9.2.19	Consideration should be given to the installation of a heat and power network and if feasible, the Developer should maximise connection opportunities. The heat network should be supplied by a renewable form of energy wherever possible	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.2.20	Renewable energy sources should be favoured and consideration should be given to the use of solar PV, solar water heating, wood fuel heating and potentially ground source and air source heating systems.	Accepted – Design currently meets or will meet standard proposed
9.2.21	The Developer shall investigate the use of water efficient appliances, metering, rainwater harvesting systems, leak detection systems.	Accepted – Design currently meets or will meet standard proposed
9.3 Design Targets for Developer		
9.3.1 Mandatory Overarching Requirements		
9.3.2	The following requirements will be expected as part of the Office Accommodation Strategy (OAS) development:	
9.3.3	<ul style="list-style-type: none"> All new buildings and major refurbishments should achieve minimum sustainability standards in accordance with the following: 	
9.3.4	<ul style="list-style-type: none"> CSH Level 4 for domestic new build 	Accepted – Design currently meets or will meet standard proposed
9.3.5	<ul style="list-style-type: none"> BREEAM "Excellent" for non-domestic new build and for refurbishments as a minimum and looking to exceed this standard wherever possible. 	BREEAM Excellent for New Building is Accepted For Refurbished Buildings, BREEAM 'Very Good' will be achieved only, as to achieve Excellent would be cost prohibitive, however these refurbished buildings will benefit from significant improvements in the workplace environments and will realise significant running cost savings. These cost savings will be due to the low energy and sustainable measures such as much increased efficiency and control of the heating, ventilation and lighting systems. See the submittal for details of these systems
9.3.6	<ul style="list-style-type: none"> The sustainability credentials of the overall scheme will be supported by a One Planet Action Plan which will include detailed strategies for each of the One Planet Living principles. 	Accepted – Design currently meets or will meet standard proposed
9.3.7	<ul style="list-style-type: none"> Additional specific targets will be given to cover areas not covered or sufficiently covered by the CSH and BREEAM standards, see details below 	Accepted – Design currently meets or will meet standard proposed
9.3.8	<ul style="list-style-type: none"> All staff included in the developments of the OAS site should receive a One Planet Living induction (for example using the One Planet for One Hour video). This should include designers, site workers, council staff and office workers and could also include residents. 	Accepted – Design currently meets or will meet standard proposed
9.3.9	Zero Carbon	Accepted, the design currently complies or will comply with this standard

ER Ref.	Requirement	Kajima response
9.3.10	Lambeth Council's aspirations for the OAS developments is to achieve a net zero carbon requirement by 2020, as per the One Planet Zero Carbon target. This means that all expected emissions (arising from both regulated and unregulated energy use) should be reduced through energy efficiency measures (building fabric and connection to a heat network) and renewable energy technologies, located both on-site and off-site (see below for allowable solution definition). Lambeth will therefore expect the OAS developments to meet the relevant energy standards of CSH Level 4 and BREEAM "Excellent" as soon as the buildings are built as a minimum and to define its own strategy for achieving the net zero carbon target by 2020. This means that intermediary solutions might be implemented before the 2020 target is achieved.	
9.3.11	Overall energy requirements:	
9.3.12	<ul style="list-style-type: none"> Development at OAS to achieve net zero carbon by 2020 	
9.3.13	<ul style="list-style-type: none"> A detailed energy strategy will be required at detailed planning stage for both new build and refurbishment for all building types. This strategy will have to include: 	Statement
9.3.14	<ul style="list-style-type: none"> The expected energy demand and carbon emissions from the development 	Statement
9.3.15	<ul style="list-style-type: none"> The expected energy and carbon dioxide emissions savings from proposed energy efficiency and renewable energy measures 	Statement
9.3.16	<ul style="list-style-type: none"> The actions that will be implemented during construction and on-going use of the site by residents should also be clearly explained. 	Statement
9.3.17	Specific energy requirements:	
9.3.18	The following are specific energy requirements that should be integrated by developers of the OAS.	
9.3.19	All development should incorporate passive design measures that take advantage of natural light and heat from the sun and use natural ventilation, whilst preventing overheating in the summer	Accepted, the design currently complies or will comply with this standard
9.3.20	Energy demand can be vastly reduced by passive solar design. This means designing buildings to take maximum advantage of free heat from the sun and free ventilation and cooling from the wind.	Statement
9.3.21	All proposals should investigate the integration of a heat and power network and plan the following:	
9.3.22	<ul style="list-style-type: none"> All buildings should be designed and built with a communal heating system 	Accepted, the design currently complies or will comply with this standard

ER Ref.	Requirement	Kajima response
9.3.23	<ul style="list-style-type: none"> Include provision of an efficient gas or renewable fuel boiler system for temporary use in any buildings completed before the site-wide energy network is completed 	
9.3.24	If a heat and power network is deemed feasible, all developers should engage with relevant stakeholders to ensure the network is taken forward to maximise connection opportunities. Particularly:	
9.3.25	<ul style="list-style-type: none"> Engage with existing local heat users to try and facilitate their connection to the energy network 	Statement
9.3.26	<ul style="list-style-type: none"> Explore the feasibility of connection to existing heat sources and take this forward wherever possible 	Statement
9.3.27	<ul style="list-style-type: none"> The heat network should be supplied by a renewable form of energy wherever possible 	Statement
9.3.28	Decentralised energy generation is the use of an energy network to supply heat and/or power to a number of buildings from a local energy source. This can be a more efficient supply and lead to carbon dioxide savings. The density and proximity of the buildings in the OAS, as well as the complementary nature of heat requirements of residential and offices/retail units may be suitable for the integration of a heat only or heat and power network (2) serving the different building types in OAS development, whether new build or refurbished. Opportunities to use existing sources of heat in the vicinity should be explored as a starting point. Developers should also investigate whether there are existing buildings with high heat demand located directly in the vicinity of the OAS site that could also be connected to a future heat or heat and power network. This network could then potentially be connected to other regeneration areas of the Brixton town centre.	Statement
	(2): In the case of the site, a heat and power network refers to a system that would be communal to all the buildings included in the OAS as opposed to a network that would expand to other areas in Brixton.	
9.3.29	If a heat network is planned by the Council, planning conditions/obligations will be used to ensure that all buildings are connected. All buildings will need to plan for interim heating measures until the entire network is made available, which means that communal solutions with wet distribution systems should be installed.	Statement

ER Ref.	Requirement	Kajima response
9.3.30	Finally the source of fuel to be used for the energy centre should favour renewable energy sources wherever possible. However, as long as the development achieves the relevant CSH and BREEAM requirements at the time of construction, there is no compulsory requirement on the type of fuel that would be used for the network. Mains gas could be the initial fuel type used but the energy centre could be enabled to adapt to a renewable source (e.g. biomass or biogas) at a later date. This would be an element of the strategy to achieve the net zero carbon target.	Statement
9.3.31	Proposals should investigate and include renewable energy technologies to meet a proportion of the remaining energy demand after energy efficiency measures and decentralised energy have been planned	Statement
9.3.32	As much as possible of the energy demand remaining after passive design and energy efficiency (including decentralised energy) are applied should be supplied from renewable sources produced on-site. This reduces the development's reliance on remote sources of energy, including imported oil and gas. All low and zero carbon technologies should be investigated, particularly taking into account innovative technologies that may come forward in the future. However, due to the high density of buildings in the OAS, it is expected that only a limited number of technologies will be appropriate for this site. This should include solar PV, solar water heating, wood fuel heating and potentially ground source and air source heating systems.	Statement
9.3.33	Proposals should detail allowable solutions proposed for the site consisting of off-site renewable energy installations	Statement
9.3.34	In order to meet minimum CSH Level 4 and beyond, the majority of the required carbon reduction can be met on-site through good design, energy efficiency and on-site renewable energy technologies. However, in order to achieve the net zero carbon by 2020 target, it is likely that some remaining carbon dioxide emissions after the above measures have been implemented will need to be addressed through allowable solutions. These are off-site means of reducing carbon dioxide emissions. They have not yet been fully defined by the Government but are likely to be measures such as installing renewable energy generating capacity off-site.	Statement

ER Ref.	Requirement	Kajima response
9.3.35	Based on the One Planet Living requirement, the Council's preference for the form of allowable solutions at the OAS is investment in off-site renewable energy sources only (not through 'green tariffs')	Statement
9.3.36	Zero Waste	Accepted – Design currently meets or will meet standard proposed
9.3.37	Behind this concept is the idea to reduce the amount of waste generated, to promote recycling and reduce the amount of waste sent to landfill. In the long term, the aim is to eliminate the 'concept of waste' so that we can think of all material as a resource.	
9.3.38	Construction waste	
9.3.39	A site waste management plan should be submitted to and agreed by the council before construction starts. During demolition and construction, waste should be reused according to the guidance in the Institute of Civil Engineer's Demolition Protocol. Where it cannot be reused, it should be recycled according to the guidance in the same Protocol.	Accepted – Design currently meets or will meet standard proposed
9.3.40	The construction sector uses over 420 million tonnes of material resources a year. It generates around 90 million tonnes of construction and demolition waste, three times the waste produced by all UK households combined. 13 million tonnes of construction materials are delivered to building sites but never used. It is essential that the design of the development and the management of the build programme consider how to minimise construction waste at every stage.	Accepted – Design currently meets or will meet standard proposed
9.3.41	OAS development will be expected to:	
9.3.42	• Minimise the creation of waste in the first place	Statement
9.3.43	• Re-use waste from the construction process	Statement
9.3.44	• Allow as much waste as possible to be recycled on other nearby development sites	Statement
9.3.45	At least 95% of waste by weight generated by construction and demolition should be reclaimed or recycled.	Statement
9.3.46	Household waste	
9.3.47	Residential developments should meet the waste standards of the CSH	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.3.48	Currently about 70% of most domestic waste can be recycled. Therefore high levels of recycling from residents and businesses moving into new/refurbished buildings should be encouraged. Recycling and composting facilities should be as easy to access as waste facilities. This means provision of space within buildings to store recyclables as well as easily accessible and secure outside space for storing rubbish and recycling.	Accepted – Design currently meets or will meet standard proposed
9.3.49	Ultimately, by 2020, at least 70% of domestic waste by weight generated will be reclaimed, recycled or composted. And ideally no more than 2% of waste by weight should be sent to landfill.	Statement
9.3.50	Commercial waste	
9.3.51	Non-residential developments and major refurbishments should meet the waste standards required for BREEAM "Excellent"	Accepted – Design currently meets or will meet standard proposed
9.3.52	Office waste generally contains a higher proportion of paper than domestic waste and a target of 80% can be set for reclaiming, recycling and composting. Again, ideally no more than 2% of waste by weight should be sent to landfill by 2020.	Statement
9.3.53	It is worth designing in separate white office paper collection as this is a high grade waste which can be recycled back into high grade office paper in a closed loop.	Statement
9.3.54	Additional recycling facilities can include collection for drinks cans and bottles, toner cartridges, electrical goods, batteries and food waste.	Statement
9.3.55	Sustainable Transport	Accepted, the design currently complies or will comply with this standard
9.3.56	The Town Hall site is very well connected to public transport with Brixton underground station, overland train station and bus stops all within a few minutes walking distance. The development should therefore encourage that best use is made of all these facilities. This should be achieved through careful design but also promotion to residents after the site has been built/refurbished. In addition, the size of the development allows for measures to be implemented across the different building types.	Statement
9.3.57	Strategies for sustainable transport should investigate how to:	
9.3.58	• Reduce the need to travel, for example through the promotion of home-working	Statement
9.3.59	• Encourage use of the very good public transport facilities existing near the site	Statement

ER Ref.	Requirement	Kajima response
9.3.60	• Provide an affordable car club service within the development for domestic and non-domestic residents to access	Statement
9.3.61	• Encourage alternatives to private car ownership, for example by providing only car club and disabled parking spaces as part of the development	Statement
9.3.62	• Encourage walking and cycling, for example through provision of showers and lockers in the commercial /office spaces as well as adequate and secured cycling facilities	Statement
9.3.63	• Promotion of sustainable transport lifestyles, for example through the commissioning of a travel plan coordinator responsible for the implementation of individual travel plans	Statement
9.3.64	Proposals should include a transport strategy that explains how impacts of transport of materials during construction will be minimised	Statement
9.3.65	The impact arising from the transport of materials during construction is very significant. There are also opportunities to reduce this through the following:	Statement
9.3.66	• Green Supply Chain Travel Plan to maximise water and rail freight transport where possible and to liaise with suppliers and sub-contractors to pass requirements down the supply chain.	Statement
9.3.67	• Develop a Green Travel Plan for construction and managerial personnel to travel to the site using sustainable transport methods	Statement
9.3.68	• Support the car club and lift sharing, either with a notice board or through programmes such as lift sharing	Statement
9.3.69	• Promote walking and cycling to work through incentives, cycle parking, showers, etc.	Statement
9.3.70	• Provide lockable and highly secure storage on site for personal tools so staff do not need to transport them every day	Statement
9.3.71	• Use locally sourced waste cooking oil/renewably sourced electricity to run site vehicles	Statement
9.3.72	• Monitor and report on fuel use, staff and supply transport	Statement
9.3.73	Sustainable materials	
9.3.74	The One Planet Living framework promotes the use of high quality, low carbon, recycled and local materials for building construction, maintenance and everyday products used by the community in the long term. A key aim is to make it easy for households and businesses to choose high quality and low impact alternatives to every day goods and materials.	Statement

ER Ref.	Requirement	Kajima response
9.3.75	A pre-demolition audit should be carried out for the whole site in line with the Institute of Civil Engineers' Demolition Protocol. Where this demonstrates that re-use of a building is not possible, an appraisal of the potential to re-use and recycle the materials on-site should be made using the same protocol.	Statement
9.3.76	The energy used to create materials and in the construction process adds to a development's ecological and carbon footprints. The energy embodied in new construction and refurbishment each year accounts for about 10% of UK energy consumption. Roughly half of this is used in the extraction and manufacture of materials. The other half is largely from transport (getting the materials to the processing plant or to site). Building materials also have other potential impacts such as the emission of potent greenhouse gases (e.g. HCFCs) from manufacture, and environmental degradation during extraction and processing. There is a finite amount of resources available on the planet, so use of virgin materials should be minimised as far as possible.	Statement
9.3.77	Developments should therefore look at:	Statement
9.3.78	<ul style="list-style-type: none"> Adopting design and procurement methods which minimise the use of materials and generation of waste (for example through re-use of existing buildings rather than demolishing them; re-use and recycle materials on-site) 	
9.3.79	<ul style="list-style-type: none"> Specifying materials with low embodied energy and no substances contributing to ozone depletion 	
9.3.80	<ul style="list-style-type: none"> Prioritising construction materials that are low impact, durable, local, reclaimed and from a replenishable source. Where possible, high impact or polluting materials (for example PVC and aluminium) will be avoided 	
9.3.81	<ul style="list-style-type: none"> Considering the life cycle impact of buildings in design. This means design and materials choices that enable easy maintenance and longevity. Buildings will be designed with consideration for deconstruction so that on decommissioning, the materials can be recovered and re-used. 	
9.3.82	Proposals should aim to meet the materials and requirements set out below	
9.3.83	The use of materials with a low environmental impact is not given significant weight in the scoring of the Code for Sustainable Homes or BREEAM. To meet the exemplar vision, additional requirements have therefore been set out below:	Statement

ER Ref.	Requirement	Kajima response
9.3.84	50% (by value) of construction materials should be sourced within 50 miles of the site	Accepted – Design currently meets or will meet standard proposed
9.3.85	20% (by value) of construction materials should be recycled or reused	Accepted – Design currently meets or will meet standard proposed
9.3.86	All materials should be responsibly sourced. New timber should be PEFC certified or FSC, CSA or SFI certified with a Chain of Custody Certificate. Other materials should be certified using the BRE's BES 6001 Responsible Sourcing of Construction Products scheme.	Accepted – Design currently meets or will meet standard proposed
9.3.87	Building materials should be long lasting, taking into account their use and the conditions they will be exposed to	Accepted – Design currently meets or will meet standard proposed
9.3.88	Residential developments should achieve an A+ to B rating from the BRE Green Guide to Material Specification (or equivalent replacement guide) on at least 3 of the following: roof, external walls, internal walls (including separating walls), upper and ground floors (including separating floors, and windows).	Accepted – Design currently meets or will meet standard proposed
9.3.89	Non-residential developments should achieve an A+ to B rating from the above guide on at least 3 of the following: roof, external walls, internal walls, upper floor slabs, floor finishes/coverings, and windows.	Accepted – Design currently meets or will meet standard proposed
9.3.90	Proposals should include a sustainable materials strategy for long-term involvement with residents and workers	Accepted – Design currently meets or will meet standard proposed
9.3.91	Finally, sustainable material strategies should investigate how to enable residents and workers to reduce consumption and choose low impact goods in the long-term (e.g. sharing of goods, knowledge through community intranet) and specify how these strategies will be implemented.	Accepted – Design currently meets or will meet standard proposed
9.3.92	Local and sustainable food	
9.3.93	Around a quarter of an individuals' ecological footprint comes from food. This can be reduced by eating more local, seasonal and organic food. The Town Hall site should maximise the potential to assist residents to grow their own food, and to source more from local and seasonal sources.	Accepted – Design currently meets or will meet standard proposed
9.3.94	When residents understand the benefits of local food, they are more likely to source more fresh food locally. This has many benefits, making residents healthier, reducing food miles and stimulating the local economy.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.3.95	Proposals should include a detailed food strategy that promotes long-term adoption of local and sustainable food habits, both to residents and workforce during construction, in accordance with guidelines below	Accepted – Design currently meets or will meet standard proposed
9.3.96	Strategies to promote local and sustainable food in the long-term should investigate the following:	Accepted – Design currently meets or will meet standard proposed
9.3.97	<ul style="list-style-type: none"> Encourage on-site food growing – even if there is only limited space on the site due to its high density, mini-allotments on roof-tops and window boxes can be integrated in the design, along with edible landscaping in communal areas 	Accepted – Design currently meets or will meet standard proposed
9.3.98	<ul style="list-style-type: none"> Link with local retailers and markets and producers (e.g. box schemes) 	Accepted – Design currently meets or will meet standard proposed
9.3.99	<ul style="list-style-type: none"> Promote cooking courses 	Accepted – Design currently meets or will meet standard proposed
9.3.100	<ul style="list-style-type: none"> Support companies to employ caterers with green credentials 	Accepted – Design currently meets or will meet standard proposed
9.3.101	During construction, healthy eating should be promoted to workers by providing exclusively catering facilities on site that follow the Local and Sustainable Food principle.	Accepted – Design currently meets or will meet standard proposed
9.3.102	Sustainable water	
9.3.103	For both water consumption and water surface run-off:	Accepted – Design currently meets or will meet standard proposed
9.3.104	<ul style="list-style-type: none"> Residential developments should meet the water standards of the CSH Level. 4 	Accepted – Design currently meets or will meet standard proposed
9.3.105	<ul style="list-style-type: none"> Non-residential developments and major refurbishments should meet the water standards required for BREEAM "Excellent" 	Accepted – Design currently meets or will meet standard proposed
9.3.106	London's supply of fresh water is already under stress as there is a lack of supply in dry years. The average consumption of a Londoner is 160l litres/person/day, which is 7% higher than the national average. This water shortage will only be exacerbated by the effects of climate change (more sporadic and intense rainfall and a higher likelihood of droughts) and with the expected increase in population. It is therefore crucial that new developments and major refurbishments adopt best practice in water conservation, water efficiency and recycling, and surface water management.	Accepted – Design currently meets or will meet standard proposed
9.3.107	Measures that should be investigated by developers are:	
9.3.108	<ul style="list-style-type: none"> Use of water efficient appliances, metering, rainwater harvesting systems, leak detection systems 	Accepted – Design currently meets or will meet standard proposed
9.3.109	<ul style="list-style-type: none"> Use of drought resistant species of plants to avoid irrigation 	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.3.110	The Town Hall site has a low risk of flooding from fluvial and tidal flooding, as classified by the Environment Agency. However, poorly designed or maintained drainage and too many hard surfaces in new/refurbishment development can lead to localised surface water flooding in heavy rainfall. This can also increase the risk of flooding elsewhere. Run-off must therefore be attenuated using sustainable urban drainage systems (SUDs) and not discharged into the sewer. In addition, green roofs should be integrated where possible to reduce the amount of surface water run-off.	Accepted – Design currently meets or will meet standard proposed
9.3.111	Land use and wildlife	
9.3.112	<ul style="list-style-type: none"> develop a strategy to improve biodiversity on the long-term 	Accepted – Design currently meets or will meet standard proposed
9.3.113	<ul style="list-style-type: none"> achieve a net gain in biodiversity and meet relevant requirements of the CSH and BREEAM standards 	Accepted – Design currently meets or will meet standard proposed
9.3.114	The aim of this principle is to promote local biodiversity and biological productivity, as well as supporting beautiful landscapes.	Accepted – Design currently meets or will meet standard proposed
9.3.115	Due to its urban location, density and lack of current green spaces, the current biodiversity level at the OAS site is expected to be fairly low and there is limited opportunity to increase natural landscape. Nevertheless, the Council expects the developments on the OAS site to achieve a net gain in biodiversity and biological productivity.	Accepted – Design currently meets or will meet standard proposed
9.3.116	This can be achieved through, for example:	Accepted – Design currently meets or will meet standard proposed
9.3.117	<ul style="list-style-type: none"> Include a natural habitats and biodiversity management plan, working in collaboration with professional ecologists and project landscape architects 	
9.3.118	<ul style="list-style-type: none"> Include green and/or brown roofs in the buildings 	
9.3.119	<ul style="list-style-type: none"> Incorporate habitat needs into design of development e.g., bat boxes, bird boxes, bee habitats 	
9.3.120	Culture and community	Accepted, the design currently complies or will comply with this standard
9.3.121	Proposals should include a detailed strategy that promotes a long-term vision for promoting a diverse, culturally rich community connected to its local environment	
9.3.122	The aim is to create a thriving sense of place and a sense of community through enhancing and reviving valuable aspects of local culture and heritage and by promoting a new culture of sustainable living.	

ER Ref.	Requirement	Kajima response
9.3.123	Brixton is a vibrant community rich of numerous different cultures. The local cultural knowledge built up over generations should be used when building a strategy on this theme for developments at the OAS.	
9.3.124	This can be done across the different phases of the development through:	
9.3.125	<ul style="list-style-type: none"> Co-production, consultation and engagement with the local community to ensure understanding of local specificities and good integration of the development in its environment 	
9.3.126	<ul style="list-style-type: none"> Setting-up of a community focus to support community cohesion and interaction 	
9.3.127	<ul style="list-style-type: none"> Integration of One Planet Living centre within the community centre 	
9.3.128	Equity and local economy	Accepted – Design currently meets or will meet standard proposed
9.3.129	Proposals should include a detailed strategy that provides a long-term vision for promoting equity and local economy.	
9.3.130	Two priority groups within the local community will be identified and actions taken to improve their welfare (through coordination)	
9.3.131	This principle aims to promote diverse and resilient local economies. The following approach should be adopted to maximise the benefits of this regeneration scheme to the local population:	
9.3.132	<ul style="list-style-type: none"> Encourage local green economy through: 	
9.3.133	<ul style="list-style-type: none"> Working with local contractors and suppliers. If feasible, local unemployed people should be trained and recruited to work on the scheme 	
9.3.134	<ul style="list-style-type: none"> Support the use of retail spaces by organisations that sell services/products that promote environmental and social sustainability at an affordable and fair trade price and bringing value to the local community. 	
9.3.135	<ul style="list-style-type: none"> Allow affordability of the units with a range of prices in private properties and in lease to encourage first-time buyers and local entrepreneurs or start-ups. Release a proportion of the units in priority to local people/homebuyers. 	
9.3.136	<ul style="list-style-type: none"> Ensure physical accessibility to all (e.g. wheelchair access) 	
9.3.137	Health and happiness	

ER Ref.	Requirement	Kajima response
9.3.138	Proposals should include a detailed strategy that provides a long-term vision for promoting a healthy and happy community. It will also describe two showcase initiatives that will promote health and happiness and implement them	
9.3.139	Residential developments should meet the Health & well-being standards of the CSH and BREEAM schemes	
9.3.140	This principle aims at making it easy for residents and the local community to live a healthier lifestyle. The development should adopt an exemplar approach during construction and long term community management, aspiring to global best practice.	
9.3.141	The following approach should be adopted:	
9.3.142	<ul style="list-style-type: none"> Design buildings and infrastructure in a way that promotes well-being (noise, light, pollution, etc) 	
9.3.143	<ul style="list-style-type: none"> Working with existing community groups, establish a community trust that will become a key vehicle to establish and maintain a 'community spirit', support residents to adopt healthier lifestyles etc 	
9.3.144	<ul style="list-style-type: none"> Working with existing community groups, set-up a community extranet to facilitate social interaction within the local community 	
9.3.145	<ul style="list-style-type: none"> Provide information to residents on healthier lifestyles 	
9.3.146	<ul style="list-style-type: none"> Monitor ongoing building performance and residents' satisfaction (through the community trust) 	
9.3.147	Other measures	
9.3.148	Climate change mitigation and adaptation	
9.3.149	Proposals should include a detailed strategy that explains how the development has been designed to mitigate against and adapt to the future impacts of climate change	Accepted – Design currently meets or will meet standard proposed
9.3.150	Climate change is likely to mean hotter, drier summers and wetter, milder winters with more intense rainfall. Any new development will need to be designed so that it remains comfortable for users over its lifetime. It should also avoid making local climatic conditions worse. Key issues to be considered include:	Accepted – Design currently meets or will meet standard proposed
9.3.151	<ul style="list-style-type: none"> Flood risk 	
9.3.152	<ul style="list-style-type: none"> High temperatures (and resultant need for cooling) 	
9.3.153	<ul style="list-style-type: none"> Water supply and quality 	
9.3.154	<ul style="list-style-type: none"> Managing ground conditions 	

ER Ref.	Requirement	Kajima response
9.3.155	Best practice guidelines have been developed on how to accommodate to climate change in new / refurbished developments. Some of these include:	Accepted – Design currently meets or will meet standard proposed
9.3.156	<ul style="list-style-type: none"> Orientate buildings to minimise summer gain and maximise winter solar gain; 	
9.3.157	<ul style="list-style-type: none"> Maximise natural ventilation; 	
9.3.158	<ul style="list-style-type: none"> Incorporate green roofs into buildings; 	
9.3.159	<ul style="list-style-type: none"> Provide amenity spaces that can be used for the enhancement of biodiversity, sustainable drainage systems and for ameliorating the urban heat island effect; 	
9.3.160	<ul style="list-style-type: none"> Be adaptable to allow for additional shading or cooling requirements as the climate changes; 	
9.3.161	<ul style="list-style-type: none"> Allow for permeable paving in order to lessen the risk of flooding. 	
9.3.162	Encourage sustainable lifestyles	Accepted – Design currently meets or will meet standard proposed
9.3.163	A green caretaking service or alternative sustainability advice should be provided for incoming occupiers of homes and commercial spaces at the site. The detailed strategy should explain how this will be achieved.	Accepted – Design currently meets or will meet standard proposed
9.3.164	Proposals should include provision of a One Planet/Lifestyles Centre and exhibition within the development	Accepted – Design currently meets or will meet standard proposed
9.3.165	In order to deliver a truly sustainable development, it is necessary to work with residents to help them live a sustainable lifestyle. Sustainability advisors or "green caretakers" are one option. They would be able to provide advice to residents and companies about how to live more sustainably and how to make the best use of features within the properties and the development as a whole. A Community Trust would be an ideal delivery method for the green caretakers. However, if this option is not taken, there should be an alternative provision.	Accepted – Design currently meets or will meet standard proposed
9.3.166	In addition, a visitors' centre and exhibition should be included as part of the OAS development, providing for example:	Accepted – Design currently meets or will meet standard proposed
9.3.167	<ul style="list-style-type: none"> Information on the OAS development's (and others covered by Future Brixton) sustainability features 	
9.3.168	<ul style="list-style-type: none"> Support and advice on sustainable lifestyles 	
9.3.169	<ul style="list-style-type: none"> Co-ordination of local relevant events and courses 	
9.3.170	<ul style="list-style-type: none"> Information on sustainability-related grants etc. available to local businesses and residents 	

ER Ref.	Requirement	Kajima response
9.3.171	There may be potential to convert the development's public information and consultation exhibition space into the new centre.	
9.4 Documents required		
9.4.1	This section highlights the type of documents that will be required through the different planning stages.	Accepted – Design currently meets or will meet standard proposed
9.4.2	Some themes under the One Planet living framework are covered by CSH and BREEAM but others are not. Specific strategies will therefore be required when not covered or not sufficiently covered by existing national standards (e.g. food).	Accepted – Design currently meets or will meet standard proposed
9.4.3	Outline planning applications must be supported by an Outline One Planet Action Plan showing how the requirements of this Design Brief will be met	Accepted – Design currently meets or will meet standard proposed
9.4.4	At the outline planning stage, an overall strategy encompassing all the 10 principles will need to be provided. This document, called a One Planet Action Plan, will need to explain what the strategy will be to achieve the different requirements specified in this brief. This Plan will also have to specify which Code and BREEAM levels are planned to be achieved for each type of building.	Accepted – Design currently meets or will meet standard proposed
9.4.5	Detailed planning applications must be supported by a detailed One Planet Action Plan demonstrating how the requirements of this Design Brief will be met, as well as CSH and BREEAM pre-assessments	Accepted – Design currently meets or will meet standard proposed
9.4.6	At the detailed planning stage, proposals will need to include a detailed OPAP covering design, construction and long-term management (explaining how occupants of the buildings will be encouraged and supported to minimise their environmental impact as they live and work in the buildings). Detailed strategies explaining how the requirements of this Design Brief will be achieved under each of the 10 principles should be provided. In addition, pre-assessments for the CSH and BREEAM will be required.	Accepted – Design currently meets or will meet standard proposed
9.4.7	Once permission is granted, Design Stage Assessments for Code and BREEAM must be submitted (before construction)	Accepted – Design currently meets or will meet standard proposed
9.4.8	Once detailed planning permission has been granted, proposals will need to include Design Stage assessments for Code and BREEAM confirming the details of how the levels required will be achieved.	Accepted – Design currently meets or will meet standard proposed
9.4.9	Post Construction reviews for CSH and BREEAM to be submitted	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
9.4.10	Following construction, developers will need to provide a Post Construction Review for both the CSH and BREEAM confirming that the levels required have been achieved.	Accepted – Design currently meets or will meet standard proposed
10 Fire		
10.1 Fire Strategy		
10.1.1	The Developer shall complete the fire strategy for the Scheme to the satisfaction of the Council's Fire Officer and all statutory consultees. The Developer shall liaise with the Council at an early stage in the design process to ensure that Council requirements are taken into account, the following elements:	Accepted – Design currently meets or will meet standard proposed
10.1.2	• Fire alarm and detection system	
10.1.3	• Fire suppression systems as appropriate	
10.1.4	• Interface and isolation of plant systems	
10.1.5	• Interface with access control system, shutters, etc	
10.1.6	• Means of escape	
10.1.7	• Water supplies for fire brigade use	
10.1.8	• Fire fighting equipment	
10.1.9	• Appropriate access for fire fighting	
10.1.10	• Emergency lighting	
10.1.11	• Access for fire appliances	
10.1.12	• Appropriate storage of flammable substances	
10.1.13	• Ventilation provision associated with any atrium, car park, staircase etc.	
10.1.14	• Standby power for fire systems, including fire-fighting lift, if necessary	
10.1.15	• Fire evacuation points to be identified	
10.1.16	The Fire Strategy for the building is to be provided to meet the Building Regulations and the requirements of the Building Control Officer. The design of the system is to be based on a risk assessment considering all issues including the nature of building users and the use of the facilities. The Fire Strategy is to ensure the safety of all building users and will be based on an agreed fire management plan for the property. The fire management plan should where necessary include, but not be limited to, the delivery of alarm, detection, escape, protected routes, hazard rooms, lighting, suppression systems etc.	

ER Ref.	Requirement	Kajima response
10.1.17	The Developer should consult with the Council and Fire Service to develop a fire engineering design which avoids excessively complex systems including ventilation. Specific fire related ventilation systems should be used only after seeking specialist advice and in conjunction with Fire Officer. It is expected that designers will work closely with the Council on these issues.	
10.1.18	The provision of automatic detection in all rooms and areas to give additional flexibility to the property should be considered.	Accepted – Design currently meets or will meet standard proposed
10.1.19	All detector heads must be accessible for maintenance.	Accepted – Design currently meets or will meet standard proposed
10.1.20	Analogue addressable systems shall be used which are compatible for central control and monitoring.	Accepted – Design currently meets or will meet standard proposed
10.1.21	Self-resetting smoke and fire dampers should be used to allow periodic testing.	Accepted – Design currently meets or will meet standard proposed
10.1.22	Fire alarm systems should be separate from BMS or security systems.	Accepted – Design currently meets or will meet standard proposed
10.1.23	Areas of high risk should be identified i.e. flammable or waste stores.	Accepted – Design currently meets or will meet standard proposed
10.2 Fire Alarm		
10.2.1	A comprehensive fire detection system comprising automatic detection, manual call points, sounders and beacons shall be installed throughout the development. The Developer shall liaise with the local Fire Officer to confirm the exact requirements for the development. The system shall be fully analogue addressable and designed to conform to BS 5839 Part 1, Category L1.	Accepted – Design currently meets or will meet standard proposed
10.2.2	The main fire alarm system control panel shall be located adjacent the main entrance and shall operate and monitor all fire alarm and detection functions throughout the building. The main panel shall be provided with an 80 character LCD display and built-in printer, together with full alarm, fault and health monitoring of the detection loops and alarm circuits. A manual over-ride facility shall be provided to allow auxiliary equipment to be over-ridden during testing of the system (Fire Test Button). The fire alarm system shall be connected via a BT line for remote monitoring. The system must be capable of being programmed for pre- alarm/two-stage evacuation.	Accepted – Design currently meets or will meet standard proposed
10.2.3	Where detection devices are located within areas which are normally locked or not visible e.g. roof voids, remote LED indicators shall be fitted.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
10.2.4	Sensor types shall be selected to minimise false alarms. The system configuration and operational characteristics shall be as indicated on the fire alarm schematic.	Accepted – Design currently meets or will meet standard proposed
10.2.5	The required fire alarm system shall provide an output signal to the security system, which shall be used by the security system to initiate the release of all necessary electro-magnetic locks.	Accepted – Design currently meets or will meet standard proposed
10.2.6	Fire alarm input/output interface units shall be provided for all mechanical control panels, security panel, gas solenoid valve and passenger lift control system. The mechanical services control shall receive signals upon activation of an alarm which initiate close down automatically, or manual control for certain plant via the fireman's switches which shall form an integral part of the main fire alarm panel.	Accepted – Design currently meets or will meet standard proposed
10.2.7	In addition to the above interface the fire alarm system shall have detection and control interlinks with the mechanical services installation. Any fire alarm detected in any part of the overall Scheme shall shutdown all gas solenoid valves associated with incoming gas supplies to boiler/heating plant. A fireman's override switch shall be provided at the main entrance at ground floor level of the building. This switch shall be operated by the fire brigade and shall facilitate the operation of all extract fans. The switch shall be wired to the mechanical control panel. The switches shall override the normal automatic controls and the fire alarm control signal.	Accepted – Design currently meets or will meet standard proposed
11 External Requirements		
11.1 Design Principles		
11.1.1	The general townscape of Brixton is fundamentally of high quality. Any development proposals for the Town Hall site should be informed by detailed analysis of the following three key townscape views:	
11.1.2	• Brixton Hill	
11.1.3	• Acre Lane	
11.1.4	• Buckner Road	
11.1.5	Pedestrian circulation areas should be finished with concrete block paviors with kerbs being 50mm splay concrete block paviors or similar. Any manhole/service covers in paved areas to be the tray type to accept block pavior inserts.	The intention is not to specify concrete block paving as the aim is to draw on the materials employed in Windrush Square in order to reinforce the identity of this 'civic quarter'


ER Ref.	Requirement	Kajima response
11.1.6	Pathways within the site to be concrete block pavior, designed and laid to suit use by a 'Cherry Picker' maintenance vehicle. Due care to be taken to ensure the design loadings are sized to accommodate the proposed equipment required to maintain the building.	The intention is not to specify concrete block paving as the aim is to draw on the materials employed in Windrush Square in order to reinforce the identity of this 'civic quarter'
11.1.7	All new trees to have cast iron railing protection guards and tree grids.	Accepted, specification to be reviewed during RDD process
11.2 Site Access Routes and Roadways		
11.2.1	Servicing for the majority of premises occurs off street. The Town Hall and other Brixton Hill premises are currently serviced from Buckner Road and away from Brixton Hill and Acre Lane. The Brixton Electric and Fridge have large truck deliveries.	Statement, no response required
11.2.2	Servicing arrangements should be agreed with the Council and Transport for London and should allow for appropriate visitor parking, cycle parking and delivery drop off/pick up points. Within the new development we need to ensure mayoral car parking space as a minimum, plus statutory disabled bays, visitors (pre-booked). The Council currently have up to 300 essential car-users across existing sites to accommodate, plus the need for disabled bays. The Council has no required for essential car users parking in the new development. Any parking provision should be planning policy compliant.	As agreed during dialogue process, space for Mayoral car parking will be provided, but no dedicated parking for staff/ visitors to be provided to Town Hall and Enterprise Centre. Servicing strategy to be reviewed as part of RDD process
11.2.3	The servicing strategy should form part of the development design proposals.	Accepted
11.3 Hard & Soft Landscaping		
11.3.1	Proposals for connections and street improvements should be incorporated into plans at an early stage so that the treatment of the public realm is coherent and seen as an integral part of creating a well designed site. The development proposals should:	
11.3.2	• Be consistent with the public realm improvements in Brixton town centre e.g., Windrush Square	ACCEPTED. The landscape design draws on the materials and geometry of Windrush Square in order to create a sense of consistency and identity in the town centre 'civic quarter'
11.3.3	• Promote community safety with appropriate lighting and CCTV	ACCEPTED. The landscape layout promotes community safety through the provision of clear and open routes. The routes and spaces shall be lit to an appropriate lighting level and ambiance to promote a sense of well-being and security. Planting design shall be integrated with lighting and CCTV corridors.

ER Ref.	Requirement	Kajima response
11.3.4	<ul style="list-style-type: none"> Prioritise the needs of pedestrians 	ACCEPTED. Vehicular access within the site is to be limited to deliveries, maintenance and emergency access. A shared surface strategy (flush kerbs and continuous paving surface) is proposed for the 'internal' streets, i.e. Porden Road and Buckner Road. This approach to street design places greater priority on the pedestrian and reduces vehicular speed.
11.3.5	<ul style="list-style-type: none"> Include secure cycle parking and safe cycle routes 	ACCEPTED. As described in 1.3.4, vehicular access is restricted to the 'internal' streets which will greatly contribute to the safety of cyclists. The spaces and routes are shared with pedestrians and do not constitute as dedicated cycle ways. However, the routes are generous in width (3.7m wide minimum) which will help minimise conflict between pedestrian and cyclist movement.
11.3.6	<ul style="list-style-type: none"> Ensure full accessibility to all 	ACCEPTED. Footways and routes are to be fully DDA compliant.
11.3.7	<ul style="list-style-type: none"> Include simple but high quality, durable and co-ordinated street furniture which discourages anti-social behaviour 	ACCEPTED. The proposed furniture shall meet the requirements set out in the ERs. A number of the furniture elements pick up on those pieces of furniture in Windrush Square in order to create a sense of continuity in the area.
11.3.8	<ul style="list-style-type: none"> Remove/avoid street clutter 	ACCEPTED. There shall be an assumption that signage is not to be added to the public realm unless it is absolutely necessary. Street furniture shall be grouped and located to ensure that routes are unobstructed.
11.3.9	<ul style="list-style-type: none"> Include public art as an integral element 	ACCEPTED. An art strategy shall be developed that integrates a number of strands into the public realm.
11.3.10	<ul style="list-style-type: none"> Include planting to enhance visual and environmental amenity 	ACCEPTED. The planting strategy shall visually enhance the site and bring a number of environmental benefits associated with green infrastructure.
11.4	Waste Disposal	
11.4.1	Waste disposal will be managed within the FM zone of the new facility as shown on the Site Plan.	LBL to issue site plan
11.4.2	An external, covered, secure area will be required for storage of general waste and recycling.	This is proposed to be an internal area
11.4.3	Information & Management Technology Requirements	Statement
12	Information & Management Technology Requirements	

ER Ref.	Requirement	Kajima response
12.1	Introduction	
12.1.1	The ICT Strategy 2012 – 1215: any device, anywhere, anytime, which has been provided within the Data Room, outlines the business and technical requirements of the Council.	Accepted – Design currently meets or will meet standard proposed
12.1.2	Developers are required to provide a proposal that will support this strategy.	Accepted – Design currently meets or will meet standard proposed
13	Design Principles for New Buildings	
13.1	Overview	
13.1.1	The building must be completed to a standard consistent with good quality private sector commercial office space. It should also deliver lower running costs and an environmentally sustainable building.	Accepted – Design currently meets or will meet standard proposed
13.1.2	The size of the new build should be tailored to reflect the Council's requirements during the design phase.	Accepted – Design currently meets or will meet standard proposed
13.2	General Requirements	
13.2.1	The fixed elements of the building and infrastructure, and in particular the arrangement of services, should provide sufficient flexibility to enable a range of layouts and support facilities to be introduced and amended over the life of the building, with a minimum of disruption and expense. The building must also allow for reasonable sections of the office accommodation to be sub-lettable, although it is not expected that this will require a separate reception area.	Accepted – Design currently meets or will meet standard proposed
13.2.2	All works to provide the new building are to comply with current Building Regulations, applicable EC Regulations and Directives, HSE rules, all relevant current British Standards and Codes of Practice, and to be fully DDA compliant.	Accepted – Design currently meets or will meet standard proposed
13.2.3	The major components of the structure and cladding will be designed to provide a minimum life of 30 years with the exception of the foundations and the steel frame which will be designed to provide a minimum life of 60 years. Design life will be subject to normal maintenance being carried out.	Accepted – Design currently meets or will meet standard proposed
13.2.4	The finished building must be fit for purpose.	Accepted – Design currently meets or will meet standard proposed
13.2.5	The finished building should contribute to the achievement of a BREEAM rating of "Excellent". Considerate Contractors scheme and sustainable management processes to be in place.	Accepted – Design currently meets or will meet standard proposed
13.2.6	The finished building should recognise the guidance within the Brixton Supplementary Planning Document.	Accepted – Design currently meets or will meet standard proposed
13.3	Functional Design Principles	

ER Ref.	Requirement	Kajima response
13.3.1	The accommodation should reflect the aspirations of a Cooperative Council based on the principles of co-production; community led commissioning and mutual organisations.	Accepted – Design currently meets or will meet standard proposed
13.3.2	Buildings should be more permeable and accessible by the community by providing opportunities for co-location and shared work space for members of the public, partners and mutual organisations.	Accepted – Design currently meets or will meet standard proposed
13.3.3	The workplace environment should conform to the Equalities Act and Safety Acts together with modern business continuity expectations so that work processes and service delivery are to be agile and more effective.	Accepted – Design currently meets or will meet standard proposed
13.3.4	The Council is to adopt flexible working with a percentage target for staff reduction of 19% resulting in a future demand for core office buildings of 2,313 staff.	Statement
13.3.5	The Council have set a target average desk ratio for officers of 10 staff to 7 desks. Based on the above future demand the requirement is for 1,619 desks. However, the Council has estimated that for the purposes of the OAS the number of desk provided should be 1,650 +/- 150.	Note requirements of Area Clarification of 29 th January 2013 to which our proposals comply
13.3.6	Retained buildings will require re-planning with new furniture and work-settings to support the flexible working strategy and creating new well designed accommodation for staff.	Statement
13.3.7	Key elements of the new working environment will include:	
13.3.8	<ul style="list-style-type: none"> A flexible working environment and work style, supported by ICT systems that enable staff to work at their own workstation, at other workstations in the Council's offices, at home, or any other location that is appropriate. 	Statement
13.3.9	<ul style="list-style-type: none"> Open plan working will be the norm. Standard workstations and sufficient cellular space will be provided for private working and meetings. 	Statement
13.3.10	<ul style="list-style-type: none"> Alternative workplace settings will be provided in the form of meeting rooms, study carrels, breakout areas and informal open plan meeting spaces. 	Statement
13.3.11	<ul style="list-style-type: none"> The working environment will support collaborative working. It will encourage communication, innovation and interaction between staff across the Council. 	Statement
13.3.12	Successful delivery of the accommodation plan and flexible working requires the adoption of innovative technology solutions to enable distributed working.	Statement

ER Ref.	Requirement	Kajima response
13.3.13	The Council has adopted the following key ICT initiatives to support this:	Statement
13.3.14	Project Signal – this deals with voice and data networks plus mobile and fixed telephone systems.	Statement
13.3.15	Desktop 2012 – this deals with the provision of personal computing provision.	Statement
13.3.16	The intent from these and other ICT projects is to have improved technology in place during the planning and delivery of the OAS.	Statement
13.4	Fitting Out Requirements	
13.4.1	In the base line case, it is anticipated the Council's new build accommodation space will be provided to Cat "A" standard. However the developer is invited to propose a variant solution to provide to Cat "B" standard including furniture, fittings and equipment.	Included in our bid
13.4.2	Further details defining corporate furniture and fittings will be provided at ISD stage.	Statement
13.5	Orientation	
13.5.1	Carry out site analysis to determine the orientation of the site(s) and potential building(s) to maximise passive design and reduce the building's environmental impact.	Statement
13.6	Core Elements	
13.6.1	Ensure that the distances between any principle and secondary cores are maximised so that they serve the largest possible floor area. In addition the locations should allow the floor plate to be subdivided into smaller elements with the minimum of circulation space.	Accepted. Design currently meets or will meet standard proposed
13.6.2	The location of the principle core to the ground floor should aim to reduce travel distances from the building reception to the lifts and associated accommodation stairs.	Accepted. Design currently meets or will meet standard proposed
13.7	Design Life	
13.7.1	Appropriate lifespan for materials, good quality construction and ease of maintenance are significant economic benefits for owners and occupiers. The major elements of the development will have varied life spans as follows:	Accepted. Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
13.7.2		
13.7.3	Short life materials such as mastics in external walling should be avoided where possible	
13.8 Structure		
13.8.1	Foundations will be designed to suit the ground conditions and the Developer should allow for carrying out any necessary ground investigation and, when complete, publishing a the Ground Investigation Report.	Accepted. A detailed site investigation will need to be completed for each of the buildings. The current design for the new build elements assumes piled foundations will be required, based on the high column loads and basic knowledge of the ground conditions gleaned from historical borehole logs and geological maps.
13.8.2	The specification for substructure concrete will take due consideration to water content and water sources so as to minimise the use of potable, treated water from the mains supply so as to match the water management philosophy of the project.	LBL to clarify question.
13.8.3	Any basements formed should be fully tanked; the waterproofing installation is to have a 25 year guarantee.	Accepted. The final waterproofing strategy will be developed during detailed design. Ultimately, the final design and warranty will be provided by the specialist subcontractor.
13.8.4	The superstructure should be designed for a super imposed loading of 2.5 kN/m ² + 1.0 kN/m ² for lightweight partitions. Plant room areas are to be designed for a super imposed loading of 7.5 kN/m ² . Overall stability is to be demonstrated and any proposed insitu concrete stairs or lift cores or shear walls should extend down to the foundations.	Accepted. However, we have allowed 4.0kN/m ² for all public spaces and corridors in accordance with current design standards. 2.5kN/m ² relates to standard office loading and in our opinion is too low for public areas. We've also allowed this for allotment areas on balconies but this could potentially be reduced once we have a better understanding of usage
13.8.5	The concrete slabs under the raised access floor will be sealed with anti-dusting paint.	Accepted
13.9 Planning/Structural Grid		

ER Ref.	Requirement	Kajima response
13.9.1	The planning grid is the means of co-ordinating components of the structure, fabric, services and finishes. This includes the column grid, mullion spacing, ceiling layout and partition grid.	Statement
13.9.2	A planning grid of 1.5m x 1.5m is the preferred standard in the UK as it supports efficient planning of circulation and work space.	Design currently meets or will meet standard proposed
13.9.3	The structural grid should be a multiple of the planning grid. However, it should be as large as possible to maximise flexibility.	Design currently meets or will meet standard proposed
13.10 Circulation		
13.10.1	Primary circulation as a percentage of the net internal area should be equal to or less than 15% with a maximum of 22%.	Design currently meets or will meet standard proposed
13.11 Envelope		
13.11.1	The envelope provides the interface between the controlled internal environment of the building and the variable external climate. Therefore the design and performance specifications must be developed in tandem with the building services strategy in order to contribute to reducing the building's energy consumption whilst achieving the necessary day lighting levels.	Statement
13.12 Externals, Roofing and Walling		
13.12.1	The layout and design of the external elements of any new buildings e.g., façade materials and finishes should take due regard of the Council's aspirations for the project. All materials will comply with the Part L Building Regulations. Materials could include the following:	Regarding Part L, Accepted – Design currently meets or will meet standard proposed
13.12.2 Externals		
13.12.3	Combinations of hard wearing concrete/masonry products such as reconstituted stone, rain screen cladding systems, precast concrete wall panels, concrete block work or similar.	Refer to Drawn submission for details of proposed external material strategy to Civic Offices
13.12.4	Composite rain screen cladding system, with a stone effect finish all fixed back to the primary structure.	Refer to Drawn submission for details of proposed external material strategy to Civic Offices
13.12.5	Preformed aluminium composite cladding panels combined with the glazing system.	Refer to Drawn submission for details of proposed external material strategy to Civic Offices
13.12.6	Powder coated aluminium screens, or similar, to the external plant enclosures at roof level.	No external plant enclosures are located at roof level
13.12.7	Colours are to be as approved by Council.	Colours to external envelope to be reviewed with LBL as part of RDD process
13.12.8 Roofing		

ER Ref.	Requirement	Kajima response
13.12.9	Single ply loose laid waterproof membrane system, mechanically fixed through-underlying insulation into profiled steel roof decking or concrete deck etc. All joints, laps, abutments to be installed utilising the proprietary system components to provide a fully waterproof membrane.	Refer to Drawn submission for details of proposed external material strategy to Civic Offices
13.12.10	Product guarantee for the all the roofing systems to be for 25 years.	Accepted – Design
13.12.11	Polyester powder coated aluminium fascias and soffits as necessary.	Accepted
13.12.12	Allocation of roof space will be provided for the installation of satellite dishes and radio aerial mast subject to space availability and approval of the Council.	LBL to confirm space required for satellite dishes and radio aerial.
13.12.13	A 'Mansafe' system should be provided to allow safe roof access and maintenance to all roof areas including two sets of harnesses and lanyards.	Accepted. Mansafe system provided to Enterprise Centre. Reusing existing on town hall
13.12.14	If proposed external rainwater goods to be polyester powder coated aluminium, square section gutters and circular downpipes as required. If internal rainwater pipes are required they will be formed from cast iron or HDPE.	All new Rainwater pipes are proposed to be internal.
13.12.15 Walling		
13.12.16	All windows, curtain walling and glazed doors are to use a recognised proprietary system e.g., 'Schucco' or equal approved. Any system should comprise of fully thermally-broken, polyester-powder-coated (to an agreed RAL colour), aluminium heads, cills, mullions and transoms complete with factory-sealed, double-glazed units with glazed and insulated spandrel panels, where necessary and indicated on the drawings. The external panes of all glazing will be tinted 'anti sun glass'. Inner pane glass to be toughened/laminated throughout to negate thermal shock fracture and to comply with Part N of the Building Regulations.	Proposals for detailed specification of glazing to be reviewed with LBL during RDD process
13.12.17	Product guarantee for the window systems to be for 25 years.	Accepted – Design currently meets or will meet standard proposed
13.12.18	Capless glazed curtain walling or similar approved to be installed to form the entrance pods to Building A and Building B.	Proposals for detail of glazing to entrances to be reviewed with LBL during RDD process
13.12.19	Glazed curtain walling, windows and doors shall be detailed as "robust details" to achieve the required air tightness. In particular, they shall be sealed around their perimeter and to any adjoining element in a manner that is to maintain air-tightness without cracking, whilst allowing for thermal expansion and general building movement.	Accepted – Design currently meets or will meet standard proposed
13.12.20	Any opening lights to windows are to be easily operable by occupiers.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
13.12.21	If the glazing is to be cleaned from outside allow for static or non-static access equipment. The developer proposal should identify the selected technique e.g., abseiling, pole cleaning or from a "cherry picker".	Accepted – Design currently meets or will meet standard proposed
13.12.22 Solar Shading		
13.12.23	If appropriate design proposals should show the visual appearance of any external solar shading systems, e.g., fixed vertical systems, motorised polyester powder coated aluminium vertical systems or horizontal polyester powder coated aluminium or similar. Louvres to be framed and individually hinged to allow for cleaning glass behind.	No solar shading is proposed, a low e coating will be provided to glazing where required.
13.12.24	All windows will be capable of having internal glare / thermal control blinds easily fitted.	No integral blinds are provided
13.12.25 External Doors		
13.12.26	Where not forming part of a curtain walling panel or window section, external doors to be PVF2 coated steel doors and frames incorporating glazed vision panels where necessary with toughened safety glass.	Refer to Drawn submission for details of proposed external material strategy to Civic Offices
13.12.27	External doors will have locking studs and conduits to receive alarm cabling. Fire escape doors to be fitted with heavy duty touch bar panic latches. Ironmongery to be heavy gauge brushed finish stainless steel.	Ironmongery to external doors to be reviewed as part of RDD process
13.12.28	Stainless steel finished frameless glazed revolving doors to the main entrances, which maintains an air lock, with wheelchair access doors to either side.	Accepted – to entrances of enterprise and Town Hall Entrance off Buckner Road.
13.13 Stairs		
13.13.1	Should be designed to meet the maximum envisaged occupancy on the floors and be located to encourage use of inter-floor circulation.	
13.13.2	Lighting and finishes should encourage people to utilise the stairs. Simple painted plasterboard to walls with self-finished concrete soffits are acceptable. Treads of carpet, rubber or self-finished concrete will suffice along with metal balustrades and handrails.	Stair finishes to be reviewed as part of RDD process
13.14 Lifts		
13.14.1	Should be designed and located to ensure the efficient movement of people and goods through the building.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
13.14.2	Lift car interiors are generally regarded as an integral part of the entrance hall design and it is appropriate to carry the floor finish through into the lift car. Other finishes should be good quality and selected from the manufacturer's standard range. Passenger lifts used for occasional goods use should be provided with an appropriate means of protection.	Accepted. Lift finishes to be reviewed with LBL as part of RDD process.
13.14.3	Arrangement for dealing with lift entrapment and contacting the out of hours maintenance/security services will need to be agreed.	To be reviewed with LBL as part of RDD process
13.15 Internal Walls and Partitions		
13.15.1	Where not forming part of the building superstructure, internal solid walls will generally be dense concrete block work. Plasterboard on metal or timber studs with acoustic treatment will be used where appropriate to subdivide areas.	Accepted – Design currently meets or will meet standard proposed
13.16 Joinery and Internal Doors		
13.16.1	Doors generally to be full height solid core flush HW veneer faced (FSC certified).	Doors will be painted
13.16.2	Door linings, skirtings, architraves and window boards to be formed from matching HW solid sections (FSC certified) with concealed fixings.	Soft wood and painted to match doors
13.16.3	Vision panels to all corridor and staircase access doors to be glazed with fire rated clear glass where required.	Accepted – Design currently meets or will meet standard proposed
13.16.4	Door linings and architraves to be solid with concealed fixings. All door sets to be complete with intumescent strips and smoke seals as required.	Accepted – Design currently meets or will meet standard proposed
13.16.5	Allow for all skirtings to be nominally 200 x 25mm, profiled to detail.	Skirtings, 100mm high have been allowed for
13.16.6	Ironmongery to be from a proprietary range e.g., Dryad or similar approved. Ironmongery to be appropriate to the location of the door and to be heavy gauge brushed finish stainless steel with appropriate ancillary fittings.	Ironmongery selection to be reviewed with LBL as part of RDD process.
13.17 Ceilings		
13.17.1	Good quality modular polyester powder coated perforated metal ceilings, fully integrated with the planning grid and with a regular layout for luminaires, grilles and other service elements with non-visible suspension system.	To the Enterprise Centre and Extension to the Town hall, exposed concrete soffits are proposed with suspended light fittings. Exposed services will be carefully organised.
13.17.2	All fittings and access zones are to be located in the area of the perforated tiles leaving solid tiles free to accept partitioning etc.	Accepted – Design currently meets or will meet standard proposed
13.17.3	The perimeter ceiling is to be formed from a plasterboard soffit incorporating a blind box to suit the external wall detail.	To the Enterprise Centre and Extension to the Town hall, exposed concrete soffits are proposed with suspended light fittings. Exposed services will be carefully organised.

ER Ref.	Requirement	Kajima response
13.17.4	Allow for all necessary ceiling plenum barriers to comply with Building Regulations.	Accepted – Design currently meets or will meet standard proposed
13.17.5	All suspended ceilings, where provided, are to comply with the relevant recommendations and performance requirements of BS 8290 for the selection and assembly of components and materials. The whole system is to be installed in accordance with the recommendations of BS8290: Part 3 and the current SCA Codes of Practice.	Accepted – Design currently meets or will meet standard proposed
13.17.6	Plantroom areas are to have no ceiling finish other than the soffit of roof constructions. Porous surfaces to be sealed with proprietary applied finish.	Accepted – Design currently meets or will meet standard proposed
13.18 Raised Floors		
13.18.1	Medium grade floors for office areas with strengthening considered to routes with heavy traffic and also high load usage areas e.g., notional corridor routes, computer rooms, roller racking etc. Installation to comply fully with MOB PF2 PS/SPU.	Accepted – Design currently meets or will meet standard proposed
13.18.2	Allow for all necessary plenum barriers, fire breaks and closure details including dust sealing any concrete floors prior to the installation of the raised floor to comply with Building Regulations and proposed M&E services philosophy.	Accepted – Design currently meets or will meet standard proposed
14 Mechanical, Electrical and Ventilation – New Build		
14.1 Introduction		
14.1.1	The project consists of a new build development on the Lambeth Town Hall Parade site and forms part of the Office Accommodation Strategy office rationalisation scheme. The Developer shall produce proposals for the site which satisfy the London Borough of Lambeth Council requirements stated within this document.	Accepted – Design currently meets or will meet standard proposed
14.1.2	Reference should be made to the Architectural section of this document for building fabric details.	Statement, no response required
14.2 Services Philosophy		
14.2.1	The Council's accommodation space will be provided to "Cat A" standard. However, the Developer is invited to provide Cat B fit out proposals for elements of the space where appropriate (i.e. the office accommodation areas).	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.2.2	The principles of Best Practice will be applied wherever possible throughout the design process, to provide the Council with a facility that balances performance with operational cost. Best Practice utilises known technology and modern design and process management techniques to produce systems that operate within sensible parameters, without excessive margins that result in over-design and poor performance.	Accepted – Design currently meets or will meet standard proposed
14.2.3	The design of the mechanical, electrical and public health (MEP) services shall comply with the standards and guidelines provided by the publications listed in Section 6.1	Accepted – Design currently meets or will meet standard proposed
14.2.4	The installation shall be capable of providing a comfortable internal environment throughout the year, incorporating facilities to reduce the use of fossil fuels and minimise building energy consumption. The services design shall assist in achieving a sustainable and energy efficient facility, prioritising natural methods of illumination and ventilation, although it is acknowledged that there may be situations where artificial lighting, mechanical ventilation and comfort cooling will be required as a result of operational needs or site conditions.	Accepted – Design currently meets or will meet standard proposed
14.2.5	All rooms except service cores, stairways, utility rooms, stores, plant rooms, IT hubs and cleaners' rooms should preferably have direct access to daylight and natural ventilation. Circulation areas should have natural light if possible.	Accepted – Design currently meets or will meet standard proposed
14.2.6	Appropriate provision of standby heating, ventilation and/or cooling equipment is to be supplied where analysis of the requirement indicates that this will be required to enable the effective operation of the building in the event of failure of the primary provision	Accepted – Design currently meets or will meet standard proposed
14.2.7	The arrangement of services should be such that the future layout changes can be accommodated with minimum alteration to the services installation.	Accepted – Design currently meets or will meet standard proposed
14.2.8	The services installation shall be arranged in such a way as to make it possible for reasonable sections of the building to be sub-let.	Accepted – Design currently meets or will meet standard proposed
14.2.9	Provision shall be made for diverse routing of power and data into the building.	Accepted – Design currently meets or will meet standard proposed
14.2.10	Zoning of areas anticipated to have different usage patterns will be required.	Accepted – Design currently meets or will meet standard proposed
14.3 Design Criteria		Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response								
14.3.1	Design parameters for environmental conditions shall be as indicated below. Where no specific requirement is stated, the applicable CIBSE design guide figures shall be used.									
14.3.2	Bidders are also referred to the Sustainability Section (Section 9 of this document) and the requirement to comply with the Carbon Trust Technology Guide for Heating Controls.									
14.3.3	<table border="1"> <tr> <td>External design air temperature</td> <td></td> </tr> <tr> <td>Winter</td> <td>-4°C, Saturated.</td> </tr> <tr> <td>Summer</td> <td>28°C dry bulb, 20°C wet bulb maximum</td> </tr> <tr> <td></td> <td>Chiller and condenser plant will be selected to operate at a summer external condition of 35°C, albeit at reduced capacity.</td> </tr> </table>	External design air temperature		Winter	-4°C, Saturated.	Summer	28°C dry bulb, 20°C wet bulb maximum		Chiller and condenser plant will be selected to operate at a summer external condition of 35°C, albeit at reduced capacity.	
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14.3.11	The above figures are for guidance only. The Developer shall liaise with the Council to determine precise requirements.	Statement														
14.4	Systems to be Provided															
14.4.1	The following mechanical and public health services systems shall be provided:	Accepted – Design currently meets or will meet standard proposed														

ER Ref.	Requirement	Kajima response
14.4.2	• Incoming gas services, (metered at point of entry and as required by Part L of the Building Regulations)	
14.4.3	• Incoming water services, (metered at point of entry and as required by Part L of the Building Regulations)	
14.4.4	• Heating, ventilation and comfort cooling installations, as necessary	
14.4.5	• Toilet extract ventilation installations	
14.4.6	• Specialist ventilation installations	
14.4.7	• Cold water storage and distribution	
14.4.8	• Hot water generation and distribution	
14.4.9	• Rainwater harvesting systems	
14.4.10	• Specialist water features (if required)	
14.4.11	• Above-ground and below-ground soil and waste systems	
14.4.12	• Rainwater harvesting	Duplication of item 14.4.9
14.4.13	• Building Energy Management System (BEMS)	
14.4.14	• Smoke control (if required)	
14.4.15	• Fire fighting installations	
14.4.16	• Passenger and goods lifts	
14.4.17	The following electrical systems shall be provided:	
14.4.18	• Incoming electrical services, (metered at point of entry and as required by Part L of the Building Regulations)	
14.4.19	• External/security lighting installations	
14.4.20	• Emergency lighting installations	
14.4.21	• Fire detection and alarm systems	
14.4.22	• Lightning protection	
14.4.23	• Earthing and bonding	
14.4.24	• Car parking barrier and access controls, if applicable	
14.4.25	• LV switchgear	
14.4.26	• Small power distribution	
14.4.27	• General lighting installations	
14.4.28	• Feature lighting installations	
14.4.29	• Public address (if required)	
14.4.30	• Electronic security and access control	
14.4.31	• Internal CCTV extending to building perimeter external areas	
14.4.32	• Disabled WC alarms	
14.4.33	• Refuge alarms	
14.4.34	• Panic alarms	

ER Ref.	Requirement	Kajima response
14.5	Natural Gas	
14.5.1	An low-pressure natural gas supply shall be provided to the building, via local infrastructure, where required.	Accepted – Design currently meets or will meet standard proposed
14.5.2	The gas supply is to be routed into a naturally ventilated gas meter room, with an installed gas meter.	Accepted – Design currently meets or will meet standard proposed
14.6	Heating	
14.6.1	Consideration shall be given to the use of non-fossil fuels and to the minimisation of fossil fuel use. High efficiency systems such as Ground Source Heat Pumps should be considered. Wherever a fossil fuel energy source is to be used it shall be natural gas. Consideration should be given to the possibility of connection to a local district heating scheme and to possible future connection to a district heating scheme.	Accepted – Design currently meets or will meet standard proposed
14.6.2	Plant should be sized taking into consideration summer and winter loads, with optimisation and compensation, frost protection and night set back facilities, or equivalent to achieve the specified internal temperatures at the stated external design temperature. The installed plant shall be capable of heating the building to the desired temperatures within 2 hours of start up. Heat emitters should be selected to maximise the effective use of space.	Accepted – Design currently meets or will meet standard proposed
14.6.3	The building should be zoned to allow for areas of different occupancy levels and durations of occupation. These zones should be controlled by the Building Energy Management System (BEMS) to reflect the occupancy levels and their duration, and have the capability to be adjusted if these change during the operational life of the building. Heating set points must be capable of being adjusted for each zone and for operating hours to be extended.	Accepted – Design currently meets or will meet standard proposed
14.6.4	The rating and efficiency of any boilers shall be compliant with the requirements specified in Part L of the Building Regulations, and shall be high efficiency, low NOx in accordance with BREEAM requirements.	Accepted – Design currently meets or will meet standard proposed
14.6.5	The heating system shall be designed and installed to be inherently resilient, including the provision of a standby plant and pumping arrangements.	Accepted – Design currently meets or will meet standard proposed
14.7	Ventilation and Air Conditioning	

ER Ref.	Requirement	Kajima response
14.7.1	Maximum use shall be made of natural ventilation, subject to local heat gains, space temperatures, statutory or design requirements. In accordance with the Building Regulations, Local Authority requirements and good practice, specific areas such as toilets, bathrooms and shower rooms should employ mechanical ventilation.	Accepted – Design currently meets or will meet standard proposed
14.7.2	Where design requirements cannot be reliably met by natural ventilation, mechanical ventilation should be employed to maintain the required conditions.	Accepted – Design currently meets or will meet standard proposed
14.7.3	Only where natural ventilation or mechanical ventilation cannot meet the design conditions should comfort cooling be considered. Control of humidity will not be required.	Accepted – Design currently meets or will meet standard proposed
14.7.4	The Computer Equipment Room is to be provided with independent 24 hour cooling, together with humidity control if required.	Accepted – Design currently meets or will meet standard proposed
14.7.5	Air Handling Units shall, where possible incorporate heat recovery to maintain energy efficiency.	Accepted – Design currently meets or will meet standard proposed
14.7.6	Sample thermal modelling is to be undertaken as part of the design process to demonstrate that the maximum temperature requirements will not be exceeded with the modelling data provided. Full thermal modelling is to be provided for any identified hot spots and the Developer shall provide all solutions, including necessary cooling provision.	Accepted – Design currently meets or will meet standard proposed
14.7.7	Grilles and diffusers should be selected and positioned to provide even air distribution and avoid cold draughts.	Accepted – Design currently meets or will meet standard proposed
14.8	Building Energy Management System	
14.8.1	An integrated Building Energy Management System (BEMS) designed in accordance with the CIBSE Guide H: Building Control Systems is to be provided to monitor and control plant and engineering services within the building. The BEMS shall be open protocol and shall interface with the building ICT system.	Accepted – Design currently meets or will meet standard proposed
14.8.2	The BEMS is to utilise localized, intelligent, stand-alone microprocessor based outstations that incorporate distributive intelligence and direct digital control (DDC) methodology. The outstations are to be fully networked. The completed network shall be engineered such that it forms an overall integrated knowledge based management system.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.8.3	Outstations fitted within motor control centres (MCC) panels shall be programmable devices and shall supervise associated items of main plant and equipment. Terminal units shall typically be provided with devices linked via a network. Outstations shall share data and operate in conjunction with one another, via the communications network, but are to be capable of stand-alone operation, in the event of network failure. The BEMS shall control and/or monitor the mechanical, electrical, public health and fire systems.	Accepted – Design currently meets or will meet standard proposed
14.8.4	Graphical representation shall be provided at the head end that can be web-accessed from any authorised terminal for read only access.	Accepted – Design currently meets or will meet standard proposed
14.8.5	The network communication link and BEMS are to be designed to have sufficient versatility, diversity and UPS back-up such that in the event of a mains power failure or the loss of a particular section of the network installation it continues to operate and communicate with no adverse affects.	Accepted – Design currently meets or will meet standard proposed
14.8.6	The BEMS will include an uninterruptible power supply (UPS), to protect the software and control logic from unforeseen interruptions in the power supply.	Accepted – Design currently meets or will meet standard proposed
14.8.7	The BEMS shall be designed to ensure optimum usage of energy resources.	Accepted – Design currently meets or will meet standard proposed
14.8.8	The BEMS is to have the facility to be interrogated locally and also to be interfaced with other remote monitoring facilities. The system should be capable of supporting BACnet browser-based web access and Modbus over TCP/IP at management level with support of Modbus and BACnet at Field level. The energy management system must include zone control, time clocks, weather compensation and space temperature sensors.	Accepted – Design currently meets or will meet standard proposed
14.9	Cold Water Service	
14.9.1	An independent, metered, mains water supply shall be provided to the building from the local Water Authority infrastructure.	Accepted – Design currently meets or will meet standard proposed
14.9.2	The incoming mains will serve a break tank and booster set with run and standby pumps and integral automatic controls to serve all sanitary appliances. Spare capacity will be included to serve future drinking water points (e.g. two per floor level).	Accepted – Design currently meets or will meet standard proposed
14.9.3	Cold water storage should be sized to ensure adequate turnover.	Accepted – Design currently meets or will meet standard proposed
14.9.4	Flow rates to toilet areas will be monitored by leak detection systems and shut off if excess flow is detected. In addition, shut off valves shall be provided to isolate cold water supplies during periods of non occupation.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.9.5	The domestic water services will be designed to minimise the use of water.	Accepted – Design currently meets or will meet standard proposed
14.9.6	To minimise the use of processed water rainwater harvesting tanks will be incorporated to serve the flushing WCs.	Accepted – Design currently meets or will meet standard proposed
14.9.7	Drinking water supplies should be provided to staff break-out areas to feed vending machines.	Accepted – Design currently meets or will meet standard proposed
14.9.8	All water delivered from installed outlets should be potable.	Accepted – Design currently meets or will meet standard proposed
14.10	Hot Water Service	
14.10.1	All water heating and hot water delivery systems must comply with HSE requirements relating to the control of Legionella. Where used for hand washing hot water temperature at the point of delivery should be limited to minimise the risk of scalding with a maximum temperature of 43 +/- 2 deg.C.	Accepted – Design currently meets or will meet standard proposed
14.10.2	Consideration in designing the hot water system should be given to minimising the use of fossil fuels. Hot water generation may be linked to the heating system but consideration should be given to maintaining efficiencies during the summer period	Accepted – Design currently meets or will meet standard proposed
14.10.3	A solar thermal collector system should be used to pre-heat the incoming cold water supply.	Currently we propose to use the Combined Heat and Power (CHP) system to provide the hot water. To use solar thermal would make the CHP system less efficient
14.10.4	All water delivered from installed outlets should be potable.	Accepted – Design currently meets or will meet standard proposed
14.10.5	Shower and tap mixer valves shall be fail safe thermostatic type which shall cut off to prevent water flow in the event that the cold water feed is interrupted, as a minimum to comply with BS EN 1111/ BS EN 1287 and the TMV3 scheme.	Accepted – Design currently meets or will meet standard proposed
14.11	Drainage	Accepted – Design currently meets or will meet standard proposed
14.11.1	The drainage system should be installed to comply with Local Authority requirements.	Accepted – Design currently meets or will meet standard proposed
14.11.2	The drainage system shall connect to the public sewerage system and shall incorporate above-ground and below ground drainage systems, pumped if necessary.	Accepted – Design currently meets or will meet standard proposed
14.11.3	Above ground horizontal drain runs should be limited where practicable and adequate rodding eyes should be installed for maintenance purposes.	Accepted – Design currently meets or will meet standard proposed
14.11.4	To prevent air from the drainage system entering the building each of the sanitary appliances shall incorporate a water seal at the point at where they discharge into the drainage system.	Accepted – Design currently meets or will meet standard proposed
14.11.5	The design of the entire drainage installation shall be compliant with all relevant regulations and guidance.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.11.6	A separate system of underground gravity drainage shall be provided to drain the surface water from the site, via appropriate petrol interceptors as necessary to the connection to the surface water sewer.	Accepted – Design currently meets or will meet standard proposed
14.11.7	Surface water run-off must be attenuated using sustainable urban drainage systems (SUDs) and not discharged directly into the sewer.	Accepted – Design currently meets or will meet standard proposed
14.12	Plant Space and Access	
14.12.1	The design of all plant rooms and plant areas shall ensure that there is safe and effective access for the inspection, maintenance and removal/replacement of plant. The installation shall be designed for ease of the future maintenance and as such shall comply with the requirements of the Construction (Design and Management) Regulations.	Accepted – Design currently meets or will meet standard proposed
14.12.2	The location of ventilation plant must carefully consider air quality and potential sources of contamination both from the building and externally.	Accepted – Design currently meets or will meet standard proposed
14.12.3	Access hatches are to be located, where possible, in non-critical/operational areas to prevent disruption to users.	Accepted – Design currently meets or will meet standard proposed
14.13	Service Risers	
14.13.1	Where the demise extends over more than one floor level, major vertical ductwork, electrical and pipework runs shall be kept within riser shafts at services cores and adjacent the plant rooms. Electrical and mechanical services should be segregated. Riser access shall be via access doors from circulation spaces	Accepted – Design currently meets or will meet standard proposed
14.13.2	The location of any service risers and ducts serving the Demise shall be co-ordinated with the structure. Access to all engineering and utility services should facilitate ease of maintenance, which should be safe and able to be effectively undertaken. Space should be provided to give flexibility for future re-planning and re-modelling of the services. Services should be designed to facilitate change of use without disruption or significant change to structure.	Accepted – Design currently meets or will meet standard proposed
14.14	External Plant	
14.14.1	Major plant and equipment shall be located at roof level where practical.	Accepted - Plant is located on roofs where possible and also in Ground Floor and Lower Ground floor
14.14.2	Any external plant serving the demise shall be integrated into the overall scheme design concept. Space provision may be required for additional Council plant (subject to confirmation).	LBL to confirm any additional requirements for Council plant.

ER Ref.	Requirement	Kajima response
14.14.3	Consideration should be given to the provision of passive solar control to external plant areas, utilising external brise soleil to south, south-west and south-east elevations. Provision of anodised aluminium solar shading louvres or similar shall be developed in conjunction with Part L2 calculations.	Solar control is considered in the design, in order to avoid overheating and will be considered for external plant rooms.
14.15	Electrical Supply & LV Distribution	
14.15.1	Electrical Services are to be fully compliant with the latest Edition of the IET Wiring Regulations (BS 7671).	Accepted – Design currently meets or will meet standard proposed
14.15.2	The resilience of the electrical supply and distribution system and the capacity of any secondary power sources such as uninterruptible power supplies (UPS) should be established following assessment of business continuity risks. As a minimum, suitable cable connection should be provided to allow the connection of a standby generator to meet the full building load. A suitable location for the generator is to be incorporated into the design.	Accepted – Design currently meets or will meet standard proposed
14.15.3	Transient surge suppression shall be provided to the Computer Equipment Room and the feed shall be from a separate breaker to the rest of the building.	Accepted – Design currently meets or will meet standard proposed
14.15.4	Small power distribution systems shall incorporate the provision of RCBO circuit protection.	Accepted – Design currently meets or will meet standard proposed
14.15.5	The design/installation of the distribution systems includes spare capacity of 20% over and above the maximum calculated load on each sub main, for future development.	Accepted – Design currently meets or will meet standard proposed
14.15.6	Sufficient additional socket-outlets (RCBO protected) should be provided to enable the use of cleaning equipment without the need to use extension leads. (Floor cleaning equipment having 9m-long power cables).	Accepted – Design currently meets or will meet standard proposed
14.15.7	Distribution boards shall be lockable and shall incorporate a minimum of 20% spare ways. All distribution wiring shall be concealed.	Accepted – Design currently meets or will meet standard proposed
14.15.8	Power factor correction will be fitted to achieve 0.95pf when the building is occupied	Accepted – Design currently meets or will meet standard proposed
14.15.9	Sub-metering shall be installed to satisfy the requirements of Part L of the Building Regulations.	Accepted – Design currently meets or will meet standard proposed
14.16	Standby Electrical Supplies	

ER Ref.	Requirement	Kajima response
14.16.1	Space for a standby generator may be required including adequate space provision for exhaust, ventilation, fuel storage, cable routing and noise attenuation, etc. The Council will confirm regarding this requirement and the Developer shall make allowance for adequate space accordingly.	Accepted – Design currently meets or will meet standard proposed
14.17 Uninterruptable Power Supplies		
14.17.1	Installation of uninterruptible power supplies (UPS) should be considered wherever they provide a significant benefit to business continuity. The Developer shall ensure adequate provision for space, cooling, ventilation, etc.	Accepted – Design currently meets or will meet standard proposed
14.18 Lighting		
14.18.1	The lighting installation shall satisfy the requirements stated within Part L of the Building Regulations.	Accepted – Design currently meets or will meet standard proposed
14.18.2	The lighting scheme shall provide an aesthetically pleasing environment throughout, whilst recognising the demands of functionality in specific areas.	Accepted – Design currently meets or will meet standard proposed
14.18.3	Daylight is generally considered to provide the best colour rendering and the design of the building should maximise the benefits of natural light. Wherever possible, rooms and corridors should receive natural light. Where work is carried out under artificial light due to both the design of rooms and the availability of daylight, the artificial lighting must ensure good colour rendering by using, for example, intermediate or warm fluorescent lights, daylight tubes etc.	Accepted – Design currently meets or will meet standard proposed
14.18.4	Glare must be minimised for the comfort of staff, particularly relating to Visual Display Terminal (VDT) use.	Accepted – Design currently meets or will meet standard proposed
14.18.5	Low energy fittings should be used wherever possible. All fluorescent tubes, lamps etc should be long life type.	Accepted – Design currently meets or will meet standard proposed
14.18.6	Light fittings and illumination levels for offices should be in accordance with CIBSE LG3 and LG7. Where VDTs will be routinely used, lighting should comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1991.	Accepted – Design currently meets or will meet standard proposed
14.18.7	Office luminaires will be dimmable through a daylight linked control system as well as PIR occupancy control.	Accepted – Design currently meets or will meet standard proposed
14.18.8	The luminaires in office areas will be set out on an open plan basis. The lighting shall be designed to provide an average illuminance of 400lux on the working plane at a uniformity of 0.8, in compliance with CIBSE Lighting Guide 7.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.18.9	Where appropriate, levels of natural and artificial light must be capable of being locally controlled by those occupying the internal space. Individual switching should be provided in all areas to allow isolation of luminaires adjacent to windows and to make use of available daylight. Switching of meeting room lighting should be arranged to allow for the seating layout required. Dimming should be provided to all meeting room fittings.	Accepted – Design currently meets or will meet standard proposed
14.18.10	Care should be taken that light fittings are easily accessible for lamp replacement.	Accepted – Design currently meets or will meet standard proposed
14.18.11	Removal of luminaires for maintenance/replacement purposes shall not require the disconnection of the fixed wiring. Lighting of stairways and circulation areas shall be supplied from separate circuits differing from those serving general areas with a minimum of two circuits supplying designated escape routes. Diffusers shall be tethered to the main body of the fitting.	Accepted – Design currently meets or will meet standard proposed
14.18.12	Passive infra-red occupancy controls for energy saving shall be provided in suitable areas (e.g., WCs and other infrequently occupied areas).	Accepted – Design currently meets or will meet standard proposed
14.18.13	Lighting of any core(s) and circulation areas shall be centrally controlled with the provision of local switching where appropriate. Time switch and photocell control functions are to be provided for external lighting, as well as provision for central control of some exterior lighting where required.	Accepted – Design currently meets or will meet standard proposed
14.18.14	A variety of luminaire types including uplighters, downlighters, wall and ceiling washers, shall be used to create a visually attractive environment. In all cases, emphasis will be given to the use of high efficiency fittings using LED units or fluorescent fittings, fitted with high frequency electronic control gear to provide improved visual comfort, reduced noise levels and ensure running costs are at a minimum. In rooms where VDTs are being used, luminaires with suitable diffusers will be provided.	Accepted – Design currently meets or will meet standard proposed
14.18.15	Automatic lighting control is to be provided throughout the building. Illumination level detectors and presence detectors shall be utilized to enable control of both the operation and intensity of luminaires	Accepted – Design currently meets or will meet standard proposed
14.18.16	Colour rendering should be appropriate to the room use	Accepted – Design currently meets or will meet standard proposed
14.18.17	The lighting installation will be designed to comply with the latest guidance including the following publications:	Accepted – Design currently meets or will meet standard proposed
14.18.18	• BS EN 12464-1: Lighting for Workplaces	Accepted – Design currently meets or will meet standard proposed
14.18.19	• CIBSE Lighting Guide 3 "Lighting for Visual Display Terminals"	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.18.20	• CIBSE Lighting Guide 7: Office Lighting	Accepted – Design currently meets or will meet standard proposed
14.18.21	• IES Technical Report on the Daytime Lighting of Buildings	Accepted – Design currently meets or will meet standard proposed
14.19 Exterior Lighting		
14.19.1	Roadways, paths, car parks and cycle racks will be illuminated in accordance with the relevant Lighting Guides, British Standards and BREEM. External lighting shall also comply with the requirements of "secured by Design" if required by terms of planning conditions.	Accepted – Design currently meets or will meet standard proposed
14.19.2	All external areas, including car parks shall appropriate lighting in accordance with CIBSE guidance. Sustainable feature lighting is to be provided where possible.	Accepted – Design currently meets or will meet standard proposed
14.19.3	The consideration of light spill is an important aspect regarding the neighbours. The phased/zoning of external lighting is to be designed and provided to minimise light pollution after agreed hours, whilst being sufficient for safety and security purposes.	Accepted – Design currently meets or will meet standard proposed
14.19.4	Adequate levels of lighting to pedestrian and vehicular routes and parking spaces shall be provided as necessary for the safety of visitors and staff accessing the demise during the hours of darkness.	Accepted – Design currently meets or will meet standard proposed
14.19.5	Any lighting incorporated within the external areas shall satisfy Health and Safety requirements, and shall be vandal-resistant.	Accepted – Design currently meets or will meet standard proposed
14.20 Emergency Lighting		
14.20.1	The emergency lighting installation shall be designed and installed in accordance with BS5266 Part 1 and CIBSE Technical Memorandum TM12.	Accepted – Design currently meets or will meet standard proposed
14.20.2	The installation shall comprise either self contained battery luminaires or local inverter/battery units serving the general lighting luminaires, with the exception of final exit doors to staircases and from the building where maintained luminaires fitted with signage shall be installed. The luminaires shall be arranged to operate on failure of the 'normal' local lighting circuit and shall provide three hours back up.	Accepted – Design currently meets or will meet standard proposed
14.20.3	The system shall unless otherwise agreed utilise LED technology.	Accepted – Design currently meets or will meet standard proposed
14.20.4	Local test key switches shall be provided to allow routine maintenance and testing of the system or be an addressable self test system with the facility for zonal key switches.	Accepted – Design currently meets or will meet standard proposed
14.20.5	Suitable emergency lighting is to be provided externally at all escape exit points from the facility.	Accepted – Design currently meets or will meet standard proposed
14.21 Access Control		

ER Ref.	Requirement	Kajima response
14.21.1	Electronic access controls with remote control shall be provided to all external doors, together with internal doors where required, e.g. main department access doors and boundaries between staff and public zones. Requirements are to be determined through consultation with the Council. The access control system shall, where possible, be compatible with the systems utilised at other Council properties and prevent tailgating.	Access control location, specification and number to be reviewed with LBL during RDD process.
14.21.2	Controls for the external car park barrier and/or external gates shall be provided	Controls to gates will be provided. To be reviewed with LBL as part fo RDD process
14.22 Lightning Protection		
14.22.1	A lightning protection system shall have been provided as part of the works to comply with the requirements of British Standard BS 6651, to provide adequate protection of the scheme against damage from lightning and to minimise the risk to human life in the event of lightning.	Accepted – Design currently meets or will meet standard proposed
14.22.2	Concealed down conductors are to be installed integrated with the building fabric where possible.	Accepted – Design currently meets or will meet standard proposed
14.23 DDA Systems and Requirements		
14.23.1	Induction loop, infrared or radio systems are required for staff and visitors who use hearing aids, or are visually impaired. Disabled toilet areas must be fitted with pull cord alarm, room reset, over-door indication with visual and audible alarm indication at a permanently manned location. Systems are to be compliant with the Equality Act 2010 and with Part M of the Building Regulations. Further requirements are listed in Section 8.4.	Accepted – Design currently meets or will meet standard proposed
14.24 Earthing and Bonding		
14.24.1	Earthing and bonding shall be carried out in accordance with the current edition of the IET Wiring Regulations (BS 7671).	Accepted – Design currently meets or will meet standard proposed
14.25 Security		
14.25.1	The security systems for the property shall be compatible with the systems installed at the Council's other properties, to permit user cards to be programmed to allow access to more than one building. The design of the security system(s) shall be subject to approval by the Council.	Details of security system to be reviewed with LBL as part of reviewable design data.
14.25.2	All alarm panels (ie. fire alarm repeater panel, security, disabled) shall be located behind the main reception and shall have a user-friendly display and ample capacity for alphanumeric details of the location of activated sensors.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.25.3	Where the demise is part of a multi-tenanted scheme, all relevant alarm systems shall include the necessary interfaces with the landlord's system(s).	Accepted – Design currently meets or will meet standard proposed
14.26 CCTV		
14.26.1	Internal CCTV coverage should be installed at the following locations:	Accepted – Design currently meets or will meet standard proposed
14.26.2	• Main entrance covering the lobby area and entrance	Accepted – Design currently meets or will meet standard proposed
14.26.3	• Reception desk area to provide coverage and protection for reception staff and coverage of the reception area	Accepted – Design currently meets or will meet standard proposed
14.26.4	• Staff/deliveries entrance	Accepted – Design currently meets or will meet standard proposed
14.26.5	• Boundary between staff and public zones	Accepted – Design currently meets or will meet standard proposed
14.26.6	Cameras shall have anti-glare capability (where applicable) and be capable of capturing identification quality images of all persons.	Accepted – Design currently meets or will meet standard proposed
14.26.7	The CCTV system shall be linked to either a network video recorder at a location as determined by the Council or fitted with a digital video recorder (DVR) which is linked via an IP address to the security team at an off-site location, if required. The DVR system should have the following capabilities:	Accepted – Design currently meets or will meet standard proposed
14.26.8	• Remote IP monitoring and interrogation of the hard drive	Accepted – Design currently meets or will meet standard proposed
14.26.9	• CD/DVD burning facility	Accepted – Design currently meets or will meet standard proposed
14.26.10	• Event alarms to IP address and the streaming of live footage	Accepted – Design currently meets or will meet standard proposed
14.26.11	• Motion sensitive/movement activated recording and camera support to maximise the use of the hard drive	Accepted – Design currently meets or will meet standard proposed
14.26.12	• MPEG4 compression	Accepted – Design currently meets or will meet standard proposed
14.26.13	• 25 frames per second per channel real time recording capability (CIF)	Accepted – Design currently meets or will meet standard proposed
14.26.14	• Minimum 500 Gb hard drive	Accepted – Design currently meets or will meet standard proposed
14.26.15	• 31-day recording capability	Accepted – Design currently meets or will meet standard proposed
14.26.16	The installations shall use colour, high definition cameras (with image quality and view suitable for use in a court of law) linked via a matrix system to a central control area with facilities which allow for live (when required) and time lapse recording. Live monitoring to be available across the facility IT backbone and remotely via the web.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
14.26.17	The Developer is responsible for the provision of legally compliant CCTV signage and must produce a siting drawing for Council approval. CCTV signposting shall be provided on all entrances, clearly identifying to all visitors that CCTV monitoring is in use and that the system is owned and operated by the Council, along with a contact telephone number. Additional signs shall be provided in the building, including in stairwells and other public areas.	Location of CCTV camera's to be reviewed with LBL as part of reviewable design data.
14.26.18	Internal cameras shall be used to monitor all public corridors, reception areas, entrances and sensitive areas.	Accepted – Design currently meets or will meet standard proposed
14.26.19	Internal cameras are to be of covert design with high quality lenses to allow for zoom and wide angle use without loss of definition.	Accepted – Design currently meets or will meet standard proposed
14.26.20	External cameras shall ideally be pole mounted, with anti-theft collars, looking back towards the buildings to view all external areas, entrances and exits. They are to have pan/tilt/zoom and night vision capability.	Accepted – Design currently meets or will meet standard proposed
14.27 Security/ Locks		
14.27.1	Consultation should be carried out with Council staff and advisers at an early stage in the design process regarding security requirements.	Security & locking strategy to be reviewed with LBL as part of reviewable design data.
14.27.2	Electronic locking systems must be approved by the appropriate fire authority and shall not conflict with or compromise the Means of Escape.	Electronic locking systems will be reviewed with fire authority post preferred bidder stage.
14.27.3	A proximity reader system shall be provided for all electronic access controlled doors.	Accepted – Design currently meets or will meet standard proposed
14.27.4	Zoning of suited locks is to be agreed in advance with the Council.	Security & locking strategy to be reviewed with LBL as part of reviewable design data.
14.28 Security Systems		
14.28.1	An intruder alarm system shall be provided and shall meet the standards of BS EN 50131 and PD 6662. The system is to be linked to all doors and windows and to PIR movement detectors located internally. The security system will be required to interface with the Lambeth LAN.	Accepted – Design currently meets or will meet standard proposed
14.28.2	The alarm signal will be used to activate alarm sounders internally, externally and via a telephone or IP link to an external monitoring station.	Accepted – Design currently meets or will meet standard proposed
14.28.3	The system will be expandable and will be capable of integrating with additional security systems.	Accepted – Design currently meets or will meet standard proposed
14.29 Panic Alarms		

ER Ref.	Requirement	Kajima response
14.29.1	The Developer shall liaise with the Council to determine the requirement regarding the provision of Panic Alarms.	Number and scope to be reviewed with LBL as part of reviewable design data.
14.29.2	Where fitted, Panic Alarm systems should be discreet localised systems reporting to a central monitoring point at the main reception.	Accepted – Design currently meets or will meet standard proposed
14.30 Lifts		
14.30.1	The provision of a lift installation is required to provide access to all levels of the building from the main entrance level.	Accepted bar Lift access is not provided to Level 5 in Enterprise Centre and level 3 in Town Hall.
14.30.2	Each lift shall be Equality Act 2010 compliant. Lift cars shall provide access into and within the building for disabled users (including, but not limited to, wheelchair users).	Accepted – Design currently meets or will meet standard proposed
14.30.3	The lifts should be:	Accepted – Design currently meets or will meet standard proposed
14.30.4	• Compliant with Part M of Building Regulations.	Accepted – Design currently meets or will meet standard proposed
14.30.5	• Vandal/damage proof but aesthetically pleasing.	Accepted – Design currently meets or will meet standard proposed
14.30.6	• Appropriately sized.	Accepted – Design currently meets or will meet standard proposed
14.30.7	Where required, banks of lifts to be appropriately controlled to maximise movement.	Accepted – Design currently meets or will meet standard proposed
14.30.8	Provided with emergency phones which must be accessible to the blind, partially sighted, deaf and wheelchair users.	Accepted – Design currently meets or will meet standard proposed
14.30.9	Fitted with disabled friendly controls, information etc (wheelchair accessible height of buttons, tactile numbers, voice messages, and visual alarm).	Accepted – Design currently meets or will meet standard proposed
14.30.10	Provided with internal finishes, such as non-polished stainless steel facilitate cleaning and maintenance.	Finishes to Lifts to be reviewed with LBL as part of RDD Process.
14.30.11	The lifts shall be energy efficient in operation to European guideline VDI 4707.	Accepted – Design currently meets or will meet standard proposed
14.30.12	Arrangements of dealing with lift entrapment will need to be agreed with the Council.	To be reviewed as part of RDD process with LBL
14.31 Automatic Doors		
14.31.1	The Main entrance lobbies are to include automatic doors – the final configuration and controls to be confirmed with the Council.	The main entrance lobbies to The Enterprise and the main entrance off the new public realm to the Town Hall will include automatic doors. Final configuration of automatic doors are controls to be reviewed as part of the RDD process
14.31.2	Internal automatic doors shall be provided where required for Part M compliance.	Scope to be reviewed as part of RDD process with LBL
14.31.3	Conflicts between security and fire escape requirements should be considered at design stage	Accepted – Design currently meets or will meet standard proposed
15 Design Principles for Existing Buildings (Town Hall only)		

ER Ref.	Requirement	Kajima response
15.1 Design Principles		
15.1.1	Innovative and sensitive refurbishment of buildings will generate a sound investment for owners and provide occupiers with a contemporary and effective business environment. The scope for refurbishment may range from simple internal refitting to major structural reorganisation of buildings.	Statement: No response Required
15.1.2	The developer's approach, particularly in an historic context, should be to restore authentically, where relevant and where opportunities permit, to introduce a transparent modern vocabulary for new interventions achieving a deliberate architectural 'play' between the old and the new.	Statement: No response Required
15.1.3	The refurbishment of occupied buildings demands that the design, procurement and construction processes recognise the need to safeguard business operational needs and relocation logistics. The developer's should demonstrate how they will contribute significantly to both issues through the strategic aspects of space planning, sequential move planning, consideration of pragmatic construction/cost issues and mitigation of risk.	Statement: No response Required
15.1.4	The developer's approach to refurbishment scope should balance creative instinct with pragmatism, build-ability and an understanding of procurement and programme risk.	Statement: No response Required
15.2 Alterations		
15.2.1	It is anticipated that any alterations within the existing building stock will improve the buildings and that should alterations to the building fabric be deemed necessary they should have no detrimental impact on any conservation requirements or listed status.	Statement: No response Required
15.3 Strip Out		
15.3.1	The strip out of redundant office/meeting/ancillary accommodation, including the removal of all necessary furniture/fittings, floor finishes (including carpet or vinyl), partitions and ceilings etc., should be allowed for.	Accepted – Design currently meets or will meet standard proposed
15.4 Finishes and Fit-out		
15.4.1	Finishes in all areas of the building should be fit for purpose.	All new finishes will be fit for purpose.
15.5 Main Reception		
15.5.1	Within existing buildings allow for making good, refurbishing and refinishing all existing marble and terrazzo finishes etc., to walls and floors including making good and redecorating existing paint decorated walls and ceilings.	Accepted – Design currently meets or will meet standard proposed
15.6 Stairs		

ER Ref.	Requirement	Kajima response
15.6.1	Within existing buildings allow for making good, refurbishing and refinishing all existing marble and terrazzo finishes etc., to walls and floors including making good and redecorating existing paint decorated walls and ceilings.	Accepted – Design currently meets or will meet standard proposed
15.6.2	Where present allow for making good and/or replace treads of carpet, rubber or self-finished concrete along with metal balustrades and handrails.	Accepted, bar metal balustrades/ handrails which will be made good only.
15.7	Lift Cars and Lobbies	
15.7.1	Within existing buildings allow for making good, refurbishing and refinishing all existing lift car interiors.	Within the Town Hall, all existing lifts will be removed and new lifts provided as part of design.
15.8	Toilets and Shower Rooms	
15.8.1	Within all existing toilets and shower rooms allow for replacing all existing sanitary ware and cubicles with new	Generally all existing toilets are being removed as part of refurbishment of The Town Hall.
15.8.2	In addition allow for making good, refurbishing and refinishing all existing marble and terrazzo finishes etc., to walls and floors including making good and redecorating existing paint decorated walls and ceilings.	Accepted – Design currently meets or will meet standard proposed
15.9	Walls and Doors	
15.9.1	Within existing buildings allow for making good, refurbishing and refinishing all core and column walls, skirtings, door leaves and frames.	Accepted – Design currently meets or will meet standard proposed
15.9.2	Where necessary upgrade doors to meet specific acoustic and fire integrity requirements.	Accepted – Scope to be determined at next stage.
15.10	Decorations	
15.10.1		Accepted – Design currently meets or will meet standard proposed
15.11	Ceilings	
15.11.1	Where there are existing suspended ceilings allow for them to be carefully removed and replaced with new good quality modular polyester powder coated perforated metal ceilings, fully integrated with a regular layout for luminaires, grilles and other service elements with non-visible suspension system.	In general, it is proposed that the existing ceilings in the Town Hall to heritage areas are retained. Where areas are being stripped out, for example basement and Second floor, new ceilings would be installed where required. Scope of any additional ceilings in the Town Hall to be replaced to be reviewed with LBL at the next stage.
15.11.2	All fittings and access zones are to be located in the area of the perforated tiles leaving solid tiles free to accept partitioning etc.	Generally, soffits in new net office areas will be left exposed
15.11.3	The perimeter ceiling is to be formed from a plasterboard soffit incorporating a blind box to suit the external wall detail.	Generally, soffits in new net areas will be left exposed.
15.11.4	Allow for all necessary ceiling plenum barriers.	Accepted – Design currently meets or will meet standard proposed
15.12	Floor Finishes	
15.12.1	Where there are existing carpets or vinyl floor finishes allow for them to be carefully stripped and replaced with new.	Accepted. Floor finishes specification to be reviewed as part of the RDD process

ER Ref.	Requirement	Kajima response
15.12.2	Generally carpet with a combination of durability, quality and low static plus a minimum recycled content of 50%. Computer rooms and wiring cabinets etc. will use an anti-static vinyl finish (pre-finished on raised floor tiles).	Accepted – Design currently meets or will meet standard proposed
15.13	Fittings	
15.13.1	As necessary allow for window blinds and internal signs.	Scope of blinds and internal signs and detailed specification to be reviewed with LBL as part of the RDD process
15.13.2	Allow for fire exit and safety equipment signs to be included and installed in accordance with statutory requirements and to be stainless steel with green lettering and symbols, hanging rod illuminated edge plate glass type with stainless steel cover plates.	Specification and layout of fire exit and safety equipment to be reviewed with LBL as part of the RDD process
16	Mechanical, Electrical and Ventilation – Existing Buildings	
16.1	Introduction	
16.1.1	As part of the London Borough of Lambeth's Office Accommodation Strategy project the buildings detailed elsewhere in the documentation are to be refurbished and the Developer shall produce proposals for the sites which satisfy the Councils requirements stated within this Employer's Requirements document. Works on the Town Hall site shall take into account the property's Listed Building status. Reference should be made to the Architectural section of the Employer's Requirements for building fabric details.	Statement
16.2	Services Philosophy	
16.2.1	The Council's accommodation space shall be fully refurbished to ensure that it is fit for purpose and to provide a common standard of working environment across all areas of the Civic Accommodation.	Accepted – Design currently meets or will meet standard proposed
16.2.2	The principles of Best Practice will be applied wherever possible throughout the design process, to provide the Council with a facility that balances performance with operational cost. Best Practice utilises known technology and modern design and process management techniques to produce systems that operate within sensible parameters, without excessive margins that result in over-design and poor performance.	Accepted – Design currently meets or will meet standard proposed
16.2.3	The design of the mechanical, electrical and public health (MEP) services shall comply with the standards and guidelines provided by the publications listed in Section 6.1	Accepted – Design currently meets or will meet standard proposed
16.2.4	The installation shall be capable of providing a comfortable internal environment throughout the year, incorporating facilities to reduce the use of fossil fuels and minimise building energy consumption.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response								
16.2.5	The services design shall assist in achieving a sustainable and energy efficient facility, prioritising natural methods of illumination and ventilation, although it is acknowledged that there may be situations where artificial lighting, mechanical ventilation and comfort cooling will be required as a result of operational needs or site conditions.	Accepted – Design currently meets or will meet standard proposed								
16.2.6	All rooms except service cores, stairways, utility rooms, stores, plant rooms, IT hubs and cleaners' rooms should preferably have direct access to daylight and natural ventilation. Circulation areas should have natural light if possible.	Accepted – Design currently meets or will meet standard proposed Some areas, including circulation within the existing Town Hall where natural light will not be possible.								
16.2.7	Appropriate provision of standby heating, ventilation and/or cooling equipment is to be supplied where analysis of the requirement indicates that this will be required to enable the effective operation of the building in the event of failure of the primary provision	Accepted – Design currently meets or will meet standard proposed								
16.2.8	The arrangement of services should be such that the future layout changes can be accommodated with minimum alteration to the services installation.	Accepted – Design currently meets or will meet standard proposed								
16.2.9	The services installation shall be arranged in such a way as to make it possible for reasonable sections of the building to be sub-let.	Accepted – Design currently meets or will meet standard proposed								
16.2.10	Consideration shall be given to the provision for diverse routing of power and data into the building. The Developer shall liaise with the Council to determine their precise requirements.	Accepted – Design currently meets or will meet standard proposed								
16.2.11	Zoning of areas anticipated to have different usage patterns will be required.	Accepted – Design currently meets or will meet standard proposed								
16.3	Design Criteria									
16.3.1	<table border="1"> <tr> <td>External design air temperature</td> <td></td> </tr> <tr> <td>Winter</td> <td>-4°C, Saturated.</td> </tr> <tr> <td>Summer</td> <td>28°C dry bulb, 20°C wet bulb maximum</td> </tr> <tr> <td colspan="2">Chiller and condenser plant will be selected to operate at a summer external condition of 35°C, albeit at reduced capacity.</td> </tr> </table>	External design air temperature		Winter	-4°C, Saturated.	Summer	28°C dry bulb, 20°C wet bulb maximum	Chiller and condenser plant will be selected to operate at a summer external condition of 35°C, albeit at reduced capacity.		Accepted – Design currently meets or will meet standard proposed
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ER Ref.	Requirement	Kajima response														
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16.3.3	Air velocities in occupied areas	In accordance with BS EN ISO 7730 for Moderate Thermal Conditions.														
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ER Ref.	Requirement	Kajima response												
16.3.7	<p>Appropriate Electrical Loadings</p> <table border="1"> <tr> <td>Lighting</td> <td>12W/m²</td> </tr> <tr> <td>Small Power</td> <td>20 W/m²</td> </tr> <tr> <td>HVAC Plant</td> <td>50 W/m²</td> </tr> <tr> <td>Lifts</td> <td>10W/m²</td> </tr> <tr> <td>Servers</td> <td>To be advised by Council ICT department</td> </tr> </table>	Lighting	12W/m ²	Small Power	20 W/m ²	HVAC Plant	50 W/m ²	Lifts	10W/m ²	Servers	To be advised by Council ICT department			
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External	20 lux													
16.3.9	The above figures are for guidance only. The Developer shall liaise with the Council to determine precise requirements.													
16.4	Systems to be Provided													
16.4.1	The following mechanical and public health services systems shall be provided:	Accepted – Design currently meets or will meet standard proposed, unless otherwise noted												
16.4.2	• Incoming gas services, (metered at point of entry and as required by Part L of the Building Regulations)													
16.4.3	• Incoming water services, (metered at point of entry and as required by Part L of the Building Regulations)													
16.4.4	• Heating, ventilation and comfort cooling installations, as necessary													
16.4.5	• Toilet extract ventilation installations													
16.4.6	• Specialist ventilation installations													
16.4.7	• Cold water storage and distribution													
16.4.8	• Hot water generation and distribution													
16.4.9	• Rainwater harvesting systems	This is a Duplicate of item 16.4.13												
16.4.10	• Specialist water features (if required, Council to confirm)													
16.4.11	• Above-ground and below-ground soil and waste systems													
16.4.12	• Surface water drainage													
16.4.13	• Rainwater harvesting													
16.4.14	• Building Energy Management System (BEMS)													
16.4.15	• Smoke control (if required)													
16.4.16	• Fire fighting installations													
16.4.17	• Passenger and goods lifts													

ER Ref.	Requirement	Kajima response
16.4.18	The following electrical systems shall be provided:	
16.4.19	• Incoming electrical services, (metered at point of entry and as required by Part L of the Building Regulations)	
16.4.20	• External/security lighting installations	
16.4.21	• Emergency lighting installations	
16.4.22	• Fire detection and alarm systems	
16.4.23	• Lightning protection	
16.4.24	• Earthing and bonding	
16.4.25	• Car parking barrier and access controls, if applicable	
16.4.26	• LV switchgear	
16.4.27	• Small power distribution	
16.4.28	• General lighting installations	
16.4.29	• Feature lighting installations	
16.4.30	• Public address (if required)	
16.4.31	• Electronic security and access control	
16.4.32	• Internal CCTV extending to building perimeter external areas	
16.4.33	• Disabled WC alarms	
16.4.34	• Refuge alarms	
16.4.35	• Panic alarms	
16.5	Existing Services	
16.5.1	The Developer should note that existing services are to be retained and reused where appropriate and where they are capable of satisfying the requirements with regard to capacity, efficiency and plant design life (as stated in Section 13.6).	The proposals for the Town Hall mean that the existing services are being stripped out. Consideration will be given where appropriate for reuse of existing services although this may be limited due to the large-scale nature of the refurbishment.
16.5.2	All retained services are to be fully validated, tested and commissioned as part of the project.	Accepted – Design currently meets or will meet standard proposed
16.6	Natural Gas	
16.6.1	The Developer shall assess the gas requirements for the sites and ensure that suitable, low-pressure natural gas supplies are provided from local infrastructure. The existing gas intakes should be retained and reused if possible.	Accepted – Design currently meets or will meet standard proposed
16.6.2	The gas supply is to be routed into a naturally ventilated gas meter room, with an installed gas meter.	Accepted – Design currently meets or will meet standard proposed
16.7	Heating	

ER Ref.	Requirement	Kajima response
16.7.1	Consideration shall be given to the use of non-fossil fuels and to the minimisation of fossil fuel use. High efficiency systems such as Ground Source Heat Pumps should be considered. Wherever a fossil fuel energy source is to be used it shall be natural gas. Consideration should be given to the possibility of connection to a local district heating scheme and to possible future connection to a district heating scheme.	Accepted – Design currently meets or will meet standard proposed
16.7.2	Plant should be sized taking into consideration summer and winter loads, with optimisation and compensation, frost protection and night set back facilities, or equivalent to achieve the specified internal temperatures at the stated external design temperature. The installed plant shall be capable of heating the building to the desired temperatures within 2 hours of start up. Heat emitters should be selected to maximise the effective use of space.	Accepted – Design currently meets or will meet standard proposed
16.7.3	The building should be zoned to allow for areas of different occupancy levels and durations of occupation. These zones should be controlled by the Building Energy Management System (BEMS) to reflect the occupancy levels and their duration, and have the capability to be adjusted if these change during the operational life of the building. Heating set points must be capable of being adjusted for each zone and for operating hours to be extended.	Accepted – Design currently meets or will meet standard proposed
16.7.4	The rating and efficiency of the boilers shall be compliant with the requirements specified in Part L of the Building Regulations and shall be high efficiency, low NOx in accordance with BREEAM requirements.	Accepted – Design currently meets or will meet standard proposed
16.7.5	The heating system shall be designed and installed to be inherently resilient, including the provision of a standby plant and pumping arrangements.	Accepted – Design currently meets or will meet standard proposed
16.8	Ventilation and Air Conditioning	
16.8.1	Maximum use shall be made of natural ventilation, subject to local heat gains, space temperatures, statutory or design requirements. In accordance with the Building Regulations, Local Authority requirements and good practice, specific areas such as toilets, bathrooms and shower rooms should employ mechanical ventilation.	Accepted – Design currently meets or will meet standard proposed
16.8.2	Where design requirements cannot be reliably met by natural ventilation, mechanical ventilation should be employed to maintain the required conditions.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
16.8.3	Only where natural ventilation or mechanical ventilation cannot meet the design conditions should comfort cooling be considered. Control of humidity will not be required.	Accepted – Design currently meets or will meet standard proposed
16.8.4	Computer Equipment Rooms are to be provided with independent 24 hour cooling (together with humidity control, if required)	Accepted – Design currently meets or will meet standard proposed
16.8.5	Air Handling Units shall, where possible incorporate heat recovery to maintain energy efficiency.	Accepted – Design currently meets or will meet standard proposed
16.8.6	Sample thermal modelling is to be undertaken as part of the design process to demonstrate that the maximum temperature requirements will not be exceeded with the modelling data provided. Full thermal modelling is to be provided for any identified hot spots and the Developer shall provide all solutions, including necessary cooling provision.	Accepted – Design currently meets or will meet standard proposed
16.8.7	Grilles and diffusers should be selected and positioned to provide even air distribution and avoid cold draughts.	Accepted – Design currently meets or will meet standard proposed
16.9	Building Energy Management System	
16.9.1	An integrated Building Energy Management System (BEMS) designed in accordance with the CIBSE Guide H: Building Control Systems is to be provided to monitor and control plant and engineering services within the building. The BEMS shall be open protocol and shall interface with the building ICT system.	Accepted – Design currently meets or will meet standard proposed
16.9.2	The BEMS is to utilise localized, intelligent, stand-alone microprocessor based outstations that incorporate distributive intelligence and direct digital control (DDC) methodology. The outstations are to be fully networked. The completed network shall be engineered such that it forms an overall integrated knowledge based management system.	Accepted – Design currently meets or will meet standard proposed
16.9.3	Outstations fitted within motor control centres (MCC) panels shall be programmable devices and shall supervise associated items of main plant and equipment. Terminal units shall typically be provided with devices linked via a network. Outstations shall share data and operate in conjunction with one another, via the communications network, but are to be capable of stand-alone operation, in the event of network failure. The BEMS shall control and/or monitor the mechanical, electrical, public health and fire systems.	Accepted – Design currently meets or will meet standard proposed
16.9.4	Graphical representation shall be provided at the head end that can be web-accessed from any authorised terminal for read only access.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
16.9.5	The network communication link and BEMS are to be designed to have sufficient versatility, diversity and UPS back-up such that in the event of a mains power failure or the loss of a particular section of the network installation it continues to operate and communicate with no adverse affects.	Accepted – Design currently meets or will meet standard proposed
16.9.6	The BEMS will include an uninterruptible power supply (UPS), to protect the software and control logic from unforeseen interruptions in the power supply.	Accepted – Design currently meets or will meet standard proposed
16.9.7	The BEMS shall be designed to ensure optimum usage of energy resources.	Accepted – Design currently meets or will meet standard proposed
16.9.8	The BEMS is to have the facility to be interrogated locally and also to be interfaced with other remote monitoring facilities. The system should be capable of supporting BACnet browser-based web access and Modbus over TCP/IP at management level with support of Modbus and BACnet at Field level. The energy management system must include zone control, time clocks, weather compensation and space temperature sensors.	Accepted – Design currently meets or will meet standard proposed
16.10 Cold Water Service		
16.10.1	An independent, metered, mains water supply shall be provided to each building from the local Water Authority infrastructure.	Accepted – Design currently meets or will meet standard proposed
16.10.2	The incoming mains will serve a break tank and booster set with run and standby pumps and integral automatic controls to serve all sanitary appliances. Spare capacity will be included to serve future drinking water points (e.g. two per floor level).	Accepted – Design currently meets or will meet standard proposed
16.10.3	Cold water storage should be sized to ensure adequate turnover.	Accepted – Design currently meets or will meet standard proposed
16.10.4	Flow rates to toilet areas will be monitored by leak detection systems and shut off if excess flow is detected. In addition, shut off valves shall be provided to isolate cold water supplies during periods of non occupation.	Accepted – Design currently meets or will meet standard proposed
16.10.5	The domestic water services will be designed to minimise the use of water.	Accepted – Design currently meets or will meet standard proposed
16.10.6	To minimise the use of processed water rainwater harvesting tanks will be incorporated to serve the flushing WCs.	Accepted – Design currently meets or will meet standard proposed
16.10.7	Drinking water supplies should be provided to staff break-out areas to feed vending machines.	Accepted – Design currently meets or will meet standard proposed
16.10.8	All water delivered from installed outlets should be potable.	Accepted – Design currently meets or will meet standard proposed
16.11 Hot Water Service		

ER Ref.	Requirement	Kajima response
16.11.1	All water heating and hot water delivery systems must comply with HSE requirements relating to the control of Legionella. Where used for hand washing hot water temperature at the point of delivery should be limited to minimise the risk of scalding with a maximum temperature of 43 +/- 2 deg.C.	Accepted – Design currently meets or will meet standard proposed
16.11.2	Consideration in designing the hot water system should be given to minimising the use of fossil fuels. Hot water generation may be linked to the heating system but consideration should be given to maintaining efficiencies during the summer period	Accepted – Design currently meets or will meet standard proposed
16.11.3	A solar thermal collector system should be used, if possible, to pre-heat the incoming cold water supply.	Currently we propose to use the Combined Heat and Power (CHP) system to provide the hot water. To use solar thermal would make the CHP system less efficient
16.11.4	All water delivered from installed outlets should be potable.	
16.11.5	Shower and tap mixer valves shall be fail safe thermostatic type which shall cut off to prevent water flow in the event that the cold water feed is interrupted, as a minimum to comply with BS EN 1111/ BS EN 1287 and the TMV3 scheme.	
16.12 Drainage		
16.12.1	The drainage system should be installed to comply with Local Authority requirements. The system shall connect to the public sewerage system and shall incorporate above-ground and below ground drainage installations, pumped if necessary. The existing connection shall be retained if suitable.	Accepted – Design currently meets or will meet standard proposed
16.12.2	Above ground horizontal drain runs should be limited where practicable and adequate rodding eyes should be installed for maintenance purposes.	Accepted – Design currently meets or will meet standard proposed
16.12.3	To prevent air from the drainage system entering the building each of the sanitary appliances shall incorporate a water seal at the point at where they discharge into the drainage system.	Accepted – Design currently meets or will meet standard proposed
16.12.4	The design of the entire drainage installation shall be compliant with all relevant regulations and guidance.	Accepted – Design currently meets or will meet standard proposed
16.12.5	A separate system of underground gravity drainage shall be provided to drain the surface water from the site, via appropriate petrol interceptors as necessary to the connection to the surface water sewer.	Accepted – Design currently meets or will meet standard proposed
16.12.6	Consideration shall be given to the provision of surface water run-off attenuation using sustainable urban drainage systems (SUDs) and not discharged directly into the sewer.	Accepted – Design currently meets or will meet standard proposed
16.13 Plant Space and Access		

ER Ref.	Requirement	Kajima response
16.13.1	Existing plant rooms and plant spaces shall be retained and reused wherever possible.	Accepted- Plant rooms will be retained if possible, however this will depend on the final spatial arrangements
16.13.2	The design of all plant rooms and plant areas shall ensure that there is safe and effective access for the inspection, maintenance and removal/replacement of plant. The installation shall be designed for ease of the future maintenance and as such shall comply with the requirements of the Construction (Design and Management) Regulations.	Accepted – Design currently meets or will meet standard proposed
16.13.3	The location of ventilation plant must carefully consider air quality and potential sources of contamination both from the building and externally.	Accepted – Design currently meets or will meet standard proposed
16.13.4	Access hatches are to be located, where possible, in non-critical/operational areas to prevent disruption to users.	Accepted – Design currently meets or will meet standard proposed
16.14 Service Risers		
16.14.1	Existing service risers are to be retained and reused wherever possible.	Accepted- Risers will be retained if possible within Town Hall, however this will depend on the final spatial arrangements
16.14.2	Where the demise extends over more than one floor level, major vertical ductwork, electrical and pipework runs shall be kept within riser shafts. Shafts should, where possible, be located at services cores and adjacent the plant rooms, although reuse of existing should be prioritized. Electrical and mechanical services should be segregated. Riser access shall be via access doors from circulation spaces	Accepted – Design currently meets or will meet standard proposed
16.14.3	The location of any new service risers and ducts serving the Demise shall be co-ordinated with the structure. Access to all engineering and utility services should facilitate ease of maintenance, which should be safe and able to be effectively undertaken. Space should be provided to give flexibility for future re-planning and re-modelling of the services. Services should be designed to facilitate change of use without disruption or significant change to structure.	Accepted – Design currently meets or will meet standard proposed
16.15 External Plant		
16.15.1	Any new major plant items and equipment shall be located at roof level where practical.	Accepted - Plant is located on roofs where possible and also in Ground Floor and Lower Ground floor
16.15.2	Any external plant serving the demise shall be integrated into the overall scheme design concept. Space provision may be required for additional Council plant (subject to confirmation).	LBL to confirm requirements of any additional council plant.

ER Ref.	Requirement	Kajima response
16.15.3	Consideration should be given to the provision of passive solar control to external plant areas, utilising external brise soleil to south, south-west and south-east elevations. Provision of anodised aluminium solar shading louvres or similar shall be developed in conjunction with Part L2 calculations.	No aluminium solar shading louvres are provided. Low e coating to glass will be provided where required.
16.16 Electrical Supply & LV Distribution		
16.16.1	Electrical Services are to be fully compliant with the latest edition of the IET Wiring Regulations (BS 7671).	Accepted – Design currently meets or will meet standard proposed
16.16.2	The resilience of the electrical supply and distribution system and the capacity of any secondary power sources such as uninterruptible power supplies (UPS) should be established following assessment of business continuity risks.	Accepted – Design currently meets or will meet standard proposed
16.16.3	If required, a suitable cable connection should be provided to allow the connection of a standby generator to meet the full building load. The requirement for implementation of this provision shall be confirmed by the Council. If required, a suitable location for the generator is to be incorporated into the design.	Accepted – Design currently meets or will meet standard proposed
16.16.4	Transient surge suppression shall be provided to Computer Equipment Rooms and the feed shall be from a separate breaker to the rest of the building.	Accepted – Design currently meets or will meet standard proposed
16.16.5	Small power distribution systems shall incorporate the provision of RCBO type circuit protection.	Accepted – Design currently meets or will meet standard proposed
16.16.6	The design/installation of the distribution systems includes spare capacity of 20% over and above the maximum calculated load on each sub main, for future development.	Accepted – Design currently meets or will meet standard proposed
16.16.7	Sufficient additional socket-outlets (RCBO protected) should be provided to enable the use of cleaning equipment without the need to use extension leads. (Floor cleaning equipment having 9m-long power cables).	Accepted – Design currently meets or will meet standard proposed
16.16.8	Distribution boards shall be lockable and shall incorporate a minimum of 20% spare ways. All distribution wiring shall be concealed.	Accepted – Design currently meets or will meet standard proposed
16.16.9	Power factor correction will be fitted to achieve 0.95pf when the building is occupied	Accepted – Design currently meets or will meet standard proposed
16.16.10	Sub-metering shall be installed to satisfy the requirements of Part L of the Building Regulations.	Accepted – Design currently meets or will meet standard proposed
16.16.11 16.17 Standby Electrical Supplies		

ER Ref.	Requirement	Kajima response
16.17.1	Space for a standby generator may be required including adequate space provision for exhaust, ventilation, fuel storage, cable routing and noise attenuation, etc. The Council will confirm regarding this requirement and the Developer shall make allowance for adequate space accordingly. The Town Hall presently has generator support from a neighbouring building and the Developer shall investigate the viability and suitability of retaining this arrangement.	LBL to confirm requirement for stand by generator
16.18 Uninterruptable Power Supplies		
16.18.1	Installation of uninterruptible power supplies (UPS) should be considered wherever they provide a significant benefit to business continuity. The Developer shall liaise with the Council to determine their requirements and shall ensure adequate provision.	Accepted – Design currently meets or will meet standard proposed
16.19 Lighting		
16.19.1	The lighting installation shall satisfy the requirements stated within Part L of the Building Regulations.	Accepted – Design currently meets or will meet standard proposed
16.19.2	The lighting scheme shall provide an aesthetically pleasing environment throughout, whilst recognising the demands of functionality in specific areas.	Accepted – Design currently meets or will meet standard proposed
16.19.3	Daylight is generally considered to provide the best colour rendering and the design of the building should maximise the benefits of natural light. Wherever possible, rooms and corridors should receive natural light. Where work is carried out under artificial light due to both the design of rooms and the availability of daylight, the artificial lighting must ensure good colour rendering by using, for example, intermediate or warm fluorescent lights, daylight tubes etc.	Accepted – Design currently meets or will meet standard proposed
16.19.4	Glare must be minimised for the comfort of staff, particularly relating to Visual Display Terminal (VDT) use.	Accepted – Design currently meets or will meet standard proposed
16.19.5	Low energy fittings should be used wherever possible. All fluorescent tubes, lamps, etc should be long life type.	Accepted – Design currently meets or will meet standard proposed
16.19.6	Light fittings and illumination levels for offices should be in accordance with CIBSE LG3 and LG7. Where VDTs will be routinely used, lighting should comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1991.	Accepted – Design currently meets or will meet standard proposed
16.19.7	Office luminaires will be dimmable through a daylight linked control system as well as PIR occupancy control.	Accepted – Design currently meets or will meet standard proposed
16.19.8	The luminaires for office areas will be set out on an open plan basis. The lighting shall be designed to provide an average illuminance of 400lux on the working plane at a uniformity of 0.8, in compliance with CIBSE Lighting Guide 7.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
16.19.9	Where appropriate, levels of natural and artificial light must be capable of being locally controlled by those occupying the internal space. Individual switching should be provided in all areas to allow isolation of luminaires adjacent to windows and to make use of available daylight. Switching of meeting room lighting should be arranged to allow for the seating layout required. Dimming should be provided to all meeting room fittings.	Accepted – Design currently meets or will meet standard proposed
16.19.10	Care should be taken that light fittings are easily accessible for lamp replacement.	Accepted – Design currently meets or will meet standard proposed
16.19.11	Removal of luminaires for maintenance/replacement purposes shall not require the disconnection of the fixed wiring. Lighting of stairways and circulation areas shall be supplied from separate circuits differing from those serving general areas with a minimum of two circuits supplying designated escape routes. Diffusers shall be tethered to the main body of the fitting.	Accepted – Design currently meets or will meet standard proposed
16.19.12	Passive infra-red occupancy controls for energy saving shall be provided in suitable areas (e.g., WCs and other infrequently occupied areas).	Accepted – Design currently meets or will meet standard proposed
16.19.13	Lighting of any core(s) and circulation areas shall be centrally controlled with the provision of local switching where appropriate. Time switch and photocell control functions are to be provided for external lighting, as well as provision for central control of some exterior lighting where required.	Accepted – Design currently meets or will meet standard proposed
16.19.14	A variety of luminaire types including uplighters, downlighters, wall and ceiling washers, shall be used to create a visually attractive environment. In all cases, emphasis will be given to the use of high efficiency fittings using LED units or fluorescent fittings, fitted with high frequency electronic control gear to provide improved visual comfort, reduced noise levels and ensure running costs are at a minimum. In rooms where VDTs are being used, luminaires with suitable diffusers will be provided.	Accepted – Design currently meets or will meet standard proposed
16.19.15	Automatic lighting control is to be provided throughout the building. Illumination level detectors and presence detectors shall be utilized to enable control of both the operation and intensity of luminaires.	Accepted – Design currently meets or will meet standard proposed
16.19.16	Colour rendering should be appropriate to the room use.	Accepted – Design currently meets or will meet standard proposed
16.19.17	The lighting installation will be designed to comply with the latest guidance including the following publications:	Accepted – Design currently meets or will meet standard proposed
16.19.18	• BS EN 12464-1: Lighting for Workplaces	Accepted – Design currently meets or will meet standard proposed
16.19.19	• CIBSE Lighting Guide 3: Lighting for Visual Display Terminals	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
16.19.20	• CIBSE Lighting Guide 7: Office Lighting	Accepted – Design currently meets or will meet standard proposed
16.19.21	• IES Technical Report on the Daytime Lighting of Buildings	Accepted – Design currently meets or will meet standard proposed
16.20 Exterior Lighting		
16.20.1	Roadways, paths, car parks and cycle racks will be illuminated in accordance with the relevant Lighting Guides, British Standards and BREEM requirements. External lighting shall also comply with the requirements of "Secured by Design" if required by terms of planning conditions.	Accepted – Design currently meets or will meet standard proposed
16.20.2	All external areas, including car parks shall appropriate lighting in accordance with CIBSE guidance. Sustainable feature lighting is to be provided where possible.	Accepted – Design currently meets or will meet standard proposed
16.20.3	The consideration of light spill is an important aspect regarding the neighbours. The phased/zoning of external lighting is to be designed and provided to minimise light pollution after agreed hours, whilst being sufficient for safety and security purposes.	Accepted – Design currently meets or will meet standard proposed
16.20.4	Adequate levels of lighting to pedestrian and vehicular routes and parking spaces shall be provided as necessary for the safety of visitors and staff accessing the demise during the hours of darkness.	Accepted – Design currently meets or will meet standard proposed
16.20.5	Any lighting incorporated within the external areas shall satisfy Health and Safety requirements, and shall be vandal-resistant.	Accepted – Design currently meets or will meet standard proposed
16.21 Emergency Lighting		
16.21.1	The emergency lighting installation shall be designed and installed in accordance with BS5266 Part 1 and CIBSE Technical Memorandum TM12.	Accepted – Design currently meets or will meet standard proposed
16.21.2	The installation shall comprise either self contained battery luminaires or local inverter/battery units serving the general lighting luminaires, with the exception of final exit doors to staircases and from the building where maintained luminaires fitted with signage shall be installed. The luminaires shall be arranged to operate on failure of the 'normal' local lighting circuit and shall provide three hours back up.	Accepted – Design currently meets or will meet standard proposed
16.21.3	The system shall unless otherwise agreed utilise LED technology.	Accepted – Design currently meets or will meet standard proposed
16.21.4	Local test key switches shall be provided to allow routine maintenance and testing of the system or be an addressable self test system with the facility for zonal key switches.	Accepted – Design currently meets or will meet standard proposed
16.21.5	Suitable emergency lighting is to be provided externally at all escape exit points from the facility.	Accepted – Design currently meets or will meet standard proposed
16.22 Access Control		

ER Ref.	Requirement	Kajima response
16.22.1	Electronic access controls with remote control shall be provided to all external doors, together with internal doors where required, e.g. main department access doors and boundaries between staff and public zones. Requirements are to be determined through consultation with the Council. The access control system shall, where possible, be compatible with the systems utilised at other Council properties.	Access control strategy to be reviewed with LBL through RDD process.
16.22.2	Controls for the external car park barrier and/or external gates (where applicable) shall be provided.	Controls to external gates will be provided.
16.23 Lightning Protection		
16.23.1	A lightning protection system shall have been provided to comply with the requirements of British Standard BS 6651, to provide adequate protection of the property against damage from lightning and to minimise the risk to human life in the event of lightning.	Accepted – Design currently meets or will meet standard proposed
16.23.2	Concealed down conductors integrated into the building fabric are to be utilised where possible.	Accepted – Design currently meets or will meet standard proposed
16.24 Public Address System		
16.24.1	Requirement to be advised by the Council.	Public address system will be supplied, specification to be agreed with LBL
16.25 DDA Systems and Requirements		
16.25.1	Induction loop, infrared or radio systems are required for staff and visitors who use hearing aids, or are visually impaired. Disabled toilet areas must be fitted with pull cord alarm, room reset, over-door indication with visual and audible alarm indication at a permanently manned location. Systems are to be compliant with the Equality Act 2010 and with Part M of the Building Regulations. Further requirements are listed in Section 8.4.	Accepted – Design currently meets or will meet standard proposed
16.26 Earthing and Bonding		
16.26.1	Earthing and bonding shall be carried out in accordance with the current edition of the IET Wiring Regulations (BS 7671).	Accepted – Design currently meets or will meet standard proposed
16.27 Security		
16.27.1	The security systems for the property shall be compatible with the systems installed at the Council's other properties, to permit user cards to be programmed to allow access to more than one building. The design of the security system(s) shall be subject to approval by the Council.	Accepted – Design currently meets or will meet standard proposed Details to be reviewed with LBL as part of RDD process.

ER Ref.	Requirement	Kajima response
16.27.2	All alarm panels (ie. fire alarm repeater panel, security, disabled) shall be located behind the main reception and shall have a user-friendly display and ample capacity for alphanumeric details of the location of activated sensors.	Accepted – Design currently meets or will meet standard proposed Details of location of alarm panels to Enterprise Centre and Town Hall to be reviewed with LBL as part of RDD process.
16.27.3	Where the demise is part of a multi-tenanted scheme, all relevant alarm systems shall include the necessary interfaces with the landlord's system(s).	Accepted – Design currently meets or will meet standard proposed
16.28	CCTV	
16.28.1	Internal CCTV coverage should be installed at the following locations:	Accepted – Design currently meets or will meet standard proposed
16.28.2	• Main entrance covering the lobby area and entrance	Accepted – Design currently meets or will meet standard proposed
16.28.3	• Reception desk area to provide coverage and protection for reception staff and coverage of the reception area	Accepted – Design currently meets or will meet standard proposed
16.28.4	• Staff/deliveries entrance	Accepted – Design currently meets or will meet standard proposed
16.28.5	• Boundary between staff and public zones	Accepted – Design currently meets or will meet standard proposed
16.28.6	Cameras shall have anti-glare capability (where applicable) and be capable of capturing identification quality images of all persons.	Accepted – Design currently meets or will meet standard proposed
16.28.7	The CCTV system shall be linked to either a network video recorder at a location as determined by the Council or fitted with a digital video recorder (DVR) which is linked via an IP address to the security team at an off-site location, if required. The DVR system should have the following capabilities:	Accepted – Design currently meets or will meet standard proposed
16.28.8	• remote IP monitoring and interrogation of the hard drive	Accepted – Design currently meets or will meet standard proposed
16.28.9	• CD/DVD burning facility	Accepted – Design currently meets or will meet standard proposed
16.28.10	• event alarms to IP address and the streaming of live footage	Accepted – Design currently meets or will meet standard proposed
16.28.11	• motion sensitive/movement activated recording and camera support to maximise the use of the hard drive	Accepted – Design currently meets or will meet standard proposed
16.28.12	• MPEG4 compression	Accepted – Design currently meets or will meet standard proposed
16.28.13	• 25 frames per second per channel real time recording capability (CIF)	Accepted – Design currently meets or will meet standard proposed
16.28.14	• minimum 500 Gb hard drive	Accepted – Design currently meets or will meet standard proposed
16.28.15	• 31-day recording capability	Accepted – Design currently meets or will meet standard proposed
16.28.16	The installations shall use colour, high definition cameras (with image quality and view suitable for use in a court of law) linked via a matrix system to a central control area with facilities which allow for live (when required) and time lapse recording. Live monitoring to be available across the facility IT backbone and remotely via the web.	Accepted – Design currently meets or will meet standard proposed

ER Ref.	Requirement	Kajima response
16.28.17	The Developer is responsible for the provision of legally compliant CCTV signage and must produce a siting drawing for Council approval. CCTV signposting shall be provided on all entrances, clearly identifying to all visitors that CCTV monitoring is in use and that the system is owned and operated by the Council, along with a contact telephone number. Additional signs shall be provided in the building, including in stairwells and other public areas.	Location of CCTV cameras to be reviewed with LBL as part of RDD process
16.28.18	Internal cameras shall be used to monitor all public corridors, reception areas, entrances and sensitive areas.	Accepted – Design currently meets or will meet standard proposed
16.28.19	Internal cameras are to be of covert design with high quality lenses to allow for zoom and wide angle use without loss of definition.	Accepted – Design currently meets or will meet standard proposed
16.28.20	External cameras shall ideally be pole mounted, with anti-theft collars, looking back towards the buildings to view all external areas, entrances and exits. They are to have pan/tilt/zoom and night vision capability.	Location of CCTV cameras to be reviewed with LBL as part of RDD process
16.29	Security/ Locks	
16.29.1	Consultation should be carried out with Council staff and advisers at an early stage in the design process regarding security requirements.	Accepted. Locks & suiting will be reviewed with LBL as part of the RDD process
16.29.2	Electronic locking systems must be approved by the appropriate fire authority and shall not conflict with or compromise the Means of Escape. Zoning of suited locks is to be agreed in advance with the Council.	Accepted. Electronic Locking Systems will be reviewed with fire authority as part of the detailed design process post preferred bidder stage. Zoning to be reviewed with LBL as part of the RDD process
16.30	Security Systems	
16.30.1	An intruder alarm system shall be provided and shall meet the standards of BS EN 50131 and PD 6662. The system is to be linked to all doors and windows and to PIR movement detectors located internally.	Accepted – Design currently meets or will meet standard proposed
16.30.2	The alarm signal will be used to activate alarm sounders internally, externally and via a telephone or IP link to an external monitoring station.	Accepted – Design currently meets or will meet standard proposed
16.30.3	A proximity reader system shall be provided for all electronic access controlled doors.	Accepted – Design currently meets or will meet standard proposed
16.30.4	The system will be expandable and will be capable of integrating with additional security systems.	Accepted – Design currently meets or will meet standard proposed
16.31	Panic Alarms	
16.31.1	The Developer shall liaise with the Council to determine the requirement regarding the provision of Panic Alarms.	Accepted. Requirement for panic alarms reviewed with LBL as part of the RDD process

ER Ref.	Requirement	Kajima response
16.31.2	Where fitted, Panic Alarm systems should be discreet localised systems reporting to a central monitoring point at the main reception.	Accepted – Design currently meets or will meet standard proposed
16.32	Lifts	
16.32.1	The provision of a lift installation is required to provide access to all levels of the building from the main entrance level. Where possible the existing lift systems are to be retained. If the existing lift systems, renewed as necessary, would not be capable of satisfying the stated requirements, the Developer shall agree with the Council the extent of modifications/alterations to be implemented at each site.	Accepted – Design currently meets or will meet standard proposed
16.32.2	Each lift shall be Equality Act 2010 compliant. Lift cars shall provide access into and within the building for disabled users (including, but not limited to, wheelchair users).	Accepted – Design currently meets or will meet standard proposed
16.32.3	The lifts should be:	
16.32.4	• Compliant with Part M of Building Regulations.	Accepted – Design currently meets or will meet standard proposed
16.32.5	• Vandal/damage proof but aesthetically pleasing.	Accepted – Design currently meets or will meet standard proposed
16.32.6	• Appropriately sized.	Accepted – Design currently meets or will meet standard proposed
16.32.7	Where required, banks of lifts to be appropriately controlled to maximise movement.	Accepted – Design currently meets or will meet standard proposed
16.32.8	Provided with emergency phones which must be accessible to the blind, partially sighted, deaf and wheelchair users.	Accepted – Design currently meets or will meet standard proposed
16.32.9	Fitted with disabled friendly controls, information etc (wheelchair accessible height of buttons, tactile numbers, voice messages, and visual alarm).	Accepted – Design currently meets or will meet standard proposed
16.32.10	Provided with internal finishes, such as non-polished stainless steel facilitate cleaning and maintenance.	Lift Car finishes to be agreed with LBL during RDD Process
16.32.11	The lifts shall be energy efficient in operation to European guideline VDI 4707.	Accepted – Design currently meets or will meet standard proposed
16.32.12	Lift entrapment arrangements will need to be agreed with the Council.	To be agreed with LBL during RDD Process
16.33	Automatic Doors	
16.33.1	The Main entrance lobbies are to include automatic doors – the final configuration and controls to be confirmed with the Council.	Included in ISDS design Final Configuration to be reviewed with LBL as part of RDD process.
16.33.2	Internal automatic doors shall be provided where required for Part M compliance.	Will be provided where required by Part M.
16.33.3	Conflicts between security and fire escape requirements should be considered at design stage	Accepted – Design currently meets or will meet standard proposed
17	Fixtures, Fittings and Equipment	

ER Ref.	Requirement	Kajima response
17.1	Developers Responsibilities for Fixtures and Fittings	
17.1.1	Products and materials are to be robust and, where applicable, demountable/reconfigurable multiple times by non-specialists.	Accepted – Design currently meets or will meet standard proposed
17.1.2	Products and materials are also to be of standard guaranteed on-going production (not bespoke, 'one-offs', 'end of range') with additional and replacement parts to be available 'off the shelf'/immediately/locally and low cost.	Accepted – Design currently meets or will meet standard proposed
17.1.3	Products and materials should be appropriate for use, fit for purpose, hard-wearing, easy to clean/stain proof/stain resistant.	Accepted – Design currently meets or will meet standard proposed
17.1.4	Decorations to be wipe able/washable, paint finishes to be RAL/BS standard colours.	Accepted – Design currently meets or will meet standard proposed
17.1.5	Samples of systems and finishes will be required to be approved by the Council.	Samples to be reviewed by LBL as Part of RDD Process
17.2	Developer Responsibilities for Equipping	
17.2.1	The compliant bid is for a Category B fit out. Bidders are also requested to provide mandatory variant bids to included Fixtures, Fittings and Equipment as defined below.	Cost plan within bid includes FF&E option
17.2.2	The mandatory variant submission described as the second variant above, requires the developer to provide furniture within the development. The Developer will be expected to liaise with the Council to provide new furniture, as necessary, to the new building. In principle the Council's furniture standards are as follows:	Cost plan within bid includes furniture option
17.2.3	Desks	
17.2.4	New desks should be designed to be capable of being single stand-alone units or combined into bench style multi-person groups.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.5	Dimensions:	
17.2.6	1600mm wide x 800mm deep x 720-750mm high. NB: 10% to be height adjustable.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.7	Divider:	
17.2.8	Allow for a 1600mm wide x 450mm high fabric wrapped acoustic panel.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.9	Optional Divider:	
17.2.10	Allow for a moveable divider 800mm wide x 300mm high to delineate individual workplaces	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.11	Desk return:	

ER Ref.	Requirement	Kajima response
17.2.12	Allow for a desk return 500mm wide x 800mm deep x 720-750mm high for executive positions.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.13	All new desks should be the same size and style to maximise their flexibility and should be provided with:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.14	Desk top double power socket outlet for chargers etc.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.15	Suspended cradles to house thin client PCs and cable management	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.16	Task Chair	
17.2.17	Height adjustable arms, seat and back.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.18	Depth adjustable seat.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.19	Back/seat tilt and spring adjustment.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.20	Ergonomic lumbar support back.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.21	Swivel base with castors.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.22	Visitor/meeting Chair	
17.2.23	To suite with the task chair. Cantilever frame and matching ergonomic back but without the adjustment.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.24	Storage	
17.2.25	Low storage cabinet:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.26	2 drawer side filer 800mm wide x 450mm deep x 720mm high.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013

ER Ref.	Requirement	Kajima response
17.2.27	Medium storage cabinet:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.28	3 drawer side filer 800mm wide x 450mm deep x 1100mm high	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.29	High storage cabinet:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.30	Double door, 4 shelf cabinet 800mm wide x 450mm deep x 1850mm high	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.31	Locker:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.32	For mobile workers, complete with personal filing/stationery box.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.33	Lockers should be provided within each breakout area for each member of staff/headcount. Each locker should be equipped with a slot for post and a label holder for a number or name card and be at a height to avoid manual handing problems.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.34	Coat cabinet:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.35	Double door, 1 shelf cabinet 800mm wide x 450mm deep x 1850mm high with ventilation.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.36	Coat storage should be provided near to breakout areas.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.37	Team storage should be allocated, in principle, at 2.5 linear metres of storage per desk position (not headcount).	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.38	All storage, including pedestals, to be provided with 4 keys per lock plus a master key.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.39	Breakout Furniture	

ER Ref.	Requirement	Kajima response
17.2.40	Sofa with arms:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.41	1650mm wide x 620mm deep x 640mm high.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.42	Sofa without arms:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.43	1200mm wide x 620mm deep x 640mm high.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.44	Easy chair:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.45	620mm wide x 777mm deep x 818mm high.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.46	Dining chair:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.47	Cantilever frame or four legs, stackable, with easily cleanable finishes	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.48	Coffee table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.49	800mm diameter x 450mm high.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.50	Meeting Furniture	
17.2.51	Small circular table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.52	800mm diameter x 720mm high for 2-3 people.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013

ER Ref.	Requirement	Kajima response
17.2.53	Large circular table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.54	1000mm diameter x 720mm high for 4 people.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.55	Small meeting table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.56	1200mm wide x 1200mm deep x 720mm high for 4-6 people including power and data outlet in table top.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.57	Medium meeting table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.58	1200mm wide x 2400mm deep x 720mm high for 6-10 people including power and data outlet in table top.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.59	Large meeting table:	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.60	1200mm wide x 3600mm deep x 720mm high for 10-16 people including power and data outlet in table top.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
17.2.61	In principle the meeting tables should be capable of providing multiple configurations and should have the ability to be broken down or have folding legs/frame.	Detailed specification of furniture and layouts to be reviewed with LBL as part of the RDD Process. Refer to clarification issued by LBL dated 11.03.2013
18	Maintenance	
18.1.1	The Landlord is not required to provide any repair to the buildings within the scope of this project.	The Council will retain the freehold of the Town Hall and the new civic offices. All other sites will be sold to fund development. The Council will be responsible for all ongoing repair to the buildings up to the start of construction, and from practical completion, save for defects

A2.4 Quality Policy - IMS extract



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AIM

To outline processes for controlling construction processes and CDM responsibilities.

APPROVAL

Approved by:	Position:	Date:

DOCUMENT CHANGE HISTORY

Issue	Date	Details of change
Issue 1	January 2009	
Issue 2	May 2009	Update to Gateways

CONTROLLED COPY TO BE UPDATED AT RE- ISSUE:

Yes	No	
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PROCESSES

1. Construction

PROCESSES	RESPONSIBILITY	DOCUMENTS
1.1 The Employers Agent certifies building work is completed on a monthly basis.	Development Manager (in coordination with Employers Agent)	Programme Certificates
1.2 The Employers Agent issues a monthly report of construction progress. The Development Team are responsible for coordinating commercial issues that arise, with particular consideration to change management. The Project Director keeps records of design team and site meeting minutes and attends meetings as necessary and is responsible for regular review of the H&S file on site and associated Q & A procedures.	Development Manager (in coordination with Employers Agent)	Monthly report Site meeting minutes Design team minutes
1.3 Variations are subject to formal Client instructions. The Project Director liaises with the Client and Employers Agent to confirm the effects of any variations on price, quality and time. If variations agreed with the Client have financial implications, then the payment necessary for these is to be negotiated with the Client. The method of payment needs to be agreed.	Development Manager (in coordination with Employers Agent)	Variations. Instructions Employers Agent change control processes
1.4 The Client attends design review meetings and is required to authorise any design changes.	Development Manager (in coordination with Building Contractor representative and Client representative)	Monthly design review meetings.
1.5 Three months prior to the date of handover the Client will enter into a mobilisation programme, which includes staffing set up, help desk establishment and any decanting obligations.	Development Manager (in coordination with Client representative)	Mobilisation programme
1.6 Liaise with the Independent Certifier and Client and relevant parties to ensure the handover process at Practical Completion into the operational phase runs smoothly together with any associated decanting requirements.	Development Manager (in liaison with Independent Certifier, Client and relevant parties)	Independent Certifier's Certificate of Practical Completion Schedule of Defects

P3 – Post-contract & construction



2. CDM Duties

PROCESSES	RESPONSIBILITY	DOCUMENTS
<p>2.1 Kajima has a responsibility to ensure that its duties as a construction client are understood and addressed within the project contract. These are administered by an external professional through the appointment of a CDM Coordinator and include:</p> <ul style="list-style-type: none"> • Appoint a CDM Coordinator; • Be reasonably satisfied as to the competence of all appointees; • Ensure that adequate H&S procedures are in place; • Appoint a CDM Coordinator; • Determine the mobilisation period for the project (facilities and arrangements); • Approve the details shown on a F10 commencement notice • Client to sign F10 Declaration or give signed authority to Coordinator • Appoint the Principal Contractor • Ensure that any structure designed for use as a workplace has been designed to comply with the Workplace (Health safety and Welfare) Regulations • Ensure that appropriate pre construction information is supplied to all designers and Contractors, via CDM Co-ordinator • Ensure that a suitably developed Health and Safety Plan is in place prior to commencement of work on site • Ensure before commencement that adequate Welfare facilities are provided during the Construction Phase • Ensure that all necessary Health and Safety File information is provided to the Coordinator 	<p>Development Manager (in coordination with Employers Agent and CDM Coordinator)</p>	<p>CDM Appointment F10 Notification H & S Policies</p>
<p>2.2 Kajima will employ a Health and Safety Consultant who will monitor H& S policies and provide any necessary advice</p>	<p>Development Manager (in coordination with H & S Consultant)</p>	<p>H & S Policies</p>

A2.5 Kajima Quality Policy

QUALITY POLICY STATEMENT

Kajima's approach is to seek and prove value at all stages of a project's life: design & planning; funding & contract; construction; and operational & asset management. The emphasis is on creating sustainable long term value for Clients and users. To do this well every step of the process needs to be optimised.

The quality of the buildings that Kajima delivers is the result of close partnerships with planners, architects and engineers, building contractors, specialist subcontractors, legal and financial advisers, cost and project management consultants, facilities management and maintenance Partners.

Kajima seeks to work with a limited number of preferred suppliers, believing that it takes time and commitment to build solid relationships. Our skill lies in bringing together, for each project, appropriate and well balanced teams of consultants and suppliers, which Kajima then manage and lead. With this team approach, Kajima are able to develop and deliver building solutions that create real value for our clients and other stakeholders.

The senior management of Kajima Partnerships is committed to the following goals:

- To identify areas where Kajima can positively affect our environment in terms of appearance, and environmental impact;
- To reduce the risk of safety hazards within the buildings of our clients and our own offices;
- To identify any significant professional, legal, regulatory or customer requirements that the business should be aware of;
- To provide adequate training and instruction as necessary to all personnel at all levels;
- To develop mutually beneficial long-term relationships with clients and reliable supply chain partners;
- To periodically review, prioritise and manage these goals to ensure that they continue to be relevant and contribute to making the business successful.

Kajima aims to achieve these goals through an improvement programme that shall set detailed measurable objectives for the following key activities:

- Capturing details of risks, gaps, key incidents, environmental aspects, complaints and issues that indicate a need to improve, whether general or specific to a project;
- The documentation, implementation, audit and maintenance of an integrated management system (IMS) which meets the requirements of ISO 9001: 2008 and ISO 14001:2004 & OHSAS 18001: 2007 as appropriate to the nature and scale of the risks and benefits identified;
- Identification of actions that can be reviewed to assess on-going improvements in client satisfaction, environmental and other outputs from IMS processes.

All Kajima Directors and staff understand this policy and how the management system relates to their role in the practice.

By order of the Board: **Signed:** Graeme Doctor, Operations Director

Date: August 2009

A2.6 Example Development Management Scope of Services

DEVELOPMENT MANAGEMENT SCOPE OF SERVICE

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Overview

The Development Manager is appointed by The Client to act, subject to the appropriate levels of scrutiny, control and authority as if it were the Client in the optimisation of its interests. To:

- support and assist The Client on all aspects of the conceptualisation, design, optimisation, promotion, progression, implementation, delivery, leasing and sale of the Development from start to finish
- procure and manage the professional consultants and technical advisers to The Development
- support and assist The Client in its discharge of The Client's responsibilities and liabilities arising from or associated with the development, its implementation and progression
- support and assist The Client in its liaison with third parties and prospective development partners and purchasers including their respective advisers and representatives
- support and advise The Client in its activities associated with applications for, negotiations surrounding, procurement of and entry into collaborative and other, including statutory, agreements as may be deemed necessary or appropriate to the progression and success of The Development
- to lead, challenge, review, and where appropriate, validate professional advice received from the professional team and elsewhere and otherwise act to optimise development returns as expressed in the objectives of The Development

Section 1: The formal establishment of the development as a project and its governance

Where appropriate, The Development Manager's role includes supporting, assisting and advising The Client on

- identifying, refining, defining and measuring appropriate development objectives
- the roles which The Client might, should or must discharge
- the responsibilities The Client might, should or must meet
- the resources, capabilities, structures, protocols and processes The Client might, should or must put in place

The Client's objectives

Where appropriate, The Development Manager will

- support and assist The Client in identifying, refining and defining The Client's strategic objectives in relation to the development
- support and assist The Client in identifying, refining and defining The Client's short, medium and long term qualitative objectives with regard to the development
- support and assist The Client in identifying, refining and defining The Client's short, medium and long term quantitative objectives with regard to the development
- support and assist The Client in identifying, and defining how progress towards those objectives is to be measured and who might, should or must be responsible for its measurement

The Client's roles and responsibilities

Where appropriate, The Development Manager will

- support and assist The Client in refining, defining agree and setting out The Client's roles and responsibilities with regard to the overall leadership, promotion and progression of the development

The Client's resources, capabilities, structures, protocols and processes

Where appropriate, The Development Manager will

- support and assist The Client in refining and defining the resources in terms of personnel, management time, financial expenditure and other resources which The Client, might, should or must deploy to the development at its various stages

Decision making, reporting, meeting management etc

Where appropriate, The Development Manager will

- establish appropriate channels of communication between The Client(s), consultant(s) and other key stakeholders.
- understand The Client's decision making processes and establish and agree an appropriate and responsive reporting machinery to complement that process
- set out appropriate procedures for the convening and chairing of and attendance at Client, Team and Project meetings
- set out the function and responsibility for the minuting of those meetings and the appropriate circulation of them
- communicate and distribute information appropriately and in a timely manner
- provide information appropriately and in a timely fashion
- notify The Client of decisions required of it
- agree with The Client the limit of any authority to be delegated to The Development Manager as well as the appropriate protocols to be put in place to record, communicate, manage, issue, change or otherwise amend instructions to The Client's team under delegated authority

Section 2: Procuring, managing and leading the development team

Generally, The Development Manager will

- advise The Client on the need for the appointment of an appropriate professional advisers and consultants to support the delivery of the development
- advise on and agree the procurement methodology associated with each of the Consultants required
- advise The Client on the level and structure of the fees it might expect to pay
- advise The Client on all other terms of appointments
- advise on, draft and agree the scope, roles and responsibilities associated with the discharge of those services
- draft and agree Consultants' briefs setting out roles and responsibilities
- negotiate and confirm the Consultants' scopes of service and their roles and responsibilities
- negotiate, agree and have formally documented the appointment of the professional team
- advise The Client on the requirements for and the scope of the Professional Indemnities to be offered and held by the Consultants including obtaining legal opinion as necessary
- communicate in an appropriate and timely manner with the Consultant team and manage them such that they communicate with other team members, the Development Manager and The Client appropriately.
- advise The Client on the need for and appointment of any site supervisory staff
- monitor and manage the performance of Consultants and the professional team in the discharge of their duties and responsibilities
- implement and manage team procurements as agreed

Client team procurement management – specific considerations

Where appropriate, The Development Manager will

- gain an understanding of The Client's relationship with incumbent or other Consultants and the degree to which it seeks to engage particular Consultants to fulfil particular roles

- gain and understanding of and adopt/mimic The Client's internal processes with regard to the procurement of and payment for professional services

Management of client team quality and delivery

Where appropriate, The Development Manager will

- analyse, monitor and report on the performance of the professional team individually and as a whole and advise The Client regarding the performance of individual members
- act such that the quality, content and relevance of any and all work undertaken by Consultants is appropriate to the development
- make specific recommendations with regard to the retention, extension or termination of the engagement of particular Consultants in the light of their performance as the development progresses

Legal services procurement & management

Where appropriate, The Development Manager will

- procure and co-ordinate the activities of legal advisers in relation to the investigation and establishment of land ownerships and legal interests in and over land and adjoining land which are material to the appraisal of the feasibility, financial viability and delivery of the development
- procure and co-ordinate the activities of legal advisers towards the acquisition of land ownerships and legal interests in and over land and adjoining land which are material to the Development
- procure and co-ordinate the activities of legal advisers in relation to the leasing, sale or other divestment of land ownerships or other legal interests in the development which are material to the Development

Agency (including valuation) services procurement and management

Where appropriate, The Development Manager will

- procure and co-ordinate the activities of valuers, surveyors and land agents in relation to the investigation and establishment of the markets for the alternative products of development which are material to the appraisal of the feasibility, financial viability and delivery of the development
- procure and co-ordinate the activities of valuers, surveyors and land agents in relation to the investigation and establishment of the likely prices and costs associated with the acquisition of land ownerships and legal interests in and over land and adjoining land which are material to the appraisal of the feasibility, financial viability and delivery of the development
- procure and co-ordinate the activities of land and estate agents in relation to the leasing, sale or other divestment of land ownerships or legal interests in the development which are material to the progression of the Development

Design team procurement & management

Where appropriate, The Development Manager will

- procure and co-ordinate the activities of master-planner, architect, landscape architect, consulting engineers and other designers as appropriate in relation to the establishment of options for the massing, density, capacity, layout, infrastructure requirements etc of the development as a part of the appraisal of the feasibility, financial viability and delivery of the development
- develop and issue the outline design brief including development budgets for approval by The Client
- manage the amplification of the design brief as necessary during the design development period
- manage the incorporation of any changes and obtain Client approval as required

- issue instructions to Consultants
- report and advise on scheme design proposals to Client
- report preferred components, drawings and specifications prepared by Consultants to The Client
- manage the issue of and obtain The Client's approvals to designs
- arrange amendments as required/instructed by The Client
- submit further/final proposals to Client for approval until design is agreed
- check that Consultants review buildability and technical design of proposals with specialist Consultants where appropriate
- establish procedures for checking that Consultants' designs conform to the project brief
- in conjunction with other Consultants, advise on the need for quality assurance schemes/controls

Urban & Town planning, Building Permitting *et al* & other statutory compliance

Where appropriate, The Development Manager will

- procure and co-ordinate the activities of urban and town planning and other technical Consultants in relation to the investigation and establishment of planning history, planning policy and related matters in relation to the development site and over adjoining land which is material to the appraisal of the feasibility, financial viability and delivery of the development
- procure, co-ordinate and support the activities of urban planning and other technical Consultants in relation to the scoping, form, content, preparation, drafting, and submission of planning applications and associated documents to the appropriate authority or authorities
- co-ordinate and support negotiations with the planning/licensing/permitting authorities and other local and national bodies material to the progression of permission to undertake the development
- procure and co-ordinate the activities of technical Consultants in relation to the investigation of any permissions other than planning permissions in relation to the development site and over adjoining land which are material to the appraisal of the feasibility, financial viability and delivery of the development
- procure, co-ordinate and support the activities of technical Consultants in relation to the scoping, form, content, preparation, drafting, and submission of applications other than planning applications and associated documents to the appropriate authority or authorities
- co-ordinate and support negotiations with the appropriate authorities and other bodies material to the progression of permissions other than planning permissions required to allow the development
- document, advise on, make recommendations on and manage the integration and discharge of conditions attached to the planning and other permissions on which the development is dependent.

Section 3: Managing the performance of the development

Generally, The Development Manager is responsible for the optimisation of the approach taken in refining the opportunity from 'concept' to 'development', for the optimisation of the delivery of that development and for the optimisation of the performance of the development.

The performance of the project will be measured against one or a group of agreed criteria (see Section 1, above).

Business Cases and Business Plans

Generally, as part of the process of optimising a development, a business case and business plan will be required to be drawn up. It is the responsibility of The Development Manager to draft such documentation in line with The Clients' practices. Sometimes, such documentation has already been drawn up. The review and analysis of any existing business case or plan and their restatement will, where appropriate, be the responsibility of The Development Manager.

[Where appropriate, The Development Manager will support and assist The Client in the understanding and analysis of existing business cases and plans and to advise The Client on the optimisation of the case or plan.]

[Where appropriate, The Development Manager will support and assist the Client in the drawing up, testing and optimisation of one or business cases or plans to support and promote the development.]

Research and review

The Development Manager will, itself and through the appropriate deployment of the professional team

- visit the site and the locale to understand the location and other factors which influence or may influence the potential of the site and its future development
- carry out an analysis (at the appropriate level of detail) to include a review of land ownerships, title plans, town planning and development control policy, historic and other influences on the site
- carry out a review of existing infrastructure and physical and other constraints which affect or may affect the development of the site in the short, medium and longer term
- working with agency advisers identify rental levels and capital values prevalent in the area associated with different land-use classes, markets and sectors including but not limited to those already established and, gain an understanding of the demand for and supply of different types of development

Evaluation

Where appropriate, The Development Manager will, itself and through the appropriate deployment of the professional team

- carry out off-market testing with specialist occupiers outwith the 'normal' scope of straightforward property development
- manage the conceptualisation of alternative development options
- lead, brief and direct an architect and other design team members required to produce a feasibility study or fuller master plan or plans
- engage a cost Consultant to give an indication of build costs, infrastructure development costs and other costs timescales for delivery
- lead and direct the formal master-planning process
- take commercial agency advice specifically surrounding the supply of and demand for the range of alternative 'products' of development the consideration of which is material to the evaluation of the development opportunity
- use the information gathered to carry out the detailed financial appraisal of various options and scenarios to identify the higher and lower end potential of the opportunity
- express the financial viability of various options in terms of a series of alternative measures of return

Reporting

The Development Manager will

- bring together the results of the development evaluation process and make a recommendation to The Client identifying
 - o short term steps

- o the medium term investment/development programme and
- o long term strategic positioning
- identify issues of ownership, land assembly, rights and interest in land that may optimise the development
- identify potential Partnership approaches that may be beneficial
- identify key potential risks and outline how they may be managed in taking an opportunity forward

Development optimization

The Development Manager will take client instructions arising from the recommendations it makes in the light of the process of challenging the existing business case.

The Development Manager will

- marshal the established professional team and procure additional specialist advice as necessary
- carry out detailed financial modelling to gauge the investment and development returns from the various options as a progression of the initial appraisal work carried out
- manage an iterative design and appraisal 'virtuous circle' which will culminate in the identification of preferred scheme or schemes to meet The Client's objectives
- submit a formal report to The Client with a series of clear recommendations.

Preparation and postulation (or the updating of an existing) Business Case or plan

Where appropriate in the light of the testing and challenging of any existing business case, and in the light of events subsequent to its appointment, The Development Manager will, with the agreement of The Client

- advise on the requirement for a new business case or, alternatively, the updating or augmentation of the existing business case or plan
- advise on the appropriate scope of and resourcing of such work
- write the business case or, where appropriate, procure the revised business case via a specialist Consultant or Consultants
- carry out financial modelling exercise to determine a new optimum mix of use and phasing structure for the development including what land and assets should be retained
- produce reports as necessary setting out formally the justification for the investment required to realise the revised optimal proposals and present to key client decision making meetings.

The Development Programme

Generally, it is The Development Manager's role to produce an overall development programme to reflect high level activities and their dependencies and deadlines. In practice, this will be developed in close liaison with the other team Consultants to reflect appropriately all of the activities being undertaken

Where appropriate, The Development Manager will itself and through the deployment of the professional team

- prepare and maintain a master programme from concept to completion to record principal activities and identify critical dates
- verify and incorporate Consultants' programmes for design, land assembly, planning and permitting schedules and all other material workstreams
- monitor and report on progress
- check that actions (eg applications for statutory consents, government grants etc) time critical to the progression of the development are undertaken in a timely manner and in accordance with the master programme
- report regularly to The Client on potential time saving and losses associated with the delivery of the development

Section 4: Managing the Finances of the Development

Generally, The Development Manager is responsible for the overall control and optimisation of expenditure and incomes associated with the project.

Outgoings and expenditure and specialist Consultants

The Development Manager is responsible for the proper administration and management of outgoings and expenditures which constitute investment in or payments arising from the development.

The Development Manager is not responsible for meeting those expenditures itself. Its role is to advise The Client of the existence, source, timing and quantum of any such outgoings and expenditures and to make recommendations with regard to their being discharged or met.

In practice, in relation to contract expenditure, the role is delegated to a specialist member of the professional team, The Cost Consultant, The Project Manager, Project Accountant or Financial Controller. The Development Manager will advise on and identify and procure the appropriate Consultant as instructed by The Client.

Incomes and receipts

The Development Manager is responsible for the proper administration and management of incomes and receipts associated with the project (but not, generally, those arising from pre-existing rents, licences etc unless formally agreed) and which constitute returns therefrom.

The Development Manager does not normally receive or collect any such incomes itself. Its role is to advise The Client of the existence, source, timing and quantum of any such income or receipt and to make recommendations regarding their being collected, deposited and accounted for.

Debt funding procurement & management

Where appropriate, The Development Manager may assume responsibility for the procurement of funds for the purposes of the development. It will, where appropriate support and assist The Client in

- identifying and analysing potential funding sources
- gaining an understanding of how those sources might best be approached
- the preparation and submission of requests for funding facilities
- the negotiation of funding contracts with funding institutions

Grant funding procurement and management

The Development Manager maybe responsible for the management of the procurement of public sector funding appropriate to the progression of the development. It will, where appropriate, support and assist the Client in

- identifying and analysing potential funding bodies
- liaising with such funding bodies at the local, sub-regional, regional, national and European level
- gaining an understanding of those funding bodies
- the preparation and submission of requests for funding facilities
- negotiations with those funding bodies and third parties material to the lobbying process associated with the receipt of grant funding.

Capital budgeting

Where appropriate, The Development Manager will, itself and through the deployment of the professional team

- prepare cost plans and expenditure budgets
- present feasibility studies to The Client for approval

- regularly update and explain project costs
- supervise a change control process to be drawn up and administered by the Cost Consultant
- advise The Client of any alterations required and obtain authorisation for changes

Construction economics and financial management

Where appropriate, The Development Manager will, itself and through the deployment of the professional team

- advise on the cost and commissioning implications and of alternative designs and materials
- direct and manage the Project Manager in the provision of adequate and timely information for the preparation of tender documentation
- direct and manage the Project Manager in managing the procurement and appointment process for Contractors
- direct and manage The Project Manager in managing the procurement process undertaken by the contractor
- direct and manage The Project Manager in obtaining Client authorisation for costs and variations when the limit of authority is exceeded and check that costs are being agreed
- direct and manage The Project Manager in reporting to The Client at regular intervals the forecast of final costs, including costs of variations and the cost implications of extensions of time and forecast completion dates
- direct and manage The Project Manager in checking that Consultants prepare regular valuations and payment certificates of the contractors' work valued in accordance with the building contract. Check that valuations and certificates are correctly circulated
- direct and manage The Project Manager in checking, in conjunction with Consultants, fees for statutory approvals and arrange payments
- check development team member applications for payment
- check that development team members prepare final accounts and agree settlements

Cashflow forecasting and management

Where appropriate, The Development Manager will, itself and through the deployment of the professional team

- arrange, in conjunction with Consultants, for the preparation and maintenance of cash flow forecasts and statements for monitoring project expenditure to inform The Client regarding short, medium and long term funding commitments
- support and assist The Client in its management and procurement of funds appropriate to the cashflow management of the development

Section 5: Other matters: Estate management, transaction management and decanting and relocation management

The Development Manager will, itself and through the deployment of the professional team and where requested, advise on the legal and organisation structures within which The Client may, should or must carry out any development or hold any ownership in the development.

Land assembly

Where appropriate, The Development Manager will, itself and through the deployment of the professional team, support and assist The Client in

- identifying all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to progress the development to its completion

- identifying the strategic and tactical approach or approaches which might be taken to secure any and all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to progress the development to its completion
- managing the assembly of all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to progress the development to its completion

[Notwithstanding that The Client may already have undertaken diligent research in relation to the existing ownerships and title to each of the sites, it is the responsibility of the Development Manager, as if it were The Client, to complete this work and issue the appropriate advice].

Decanting & relocation

The Development Manager will, itself and through the appropriate deployment of the professional team advise on the technical, economic, commercial and legal implications of the decanting of existing occupiers from the site.

This to include

- identification all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to discharge its responsibilities in relation to decanting activities
- advising The Client on the strategic and tactical approach or approaches which might be taken to secure any and all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to discharge its responsibilities in relation to decanting activities

In addition, the Development Manager's responsibilities will include assisting and supporting The Client in its

- management of the assembly of all of the interests in, rights in or over and any other easements, way-leaves, permits etc required by The Client to discharge its responsibilities in relation to decanting activities
- provision of services set out in this Scope of Service appropriate to the management, on behalf of the Client, of all decanting activities which The Client is responsible for in relation to the development

Estates strategy and the definition of the products of development

Where appropriate, The Development Manager will itself and through the appropriate deployment of the professional team

- draft an estate management structure designed to address the strategic objectives of The Client
- refine and agree that structure or structures with The Client
- procure and co-ordinate the legal and other consultancy resources to establish the structures agreed
- co-ordinate and manage the implementation of the agreed estate management strategy as the development progresses from design and construction to sales and leasing and then completion

Purchasing, Leasing and licensing and Sales & Letting transaction management

In relation to the acquisition of assets, rights interests in land et al, The Development Manager will itself and through the appropriate deployment of the professional team

- advise on, and where appropriate, design and set out the processes to be put in place to execute purchasing, leasing and licensing transactions in a timely manner to respond to market(s) from which those relevant interests might be traded
- procure and manage agency advisers to provide valuation advice prior to and during the land assembly process

- procure and manage agency Consultants to deliver land acquisition and leasing services
- procure and manage legal and associated advice required to execute any and all transactions associated with the assembly of the land and associated interests therein required to progress the development
- manage the progression and completion of all transactions associated with the development and ensure the proper presentation of documentation to The Client to allow for timely execution

In relation to the disposal of assets, The Development Manager will itself and through the appropriate deployment of the professional team

- advise on, and where appropriate, design and set out the processes to be put in place to execute sales and letting transactions in a timely manner to respond to market(s) into which the product(s) of development might be traded
- procure and manage agency advisers to provide marketing and valuation advice prior to and during the specification and design development of the project as part of the overall optimisation process
- procure and manage agency Consultants to deliver letting and sales services
- procure and manage legal and associated advice required to execute any and all transactions associated with the development
- manage the progression and completion of all transactions associated with the development and ensure the proper presentation of documentation to The Client to allow for timely execution

A2.7 Kajima Business Continuity Plan

Kajima Partnerships

Disaster Recovery & Business Continuity Plan

Revision 2.0; February 2013

Document Name	Disaster Recovery & Business Continuity Plan
Author	Parkwell Management Consultants Ltd
Date	February 2013
Version Number	2.0

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1 Overview

This Disaster Recovery and Business Continuity Plan (“DR & BCP”) defines the responsibilities, actions and procedures for the Kajima staff after an incident or the threat of an incident, has taken place at, or in the vicinity of, 55 Baker Street.

This BCP will pre-define what Kajima will do during the escalation of an incident, the invocation of the recovery plan and the recovery process.

The pre-defined procedures are not to be interpreted as the only course of action. In some cases, they will be overshadowed by common sense or modified for the particular situation.

For the purpose of this document, an ‘incident’ is defined as being any event which renders the premises being unavailable for business and remaining so for a period that will effect normal business functions.

Once staff have relocated to alternative locations, the objectives of the plan in the first 24-48 hours are:

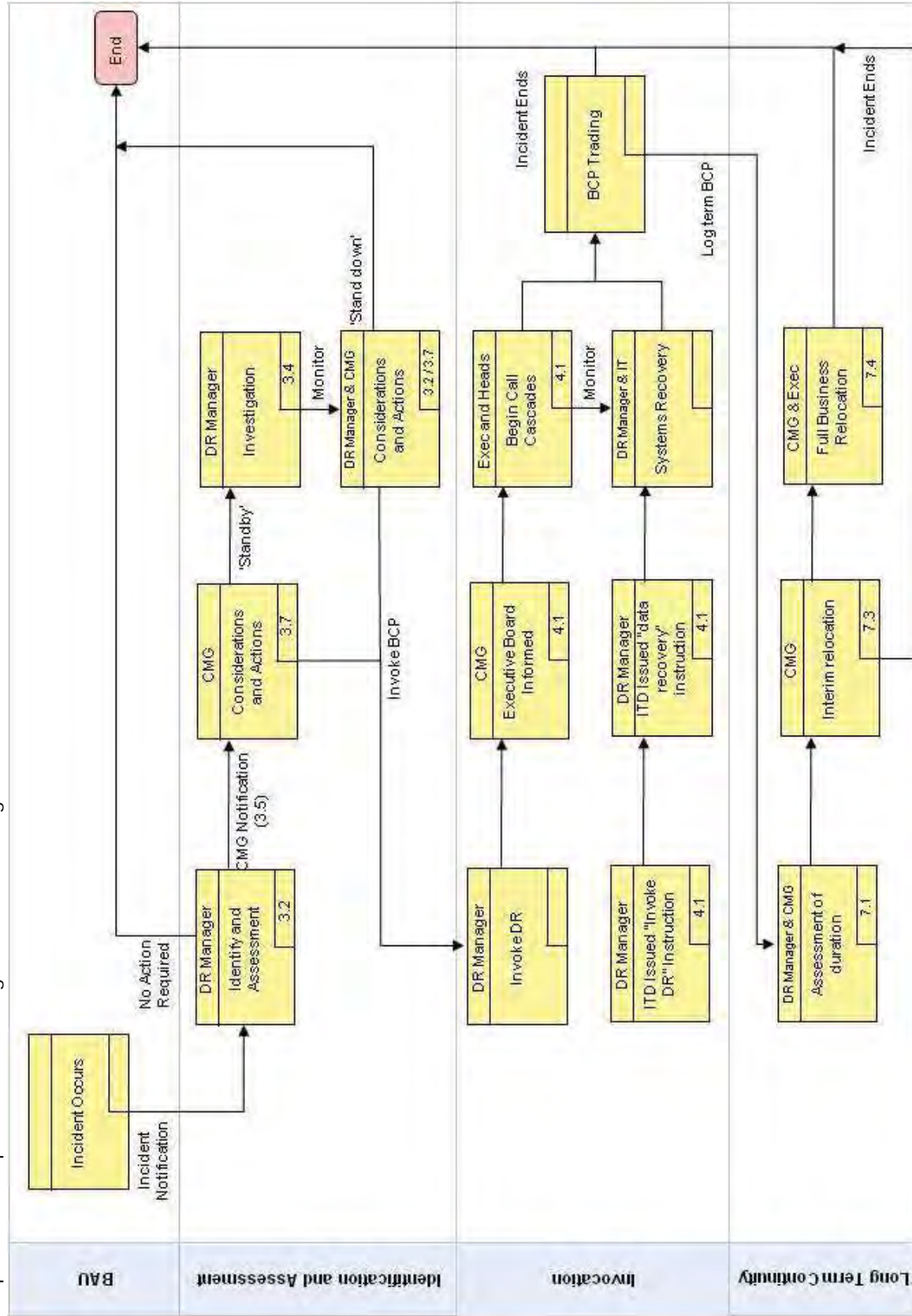
- Minimise the risks to Kajima by allowing business to ‘continue as normal’ as far as is practical;
- Evaluate the severity of the incident and assess the period for which the company would be likely to operate from the recovery site;
- To advise regulatory authorities, insurers, clients and other contacts of the situation;
- Manage the immediate recovery;
- To prepare and implement an on-going recovery plan if the disruption to the premises is deemed to be of medium or long term.

This plan does not cater for all eventualities. The board can only take decisions in these circumstances after analysis of the situation and a review of the possible options open to them at the time. This includes issues such as availability of alternative premises and provision of replacement equipment etc. The primary purpose of the plan is

- To document the steps and procedures needed to be taken in order to have a smooth and orderly transition;
- Define those staff who will be relocated to the recovery site in order to implement the immediate recovery;
- To have a method of contacting all members of staff including those who will not be relocated to the recovery site.

1.1 Process Flowchart

The processes required for assessing an incident through to BCP invocation and eventual return to normal business are detailed in the flowchart below.



2 Crisis Management Structure

2.1 Crisis Management Group ("CMG")

In the event of an incident affecting Kajima, this plan is to ensure that Kajima can continue to operate its critical business functions. To this end, Kajima has appointed a Crisis Management Group (CMG) to manage the event.

Julian Rudd-Jones (Chairman)

Nigel Chism (Deputy Chairman)

Jayne Cheadle

James Turley

2.1.1 Crisis Management Group Responsibilities

- The Crisis Management Group Chairman is the ultimate decision-maker in the event of a disaster.
- The CMG Chairman is responsible for notifying the Board of the incident and the invocation decision.
- Each CMG member will be responsible for notifying their business group employees of the incident.
- The CMG is responsible for providing overall direction for the recovery process, for minimizing financial loss and disruption, and for protecting the franchise.

2.2 Board

The Crisis Management Group will report to the Kajima Board.

2.3 DR Manager ("DR")

In the event of an incident Kajima's DR Manager is James Turley (Deputy Nigel Chism).

2.3.1 DR Manager Responsibilities

- Notifying Julian Rudd-Jones and other Crisis Management Group members of the incident and to commence the cascade communication process for the CMG.
- Liaising with the 55 Baker Street landlord and building manager.
- Co-ordinating the escalation, recovery (and ultimate reinstatement processes).
- Providing updates on the impact assessment of the disaster to the CMG.
- Providing updates on the business and technical recovery to the CMG.
- Maintaining the BCP and DR plan and ensuring that updated copies are stored at the office, off-site at home, together with distributing copies to the CMG members for them to store at home.
- Ensure the seat allocation is regularly updated.
- Notifying IT contractors/suppliers of the incident.

- Co-ordinating the technical escalation, recovery and ultimate reinstatement processes and assigning responsibilities.
- Providing regular updates on the technical recovery.
- Managing the technical reinstatement to 55 Baker Street.
- Organising a post-mortem on the DR following the reinstatement to 55 Baker Street.

2.4 Facilities DR Support

The DR Manager will be supported by the Facilities DR support; Jayne Cheadle.

2.4.1 The Facilities DR Responsibilities

- Ensuring the DR Manager is aware of the incident, and working with him to:
 - i. Assist the DR Manager in assessing the extent of the damage and with the production of the Disaster Impact Assessment Report.
 - ii. Contact the contractors required to implement the Facilities recovery plan.
 - iii. Co-ordinate the Facility recovery activities and assign responsibilities.
 - iv. Arrange hotel accommodation where required.
 - v. Facilitate office supplies to DR site and other temporary space.

3 Identification, investigation, notification and assessment

3.1 Purpose

The main priority of this plan is to ensure that the following points are achieved in the event of an incident:

- All IT activities critical to the needs of the organisation can be recovered in a timely and controlled manner.
- Obligations being met by being able to meet all legal and contractual obligations.
- Ensuring there are no impacts to the revenue streams.
- Provide an on-going service to clients.
- The building, contents, and property are protected against consequential damage and/or the subsequent recovering and replacing of them.

Any other business functions are considered secondary as far as this plan is concerned.

3.2 Definition of a crisis incident

A crisis incident is an event or situation believed to have a likelihood of having an impact on the ability of Kajima to function normally and specifically:

- Cannot be readily resolved by the normal organisation and procedures.
- May require coordinating a great number of different (not normal) operations.
- May result in financial or reputational damage.
- May result in negative media attention.

3.2.1 External Incident

For the purposes of this document, an external incident is defined as an incident, which affects the local vicinity or area surrounding the building; or an incident which affects 55 Baker Street as part of a wider incident.

An external incident may involve the following:

- Bomb (actual or scare).
- Terrorist or criminal actions.
- Health scares and epidemics, whether local or global.
- Large fire.
- Flood.
- Civil, political or legal actions.
- Chemical spillage.
- Third party failures.

3.2.2 Internal Incident

For the purposes of this document, an internal incident is defined as an incident caused by the failure of our own internal systems or an accident, which impacts 55 Baker Street only.

- Power failure.
- ICT infrastructure failure.
- Problems caused by personnel. E.g. Malicious acts.
- Flood.
- Fire.
- Health & safety issues.
- Suspect package.

3.3 Identification

Staff may be alerted of an incident through observation or through being notified by another party. Staff should immediately report such information to their immediate manager.

3.4 Investigation

In the event of an incident having been identified, a thorough and rapid investigation should be undertaken by the DR Manager. This is required in order to provide the information to allow for an assessment to be undertaken by the Crisis Management Group and determine a suitable response.

3.5 CMG Notification

As soon as an incident is identified as having a potential impact on business operations, the relevant personnel should notify the DR Manager. The DR Manager will then proceed with obtaining the information required by the CMG.

3.6 Information Required by the CMG

In the event of an incident, the DR Manager needs to ascertain as much information about the incident as possible. This will then be forwarded to the CMG for review and to agree Kajima's response strategy. This should include answers to the following questions:

- What is the nature of the incident?
- Where is the incident?
- If appropriate, what is the advice of third parties? e.g. external support partners, ISP's, software vendors, police and emergency services?
- What is the likelihood of the incident escalating and to what level of severity?
- What is the likely duration of the incident (whether this is denial of access to the building or IT services)?
- Identify when the next update from third parties will be available.
- Identify when the next update to the CMG is required.

3.7 Assessment Considerations

The CMG should consider the following when assessing the information relating to the incident:

- Given the lead times involved, does Kajima's BCP need to be initiated by alerting the recovery site and deploying the IT Team?
- Are there any immediate actions that can be taken to mitigate the risk against staff and property?
- Establish which business critical functions and processes are at risk as the result of the incident and endeavour to forecast future issues and risks arising in the event of the problem persisting.
- Identify key timelines in terms of when decisions have to be made e.g. to invoke the BCP and communicate to third parties.

4 Invocation of the Business Continuity Plan

4.1 Invocation during normal working hours

The normal operating business hours of the organisation are considered to be during the hours of 09:00 to 17:30 Monday to Friday excluding English public holidays.

In the event of an incident which either prevents Kajima from operating their business from their normal premises, one of the Crisis Management Group will invoke the Business Continuity Plan. The Executive Board and Kajima IT support team will be informed immediately of this decision.

Staff that are required to go to an alternative location to remotely work either at home or elsewhere with a suitable broadband internet connection should be directed to make their way as soon as possible.

It may be practical for other staff to be instructed to await further instructions either at the alternative Kajima property they happen to be attending or at 55 Baker Street should the issue have no effect on the office itself.

It is the responsibility of the CMG and departmental management to ensure all staff are fully aware whether they should work from home or an alternative location. This will be communicated via the Cascading Calling Tree for each business function.

4.2 Invocation outside normal working hours

In the event of an incident resulting in the building alarm being activated outside of working hours, the landlord will contact the Company Secretary or alternative representative of the CMG, who will in turn report to and discuss with the rest of the CMG. If the incident is deemed of sufficient seriousness to warrant it, the BCP and DR plan will then be invoked. The DR Manager or alternate will contact the relevant IT service providers in order to officially invoke Business Continuity. Other principal contacts should then be advised of the decision via the Cascade call plans.

As soon as is practical, staff should be informed of the decision regarding the Business Continuity Plan.

5 The Business Continuity Plan

5.1 Business Continuity

In order to ensure that Kajima can continue its business in the event of an incident affecting the main office in Baker Street, arrangements have been made to ensure that all key IT and communication functions are enabled to be accessed remotely within agreed timescales

5.2 Office Staff

If the main office is unavailable, staff will be advised of alternative arrangements.

If the nature of the incident allows it, two members of staff will return to the main Kajima premises and obtain permission to retrieve any items deemed necessary by the CMG from the building.

5.3 Non Office Staff

Staff that are not based in 55 Baker Street will be advised to work at a location with suitable connectivity to allow for remote access. This may be in an alternative Kajima property or at home.

It is anticipated that full remote access and BlackBerry access will be available within a maximum of 2 hours of the invocation of the DR site.

5.4 Telephone System

Once the Business Continuity plan has been invoked, a member of Kajima IT support will contact the telephone support company, Digital WWW to arrange for all calls to be transferred to a number at the recovery site. All DDI extension numbers will not be operational as a result of this transfer. In order to cater for this a contact list will be maintained containing alternative contact points (home and mobile) for all members of staff. The main switchboard number (02030751800) will be diverted to a number nominated at the time of invocation.

Contact Details

Matthew Lyner, Account Manager

Telephone: 0207 965 5731

Telephone: 07056 677611 (mobile)

Email: matthewl@digitalwww.co.uk

5.5 Postal Communication

Once the DR has been invoked and it has been determined that in the short term it is impossible for Royal Mail to deliver post to the Kajima address at 55 Baker Street, it will be held at the local delivery office which is situated as follows:

Kilburn Delivery Office,
5 Coventry Close,
London,
NW6 4DA

Telephone: 020 76247676

An application can be made for the free "Mail Collect" service (application forms can be obtained from the local delivery office or downloaded from the website link below) which would enable the business to

pick up the mail daily from the local Victoria office. The application takes approximately 2 – 3 days to process.

<http://www.royalmail.com/delivery/outbound-mail/mail-collect/>

6 Resumption of normal business

6.1 Monitoring

The DR Manager will report to the CMG on at least a daily basis. This will enable the CMG to have an indication of the duration of the incident and potential to resume normal business.

6.2 End of Incident

The DR Manager will at some point indicate to the CMG that a decision can be made that the crisis or incident is over and business resumption can be started at the affected premises. This decision will be based on information gathered from:

- The emergency services, if applicable.
- 55 Baker Street landlord and building manager.
- IT staff.
- Third Party communications and utility providers.

6.3 Key Considerations

The CMG will base their decisions on:

- Condition of the premises.
- Status of IT systems and infrastructure.
- Whether the business can be returned back to a pre-incident state.
- Priority and order for departmental access back to the building.
- Whether all systems could be moved back at once.
- Effect on staff and business / client confidence.
- Regulatory requirements.
- Health and safety concerns.
- Current location of staff.

6.4 Recovery Process

The DR Manager will present a plan to the CMG for full resumption of services to occur. The plan will include the following key tasks.

- Call Cascade as per BCP Invocation to inform staff of schedule of return to 55 Baker Street.
- Communication with external clients and related organisations.
- Schedule communications (phone lines, etc.) to direct back to 55 Baker Street.
- Staff return to 55 Baker Street.
- 'Fallback' of IT systems and re-establish standby DR facilities.

It should be noted that due to the IT downtime required the IT system fallback will be completed over the first available weekend. For a brief interim period systems will be operated in the DR site with staff accessing from 55 Baker Street.

7 Long term or permanent relocation

7.1 Assessment of Duration

Once staff have been relocated to the recovery site and the business can as far as is practical 'continue as normal', the CMG's objective within the first 24-48 hours is to:

- Evaluate the severity of the incident and assess the period for which the company would be likely to operate in a reduced operational state.
- To prepare and implement an on-going recovery plan if the disruption to the premises is deemed to be of a medium or long term period.

7.2 Key Considerations

During the monitoring of an incident the DR Manager will continue to indicate to the CMG an anticipated duration of the incident and whether preparation for full business relocation should be undertaken. This decision will be based on information gathered from:

- Condition of the premises.
- 55 Baker Street landlord and building manager.
- The emergency services, if applicable.
- Whether the business can be resumed back to a pre-incident state.
- Regulatory requirements.
- Health and safety concerns.

7.3 Interim Relocation

Should the CMG conclude that there will be a requirement for office accommodation that is beyond the limitations of time and space available at the temporary working arrangements, a suitable short term serviced office space should be identified.

The largest providers of serviced office space in London are:

Regus PLC

0870 351 9444

www.regus.co.uk

MWB Business Exchange

0800 258 1808

www.mwbex.com

7.4 Business Relocation

In the event that the CMG determine that a full business relocation is undertaken the DR Manager and Facilities team will undertake a project to identify and recommend alternative accommodation for the business. This may be carried out in conjunction with the landlord of 55 Baker Street, serviced office providers or a suitable offering for permanent relocation. Exact requirements and specification will need to be considered by the CMG and Executive Committee. The key considerations will be:

- Is the requirement permanent or mid-term?
- Availability of communications facilities (e.g. voice and data lines).
- IT accommodation requirements.
- Space requirements, including desk space and meeting room facilities.
- Suitable geographic location.

A suitable commercial Chartered Surveyors should be engaged.

An appropriate organisation would be:

Bray Fox Smith
46-47 Mount Street
London
W1K 2HH
Tel: +44 (0) 207 629 5456
<http://www.brayfoxsmith.com>

8 DR & BCP Management Policies

8.1 Review of Plans

The BCP, IT recovery strategy and departmental plans should be reviewed and updated at least twice a year.

8.2 Testing

Over the course of a year, at least one test of the Disaster Recovery Plan will be undertaken. This will involve certain members of staff relocating to the recovery site in order to ensure that all critical systems and procedures work effectively. In addition, it will be necessary to undertake smaller, more limited tests of individual elements of the plan.

8.3 Members and Alternates

For the BCP and DR test, should a designated member of the CMG, communications or IT department be unavailable, the name and contact details of a replacement should be forwarded to the other members of the CMG.

10 Annex B. Finance and Admin Business Continuity Plan

Staff Call Cascade Details

Activated upon invocation of the BCP

Upon invocation of the BCP, Nigel Chism will initiate the departments call cascades and DR recovery (alternate Joanna Eton).

Nigel Chism		Joanna Eton	
Home	Mobile	Home	Mobile
-	07956 581875	-	07957 921300

The message to the Accounts, Finance, HR and IT Departments will be:

- To explain what the disaster is.
- The estimated timescale for recovery.
- The time for the next update.
- Give instruction to relocate or remain in current location.
- Identify any major issues and agree an action plan for implementation of the IT DR recovery.
- Agree which third parties need to be informed.

Business Continuity

Depending on the nature of the incident all the teams will relocate to either home and continue using the company's remote working facilities or alternatively other Kajima owned property where appropriate communications facilities are available.

Time line

Time	Action	Responsibility
0.00	BCP invoked	Invoker
By 0.30	Invoker informs Nigel Chism	Invoker
By 0.45	Calls to Finance and Admin departments commence	Nigel Chism
By 1.00	Calls to staff complete	
1.30	Nigel Chism to feedback on live issues to DR Manager as appropriate	Nigel Chism
1.30	IT Systems recovery commences	IT
By 2.00	Remote working and Email and systems recovered.	
2.30	Feedback from Nigel Chism to DR Manager/CMG	James Turley

Responsibility for calls to Clients / Institutions / Suppliers

- Nigel Chism (or delegate)

Applications

Outlook

All department members should be able to access Outlook via Webmail using a standard web browser, at www.kajimaonline.co.uk/ and then logging in using your regular Kajima domain log in name and password.

Phone Redirection

Immediately following invocation of the BCP, all calls to Kajima will be redirected to a nominated mobile phone. All incoming calls will be handled by the DR Facilities Manager and messages taken.

Client E-mail template

It has been agreed that the client e-mail will be kept in reserve and only used should the transfer of the phone/communications systems fail on invocation of the BCP. The email text is as follows:

Dear [client]

Please be aware that due to [description of event] we have had to vacate our London office.

Kajima's contingency plans have been thoroughly prepared and tested and as such you can be assured there will be no impact on our day to day trading. All our usual telephone and email contacts continue to be available as normal.

Should you have any queries, please do not hesitate to contact us at info@kajima.co.uk.

Regards.

Kajima Partnerships Limited

List of systems requirements

Sub Team	Key systems/process	Maximum outage
Human Resources	Morepay	Resumption of BAU
	Liberata	Resumption of BAU
Accounts	Sun Accounts	Resumption of BAU
	Internet access	24 hours
	File data	24 hours
Finance	Online banking	4 hours
	Telephone	2 hours
	Email access	4 hours
	Internet access	4 hours
	File data	Resumption of BAU

11 Annex C. Japan Desk Business Continuity Plan

Staff Call Cascade Details

Activated upon invocation of the BCP

Upon invocation of the BCP, Tokiko Fitch will initiate the department's call cascades and DR recovery (alternate Shizue Kujiraoka).

Tokiko Fitch		Shizue Kujiraoka	
Home	Mobile	Home	Mobile
-	07736 061803	-	07960 355338

The message to the Ex-pat employees will be:

- To explain what the disaster is.
- The estimated timescale for recovery.
- The time for the next update.
- Give instruction to relocate or remain in current location.
- Identify any major issues and agree an action plan for implementation of the IT DR recovery.
- Agree which third parties need to be informed.

Business Continuity

Depending on the nature of the incident all the teams will relocate to either home and continue using the company's remote working facilities or alternatively other Kajima owned property where appropriate communications facilities are available.

Time line

Time	Action	Responsibility
0.00	BCP invoked	Invoker
By 0.30	Invoker informs Tokiko Fitch	Invoker
By 0.45	Calls to Japan Desk, ex-pat staff and Tokyo headquarters	Tokiko Fitch
By 1.00	Calls to staff complete	
1.30	Tokiko Fitch to feedback on live issues to DR Manager as appropriate	Tokiko Fitch
1.30	Establish VPN connectivity to Corporate Intranet	IT
By 2.00	Remote working and Email and systems recovered.	
2.30	Feedback from Tokiko Fitch to DR Manager/CMG	James Turley

Responsibility for calls to Clients / Institutions / Suppliers

- Tokiko Fitch (or deputy)

Applications

Intranet

Corporate Intranet, access will be established to the corporate intranet using the VPN client software and credentials which are known to all members with responsibilities on the Japan desk.

Outlook

All department members should be able to access Outlook via Webmail using a standard web browser, at www.kajimaonline.co.uk/ and then logging in using your regular Kajima domain log in name and password.

Phone Redirection

Immediately following invocation of the BCP, all calls to Kajima will be redirected to a nominated mobile phone. All incoming calls will be handled by the DR Facilities Manager and messages taken.

Systems requirements

Corporate Japanese Intranet, within 2 hours.

12 Annex D. Operations

Staff Call Cascade Details

Activated upon invocation of the BCP

Upon invocation of the BCP, [REDACTED] will initiate the department's call cascades and DR recovery (alternate [REDACTED]).

[REDACTED]		[REDACTED]	
Home	Mobile	Home	Mobile
-	[REDACTED]	-	[REDACTED]

The message to the Operations employees will be:

- To explain what the disaster is.
- The estimated timescale for recovery.
- The time for the next update.
- Give instruction to relocate or remain in current location.
- Identify any major issues and agree an action plan for implementation of the IT DR recovery.
- Agree which third parties need to be informed.

Business Continuity

Depending on the nature of the incident all the teams will relocate to either home and continue using the company's remote working facilities or alternatively other Kajima owned property where appropriate communications facilities are available.

Time line

Time	Action	Responsibility
0.00	BCP invoked	Invoker
By 0.30	Invoker informs [REDACTED]	Invoker
By 0.45	Calls to Operations department commence	[REDACTED]
By 1.00	Calls to staff complete	
1.30	[REDACTED] to feedback on live issues to DR Manager as appropriate	[REDACTED]
1.30	Establish VPN connectivity to Corporate Intranet	IT
By 2.00	Remote working and Email and systems recovered.	
2.30	Feedback from [REDACTED] DR Manager/CMG	[REDACTED]

Responsibility for calls to Clients / Institutions / Suppliers

- [REDACTED] (or deputy)

Applications

Outlook

All department members should be able to access Outlook via Webmail using a standard web browser, at www.kajimaonline.co.uk/ and then logging in using your regular Kajima domain log in name and password.

Phone Redirection

Immediately following invocation of the BCP, all calls to Kajima will be redirected to a nominated mobile phone. All incoming calls will be handled by the DR Facilities Manager and messages taken.

Systems requirements

Key systems/process	Maximum outage
Telephone	2 hours
Email,	72 hours
remote access	72 hours
file data access	72 hours

13 Annex E. Developments

Staff Call Cascade Details

Activated upon invocation of the BCP

Upon invocation of the BCP, Morton Corbitt will initiate the department's call cascades and DR recovery (alternate Tony Quinn).

Morton Corbitt		Tony Quinn	
Home	Mobile	Home	Mobile
-	07753 784562	-	07786 332654

The message to the Operations employees will be:

- To explain what the disaster is.
- The estimated timescale for recovery.
- The time for the next update.
- Give instruction to relocate or remain in current location.
- Identify any major issues and agree an action plan for implementation of the IT DR recovery.
- Agree which third parties need to be informed.

Business Continuity

Depending on the nature of the incident all the teams will relocate to either home and continue using the company's remote working facilities or alternatively other Kajima owned property where appropriate communications facilities are available.

Time line

Time	Action	Responsibility
0.00	BCP invoked	Invoker
By 0.30	Invoker informs Morton Corbitt	Invoker
By 0.45	Calls to Operations department commence	Morton Corbitt
By 1.00	Calls to staff complete	
1.30	Morton Corbitt to feedback on live issues to DR Manager as appropriate	Morton Corbitt
1.30	Establish VPN connectivity to Corporate Intranet	IT
By 2.00	Remote working and Email and systems recovered.	
2.30	Feedback from Morton Corbitt to DR Manager/CMG	James Turley

Responsibility for calls to Clients / Institutions / Suppliers

- Morton Corbitt (or deputy)

Applications

Outlook

All department members should be able to access Outlook via Webmail using a standard web browser, at www.kajimaonline.co.uk/ and then logging in using your regular Kajima domain log in name and password.

Phone Redirection

Immediately following invocation of the BCP, all calls to Kajima will be redirected to a nominated mobile phone. All incoming calls will be handled by the DR Facilities manager and messages taken.

Systems requirements

Key systems/process	Maximum outage
Internet access	4 hours
Email	4 hours
File data access	24 hours

14 Annex F. Community

Staff Call Cascade Details

Activated upon invocation of the BCP

Upon invocation of the BCP, [REDACTED] will initiate the department's call cascades and DR recovery (alternate [REDACTED]).

[REDACTED]		[REDACTED]	
Home	Mobile	Home	Mobile
-	[REDACTED]	-	[REDACTED]

The message to the Community employees will be:

- To explain what the disaster is.
- The estimated timescale for recovery.
- The time for the next update.
- Give instruction to relocate or remain in current location.
- Identify any major issues and agree an action plan for implementation of the IT DR recovery.
- Agree which third parties need to be informed.

Business Continuity

Depending on the nature of the incident all the teams will relocate to either home and continue using the company's remote working facilities or alternatively other Kajima owned property where appropriate communications facilities are available.

Time line

Time	Action	Responsibility
0.00	BCP invoked	Invoker
By 0.30	Invoker informs [REDACTED]	Invoker
By 0.45	Calls to Operations department commence	[REDACTED]
By 1.00	Calls to staff complete	
1.30	[REDACTED] to feedback on live issues to DR Manager as appropriate	[REDACTED]
1.30	Establish VPN connectivity to Corporate Intranet	IT
By 2.00	Remote working and Email and systems recovered.	
2.30	Feedback from [REDACTED] to DR Manager/CMG	[REDACTED]

Responsibility for calls to Clients / Institutions / Suppliers

- [REDACTED] (or deputy)

Applications

Outlook

All department members should be able to access Outlook via Webmail using a standard web browser, at www.kajimaonline.co.uk/ and then logging in using your regular Kajima domain log in name and password.

Phone Redirection

Immediately following invocation of the BCP, all calls to Kajima will be redirected to a nominated mobile phone. All incoming calls will be handled by the DR Facilities Manager and messages taken.

Systems requirements

Key systems/process	Maximum outage
Venue booker	72 hours
Telephone	2 hours
Email	2 hours
Internet access	24 hours

A2.8 Kajima Health & Safety Policy - Full Manual



COMPANY HEALTH & SAFETY POLICY
AND PROCEDURES MANUAL

Grove House
248A Marylebone Road
London NW1 6JZ

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1 Our Commitment to Health and Safety

1.1 Safety Policy Statement and Commitment

It is the declared policy of this company to take all reasonable and practicable steps to ensure the health and safety of its employees whilst at work. This will include but not be limited to visitors, sub contractors, the public and any others who may be affected by our activities. These responsibilities have equal priority with our other statutory duties therefore this document has been prepared to define the way that this company intends to manage its health, safety and welfare to meet these requirements.

We will provide such information and training as is necessary to ensure that all employees and others who work for us are aware of the hazards and risks which may be encountered in the course of their duties or activities. The company will provide adequate funds, time and resources to ensure a safe place of work.

It is the joint responsibility of management and employees to implement this policy together through co-operation and understanding.

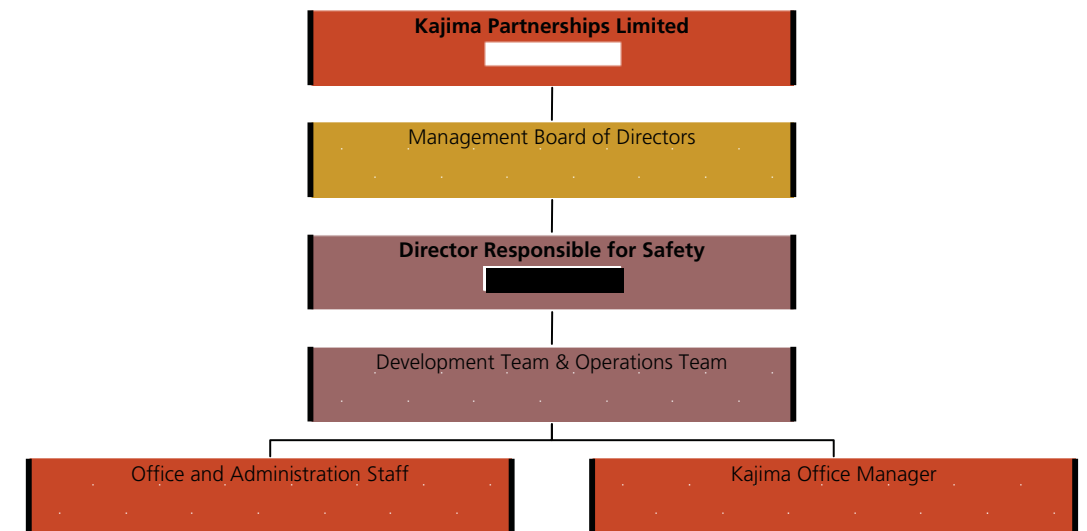
The company, acknowledging its responsibilities towards health, safety and welfare have appointed Mr G Doctor as the Director responsible for the implementation of the company policy and procedures.

This statement will be displayed prominently on the company notice boards and sites. It will also be made available (on request) to any Employee or Sub Contractor.

Managing Director _____ 

DATE: March 2009 (Revision K)

1.2 Kajima Company and Safety Management Organisation



1.3 Competence

The company's track record over many years has been, and remains, very good. Our management teams in the office are made up of experienced and qualified staff who have been with us for many years.

All our Managers and staff have had various types of Health and Safety instruction and training.

1.4 The Corporate Manslaughter and Homicide Act 2008

Key points of the Act in Brief

For serious offences only reserved for the very worst cases of corporate mismanagement leading to Death.

The way in which an organisations activities are managed or organised i.e. systems and practices, adequate standards of care etc.

Most failures must have occurred at Senior Management Level.

The extent of the organisation failures under health and safety legislation and how serious they were. Consideration given for wider cultural issues in the organisation such as attitudes or practices that tolerated health and safety breaches.

The threshold for the offence is Gross Negligence. The way in which activities were managed or organised must have fallen far below what could reasonably have been expected. The failure to manage or organise activities properly must have caused the victims death.

Unlimited fines can be imposed.

A publicity order specified and given by the court i.e. on conviction, nationwide publicity of the causes of the offence.

1.5 Health and Safety (Offences) Act 2008

The objective behind the changes is that sentences for health and safety offences be sufficient to deter those tempted to break the law. The effect of the act is to:

- a. Raise the maximum fine which may be imposed in the lower courts to £20,000.00 for most health and safety offences.
- b. Make imprisonment an option for more health and safety offences in both the lower and higher courts.
- c. Make certain offences which are currently triable only in the lower court triable in either the lower or higher courts.

This act came into force in January 2009 and is summarised as follows for the following offences:

Failure to discharge a duty imposed on Employers, Employees and not to interfere or misuse things provided for health and safety has changed.

Present Penalties (Maximum)

A fine not exceeding £20,000.00 if you plead guilty before going to court or if you go to court and you are found guilty the fine could be unlimited.

New Penalties (Maximum)

A fine not exceeding £20,000.00 or twelve months imprisonment if you plead guilty before going to court or if you go to court and you are found guilty you could have an unlimited fine or two year imprisonment or both.

All other offences under health and safety legislation has also changed in a similar way to the ones mentioned above. They range from fines not exceeding £20,000.00 or two year imprisonment with an unlimited fine or both.

2 Responsibilities

2.1 Managing Director

Will approve and instigate the following:

1. The preparation of the company's health and safety policy.
2. Approve the necessary funding, time and resources for all health and safety matters.
3. Appoint a Director Responsible for Health and Safety.
4. To involve the Director responsible in all safety related matters.
5. To receive written reports from him which provide accident statistics, together with an analysis of accident trends, measures taken to prevent accidents and other safety matters including progress on safety training. Monitor the effectiveness of the company safety organisation and safe systems of work and communications, take action to remedy inadequacies when identified and set safety objectives to be achieved.
6. To ensure discussion at each board or management meeting of all reports relating to matters of Health, Safety and Welfare.
7. To monitor that adequate safety training is provided, maintained and recorded.
8. To be aware of safety legislation, codes of practice, guidance notes and safe working practices relevant to the work we undertake. Advice in these matters will be provided by the Director Responsible for Safety.
9. To endorse the company disciplinary procedure in relation to breaches of safety procedures, policy or practice on the advice of his Safety Director.

2.2 The Directors and Managers

Directors and Managers are responsible for the implementation and effectiveness of the Company's Health and Safety Policy and Procedures for their departments.

1. To be familiar with and to observe all Regulations, Codes of Practice and British and European Standards applicable to the business (seek the Safety Advisers advice if necessary).
2. You are responsible for ensuring that the Company's Health and Safety Policy is brought to the notice of all employees and complied with at all times.
3. You are responsible for ensuring that all Company personnel receive Safety Induction where appropriate before starting work.
4. Ensure compliance with the regulations for maintaining in a safe order the Company's offices, storage areas, machines, plant and equipment etc.
5. You must ensure that all appropriate assessments are carried out for the operations under your control.
6. To ensure that fire precautions and emergency evacuation procedures for the Company's premises are maintained in order and complied with.
7. Ensure that adequate First Aid equipment, facilities and First Aiders are available at all times. Welfare arrangements for the Company premises are provided and maintained in good order at all times.
8. Ensure that any notifiable accidents and dangerous occurrences are reported on the appropriate forms and sent to the relevant HSE office.
9. To ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned i.e., Relevant Safety Law Poster, Notices and Safety Signs for work areas, Company Safety Policy, Appropriate Insurance Cover Notes, Fire and other Emergency Procedures etc.
10. You are to ensure that suitable and sufficient personal protective equipment (PPE) is available and used by employees as and when required.
11. Ensure visitors, delivery drivers, representatives etc., are made aware and comply with our safety requirements.

12. Reprimand and discipline any employees who deliberately flout or disregard safety rules etc., with regard to their own or others safety.
13. Recommend changes to the safety policy when they feel that it is necessary.
14. Encourage all personnel to support and co-operate with the company's health, safety and welfare commitments.

2.3 Office Staff

Read or have explained to you the relevant parts of the company safety policy and comply with its contents and current legislation.

1. Develop a concern for personal safety and that of others.
2. You are required to attend all Health and Safety briefings (including induction) when deemed necessary by the company.
3. Report any defects in office equipment or machinery immediately to your Manager.
4. You may need instruction or training in the correct safety use of equipment and procedures, if so speak to your manager.
5. Do not take unnecessary risks and avoid unsafe practices.
6. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
7. Refrain from irresponsible behaviour including horseplay and practical jokes.
8. Suggest ways of eliminating hazards and improving working methods.
9. Report all accidents and injuries (including physical/mental abuse).
10. Do not misuse or interfere with anything provided for health, safety and welfare.
11. Ensure that all necessary precautions are maintained when using, handling, storing and transporting hazardous articles and substances.
12. Ensure that you understand the emergency procedures especially what to do in the case of fire.
13. Know where the first aid kit is kept and the name of the qualified First Aider or Appointed Person.
14. Wear and use personal protective equipment whenever there is a risk of injury.
15. Warn new or inexperienced employees, particular young people of known or potential hazards.

16. Portable Appliance Testing (PAT) must be carried out on a regular basis depending on condition and use or at least once a year.
17. If you use a computer regularly or every day ensure a V.D.U. risk assessment is carried out.
18. You have a right to be informed of any Health and Safety issues affecting you whilst working for the company.
19. Remember, it is a criminal offence if you disregard or break Health and Safety Law.

2.4 Visitors

1. Ensure that all Kajima visitors to Grove House will report to the Grove House reception or if visiting any site will report to the reception of the subcontractor or end user (School, Hospital, Library, ect) as appropriate.
2. They must be made aware of the emergency procedures.
3. May be required to be accompanied to or at the workplace.
4. Inform Kajima (when visiting Grove House) or the subcontractor or end user (if visiting site) when they are leaving the premises.
5. Ensure all visitors comply with any security or access/egress requirements/arrangements.

2.5 Disabled Persons

Safe access and egress must be available at all times (including emergencies) for all disabled persons who are working in or visiting the premises. A risk assessment may need to be carried out for each disability known to our Office Manager and the appropriate precautions taken.

Provision must be made to ensure that disabled personnel are cared for during their working hours in the premises. If you are a volunteer carer or assistant you may require additional training to carry out this function therefore speak to your immediate Manager if you feel you need training.

3 Communications

3.1 Joint Consultation

In accordance with Section 15 of the Health and Safety at Work Act 1974, The Health and Safety (Consultation with Employees) Regulations 2008 and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety Representatives and or Committees. Consultation will take place on a regular basis in sensible surroundings and in a blame free atmosphere.

We acknowledge the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees. Also to enable individual employees to speak to us about any health and safety issues. All employees are kept informed of health and safety issues relevant to their work activities, including the results of risk assessments.

We recognise the need for regular consultation on health and safety between management and employees. The objective of these meetings will be to discuss matters relating to our safety performance including accident investigation and prevention; also the measures needed to improve safety standards together with proposals for meeting identified training needs, where relevant.

3.2 Induction

Induction will be carried out by the relevant Kajima line manager of the employee in conjunction with Kajima HR Department before employees start work at the workplace. He/she will:-

1. Outline the nature of the work they will be responsible for.
2. Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
3. Explain the need for all personnel to co-operate with our Management and others working in the premises.
4. Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain duties safely. Assure them that this information will not affect their employment with the company.
5. Inform the new employees of the company rules and their legal responsibilities.
6. Warn new employees of any potentially hazardous areas of operations in the workplace.
7. Establish whether there is any training or instruction required.
8. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular the necessity to record all accidents, however trivial it may appear at the time.
10. Inform them of what to do in an emergency.
11. Inform them of our disciplinary procedure.
12. All new personnel are required to complete a Personal Details Form before starting work. They may also be required to complete a medical questionnaire.
13. Remind them that they are required by law to work safely at all times and not put others at risk.

3.3 Risk Assessments

Risk assessments will be carried out as and when required where the risks relating to the hazard are assessed and eliminated or reduced to the lowest reasonably practicable level as required by the Management of Health and Safety at Work Regulations 1999.

The company will:

1. Assess the risk to the health and safety of our employees and to anyone else who may be affected by our activity in order to eliminate or reduce the risks to a minimum. This is so that necessary preventative and protective steps can be identified.
2. Appoint competent people (or where a project is being undertaken on site delegate to the Safety Person of the relevant subcontractor responsible for that site) to devise and apply the protective steps shown to be necessary by the risk assessment.
3. Set up emergency procedures for Grove House and ensure that for each project site the relevant subcontractor has set up site emergency procedures.
4. Give our employees information about health and safety hazards associated with the risk assessment and make sure that they fully understand the risks involved.
5. Co-operate with other employers/employees (particularly of site subcontractors) when we visit site premises.
6. Require that our employees have adequate health and safety training which reflects their particular duties.
7. Provide P.P.E. (free of charge) where necessary.
8. Carry out health surveillance of our employees where it is appropriate.

Team Managers will carry out risk assessments for those employees who undertake specific hazard duties and they will also be responsible for their implementation, monitoring and review. Any clarification or specialist advice must be sought from the company Safety Advisers.

The following list is not exhaustive but gives an indication of the activities requiring the production of risk assessments.

- Dust or Fumes
- Working on or Over Live Machinery or Equipment
- Access to the roof areas.

Please see Section 9 for our generic risk assessment examples.

3.4 Training Information

Induction and in service training are important methods of communication with the special objective of improving behaviour patterns in respect of safety.

The responsibility for organising training rests with the respective Kajima Line Managers.

1. Induction training will concentrate on the major hazard area.
2. In service training will take the form of courses both in company and those designed and delivered by outside agencies, Safety on Site Limited being an example. Courses have been designed and will be kept up to date and regularly administered to the following categories of employees:
 - Managers
 - Staff
 - Those responsible for fire prevention or evacuation

A combination of all three areas of training may be required on occasions. Safety Representatives are entitled to additional training if deemed necessary.

4 Arrangements

4.1 Monitoring and Review of Company Safety Policy to be undertaken by Safety On Site Limited as and when requested

Safety on Site Limited (Kajima's safety adviser) will monitor and review the implementation of this policy as and when requested by the Directors

Objective

The objective is to reduce significantly the potential for accidents in the individual's working practices, both the unsafe acts committed and the unsafe conditions created.

In accordance with the individual duties specified within the Policy, all Company Directors and Managers are responsible for continual monitoring and surveillance of the operations and activities of the personnel under their control to ensure that, so far as is reasonably practicable, all operations are conducted safely and without risk to health. Adjustments or alterations to safe working procedures may be necessary as a result of monitoring and audits; they may also require and seek assistance from our Safety Adviser.

4.2 Procurement Procedures

a) Training

All management personnel will receive training in their responsibilities as defined in this policy. Training will be repeated at as per our training schedule and whenever changing legislation or working methods require.

Training will be arranged by the company Safety Adviser as requested by Management. The Safety Adviser will advise on areas where training is required.

b) Sub Contractors

The selection of sub contractors will take into account their safety policy, accident record and previous performance with respect to accident and ill health prevention on site. All sub contractors will be obliged to accept and observe the safety & health requirement contained with the tendering documentation of Kajima's clients.

During the construction phase and operations phase of the SPV's that Kajima manage it shall be the responsibility of each of the relevant subcontractor to ensure the correct and proper safety & health requirements. Kajima's personnel shall monitor that each subcontractor are fulfilling this responsibility.

c) Co-Ordination with Others

Kajima will endeavour to liaise closely with all other personnel working in the proximity of our site operations and we will do our utmost to ensure that they are not unduly affected by the works we are carrying out. Kajima's personnel shall monitor that each of the SPV's subcontractors are equally co-operating with in a similar manner.

4.3 Out of Hours working in the Grove House Premises

Definitions

Out of hours working is defined as any work undertaken by a Kajima employee outside of the working day, whether of a temporary or permanent nature.

Out of hours working falls into three (3) categories:

- completion of work in progress which would normally be completed during the working day.
- work specifically requested to be accomplished out of working hours on a working day.
- work specifically requested to be done on a non working day.

The Kajima working day at Grove House is defined as Monday to Friday 0800 to 1800 hours, excluding Bank Holiday.

Arrangements for the avoidance of nuisance to neighbours will be provided and approved by our Office Manager before permission for any out of hours working will be given.

- A risk assessment, if appropriate, will be carried out identifying the hazards of the work (if any) and the means to reduce those risks.

4.4 Disciplinary Process

Criminal sanctions apply to occupational health and safety law, i.e. the Health and Safety at Work etc. Act 1974 and associated legislation.

All employees regardless of position or occupation have a legal duty to co-operate in the compliance with health and safety law. Should an individual choose to ignore the Health and Safety Policy or any associated procedures, or deliberately act in an irresponsible or dangerous manner action will be taken against that person particularly if, as a result of their behaviour, a dangerous incident or accident occurs.

4.5 Personal Protective Equipment (P.P.E)

The issuing and provision of training of all PPE, where applicable to any Kajima employee, is the responsibility of the Kajima Director responsible for safety. Kajima will issue protective equipment if required by the specific duties of an employee when visiting a project site when the PPE equipment is not provided (permanently or temporarily) by any subcontractor responsible for site works in accordance with the requirements of the Personal Protective Equipment Regulations 2002 free of charge as follows:

- Safety Helmets preferably to BS EN 397
- Foot Protection to BS EN 345 and 6 with steel mid sole
- Ear Protection preferably to EN 352
- Eye protection (manufactured to at least BS EN 166.1: B.3.4.9. (polycarbonate anti mist type))
- Suitable Masks for Fumes, Dust etc. (if in doubt seek advice)
- First Aid Kits will be supplied and maintained as necessary
- Any additional P.P.E. that may be deemed necessary

Remember, PPE must be worn/used whenever there is a risk of injury.

All protective equipment must be cared for by the person to whom it is issued.

Personnel found not wearing or using the appropriate PPE will be suspended or immediately dismissed depending on the gravity of the offence.

4.6 Environment

As an environmentally responsible company Kajima is committed to minimising any adverse environmental impacts of its operations. We are committed to the continuous improvement of our environmental performance and to the protection and enhancement of the environment. Much of the work of Kajima is aimed at improving through partnership, the environmental performance of our Clients and SPV projects and it is appropriate that we apply our expertise to address our own activities and processes.

Our objectives include:

Commitment to full legal compliance to any relevant legislation, regulations and wherever possible, voluntary standards relating to Environmental Management.

Ensure establishment of an Environmental Management System (EMS) which provides a framework for implementing the environmental management programme of each SPV project.

Ensure establishment of a baseline for each SPV project for the reduction of waste materials and energy with particular regard to the office environment taking appropriate opportunities to reuse and recycle. We will also ensure the SPV monitors for each respective project how much energy and resources such as electricity and water are used.

Ensure establishment and maintenance of a programme to review the EMS and targets of each SPV project with a view to continually improving environmental standards.

Ensure suppliers and contractors to the SPV projects minimise the risk to the public from our operations and protect the natural environment.

Provision of comprehensive training to increase environmental awareness amongst our staff and contractors.

4.7 Waste Disposal

Kajima's Office Manager is responsible for the control and removal of waste from Grove House in accordance with The Environmental Protection Act 1990 and The Environmental Protection (Duty of Care) Regulations 1991 and the Special Waste Regulations 1996.

Notification of special waste disposal will be accompanied by a C.O.S.H.H. assessment sheet, and any special precautions which may be required will be clearly stated.

All our waste is removed by licensed waste disposal contractors and proof of proper disposal will be retained both by the contractor and our office.

4.8 Company Offices

Office Machinery and Equipment

Machinery must be switched off and isolated when not in use EXCEPT in the case of data processing, facsimile transmission and other machinery designed to remain connected to a power supply.

All cables must be routed safely to machinery. Where cables must cross access ways then they must be beneath the floor if this cannot be achieved then purpose made cable covers will be provided and used.

Electrical repairs must be carried out by qualified personnel.

All electrical equipment must be P.A.T. tested at least on an annual basis.

Office Health and Safety generally

Filing cabinets, if not of the safety type which permits only one drawer to be open at a time, should be secured to the office wall and a notice fixed warning that only one drawer to be opened at one time.

Filing cabinet or desk drawers must not be left open unattended.

Mobile steps or hop ups must be used to reach items on high shelves.

Window cleaning shall be carried out in a safe manner by trained contractors

Welfare facilities and first aid equipment must be provided and maintained (see separate section).

A qualified First Aider and or Appointed Person must be part of the office personnel.

All Office Personnel will be made aware of the emergency procedures.

4.9 V.D.U. OPERATORS

The Health and Safety (Display Screen Equipment) Regulations 1992 and as amended in 2002 plus associated guidance set standards which aim to control the health risks associated with DSE. Possible hazards associated with the use of DSE are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE, combined with the ergonomic factors of the workstation and the environment in which it is situated.

A Risk Assessment of the working environment will be undertaken in accordance with the regulations. The results of Risk Assessments will be fully discussed with the employee's concerned and corrective action taken as necessary. Any training required as a result of the risk Assessment and consultation with the employee will be instigated by the company as soon as possible. The Risk Assessment will cover the essential characteristics of the workstation itself and environmental conditions including space, lighting, reflection, glare, noise, heat, radiation, humidity and habitual use.

All Risk Assessments and reviews will be recorded as a basis for acting on risks identified and for future reference.

Eye and sight tests will be provided by the company to employees who are DSE users if they request them. Users who request sight tests will be offered an examination by a registered ophthalmic optician (optometrist) or a registered medical practitioner. If the sight tests indicate that a user needs corrective appliances to overcome vision defects at the specific viewing distances recommended by the guidance to the Regulations, they will be provided by the company free of charge.

Please see Display Screen Equipment Form in the appendices.

5 Emergency and Accident Procedures

5.1 Emergency Procedures

All personnel at Grove House will be informed in the correct procedures to be followed in the event of an emergency evacuation or other emergency procedures.

We will require them to know for example, the location at Kajima's Grove House fire exits and correct use of:

- Alarm call points
- Fire extinguishing equipment
- Emergency evacuation procedures
- Escape route and fire exits
- Assembly points
- The Company will ensure that our personnel participate in emergency evacuation drills.

There are four basic types of fire extinguishing agents; water, dry powder foam and carbon dioxide. These agents act either by cooling the burning material, by excluding the air necessary for combustion or by a combination of both effects.

When extinguishing a fire, always aim the extinguisher at the base of the flames (in a sweeping motion).

Remove the heat source to prevent re-ignition.

It is the responsibility of management to ensure each member of staff knows the location and type of extinguishers on the premises. The suitability of each type of extinguishing agent for dealing effectively with fires in different materials and liquids is shown in the following table.

Kajima employees, when undertaking any visit to other party's office or SPV site shall acquaint themselves of the emergency procedures at any site that they visit and follow the directions of the representative of the subcontractor in control of the site

5.2 Accident, Dangerous Occurrences And Ill Health Reporting Procedures

The reporting of any Injuries, Diseases or Dangerous Occurrences will be dealt with by the Office Manager.

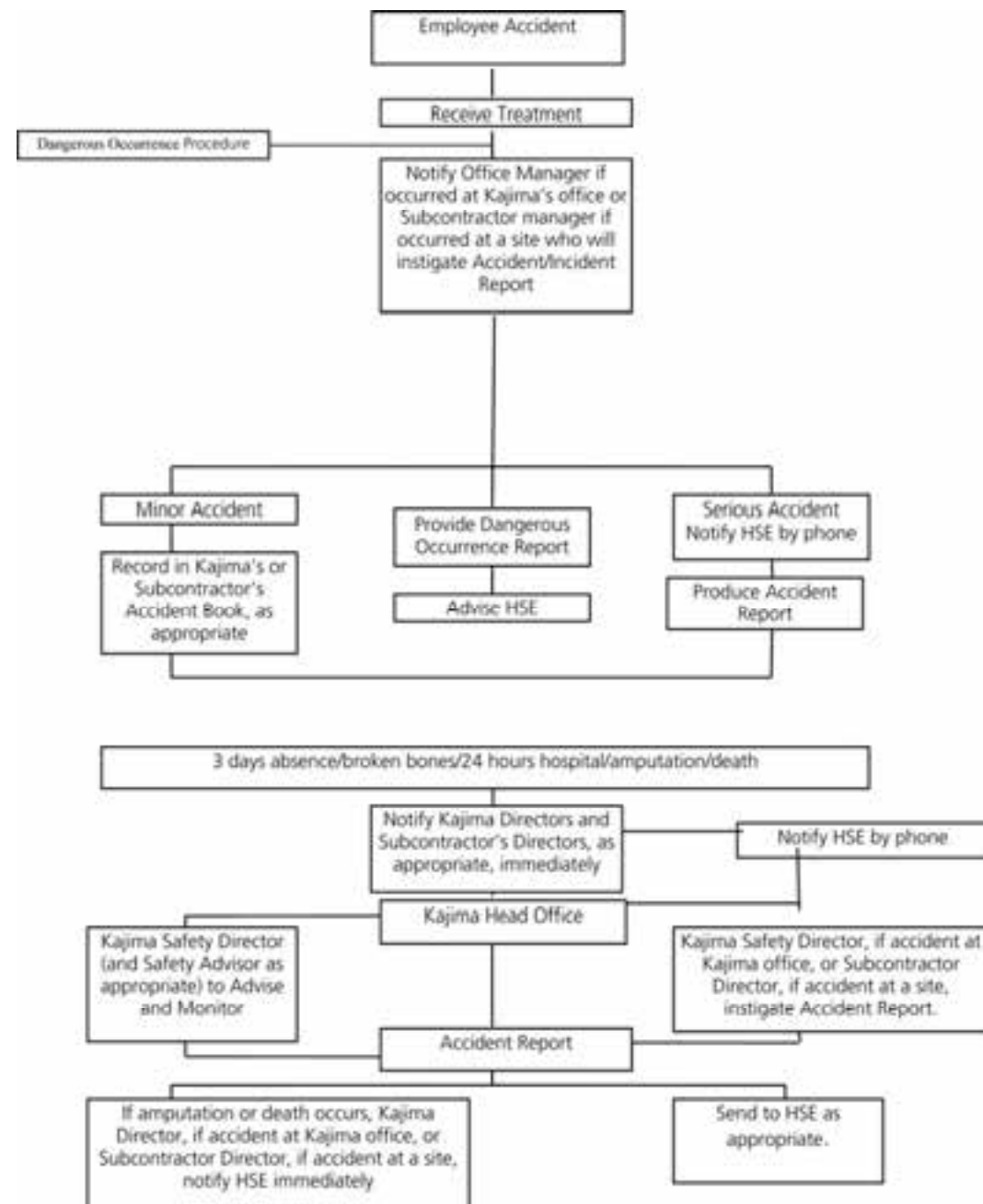
1. All injuries or damage resulting from incidents on the premises or in other workplaces, however minor, will be reported by the Office Manager, or if occurring on a SPV site by the relevant subcontractors manager to the Kajima Safety Director or appropriate Kajima Director (Development Director or Operations Director), on an Incident/Accident Report Form and the original retained in the Kajima office safety file if occurring on Kajima's office premises or subcontractors office if occurring on site.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and as amended in 2008, the local office of the Health and Safety Executive and the Company Directors must be notified immediately.
3. The Manager Responsible for Safety will check that the Health and Safety Executive have been informed of fatal or major accidents or notifiable dangerous occurrences by telephone, carry out an investigation as soon as possible and confirm details of accidents in writing to the Health and Safety Executive within 10 working days on Form 2508. Our Safety Consultants will assist if requested.

The scene of any accident or dangerous occurrence should be left undisturbed except for the necessary release of injured personnel or if required by the authorities.

Accident Records

The company will keep detailed records of all injuries and industrial linked diseases (RIDDOR Regs) of Kajima employees and copies will be kept at Grove House on a permanent basis.

5.3 Accident and Dangerous Occurrence Procedure



5.4 Medical Emergency Procedures

In the event of an accident

1. If you are the injured person:
 - (a) If you are able, move away from the area if that area still poses further risk of injury to you or to anyone who may come to your assistance. If you are not able to move and the area poses a risk to someone who may come to your assistance, warn them of the danger.
 - (b) Do whatever you can to draw the attention of others, i.e., shout out 'help' 'help', make a continuous loud noise, and/or position yourself where it would be likely that someone could see you.
 - (c) If you are losing a lot of blood, cover the cut firmly with your hand, where possible with a clean cloth.
 - (d) If you feel dizzy or faint, sit down on the floor DO NOT lie down and keep away from edges of floors, Platforms and stairs etc., from where you could fall.
 - (e) Keep as calm as possible and take deep breaths.

2. If you come across someone who has been injured:
 - (a) Check that the accident area does not impose risks to you. If it does, try to isolate the hazard without putting yourself in danger. This should only be done if you fully understand the problem. If not, call out for help or go and get assistance, ensuring that the appropriate Emergency Services assistance are called for.
 - (b) An injured person should be attended to by a qualified First Aider so your main aim would be to notify that person as soon as possible. Someone should remain with the injured person if possible.
 - Do not move the injured person, unless their position is endangering their life.
 - Stay with the injured person, reassure them and keep talking to them as much as possible. Make comfortable by ensuring that they can breathe freely, this will help prevent the onset of shock.

- Serious bleeding should receive first aid attention immediately by applying pressure adjacent to the wound. DO NOT apply a tourniquet.
 - Do not allow any fluid or solid to be given.
 - Burns and scalds should be treated by gently running cold (not ice cold) water, over them.
 - Do not try to remove charred clothing.
- (c) When helping an injured person, ensure that you do not come into contact with their blood, particularly if you have an open wound yourself. If you do have contact, inform the emergency personnel as soon as possible.

6 Health Hazards and Special Risks

Not Applicable

7 Appendices

7.1 Safety Policy

Kajima's Safety Director shall ensure that all line managers bring to the attention of any employee the documentation, where appropriate to the tasks to be undertaken by that employee, contained within this section 7.

7.2 Accident Report Form

ACCIDENT REPORT FORM

Contract/Site (including Principal Contractor Name and Postcode)		
.....		
Full Name of Injured Person		Sex: Male / Female (please circle)
Home Telephone Number	Occupation	Date of Birth
Address of Injured Person including Postcode		
.....		
Name, address and telephone number of employee/injured persons Company		
.....		
Address and Precise Location Where Incident Occurred		
.....		
Site Telephone Number	Date of Accident	Time of Accident (24hr clock)
Name and Position of Person in Charge of Site		
.....		
If Due to Machinery – Name and Type of Machine		Part of Machine Involved
.....		
Was the Machine in Motion? YES / NO / N/A	Was PPE being worn at the time? YES / NO If YES please state type	
Height of Fall of Person, Plant or Materials (if applicable)		
.....		
Full Account of Accident/Incident to include names of any Witnesses and Diagrams. Please give full details of any injury sustained. Include in the report any action that has since been taken to prevent a similar incident/accident reoccurring. (Use a separate piece of paper if necessary)		
.....		
P.T.O.		

Cont.		
Treatment of Injuries by First Aid on Site YES / NO	Hospital Same Day Release YES / NO	Admission of Treatment for more than 24 Hours YES / NO
Off Work for More than 3 days YES / NO	Any Other Relevant Information:	
Has the Accident been entered in the Accident Book? YES / NO	Date:	Time (24hr clock)
Has the Accident been entered on Form F2508 (01/96) YES / NO		Date:
Was the Injured Person:		
At Work as an Employee of the Employer?	YES / NO	
At Work Self Employed to Employer?	YES / NO	
At Work as an Employee of Another Employer? If YES give name, address and trade of the other employer:	YES / NO	
.....		
Has Employee had any similar Injuries/Accidents in the last 3 Years (if YES please give details)	YES / NO	
.....		
Name of Person Completing Form		
.....		
Name of Company and position in Company		
.....		
Signature		
.....		
Date		
.....		
Distribution:	Copy to be retained on Site	YES / NO
	Copy to Safety Adviser	YES / NO
	Copy to Safety Consultants	YES / NO
	Copy to Head Office	YES / NO
N.B. All Sections of this Form are to be Completed in full and copies of relevant documentation i.e. witness statements, diagram if applicable and copy of accident book entry to be attached prior to distribution to the relevant parties		

7.3 Display Screen Equipment (DSE) Workstation Self Assessment Checklist

**DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION
SELF ASSESSMENT CHECKLIST**

Name:

Location

Date:

The completion of this checklist will enable you to carry out a self assessment of your own workstation.

Your views are essential in order to enable us to ensure your comfort and safety at work.

Please complete the questionnaire as quickly as possible and return to your Department Manager.

Please give the answer which best describes your opinion.

1. JOB DESIGN

a. Approximately what percentage of your daily routine includes work with VDU's, e.g. 10%, 20%, 30%

.....

b. Are you able to take a break from VDU work, or to alternate between VDU and non-VDU work; e.g. phoning, filing, mailing.

YES / NO

2. ENVIRONMENT

a. Describe the amount of space around your workstation	OK		Insufficient
b. Are the lighting levels?	OK	Too Bright	Too Dark
c. Can you adjust local lighting levels?	All	Some	None
d. Are there distracting reflections on your screen?	Never	Sometimes	Constantly
e. Are you distracted by noisy work equipment?	Never	Sometimes	Constantly
f. At your workstation, is the temperature?	OK	Too Cold	Too Warm
g. At your workstation, is the air humidity?	OK		Too Dry

3. EQUIPMENT

	YES	NO
a. Is the brightness and contrast adjustable on your display screen?		
b. Is the screen image stable and free from flicker?		
c. Is the screen at a comfortable height?		
d. Does the screen tilt and swivel freely?		
e. Is the keyboard separate from the screen?		
f. Can you raise and lower the keyboard?		
g. Are the keyboard symbols legible?		
h. Is there sufficient space to rest your hands in front of the keyboard?		
i. Do you require a document holder? If supplied is it adjustable to suit your needs?		

4. FURNITURE

	YES	NO
a. Do you have sufficient desk surface for all equipment?		
b. Is the height of the desk suitable?		
c. Does the desk have a matt/non-reflecting finish?		
d. Can you adjust the height of your seat?		
e. Can you adjust the height or angle of your backrest?		
f. Is the chair stable? Does it allow movement?		
g. Can you place your feet flat on the floor whilst keying in information?		

5. SOFTWARE

	YES	NO
a. Do you understand how to use the software?		
b. Is the format and pace of system information acceptable to you?		

6. TRAINING

	YES	NO
a. Have you been shown how to use your workstation?		
b. have you been shown how to adjust the furniture and equipment?		
c. have you been shown how to use the software?		
d. Do you know who to report problems to?		
e. Are you aware of the arrangement for eye sight tests?		

7. ANY OTHER COMMENTS

Signature: Date:

8. MANAGER ASSESSOR'S COMMENTS

Acceptable Risk:

.....

Additional Training Required:

.....

Detailed Risk Assessment Necessary:

.....

Signature: Date:

Assessment Review Date:

7.4 Personal Record Form

8 General Office Guidance Notes

8.1 Fire Warden Duties

1. Understand the Fire and Evacuation Procedures for the areas or floor you are responsible for.
2. Ensure all Fire Extinguishers are fully charged and in the correct position as per the Fire Plan.
3. Ensure fire Exits are kept clear at all times. Check regularly.
4. On sounding of the Fire/Evacuation Alarm check your area to make sure everyone has heard the Bell/Klaxon and ensure the area is evacuated completely and safely.
5. Ensure everyone goes to the Assembly Point for the roll call and provide assistance in taking the roll call as required. If there are any disabled personnel in the building during an emergency please ensure a designated person is available to help them out of the building safely.
6. If you discover a Fire sound the Alarm and inform the reception immediately who will contact the Fire Brigade by dialling 999. Check evacuation is taking place and continue duties as above.
7. Do not attempt to fight the fire unless you have been trained in the use of fire extinguishers and it is safe to do so. **NEVER PUT YOURSELF AT RISK.**
8. The Fire Assembly Point is outside the Main Entrance at the front of the building.
9. Fire Alarms will be tested weekly (Monday) at 09.30hrs.
10. Remember the Golden Rule – DO NOT LET ANYONE RE-ENTER THE BUILDING UNTIL THE CHIEF FIRE OFFICER GIVES THE ALL CLEAR.

8.2 Visitors

All visitors to OUR Office must report to the reception area. They must sign the visitor's register and be informed of the actions to take in the event of an emergency including fire.

Their visitor pass must be displayed at all times whilst in the building.

Wherever possible, all visitors should be accompanied whilst on company premises.

8.3 Office Health, Safety and Welfare – General Procedures

All Kajima offices, including site offices, will comply with the requirements of the Offices, Shops and Railways Premises Act 1963 and/or the Workplace (Health, Safety and Welfare) Regulations 1992.

Information on any substances used in the offices must be obtained and all requirements relating to storage, use, disposal etc must be fully complied with.

Filing cabinets, if not of the safety type which permit only one drawer to be open at a time should be secured to the office wall and a notice fixed warning that only one drawer to be opened at any one time.

Filing cabinet or desk drawers must not be left open unattended.

Mobile steps or purpose made hop ups must be used to reach items on high shelves and with the assistance of another person.

Window cleaning is to be carried out in a safe manner i.e. the inside of the windows (providing they are kept closed) can be cleaned off podium steps, step ladders or hop ups if not too high. The outside of the windows should only be cleaned by a specialist cleaning contractor (see Health and Safety Executive Guidance Note GS25)

All parts of the premises including furniture, furnishings and fittings shall be kept as clean as practicable.

There should be at least 3.7 square metres of floor space or 11 cubic metres per person in each office. The appropriate number of sanitary convenience shall be supplied and maintained in accordance with relevant legislation.

In all offices where persons are employed to work, a temperature of at least 16 degrees Celsius shall be maintained, there is no maximum limit however reasonable steps must be taken to alleviate an overheated environment i.e. the use of fans, mobile air conditioning units, access to fresh air etc. Where outside work is required suitable warm clothing is to be provided.

Lighting shall be maintained in working order and where practicable shall be in accordance with the recommendations in HSG 38.

Adequate and suitable seating shall be supplied.

There shall be areas for outdoor clothing to be dried and/or stored.

Waste paper and other rubbish shall be removed regularly from the offices.

Shelving should not be overloaded and must be stacked safely.

Offices shall be cleaned daily.

8.4 Office Machinery and Equipment

No untrained person shall carry out repairs or maintenance on any office machinery.

Certain machines must not be used by young or untrained persons. This includes equipment such as guillotines, platen printing machines etc. These machines shall be marked with a notice to show that unauthorised persons must not use them. All guards, cover plates, etc., must be kept in position.

Machinery must be switched off and isolated when not in use EXCEPT in the case of data processing, facsimile transmission and other machinery designed to remain connected to a power supply.

All cables must be routed safely to machinery. Where cables must cross accessways they must where possible be routed under the floor, however as a last resort they can be protected by using purpose made cable covers on the existing floor coverings as a temporary measure.

Electrical repairs are only to be carried out by a properly qualified electrician.

Adequate ventilation must be provided when using cleaners or when recharging machines with liquids, toner, etc. Disposable gloves shall be provided for use when handling solvents and cleaners.

Care should be taken to keep ties, loose clothing and appendages away from the feed slot when using shredders.

8.5 Office First Aid, Fire Precautions and Emergency Procedures

The Office Manager will ensure that the office has the required number of first aid kits and trained and qualified First Aiders. This meets the requirements of the Health and Safety (First aid) Regulations (1981).

A copy of the Fire Certificate (if applicable) and Fire Precautions Log Book must be kept on the premises.

Where any adaptations or alterations are planned for the premises, these must be checked against the Fire Certificate conditions to ensure that the certificate remains unaffected or the Fire Authority must be notified to arrange for a revised certificate.

The following checks and tests etc shall be carried out in accordance with the conditions specified in the certificate and those marked * are to be recorded in the Fire Precautions Log Book.

Hose Reels

Check regularly for leaks and correct operation.

Annually to be completely run out and subjected to operational water pressure to check hose condition and couplings. A flow of at least 30 litres per second should be achieved.

Fire Extinguishers

Check monthly to see that they are in their proper position, have not been discharged or have lost pressure (if fitted with an indicator).

Annual inspection by an appointed Engineer or extinguisher supply company.

Fire Extinguishers once discharged must not be put back in position until they have been serviced/recharged.

Fire Alarm

Daily – inspect panel for normal operation.

Weekly – test system. Operate each manual or automatic call position on a rotation basis. Examine batteries and connections. Erect sufficient signs to inform all office personnel.

Annual inspection and test by a qualified Engineer.

Fire Detectors

Regular visual inspection.

Weekly test in conjunction with fire alarm test.

Emergency Lighting

Monthly test of self contained luminaires ensure sufficient time to check all luminaires.

Six monthly tests of self-contained and central battery systems for a continuous period of one hour.

Three yearly test of full duration.

Fire Instructions

Instructions to include – discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc., use of fire alarms and fire extinguishers and means of escape routes. (see section 5 for additional information).

Two instruction periods should be given to new employees within their first six months of employment.

Every twelve months all staff should receive instructions on what to do in case of fire.

Fire Drills

A fire drill shall be arranged without advance warning at least annually.

General Fire Precautions

Fire extinguishers must not be removed from their designated positions unless being used to fight a fire. They must never be used to prop open doors.

Fire check doors must not be propped open.

Fire instruction notices must be displayed in appropriate positions.

No smoking is allowed in any part of the premises.

Emergency Procedures

Instructions on what to do in the event of an emergency shall be clearly posted at each location in a place where all employees can see them.

Each office area will have appointed trained Fire Wardens who will be responsible for the safe evacuation in case of emergency.

8.6 Display Screen Equipment

Procedures

The following steps must be taken in connection with the use of this equipment.

- Identify the equipment, which is classed as a workstation and assess the risks to health and safety of these operators who use them habitually or for continuous periods of an hour or more. Provide suitable training so individuals can carry out risk assessment of their VDU's.
- Arrange for work stations to be assessed and ensure that they conform to the relevant standards.
- Use the VDU assessment form in section 9 of this manual.

Training

Training shall be provided as necessary and will cover the health and safety aspects associated with the equipment, including recognition of risks and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

8.7 Inspection and Testing of Electrical Appliances

Electrical equipment is defined as any electrical appliance which is connected by a plug to a fixed electrical system.

No private electrical equipment may be used unless a competent person or qualified electrician has tested it and deemed it safe by attaching the appropriate service label to the appliance.

All electrical appliances used on Kajima premises (including site offices) shall be examined and PAT test by a qualified electrician at intervals appropriate for the equipment and its usage. Further guidance is contained in the HSE publication IND(G) 160L "Maintaining Portable Electric Equipment in the Office".

8.8 Hazardous Substances

Assessments of the substances used by employees (and sub contractors) shall be made and recorded. Where hazardous materials are used, safer alternatives are to be sought or a low risk procedure produced and used.

COSHH Assessments will be carried out as required by the Control of Substances Hazardous to Health Regulations (2002). They will need to be produced for all Hazardous Substances (as defined by the Regulations) likely to be used in the premises. As with Risk Assessment and Safety Method Statements, COSHH Assessments if required can be carried out by an appointed Manager or Supervisor. Seek advice from our Safety Advisers if in doubt.

All COSHH Assessments will be kept on the premises and are to be readily available for any person wishing to refer to them.

Personal protective equipment (PPE) and control measures will be used where required.

Staff should report any instances when safety measures are not observed to their respective manager.

Further guidance is given in the HSE publication General Approved code of Practice to the Control of Substances Hazardous to Health Regulations 2002. See Section 8 of this manual for additional advice and section 9 for the appropriate COSHH assessment form, seek advice if you are unsure about what to do.

8.9 Manual Handling and Lifting

Assessments shall be made of all manual handling operations which pose any risk to health and safety. Further guidance is given in the HSE publication Guidance on the Manual Handling Operations Regulations 1992 and as amended in 2004.

Use mechanical means where possible before considering manual handling.

Sufficient trained personnel must be made available to handle any heavy or awkward loads.

Sufficient training (team briefings) shall be given in the correct handling of loads.

Adequate PPE must be made available when lifting materials which could cause injury to the hands or feet.

Team lifting reduces the chance of injury.