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## General Description

34 Dover Street, Mayfair, is built on the West side of Dover Street which runs off Piccadilly close to Green Park tube station in the heart of London's West End. It is of concrete frame construction and dates from the late 1950s and early 1960s. The building is clad in Portland stone on the front elevation with brick infill panels to the rear elevations.

The façade rises to sixth floor level where it steps back slightly, rising then to the new seventh floor. The refurbishment will include total remodelling of the main entrance and front elevation at ground floor level, the complete strip-out and refurbishment of all office floors including the installation of new acoustic double glazing, air conditioning and power/data trunking, overhaul of all common parts including the upgrade and modernisation of the lift and full refurbishment of the toilet accommodation.

The building satisfies the requirements of Building Control.

The accommodation comprises approximately 14,500 sq ft of office accommodation on the upper floors.

## Floor Space Assessment

FLOOR	Net Internal Area	
<b>Seventh</b>	<b>76 m<sup>2</sup></b>	<b>818 sq ft</b>
<b>Sixth</b>	<b>157 m<sup>2</sup></b>	<b>1694 sq ft</b>
<b>Fifth</b>	<b>187 m<sup>2</sup></b>	<b>2011 sq ft</b>
<b>Fourth</b>	<b>230 m<sup>2</sup></b>	<b>2475 sq ft</b>
<b>Third</b>	<b>229 m<sup>2</sup></b>	<b>2469 sq ft</b>
<b>Second</b>	<b>230 m<sup>2</sup></b>	<b>2470 sq ft</b>
<b>First</b>	<b>225 m<sup>2</sup></b>	<b>2422 sq ft</b>
<b>Ground</b>	<b>Reception Area</b>	
<b>TOTAL</b>	<b>1334 m<sup>2</sup></b>	<b>14359 sq ft</b>

Areas are based on survey information provided by Kings Surveys Ltd and should be confirmed on site.

NIA - Net Internal Area

The useable area within the building, exclusive of all permanent walls and structure, toilet area, lobbies, stairs, lifts, common circulation and plant areas.

## Mechanical Systems

A single air handling unit will be located on the roof, serving the fresh air requirements for all floors. An acoustically shielded chiller will also be mounted at roof level. The fresh air plant will be sized to deal with any occupancy and moisture gains, dehumidifying the fresh air to a suitable level prior to introducing the fresh air into the space at 18°C. The fan coil units will provide both heating and cooling to the office and reception spaces. The chilled water for the building will be provided by an air cooled chiller on the roof of the 7th floor. The chilled water will split to serve the air handling plant as well as the individual fan coil units.

The installation of a fan coil system will improve on the air distribution and will be accommodated in the ceiling void. This system provides complete coverage of the floors, with even air distribution providing both heating and cooling.

## Electrical Systems

### INCOMING SUPPLY:

New sub-mains distribution and switchgear in a fully revised vertical riser will be installed with improved access via new doors.

### LIGHTING AND EMERGENCY LIGHTING:

New lighting will be provided throughout. Tenants areas are designed in accordance with LG3 Guide for VDU usage. Compact fluorescent lighting is provided in Landlords' areas for energy efficiency.

New emergency lighting will be provided in accordance with British Standards using self-contained, maintained and non-maintained luminaires for up to 3 hours duration.

### FIRE ALARMS:

A new fire alarm system which complies with BS 5839 Part 1 will be installed.

## Energy Usage

A Building Energy Management System (BEMS) will be provided to maintain the office design temperatures and sequence the plant operation to suit tenant demands and to minimise energy consumption.

A basic microprocessor based digital HVAC control system will be provided comprising plantroom located motor control centres and distributed control outstations on each floor.

Fan coil units will be powered from respective tenant distribution boards. All floors will be controlled by separate override buttons to extend run time in predetermined time periods outside of normal operating hours.

Each fan coil unit will have an individual remote addressable integral temperature controller with sensor in the return air stream but suitable for later extension into the office space if required during tenant fit out works.

Electricity sub-metering facilities at each part floor demise will be provided. Meters will be digital, BEMS compatible and interface with BEMS head-end to record energy consumption (kWh) on a floor by floor basis.

## Water Services

The existing water services within the toilet area will be replaced as part of the refurbishment works for the toilet, the pipework being stripped back to the risers and new pipework being installed from this point.

## Drainage

As with the water services the drainage system within the core area will be replaced.



## Main Entrance and Reception Area

The reception area is to be altered radically. The removal of a redundant car lift hoist has permitted the widening of the reception to increase its area whilst new full height glazing to the front elevation will allow increased natural light and a greater visual presence on the street.

Walls are to be clad in St Bees sandstone, Spatulata plaster and polished plaster. Broadloom carpet is to be fitted throughout and will extend up to the stair and into the lift lobbies on the floors above.

The new reception desk will incorporate access control and telephone.

A new toilet is to be installed at ground floor level capable of adaptation to disabled use. A new reception/security desk will be built and installed. Access to the building will be via level entry to two fully glazed doors controlled out of hours by keypad entry system and electric shear locks. Intercom links to each floor will be provided.

The building's presence on Dover Street will be further enhanced by the addition of a new stainless steel and glass canopy extending almost the full width of the building. This canopy will be illuminated after dark by two lamps fixed to the front façade of the building, its contemporary design will help reinforce the buildings identity in a visually competitive environment.



## Finishes, Lighting and Furniture

As previously described, finishes are all of high quality and durability comprising:

- Cut pile carpet tiling of 500mm x 500mm module, Interface Palette 4000 laid on latex levelling screed. Heavy duty 'walk off' mat zone will be provided to the rear of the entrance.
- Red St Bees sandstone wall cladding.
- Stainless steel trims.
- Polished plaster feature wall and column cladding.
- Venetian plaster display wall with recessed display cabinets.
- Weathered sycamore veneered panels concealing mechanical plant and storage areas.

Feature lighting, employing low voltage, HQI lamps, fibre optic lighting together with compact fluorescent fittings where appropriate, forms a central part of the interior design.

The scheme is intended to provide discreet lighting to the reception area with a high level of illumination at the lift and stair lobby area. Spot lamps and flood lamps are employed to provide wall wash and feature lighting. A single point electronic lighting control panel will be utilised.

## Reception Desk

The form of the desk is integrated into the overall concept of the reception area. The design proposes a low counter top which is to be kept entirely clear except, perhaps, for a signing-in book and telephone. A small amount of storage and housing for equipment is provided.

The desk will incorporate door control and intercom. Associated controls, lighting, heating/cooling, etc, will be housed in store cupboard adjacent.

## Security and Access

Access Control will be via the reception desk and tenant's intercom and door release mechanism, together with an externally mounted combined card keypad access and intercom unit, the intercom being connected to each of the intercoms on the tenanted floors. A video entry system is incorporated allowing incoming tenants to upgrade to a full video entry system should they wish.

Security is to be controlled at a single point of entry in the building foyer at ground floor level. A security guard is present during normal working hours.

Wireways to main entrance doors to offices on each floor will be provided to allow the tenant to install their own security installation and/or card access control.

A new fire alarm system is to be installed and linked to the main door allowing door activation and free escape upon activation of the alarm.

## Mechanical Services

The reception area will be air conditioned via a dedicated fan coil unit located in the centre of the reception area. A new over door heater will provide an air curtain barrier.

## Electrical Services

A new analogue/addressable fire alarm panel will be provided behind the reception desk. The new fire alarm system will comprise manual break glass units and fire alarm sounders throughout the building with automatic detection in the Landlords' common areas. A fire alarm junction box is to be provided in the electrical cupboard on each floor to enable the tenant to provide automatic smoke detection to suit their fitting out requirements.

## Refuse Disposal

The designated area for the storage of refuse prior to collection is in a purpose made store located just off the fire exit at ground floor level.

## Signage

Main building signage will be incised in the stone cladding on the street elevation with an adjustable internal directory board adjacent to the main entrance.

## Mail

A letter-box will be integrated into the new entrance scheme for out of hours mail delivery.

## External Works

External works will comprise:-

- New granite paving within the site boundary at the base of the new entrance screen.
- General paving and kerb modifications and improvements to remove the existing ramps serving the existing car hoist and ex-car showroom.
- Refurbishment/replacement of pavement light, smoke vent glazing and concrete surround.
- Externally both the front elevation (stonework cladding) and rear elevations will be thoroughly cleaned, repointed and decorated as necessary, including refurbishment of the rear external escape stair.
- The emergency staircase and the basement plant area are to have additional emergency lighting to comply with current standards.

## Accommodation Stair and Lift Lobbies



The accommodation stair, lift and associated lift lobbies form the vertical circulation within the building. The stair is reached from the rear of the reception area. finishes will be of high quality and durable. Briefly, the scope of the work to these areas will comprise:

- Replacement of all doors and ironmongery.
- Renewal of all light fittings.
- New decoration, carpet and stair nosings.
- All toilet areas are to be stripped and finishes and services replaced.
- The lift drive and control system is to be extensively modernised and/or replaced to improve performance.

## Finishes and Lighting

The stair and lobbies will share the same carpet as the reception area to maintain continuity. Wall finishes will be spray applied Zolatone paint in contrasting shades, the darker on the lift core. Recessed, compact fluorescent light fittings will be introduced in a new suspended plasterboard infill soffit which will be supplemented by uplight at various points. Additional bulkhead lights with emergency back-up will provide light to landing levels. All doors will be renewed in the same weathered sycamore veneer as used in the reception. Ironmongery will be stainless steel oval section with integral signage.

Each floor will have a dedicated directory board opposite the lift doors.

## Lift Car

The lift car will be subject to a complete refurbishment. Interior proposals comprise:

- Cut pile carpet floor finish to match that in reception/stair lobbies.
- Timber veneered side panels in a matching weathered sycamore.
- Stainless steel trims and skirtings.
- Indirect lighting via translucent glass panels to rear and soffit from a fibre optic source designed to gradually fade from one colour to another.
- Conventional low voltage downlighting with emergency back-up.

The lift car will be provided with suitable fixing points for temporary protection to the sides of the cab for when moving furniture etc.

## Mechanical Services

New radiators and thermostatic valves are to be installed on each half landing.

## Electrical Services

Lighting on the staircase is to be replaced using compact fluorescent architectural luminaires including new emergency lighting luminaires.

The existing sanitary accommodation will be completely refurbished.

## Sanitary Accommodation

FLOOR	WC	WHB
Seventh	♂/♀	♂/♀
Sixth	♀	♀
Fifth	♂	♂
Fourth	♀	♀
Third	♂	♂
Second	♀	♀
First	♂	♂
Ground	♂/♀	♂/♀

The single toilet at the first half landing level (ground floor) is to become a cleaner's store.

The remaining accommodation on each half landing up the building will be designated Female/Male up the building. The new ground floor facility within the reception will be unisex. The existing toilet at 7th floor level will be taken into the demise of the 7th floor office accommodation but will also be refurbished to the same high standard.

## Finishes and Lighting

A high standard of finish will be provided to all fittings and surfaces. New WC fittings are to be installed. The IPS panels are hinged for ease of access. Other panels are held on gravity fixings to allow easy maintenance.

- Purpose made WC cubicles in solid laminates with stainless steel fixtures.
- High quality compact washhand basin and spouts providing an exceptionally high standard of design and finish.
- New radiator.
- Durable and easily maintained Zolatone paint finish.
- Mirror with integral warm air hand dryer adjacent to basins.
- Laminate faced IPS system concealing cisterns.
- Rubber sheet flooring providing homogenous, readily cleanable surface.
- Corian back panel to wash hand basin.
- New toilet extract system.

A plasterboard suspended ceiling will contain compact fluorescent downlights with low voltage feature spots and mechanical extract grille.

The existing steel framed window will also be replaced with a new, fully reversible double glazed unit with translucent laminated glazing which will provide diffused daylight to the space.



## Office Refurbishment

New carpets, skirting and suspended ceilings incorporating Category 2 high frequency luminaires will be installed throughout floors 1 to 6.

Air conditioning is to be installed and will be under tenant control on each floor.

Three compartment skirting trunking system will be installed along with floor trunking with floor box outlets allowing maximum flexibility of furniture layout.

Provision of cleaner's facilities and store which were previously lacking are to be improved.

The 7th floor will be demolished, and rebuilt with an enlarged footprint. The same level of finishes will apply though a raised floor will be incorporated on this level and a dedicated toilet will be located within its demise.

## Internal Finishes

- Floors: high quality loop pile carpet tile as Interface Quantum.
- Walls: extensively made good finish with emulsion paint coat.
- Ceilings: high quality exposed 600mm x 600mm grid acoustic metal tile system.
- Windows: acoustically double glazed timber/aluminium replacement windows, fully reversible for ease of cleaning

## External Finishes

The new elevation of the 7th floor will be similar to that on the 6th floor below.

Windows will be timber/aluminium, acoustically double glazed units to match the new windows on the lower floors.

## Electrical Services

New Category 2 lighting and associated wiring, small power and general cleaner's sockets will be provided on the 6th and 7th floors. The luminaires will be arranged to provide sufficient coverage for future cellularisation and ensure satisfactory uniformity of light distribution.

The existing distribution boards and associated wiring that serve each floor will be replaced with new and located within the existing multi-services riser, accessible from the tenants' demise. The tenants' new distribution board will provide the power to the individual fan coil units with electrical metering being retained to allow the monitoring/recording of the electricity usage for each individual floor. The new distribution board will also provide power supply to the new cooling system.

A new sub-mains supply to each floor will be provided. The replacement of the complete sub-mains distribution to the floors will allow correct sizing of all components and ensure the system complies with current regulations.

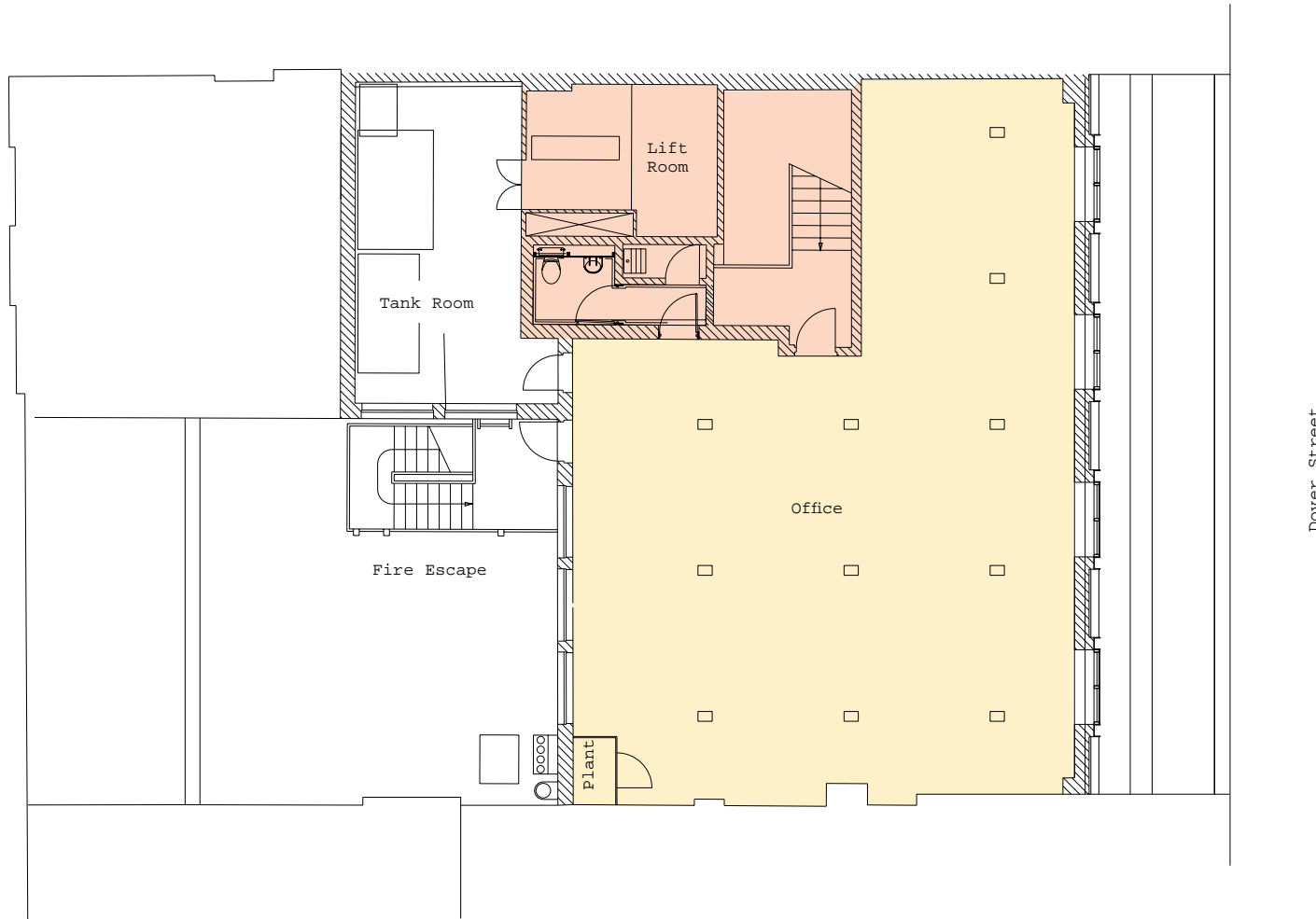
New emergency lighting will be provided on each floor, consisting of self-contained, maintained luminaires suitable for 3 hour duration. New wireways for voice and data will be provided in the electrical riser.

A three compartment perimeter skirting trunking with outlets for small power, voice and data distribution mounted directly onto the trunking, supplemented with flush floor trunking/boxes buried within the screed will ensure sufficient coverage is provided in the central areas.

## Floorplans Appendix

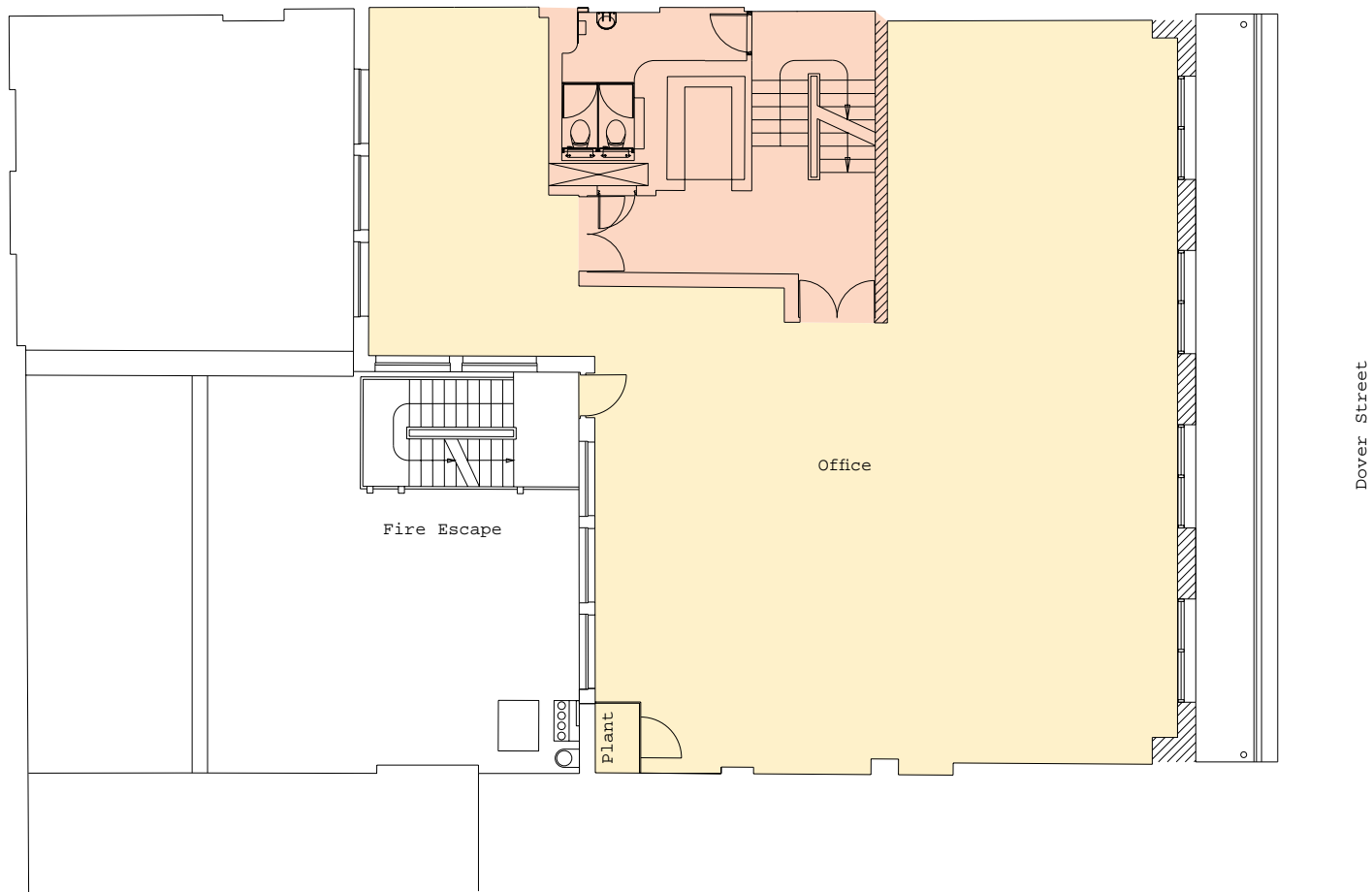
Floor Seven	i
Floor Six	ii
Floor Five	iii
Floor Four	iv
Floor Three	v
Floor Two	vi
Floor One	vii
Ground Floor	viii

## Floor Seven



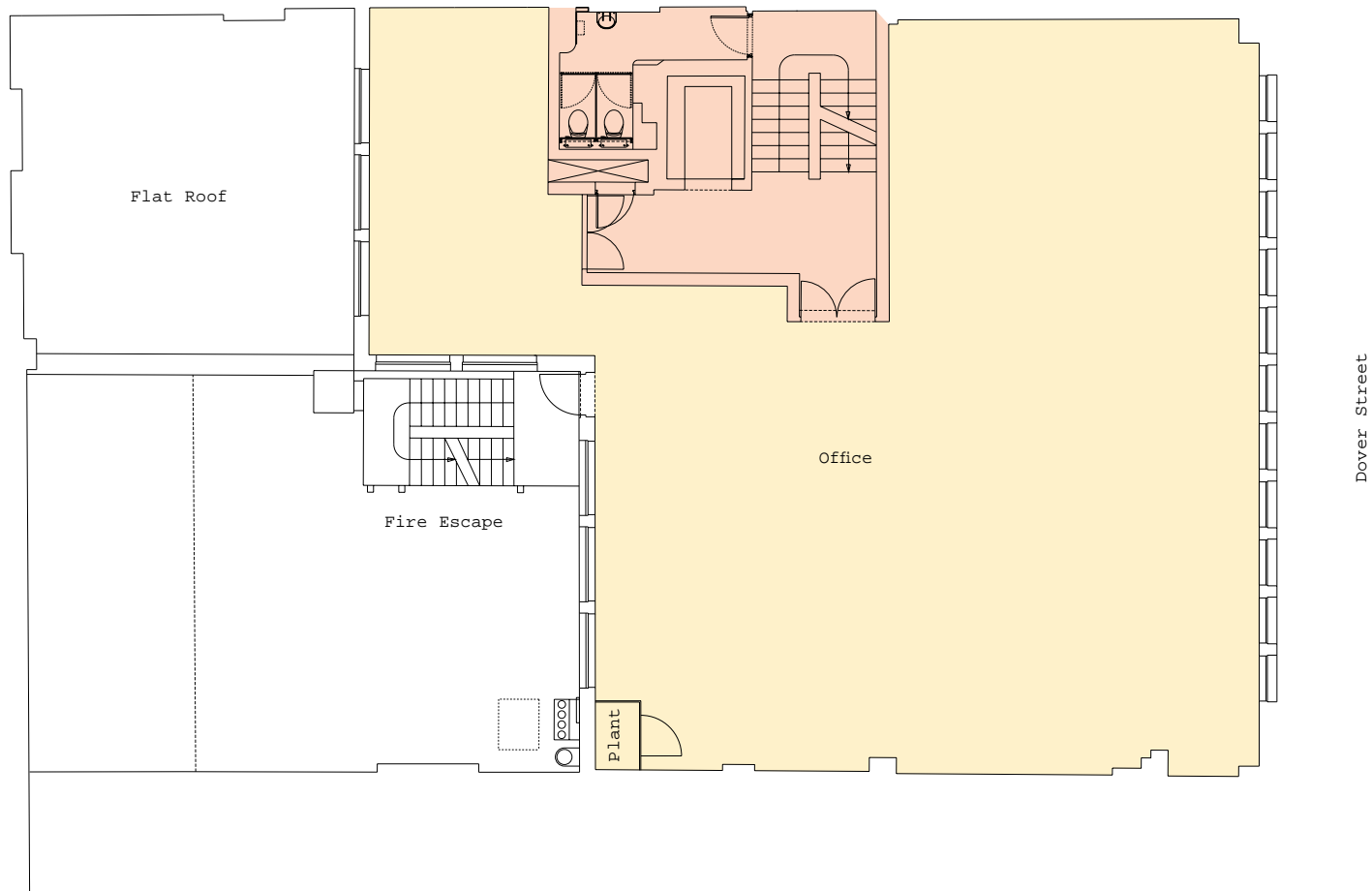
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Floor Six



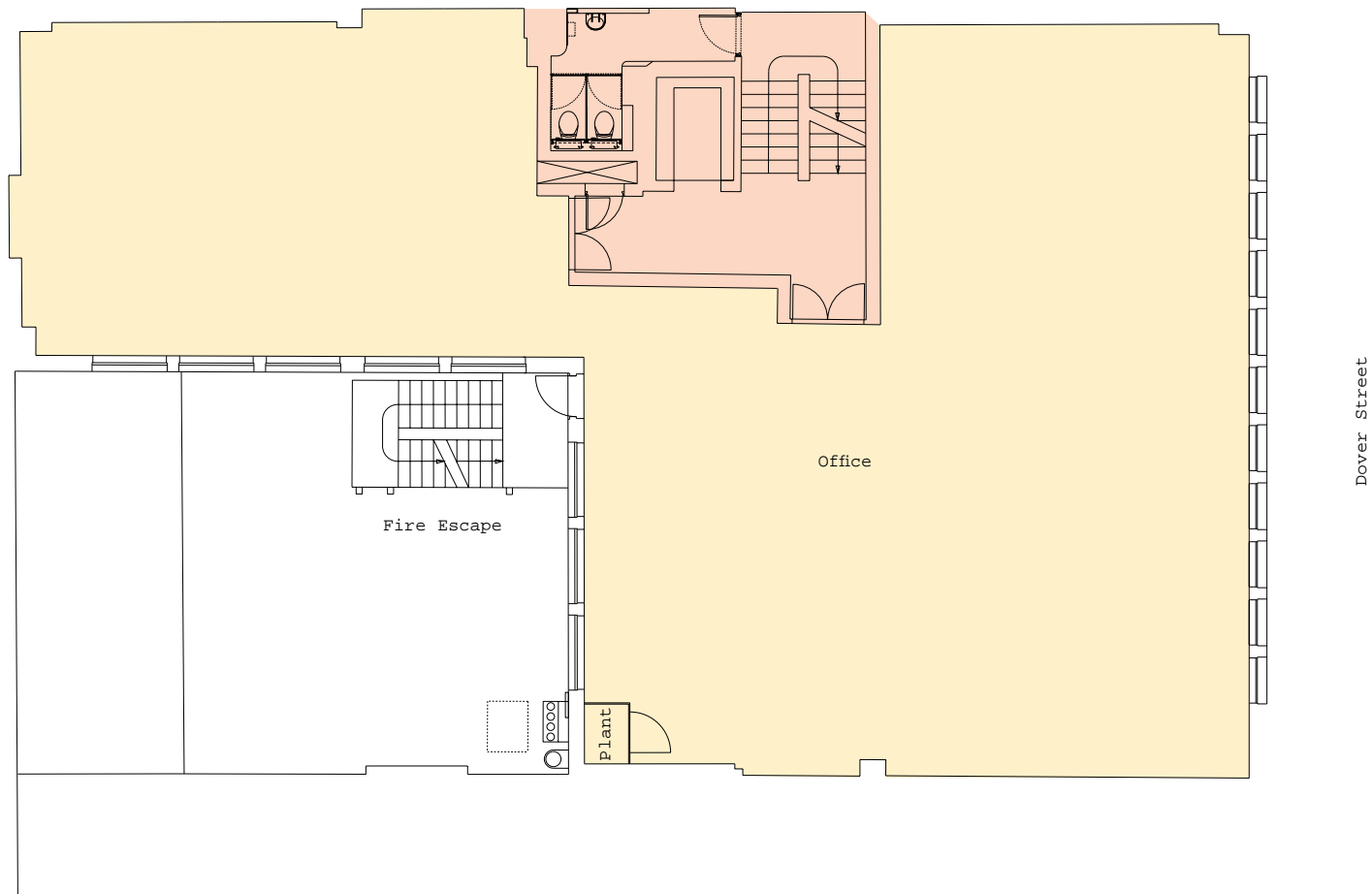
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Floor Five



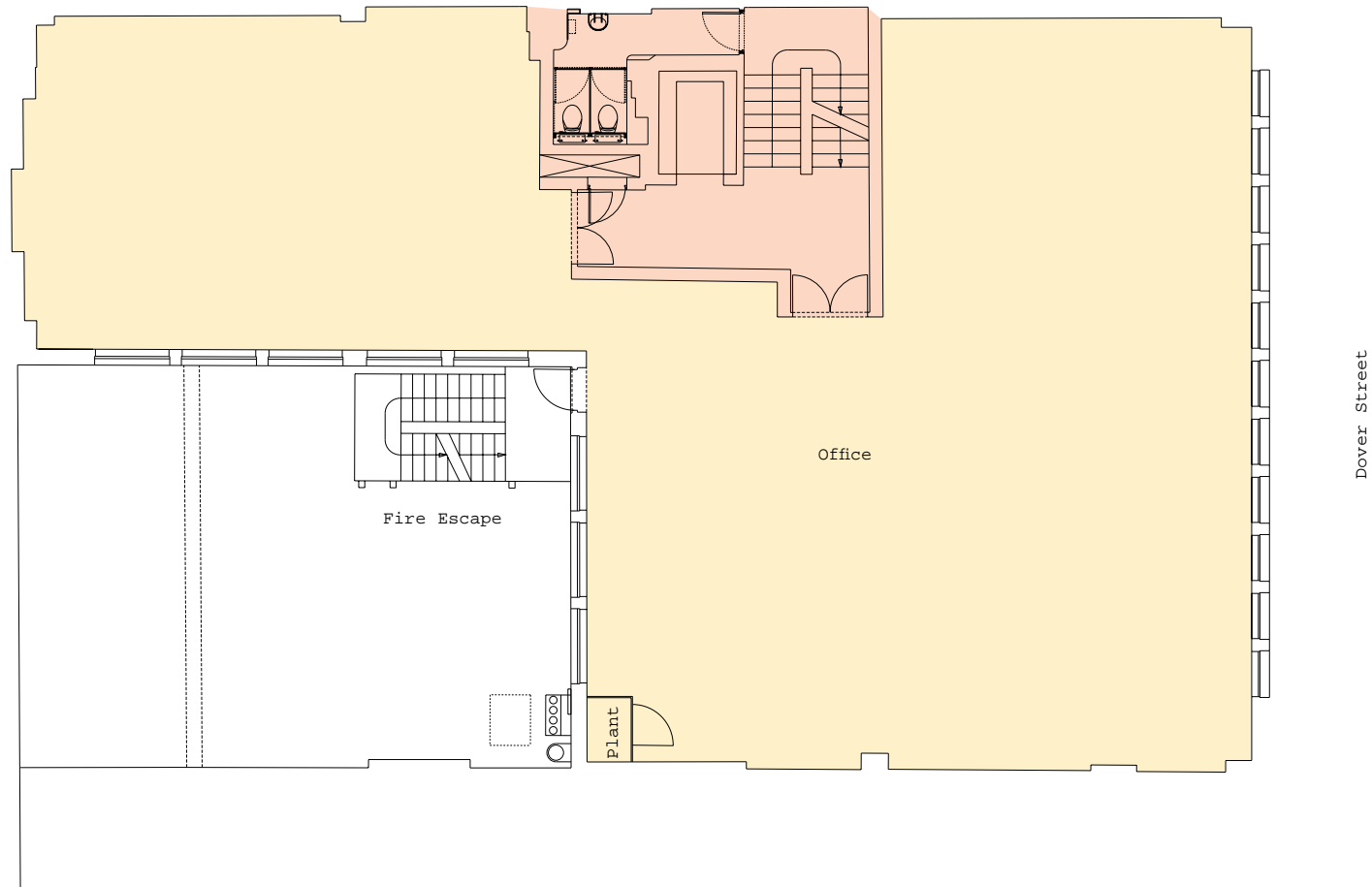
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## Floor Four



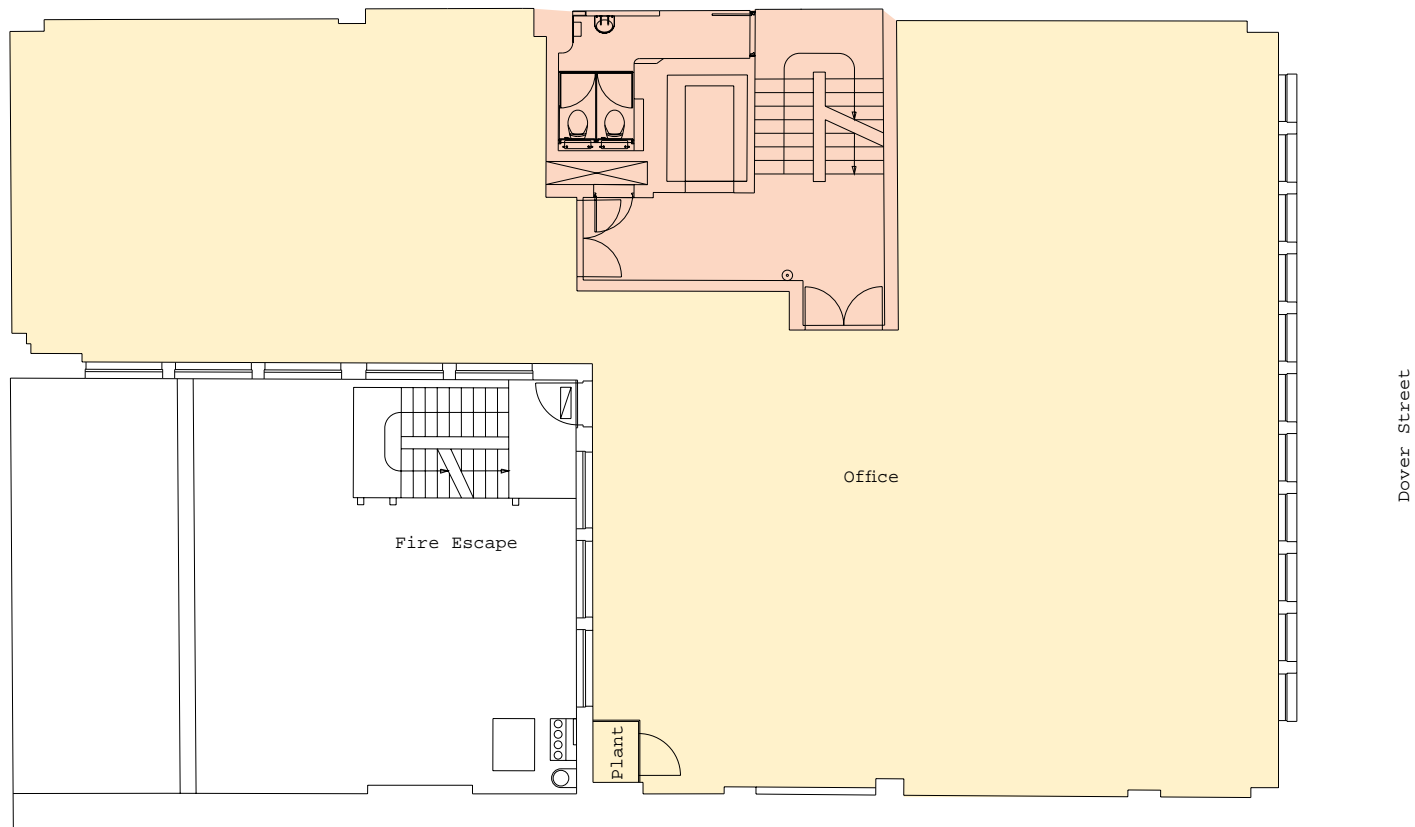
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## Floor Three



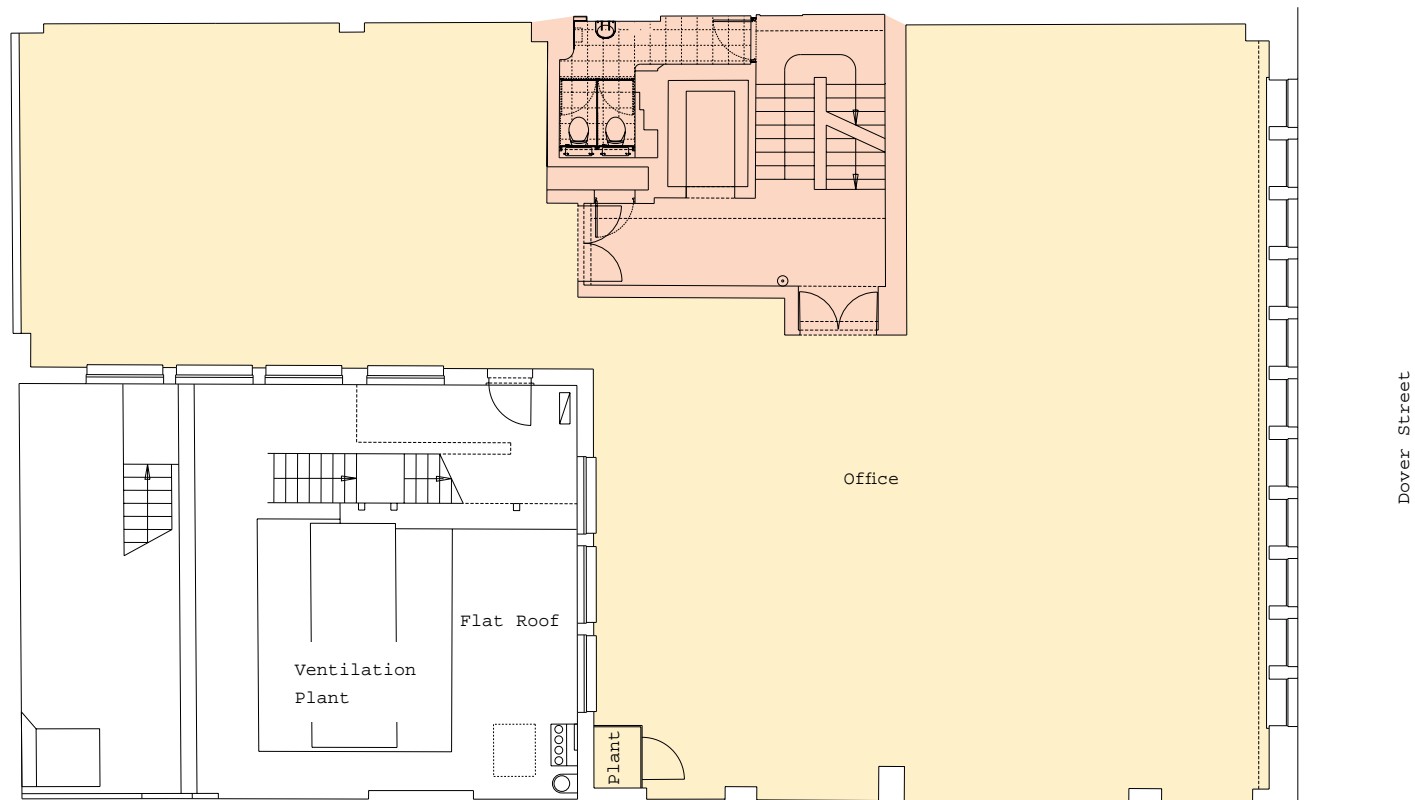
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## Floor Two



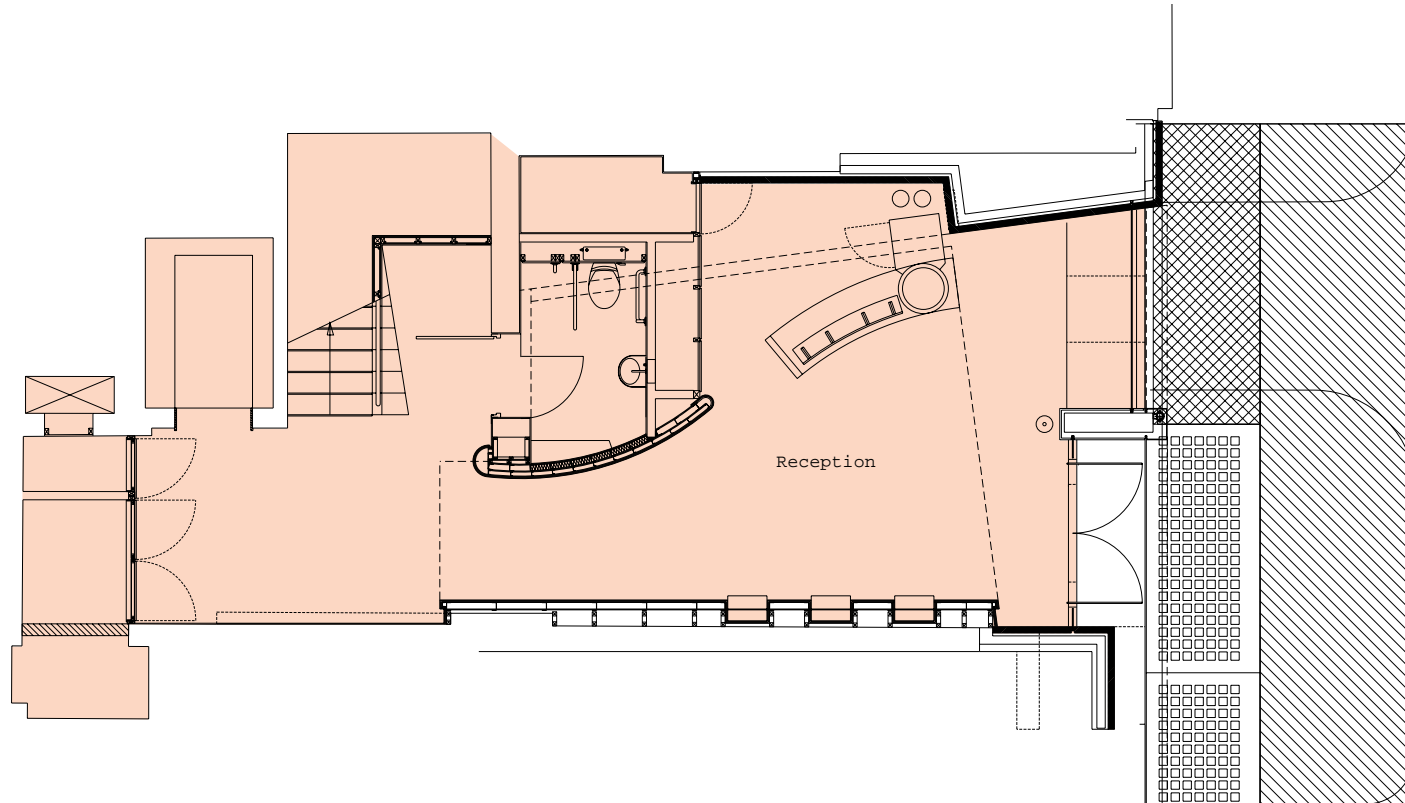
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## Floor One



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## Ground Floor



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