



OUTLINE SPECIFICATION AND TENANT'S REQUIREMENTS FOR THE CONSTRUCTION OF A BUILDING SHELL AND EXTERNAL WORKS – CONVENIENCE STORE (4,000sqft Gross Building Area)

at:

[Insert Address]
[Insert Address]
[Insert Address]
[Insert Address]
[Insert Address]

IDENTIFICATION PHOTO

Landlord/Developer:

[Insert Name]
[Insert Address]
[Insert Address]
[Insert Address]
[Insert Address]

Company no: [Insert company no]

Tenant:

Co-operative Group Food Ltd
1 Angel Square
Manchester
M60 0AG

Company no: 26715R

Prepared by:

[Insert Name]
[Insert Company]
[Insert job title]
[Insert job ref]

[Insert Name]
[Insert Company]
[Insert job title]
[Insert job ref]

Revision: []Dated: XX XX XXXX

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1.0 INTRODUCTION

1.1 DEFINITIONS

- a) The use of the abbreviation "TCG" throughout this document shall be construed to mean Co-operative Group Food Limited, 1 Angel Square, Manchester, M60 0AG and shall where the context so admits include any consultant/contractor appointed by it to act on its behalf.
- b) The use of the term "Landlord" throughout this document shall be construed to mean [Insert company name and address] and shall where the context so admits include any consultant/contractor appointed by them to act on their behalf.
- c) This specification is for use where TCG is taking a lease of an existing building, a substantially redeveloped building or new build development, or part thereof, for the purposes of operating a convenience store.
- d) A TCG convenience store by definition has a sales area no greater than 3,000sqft.
- e) This specification has been prepared to identify the minimum design requirements and base schedule of work to be carried out by the Landlord.
- f) This specification has been prepared primarily for new build convenience store projects but where reasonably practicable is to be adapted to suit schemes where a Landlord is redeveloping existing buildings.
- g) Unless specifically stated within this document all work as described is to be undertaken by the Landlord prior to handover to TCG. Handover will often be the date of practical completion of the Landlord's works however where TCG takes early access the Landlord shall ensure that any outstanding works are carried out as soon as reasonably possible.
- h) This specification shall be attached to the agreement for lease to be entered into between TCG and the Landlord. No variations shall be made to this specification unless TCG confirms its approval to such variations. In considering any variations requested by the Landlord the Tenant shall have regard to any terms of the agreement for lease dealing with Landlord's variations.
- i) This specification shall be used by TCG and/or its agents in monitoring the works during construction and on completion of the works.
- j) The requirements of this specification shall be incorporated by the Landlord and/or their agents/designers into the contract works.
- k) For clarity Appendix 8 (Checklist of Responsibilities) has been attached providing a detailed schedule of works/actions/tasks etc. to be undertaken by the Landlord and those to be undertaken by TCG. Appendix 8 is to be read in conjunction with the remainder of this specification. This list is not exhaustive. If there is a conflict then the requirements of the remainder of this specification shall take precedence over Appendix 8.
- l) The Landlord shall provide all enabling works for the development including:-
 - i) All diversion of services.
 - ii) All treatment of toxic waste, ensuring all works shall be carried out in accordance with all current statutory requirements.
 - iii) Removal of any asbestos
- m) The Landlord shall be responsible for dealing with and resolving any rights to light issues, party wall agreements and preparing schedule of conditions for adjoining property.
- n) Where the unit being demised to TCG is part of an existing building the Landlord shall undertake all associated maintenance and general dilapidation works to any external and structural parts of the retained building(s) so as to ensure that at handover such parts are in good repair and condition and in good decorative order.

- o) The design life of the store and any adjacent building in the development is to be 20 years unless otherwise approved by TCG.
- p) All amendments to current legislation, regulations and codes of practice at the time of construction shall be adhered to.

1.2 TCG TRADING REQUIREMENTS

The Landlord is advised of and shall have regard to the following TCG's trading requirements in designing and undertaking the development/works and obtaining planning permission. Any deviation from the below must be approved by TCG.

- a) TCG's required opening hours are generally 6am-11pm, 7days a week.
- b) TCG have a requirement for the sale of alcohol and any planning/licensing issues relating to the sales of alcohol are to be identified by the Landlord. The application for a premises licence will be made by TCG.
- c) TCG will normally need to install an ATM within the front elevation and the Landlord should include the provision of an ATM on its planning application. Where a local planning authority will not approve an external ATM TCG will normally locate an internal ATM within the store.
- d) TCG will require to install up to 2nr satellite dishes on the roof/elevations for use with the lottery and TCG radio.
- e) The frequency of general deliveries is site specific but these are generally taken every day and by 16.5m long (trailer+cab) articulated lorries (2.6m wide and 38tonnes). The Landlord is to ensure suitable access provision is provided and an appropriate delivery strategy designed into the scheme.
- f) Produce is delivered on wheeled cages to the back of house delivery entrance. Steps and ramped access solutions are to be avoided wherever possible and dropped kerbs are required where delivery routes cross pavements.
- g) Refuse is generally collected in 2 x 1100L euro bins (1370mm(h)x1260mm(w)x985mm(d) located within a secure external enclosure. Frequency of collection is site specific but the Landlord is to ensure suitable access is provided for refuse collection. Cardboard and recyclable waste is collected in empty cages stored in the back of house or external enclosure and picked up and taken back to distribution centres for centralised collection.
- h) TCG generally seek to install store opening banners in advance of handover, subject to Landlord's approval (such approval not to be unreasonably withheld).

1.3 DRAWINGS

This specification is to be read in conjunction with the following drawings copies of which are annexed to this specification:

Company:	Drawing no:	Revision:	Date:

1.4 INFORMATION REQUIRED

The Landlord shall provide the following information to TCG as soon as possible to enable the preparation and design of a detailed fit out scheme. To the extent that the information has not been provided at the point of exchange of the agreement for lease the Landlord is to provide it as soon as possible after exchange.

Technical information-

- i. Local authority approvals or if an application is live an electronic copy of the full application
- ii. Fire escape/fighting strategy
- iii. Geotechnical and/or soil contamination reports
- iv. Structural survey/calculations
- v. Refurbishment and demolition asbestos survey
- vi. Pre-Construction information pack/construction phase H&S Plan incl F10 notification.
- vii. Drainage survey
- viii. Noise survey
- ix. Project directory
- x. Programme of works
- xi. Snagging list. (when applicable)
- xii. Practical completion certificate (when applicable)
- xiii. Vermin Proofing Survey (when applicable)
- xiv. Confirmed site address registered with the Royal Mail
- xv. List of incoming services with loadings, sizes and proposed locations.
- xvi. EPC
- xvii. [Insert site specific requirements]

Electronic drawings (in pdf and dwg)-

- i. Site plan showing access and egress from site, parking, refuse and delivery points and all estate signage locations and Landlord's tracking drawings showing TCG vehicles
- ii. Location plan
- iii. General arrangement plan
- iv. Demise plan
- v. Existing (where applicable) building plans/elevations
- vi. Proposed building plans/elevations
- vii. Roof plans including roof top plant where applicable
- viii. Section plans
- ix. Identification of service riser(s) and roof/wall openings
- x. Incoming services & drainage setting out plan
- xi. Plant area
- xii. [Insert site specific requirements]

1.5 GENERAL PRELIMINARIES

1.5.1 Planning

- a) In advance of the application for planning permission the initial proposals should be tabled, discussed and subsequently approved by TCG.
- b) The Landlord is to obtain and provide TCG with copies of all relevant planning approval documentation to show the unit has open A1 planning consent prior to practical completion. The Landlord is to ensure that the unit is constructed in accordance with all planning requirements.
- c) The Landlord is to provide TCG with a copy of all planning conditions and in particular shall highlight any conditions that need to be discharged (a) prior to development commencing and (b) before TCG can take up occupation and trade. The Landlord shall notify TCG where any information is required from TCG. The Landlord shall notify TCG as and when conditions are discharged.

1.5.2 Other Approvals

- a) Unless detailed otherwise in this specification the Landlord is to obtain all necessary approvals, permissions and licenses from the statutory authorities as required to ensure compliance with current legislation.
- b) The Landlord shall ensure compliance with The Party Wall Act 1996 and, as applicable, will serve notice and obtain agreements with any affected adjoining owners. TCG to be provided with relevant information and paperwork.
- c) Any works to the highway and public footpath shall be subject to a section 278 agreement between the Landlord and local highway authority with no costs passed on to TCG. Any section 278 agreements shall be included within the Health and Safety file.
- d) TCG will submit a planning application for signage, ATM, shopfront and satellite dishes (where appropriate) unless and to the extent that is otherwise agreed to include such items within the Landlord's application. The Landlord shall indicate on the planning application drawings, the TCG signage zones that reflect the approximate required size of signage around the building [as shown on drawing annexed at Appendix 5].
- e) The Landlord shall liaise with TCG to ensure the fire strategy for the unit meets the requirements of TCG's end usage as well as the Building Regulations. All reasonable comments relating to fire strategy from TCG will be incorporated by the Landlord.

1.5.3 Programme

- a) The Landlord is to provide a construction programme for the development indicating key milestone dates (start on site, utilities live, unit access, practical completion) prior to exchange of the agreement for lease or where the agreement for lease is conditional as soon as possible once the conditions precedent have been discharged/satisfied.
- b) This programme will trigger key TCG fit out activities such as recruitment, ordering, advertising etc. Any Landlord delays in the completion of the Landlord's works will cause loss of TCG income and so it is imperative that once agreed the key programme dates are strictly adhered to.
- c) TCG fitting out process generally takes 6 weeks plus 2 weeks merchandising although this programme will vary depending on size of store.
- d) A detailed programme is to be provided to TCG at least 4 weeks prior to works commencing on site so that the Landlord and TCG can agree key meeting dates.
- e) TCG will usually accept access as soon as reasonably practicable but only once the demise is practically complete and safe access/egress to the unit is in place.
- f) It is TCG preference to avoid predicted launch dates between 1st week of December and 1st week of January. TCG will confirm on a site by site basis but the Landlord should generally assume fit out and merchandising to take 6 weeks from point of handover.

1.5.4 Construction and Workmanship

- a) All construction and workmanship shall be executed in accordance with current British Standards, codes of practice, building regulations and all relevant current legislation relating to building construction including regulations and any applicable legislation for stores in Scotland and / or Wales (as the case may be).
- b) All materials used in the construction of the shell and external works are to be of good quality and as specified on the agreed plans. Any materials not clearly shown on the plans are to be prior approved by TCG. Any deviation from the agreed materials is not acceptable.
- c) The design of the building and choice of materials should reflect a requirement for low energy usage and maintenance.

1.5.5 Health and Safety / CDM

- a) The building shall be erected in accordance with the requirements of The Construction (Design and Management) Regulations 2015.
- b) 7 days prior to handover of the unit the Landlord is to provide TCG with an electronic copy of the Health & Safety file to include a full set of as built drawings in both pdf and dwg format. As a minimum these are to comprise floor and roof plans, drainage plans and details, service infrastructure plan(s), external elevations and sufficient sectional detail to adequately describe the structure and fabric of the building.

1.5.6 Building regulations

- a) The unit is to be fully compliant with current building regulations, associated British Standards, Codes of Practice and all relevant current legislation relating to building construction. This is to include thermal and acoustic insulation to the unit and the provision of fire protection to the structure, fire protection of boundaries where required, means of escape, smoke ventilation and sprinkler protection and the Landlord shall ensure that their application refers expressly to Landlord shell works only and that a building regulations completion certificate is provided to TCG at or prior to handover.
- b) The Landlord is to provide TCG with an energy performance certificate (EPC) prior to or at handover. If the unit is a new building or undergoing a change of use the Landlord will provide SBEM carbon emissions calculation (or similar approved) and a BRUKL report based on default M&E criteria to show compliance with Part L2A of the building regulations together with air leakage test results to show that TCG's standard target for air tightness is achieved ($10\text{M}^3/\text{Hr}/\text{m}^2$ TBC).

1.5.7 BREEAM

- a) TCG are committed to using materials that are highly rated within the "Green Guide". The Landlord is to ensure that wherever possible they will specify components and/or materials with a Green Guide rating of A or A+
- b) This specification is not intended nor designed to comply with any BREEAM rating. TCG have not allowed for any compliance with BREEAM on any item of the fit out. Should the development require a BREEAM rating as part of the planning permission TCG will co-operate fully in providing the necessary information required to validate a BREEAM submission but must not be obligated to provide any credits as part of its fit out.
- c) Should the BREEAM requirement impinge on TCG's fit out elements TCG are prepared to discuss specific requirements with the Landlord on the basis that any reasonable additional cost in implementing the change in specification is met by the Landlord.

1.5.8 Prohibited Materials

- a) The development shall not contain materials which are, at the time of construction, considered to be deleterious by the respective and relevant professional bodies. Such prohibited materials include, but without limitation:

- i. Asbestos and Asbestos Containing Materials (ACM).
- ii. Cadmium products.
- iii. Chlorides. Calcium chloride and sodium chloride.
- iv. Chlorofluorocarbons (CFC's), Hydrochlorofluorocarbons (HCFC's) and Hydrofluorocarbons (HFC's) are considered to be 'greenhouse' gasses.
- v. Coal tar.
- vi. Lead (other than flashings).
- vii. Hair plaster.
- viii. High alumina cement. Used as an accelerator for quick setting of concrete.
- ix. Urea formaldehyde. Used in furniture and foam products or contained in adhesives.
- x. Polychlorinated Biphenyls (PCB's).
- xi. Polyisocyanurate or polyurethane foam.
- xii. Marine sea dredged aggregates.
- xiii. Mercury.
- xiv. Machine Made Mineral Fibres (MMMF).
- xv. Pentachlorophenol.
- xvi. Silica dust.
- xvii. Vermiculite
- xviii. Volatile organic compounds, found in paints and protective coatings.
- xix. Wood wool slabs as permanent formwork.

1.5.9 Handover

- a) The Landlord will give TCG at least 2 weeks written notice of the handover inspection. There shall be no internal snagging items outstanding at handover as this will delay TCG's refit programme. Any external snagging items must be minor in nature and not delay TCG's refit programme or affect TCG's ability to trade.
- b) The Landlord will not implement the handover procedure without the consent of TCG; such consent will not be unreasonably withheld.
- c) At handover, the following requirements shall have been met by the Landlord:
 - i. Shell wind & weather tight and secure, all external fabric / cladding complete.
 - ii. Party wall/s complete.
 - iii. Internal wall/s complete.
 - iv. Drainage complete, locations checked and approved and clean & camera survey carried out demonstrating no blockages or defects.
 - v. Plant / refuse enclosure complete.
 - vi. Certificate for intumescent paint (where used) supplied to TCG
 - vii. All mains services brought into the shell.
 - viii. All service risers / external wall or roof openings complete.
 - ix. Screed / slab complete and adequately cured.
 - x. All external works complete.

- xi. All temporary works complete as required: hoarding to shopfront, fencing to site or compounds, temporary fire alarm etc. as required by Landlord / fire officer / building control.
- xii. Practical Completion Certificate issued to include schedule of defects and outstanding works.
- xiii. Condition survey issued (in multi-let buildings) - to be carried out by the Landlord (with TCG in attendance) where common areas may be damaged by TCG fit-out works.
- xiv. In redevelopment projects the Landlord is to provide an asbestos survey report prior to the commencement of any strip out works. On completion of asbestos removal the Landlord is to provide the necessary documentation to confirm no asbestos is present in the building, including results of an air particle test (if necessary). Report to be provided by a UKAS accredited organisation. Without this documentation TCG fit-out cannot be commenced and handover will not be accepted.
- xv. Confirmation of power supply installation, capacity and MPAN details supplied.
- xvi. Confirmation of water supply installation.
- xvii. Confirmation of BT ducting installation into agreed location including DP box.
- xviii. Building Regulations Approval Certificate supplied.
- xix. Noise survey results and report supplied.

1.5.10 Rectification period

- a) The Landlord's contract with the building contractor must include a minimum 12 month defects rectification period.
- b) A minimum of 2 weeks' notice must be given by the Landlord before any inspection is carried out leading up to the expiry of the 12 month defects rectification period under the building contract, and a representative from TCG must be invited to attend and its reasonable comments included in preparation of any schedule of defects.
- c) Once both Landlord and TCG are agreed that any defects have been rectified the Landlord is to provide copies of all final certificates to TCG.

1.5.11 Collateral Warranties

The agreement for lease will provide details of the Tenant's requirements in terms of collateral warranties that will be required in addition to those warranties / guarantees referred to in this specification.

1.5.12 Contractual Particulars

The Landlord is to have an industry standard (e.g. JCT) form of contract in place with the principal building contractor.

2.0 DEMOLITION, STRIP OUT, STRUCTURAL ALTERATION AND EXTENSION WORK OF EXISTING BUILDINGS

2.1 In the case of a redevelopment scheme the Landlord will strip out and remove from site the following:

- a) All loose fixtures and fittings
- b) External ground floor windows, doors and roller shutters in order to form new construction. Existing installations to remain if in good working order.
- c) Internal partitions and doors unless confirmed otherwise by TCG.
- d) Raised access floors
- e) Existing flooring and floor finishes, coverings to be stripped out and back to original base structure, ready to receive new finishes by TCG fit out contractor
- f) Wall and ceiling finishes
- g) Mechanical and electrical services back to mains supply meters including all wiring, pipework, sanitary appliances, heating systems etc.

- h) All bulkheads, boxing to columns/piers to be removed and made good.
- i) All asbestos containing materials (ACM) are to be removed as part of the strip out and copies of clean air certification provide upon completion.
- j) [Insert site specific items]

2.2 The Landlord will carry out all demolition and structural alterations in accordance with the agreed drawings attached to this specification. The location of internal columns is critical to the store layout and so it is important that these are marked accurately on drawings and kept to an absolute minimum. No further columns are to be included.

2.3 The structural alteration works will include:

- a) The installation of all fire protection is to be completed by the Landlord where there are other units above or adjacent to the unit. This protection should be a minimum of 60 minutes and the cover should include steelwork and any external walkways which are included in the risk assessment as a means of escape.
- b) The Landlord will install appropriate hangers in place for TCG to support its air conditioning units, cable trays and suspended ceiling.
- c) [Insert site specific items]

3.0 THE BUILDING SHELL

3.1 ROOF & RAINWATER GOODS

- a) All roofs shall be constructed to conform to the current building regulations, particularly although not exclusively in respect of thermal insulation requirements and wherever possible give a maintenance free finish. A manufacturer's insurance backed guarantee of a minimum of 20 years is to be provided.
- b) Suitable means of accessing the roof is to be provided together with a man-safe fall arrest system, as appropriate, in accordance with CDM regulation requirements.
- c) Flat roof areas above the back of house areas are to be provided with a 3.5mm weld mesh installed internally, sandwiched between the insulation layer and flat roof covering to ensure a good degree of security is provided.
- d) Where an existing roof is retained this should be refurbished/renewed as appropriate to ensure that upon handover it is fully watertight. As an absolute minimum existing roofs being refurbished are to be provided with a 5yr contractor backed warranty. Where new coverings are being installed a minimum 20yr manufacturer insurance backed guarantee is required.
- e) The roof, gutter and drainage system is to be designed to allow for a 1 in 100 year return storm.
- f) Any enclosed roof areas or internal valleys shall be designed to be fail-safe should they not be capable of discharging externally.
- g) All galvanised steel roof gutters are to be painted internally with two coats of an approved rubber based bituminous paint six months after erection to allow for natural etching of the surface to occur.
- h) Rainwater goods to be metal and powder coated in Grey Aluminium RAL 7043, subject to specific planning requirements.
- i) If TCG deem it necessary bird spikes shall be provided and installed by the Landlord in locations to be approved by TCG. Any spikes required on TCG's fit-out items (e.g. external building signage) will be carried out by TCG.
- j) Any penetrations to the building shell are to be fully sealed to prevent pest access

- k) Any provisions of external store space which are intended to be used for the storage of goods are to be fully sealed to prevent pest access.
- l) All works to the roof and rainwater goods are to be completed in accordance with the agreed drawings contained in Appendix 1 of this specification.

3.2 SUBSTRUCTURE AND GROUND FLOOR SLAB

- a) Where applicable foundations are to be designed and constructed to support all of the superstructure loadings, including live loading detailed elsewhere in this document with due regard to local ground conditions.
- b) Mains service ducts and drains are to be provided under the ground floor slabs as necessary in accordance with good practice for the following services:
 - i) Telecom
 - ii) Electricity
 - iii) Water
 - iv) Condensate drainage
 - v) Foul Drainage
- c) Where the existing structure is being retained a structural report including calculations is to be provided to TCG confirming that the imposed loading of retained structural elements conforms to TCG requirements, as set out in this specification.
- d) The position of all drainage runs and service ducts (generally underground) are to be approved by TCG. (Note permission must be obtained from TCG for all services which are to be above ground.)
- e) The ground floor slab is to be constructed of reinforced concrete or precast slabs to the thickness, grade, specification and drawings properly stipulated by the Landlord's structural engineer and approved by TCG.
- f) The construction of all new floors throughout the building are to be insulated to provide a thermal and acoustic transmission value in accordance with the requirements of the current Building Regulations.
- g) New ground floor slabs are to be reinforced in-situ concrete, with a power float finish throughout, laid over an approved damp proof membrane on a suitable base and left ready to receive vinyl floor tiles by TCG fit-out contractor.
- h) All works to the substructure and ground floor slab are to be completed in accordance with the agreed drawings contained in Appendix 1 of this specification.

3.2.1 Floor loadings

All floor slabs (new and existing) are to be designed and constructed to be impact resistant and withstand a minimum imposed uniformly distributed live loading of 5 kn/m². Where necessary (the conversion of an existing unit) the Landlord shall provide an Engineer's written statement confirming the effective live loading being offered.

3.2.2 Floor slab finish

- a) The allowable tolerance for the slab surface or finished converted floor is to be + or – 3mm over 3M in any direction, in accordance with BS5606:1990.
- b) The ground floor slab is to be recessed 15mm lower than the external finished floor level to allow for installation of TCG approved ceramic tile.
- c) All external doors are to be set at a level to provide flush and level access with external areas. External ground surfaces are to be designed to fall away from the building at approx 1 in 40 (walkway width only).

- d) Any joints to the perimeter of the slab and across the slab shall be filled with an industry approved filler to withstand the passage of wheeled trolleys, pallet trucks and the like, and will be flush with the finished floor slab. Movement joints are to be avoided wherever possible.
- e) The Landlord is to note that the finished slab or screed is the basis for laying directly applied floor finishes without the need for any intervening screed or levelling screed. Surface regularity is to be in accordance with BS 5385 part 3:2007 (appendix C – table 3). Standard required being SR1. Floor slabs to have a minimum curing time of 21 days prior to PC or the Landlord will be liable for additional costs associated with installing an additional liquid applied DPM to allow the vinyl floor to be laid.
- f) Where the substrate is of varying materials, (i.e. in existing properties) a suitable reinforced, heavy duty renovation screed is to be used to ensure a uniform floor level is achieved. Landlord to provide TCG with a floor level survey prior to access to show it is within the tolerances set out above.
- g) Initial shrinkage of the large pour slab shall be controlled by saw cut stress relief joints formed in straight lines in the surface of the slab at approx 6m centres. Saw cut joints should be left open without sealants.
- h) At column positions and at other points preventing independent movement, a suitable flexible mastic filler is to be used to allow movement to occur.
- i) A minimum 3.0m x 2.0m x 125 mm deep recess is to be formed in the ground floor slab within the back of house area to accommodate the freezer. The precise location of this area will be provided on TCG store layout plan.
- j) A minimum 2.0m x 1.5m x 17mm deep mat-well is to be provided adjacent to the front entrance doors.
- k) The internal store floor finishes are to be as contained in the agreed drawings in Appendix 1 of this specification.

3.3 SUPERSTRUCTURE

3.3.1 General

- a) A reinforced concrete and/or steel structural frame is to be constructed to the Landlord's structural engineer's design approved by TCG. This is to be designed in accordance with the relevant British standards to support the loadings defined in this document.
- b) In addition to the dead and live loads on the structure, allowance must be made in the structural soffit/roof design for services and fit out overall loading of 0.25kn/m² with 0.15 kn/m² applied directly on the purlins. Landlord to account for suspended ceilings, services, ventilation ductwork, refrigeration, pipework, roof mounted plant and imposed, wind and dead loads all in accordance with the current relevant British Standards and current sections of the Building Regulations.
- c) All wind braces and restraint ties are to be located within the cavity of the external wall and away from bays containing openings for windows, doors and louvres etc.
- d) The unit will have no columns or load bearing walls within the sales area space. In existing buildings where this is not possible the Landlord should design out as many columns as possible and no columns should be located within a 2m zone of the perimeter walls. The locations of all columns are to be approved by TCG and shown on the drawings attached to this specification. No further columns are to be included. Where there are no internal columns shown on the drawings the unit shall be constructed with no internal columns.
- e) The steelwork is to be protected with an approved shop applied paint system which provides 60 minutes fire protection. The unit in its entirety should have 60 minutes fire protection on all sides to protect above or adjacent units/property.
- f) All steelwork built into brickwork/blockwork is to be finished with the site application of two coats of R.I.W. or similar approved bituminous paint.
- g) Structural steelwork is to be fire protected where required in accordance with current building regulation.

- h) The main entrance should have a covered feature canopy incorporating a fascia onto which TCG signage can be attached during the fit-out phase. Where there is now allowance for a feature canopy and/or fascia, facing brick is to be provided as an alternative.
- i) The Landlord is to include for secondary steelwork if required to support; the main building sign, overdoor heater, ATM support steelwork, roller shutter, roof trimmers, doors and masonry restraints.
- j) Where plant is to be located on the roof the TCG plant loading of 800kg should be allowed for within the structural calculations (exact loadings will be provided on a store by store basis). Dedicated walkways: 1.5kn/m². General roof 0.6kn/m².
- k) All works to the superstructure are to be completed in accordance with the agreed drawings contained in Appendix 1 of this specification.

3.3.2 Headroom

- a) A clear unobstructed minimum height of 3.6m is to be provided as measured from FFL to the underside of the first floor structure. This includes any portal haunches, eaves, beams and/or services that may pass through the TCG demise.
- b) TCG will normally install a suspended ceiling at a height of 3.0 m above FFL. All internal perimeter block work walls should be taken to this height as a minimum.
- c) Where the convenience store forms the ground floor of a multi storey building the Landlord will be responsible for all necessary fire protection and sound insulation required to the structure to comply with current building regulations. Where the Landlord is modifying an existing building then fire protection and sound insulation shall still be installed by the Landlord to TCG's requirements.

3.3.3 Airborne internal sound insulation

- a) Where there are other uses within the same building as the proposed TCG demise the minimum airborne sound insulation of all separating constructions (walls and ceilings) shall meet the criteria as set out in the current building regulations.
- b) If specific conditions relating to any noise transfer are placed on the development it is the responsibility of the Landlord to comply with such conditions and to provide a shell unit that is fit for purpose and that does not require TCG under normal operating condition to have to install additional acoustic measures / acoustic ceilings.
- c) In these instances the Landlord is to provide TCG with an acoustic report to verify that the structures as-built is in line with these parameters prior to handover of the unit.
- d) If an acoustic ceiling or other measures undertaken by the Landlord they must ensure it can support an additional load of 1kn/m².

3.3.4 Walls

- a) All external walls of the building are to be cavity wall construction and have a thermal transmission value to conform to current building regulations.
- b) The outer skin cavity wall is to incorporate a damp proof course (DPC). The inner skin below DPC level is to be 150mm class A 70N/mm² frost resistant concrete blocks.
- c) All brickwork and blockwork walls and partitions are to contain movement joints at regular intervals determined by the Landlord's structural engineer approved by TCG and as BS 5628 part 3.
- d) Inner leaves of cavity walls shall be constructed of solid or lightweight concrete blocks and be designed to:

- i) Allow for all vertical and lateral design loads.
 - ii) Minimum 100mm thick to allow for horizontal and vertical chasing.
- e) The internal face of external walls is to be fair faced and flush pointed to a suitable degree of workmanship to enable TCG to paint or plaster.
 - f) All facing bricks should be designated FL under BS 3921.
 - g) The use of contrasting brickwork, artstone features etc. will be expected within the external elevations in order to enhance the aesthetics of the building.
 - h) Cavity wall ties must be stainless steel and comply with BS1243 and the relevant code of practice.
 - i) The front elevation is to have an opening formed within for the ATM. Aperture to be 710mm (h) x 510mm (w) and 870mm from AFFL. TCG to provide exact location.

3.3.5 Shopfront and Main entrance door

- a) The Landlord is to provide a new shop front to the unit to include fully commissioned automatic bi-parting front entrance door. Floor to door head height is to be a minimum of 2.4 metres with a clear opening width of a minimum of 1200 mm. 2 No. 5-lever quality mortice locks are required and the entrance door is to be provided with a hinged safety screen internally.
- b) Door to be installed in the location shown on TCG drawing [Insert current format plan reference].
- c) The new shop front is to comply with TCG specification as follows:

System: Proprietary aluminium frames, thermally broken.
 External finish: Polyester powder coated RAL 7043 traffic gray matt finish
 Internal finish: Polyester powder coated RAL 7043 traffic gray matt finish
 Glazing: Sealed units comprising 10mm outer, 16mm cavity, 6mm inner. Minimum low E glass, laminated to BS6206. All glazing to be toughened where necessary to comply with building regulations.

- d) The new entrance door is to be powder coated, aluminium framed and finished in the corporate colours as set out below and in accordance with drawings annexed at Appendix []:

External finish: RAL 7043 matt finish
 Internal finish: RAL 9010 (white) 70% Gloss Level

- e) The entrance door is to be sliding, electrically operated and automated by PIR, with Tormax or similarly approved controls and to comply with the requirements of the current building regulations for emergency escape purposes.
- f) All glazing shall be provided in accordance with established safety requirements, fit for purpose and as set out above.
- g) TCG have contracts for the maintenance of the automatic doors and roller shutters with the following companies:

Region: South East, South West, Wales, Central & Eastern :	Region: Scotland ,Ireland ,North East and North West :
Supplier: Weathrite Group	Supplier: Door & Shutter Services (Glasgow) Ltd
Tel: 0121 665 2050	Tel 01355 570000
Email: dmale@weatheritegroup.com	Email: sales@dssautomaticdoors.co.uk

TCG would prefer that these companies install the doors and shutters, however, there is no objection to the Landlord using an alternative supplier. Any alternative supplier should warrant their product for a minimum of 12 months, to be of good quality and fit for purpose.

- h) Full details of the proposed glazing and entrance door products/suppliers must be submitted to TCG for prior approval. TCG approval is not to be unreasonably withheld but the proposal must satisfy the relevant clauses contained within this specification document and current building regulation requirements.
- i) The display window glazing is to be externally beaded to allow the glass to be covered with vinyl by TCG signage contractors. Mullions should be set at centres no less than 1800mm.
- j) All other windows being retained for planning reasons should be blocked up internally and painted in a colour to be approved by TCG.
- k) Solar shading/ Solar Veil or brise-soleil shall be provided to all south and west facing glazing as a minimum.
- l) All works to the shopfront and entrance to the store are to be completed in accordance with the agreed drawings contained in [Appendix 2] of this specification.

3.3.6 Roller shutters

- a) Roller Shutters are to be provided as per TCG requirements by Landlord installed and fully commissioned electrically operated powder-coated security roller shutters.
- b) Shutter curtains to be supplied and installed to be fit for purpose bearing in mind the size of openings. Due consideration to be given to appropriate design and selection of materials of both shutter units and supporting structure.
- c) TCG have contracts for the maintenance of the roller shutters, as stated in 3.3.5.(g) and would prefer that these companies install the shutters, however, there is no objection to the Landlord using an alternative supplier. Any alternative supplier should warrant their product for a minimum of 12 months, to be of good quality and fit for purpose.
- d) Full details of the proposed glazing and entrance door products/suppliers must be submitted to TCG for prior approval. TCG approval is not to be unreasonably withheld.
- e) Shutter curtains to:
 - i) be fixed externally with the coil located internally. The shutter barrel and hood is to be situated behind the fascia canopy to improve the aesthetic appearance and to be fully accessible for maintenance purposes.
 - ii) be constructed from perforated 75 mm 20 SWG galvanised steel lath or solid construction if deemed acceptable to the local planning authority.
 - iii) be polyester powder coated in grey aluminium (RAL7043),
 - iv) be fixed to the structure using guide angles manufactured from rolled mild steel.
 - v) Have nylon end locks to stop lateral movement along with heavy duty L section bottom rail construction form galvanised steel.
 - vi) be fixed to the guide angles with countersunk machine screws, at 600 centres, 300mm from corners. Guide channels to be 100mm x 3mm manufactured from rolled mild steel.
 - vii) have at least 2 ground bolts set in resin.
 - viii) be operated remotely by remote control key fobs, with manual over-ride system located over the door in the event of a power or equipment failure. 4No. fobs to be supplied to TCG.

3.3.7 External doors

- a) The Landlord is to provide external fire exit doors as required by their design. These are to be a proprietary manufactured metal door and frame set complete with ironmongery. The frame should be fixed securely to the walls at a maximum of 600 mm centres and 300 mm from each corner with building-in lugs or rag bolts. The door must be hung on heavy-duty hinges and fitted with hinge bolts. Locking mechanism for fire doors should be 4 - point locking system with quick release mechanism.

- b) Service delivery doors are to be provided by the Landlord in the location shown on TCG drawing [Insert current format plan reference]. Door(s) to be a good quality external galvanised high security steel flush door, set in 1200mm wide x 2100mm high structural opening. Clear opening width to be 1050mm, to include spyhole and external lock linked to escape push bar.
- c) Unless prior TCG approval is provided, the doors are to be procured through TCG's preferred suppliers:
Supplier: Soham Security Products
Tel: 01353 722930
- d) External doors to be painted/powder coated in Grey RAL 7043

3.3.8 Lifts, ramps and staircases

- a) Where TCG's demised area is spread over 2 or more levels, and/or the delivery access is to a differing level TCG will the Landlord to supply and install a dedicated combined goods/passenger/DDA lift and shaft of 1400kg capacity.
- b) For level changes of less than one storey ramped access or the provision of a scissor lift would be acceptable, subject to compliance with current building regulations.
- c) The lift pit, shaft and any overrun shall be constructed and installed by the Landlord in accordance with TCG's lift manufacturer's details as appended to this specification at Appendix 6.
- d) New staircases are to provide suitable means of escape and to be designed as ambulant stairs both in accordance with the current building regulations.
- e) Where plant is to be located on the roof the Landlord is to provide clear and unrestricted access to the roof from within the building with the provision of a suitable stair for engineers to use on a regular basis (vertical ladders are not acceptable), roof access hatches, walkways, lighting and man safe systems as appropriate.
- f) The unit is to be provided with all staircases that are required together with all handrails, balustrades and enclosing walls as required to ensure full compliance with current building regulations. Finishes of these areas are to be approved by TCG.
- g) The specification for any lift that is to be installed in store and is to be as per the agreed Lift Specification as contained in Appendix 7 of this specification.

3.4 INTERNAL ACCOMODATION

- a) A solid concrete, lightweight block or jumbo stud wall is to be constructed by the Landlord separating the sales area from the warehouse and ancillary areas. This wall is to be constructed to a full height from slab to soffit, be tied into the structure, be fire (1hr rating) and acoustically sealed and incorporate a 2100mm x 1210mm wide structural door opening. Exact location of wall and opening is shown in TCG drawing [Insert current format plan reference].
- b) The sales area walls are to be flush with the faces of all structural columns and without projections of any sort.
- c) With the exception of those listed below all finishes, fixtures and fittings are to be provided by TCG as set out in TCG drawing [Insert current format plan reference].
- d) Internal finishes- The Landlord is to provide the following finishes:
 - i) Steelwork finishes - structural columns and beams to be provided with suitable fire protection in order to comply with current building regulations for retail premises.
- e) The internal layout of the store is to be as per the TCG Store Layout Plan contained in Appendix 3 of this specification.

4.0 DRAINAGE, SERVICES AND PLANT

4.1 DRAINAGE

- a) All projects are to have completely separate foul and surface water gravity drainage system and never combined within the site boundary. TCG will not accept any pumped drainage solutions.
- b) The foul drainage system will be designed to allow for a peak flow rate of 4 - 6 litres per second.
- c) A separate trapped condensate system serving the sales area freezer cabinets, the food preparation areas and the warehouse cold stores is to be provided and designed to prevent back flooding into these areas. All condensate systems are to be gravity fed and TCG will not accept a pumped drainage system.
- d) Foul drains serving upper storeys in multi occupied buildings should not run through TCG demised area.
- e) All foul drainage running below the building slab including condensate drains will be provided with adequate access points for rodding and will be fully vented. The drainage is to be at least 100mm diameter and surrounded in concrete. The pipes are to terminate a minimum 150mm above the finish floor level.
- f) Internal drainage connections to be provided to serve the WCs, staff and preparation rooms.
- g) Manholes/inspection chambers will not be allowed in the sales area or any food preparation areas. If unavoidable locations are to be approved in advance by TCG.
- h) The surface water drainage system is to be designed to cater for a return storm of 1 in 200 years.
- i) The discharge of all surface water shall satisfy all the statutory authorities including the Environment Agency/SEPA as appropriate including any SUDS requirements.
- j) All external gulley and channel gratings to be selected to prevent a hazard for customers, children, animals and trolley wheels.
- k) Suitable drainage is to be provided within the service yard area to cater for washing down requirements.
- l) All manhole covers and grates are to be selected to withstand the wheel loadings of the traffic in which they are located.
- m) Where the Landlord is redeveloping an existing building and proposing to retain the underground drainage in its entirety or in part they are to undertake a CCTV survey of the existing drainage system prior to carrying out any works. Where defects, blockages etc. are found the Landlord is to undertake works to remedy such defects, blockages etc.
- n) Upon completion all drainage runs will be cleared of any debris, fully cleaned and a further CCTV survey of the drainage system is to be commissioned by the Landlord and the report included within the Health and Safety file. If any remedial works are highlighted by this report these are to be carried out to the satisfaction of the Building Control Officer and TCG.

4.2 SERVICES

The following mains services entries and supplies are to be provided by the Landlord. All services are to be live and terminating at the locations approved by TCG and shown on TCG drawing [Insert current format plan reference] and/or the Landlord's services setting-out plan.

4.2.1 Gas

No gas supply or service runs are to remain within the TCG demised areas. All gas supplies are to be removed and are to be capped off externally or at the boundary of the site dependant on TCG's demised area.

4.2.2 Water

- a) The Landlord is to provide a metered water supply directly fed from the water authority's supply. A Landlord supply is not acceptable.
- b) The supply is to be carried in a minimum of 25mm gauge i.d pipe, delivering 0.5ltr/sec at 2bar pressure.
- c) The meter is to be located in an external pit, and the supply is to terminate in a water authority approved stopcock located above floor slab level in the location indicated on TCG drawing [Insert current format plan reference].

4.2.3 Electricity

- (a) The Landlord is to provide the following:
 - i) A three phase 90 kva supply
 - ii) A CT (current transformer) chamber to include for installation of suitably sized CTs, mains isolation switch and tails, coiled up in the CT chamber, ready for connection of the meter by TCG supplier.
 - iii) MPAN nr, CT ratio, REC company, REC project manager and contact number, REC project reference number, all early as possible.
 - iv) Where existing meters are being retained the Landlord is to provide TCG with a copy of the 'moving out' change of tenancy form.
- (b) Should a separate substation be required, the Landlord will allow for this in his design.
- (c) TCG will not take or accept handover unless permanent power is provided in the building. If the Landlord fails to meet this requirement then TCG may, at its absolute discretion, agree to take handover in which case the Landlord must provide temporary power by way of back-up generators to enable TCG contractors to commence fit out. The Landlord will be responsible for all fuel, maintenance and generator costs until permanent power is made available.

4.2.4 Telecoms

- a) The landlord is to supply a 100mm upvc duct for up to 10nr lines for the installation of a telephone system by TCG. Duct to terminate internally, location to be agreed with TCG. The landlord is to make contact with BT/Openreach and make sure the duct is connected to the main Openreach infrastructure in the local authority highway .

4.2.5 Satellite dishes

TCG will seek to fix up to 3 satellite dishes on the building to receive communication signals for the ATM, Lottery and TCG radio. TCG will try wherever possible to locate the dishes on non-prominent elevations or on the roof. The diameter of each dish should be less than 1000mm.

4.3 PLANT

- a) The mechanical installation is the responsibility of TCG but the Landlord should provide within the scheme design a suitable area to accommodate TCG plant equipment. General required are is 4m x 4.5m in a location to be approved by TCG.
- b) The Landlord shall provide a noise impact assessment, undertaken in compliance with BS 4142. The noise impact assessment shall be provided to TCG at least 4 weeks prior to planning application submission.
- c) The Landlord is to advise TCG as soon as reasonably practicable of any noise restrictions imposed by the local planning authority and the Landlord shall be responsible for providing any additional attenuation or screening necessary.

- d) Where the plant is to be located on a roof, a suitable platform must be provided by the Landlord with edge protection and guard rail for safe maintenance and capable of supporting a live load of 5KN/m² and to be in accordance with current building regulations. The Landlord shall provide a service riser (min 750x750mm) from the unit to the plant area, location to be approved by TCG.
- e) TCG's preliminary plant design proposal is shown on [Insert document reference] annexed at Appendix 4.
- f) Condensate drain points are to be provided in the ground floor slab.
- g) Under no circumstances are services or ducts belonging to a 3rd party to be routed through the TCG demise.
- h) Openings in the roof coverings are required for drainage vent pipes, services openings, rooflights (If applicable), ventilation system ducts, piped and cable services and any natural ventilation system. Openings shall include all necessary upstands, kerbs etc., to support roof mounted plant, which shall be fully waterproofed and insulated in accordance with details approved by TCG. The Landlord is to provide temporary weathered covers to all openings.
- i) Holes to be formed to suit services grilles, vents, pipes and extract grilles for plant. The Landlord is to provide all grilles, louvres, pipe sleeves etc., to leave a wind and watertight shell capable of attaining the air test criteria.

4.4 LIGHTNING PROTECTION

A complete lightning protection system to be installed to BS EN: 62305: 2006 if deemed necessary by calculation.

5.0 EXTERNAL AREAS

5.1 EXTERNAL LAYOUT DESIGN

- a) The design of the store should allow for a clear uninterrupted view of the entrance from the approach to the site, and additional views into the car park should be provided wherever possible.
- b) Soft landscaping should be to the minimum specification required by the local planning authority. TCG preference is for bark mulch and low planting. Grassed areas are to be avoided. If the local planning authority insists on grass the Landlord must provide turf and not seed and must water the turf until it has fully taken.
- c) Landscape schemes and layouts are to be approved by TCG before submission to the local planning authority. No planting should grow to a height greater than 1 metre.
- d) All embankments/gradients shall not exceed a slope of 1 in 3 and shall be blended in with adjoining levels and kerbs etc.
- e) Any planting within the car park areas shall not obscure the view to the main entrance of the store but provide view corridors from vantage points.
- f) Topsoil is to be provided to the current British Standard and shall be mixed with a slow release fertiliser and compost.
- g) In areas to be grassed only turf will be allowed. Seeding is not acceptable.
- h) Bark mulch to an even depth of 50mm is to be provided to all planted areas.
- i) Screen fencing may be required along some sensitive boundaries for aesthetic or security reasons and these are to be allowed for in all layouts presented.
- j) Access to the site is to be provided for cars, service vehicles and pedestrians. The service access should be kept separate where possible.

- k) Any off-site highway works shall be provided strictly in accordance with the local highway authority's requirements.
- l) All signage within TCG site boundary is to be supplied and installed by TCG fit-contractors.
- m) In the event a totem is to be installed on the site, details of the signage will be provided to the Landlord who will construct appropriate concrete bases. Landlord to provide suitable underground UPVC ducting (minimum 100mm) to the signage locations where appropriate for electrical cabling.
- n) Signage on the building will be part of the fit out works and TCG will issue the Landlord with a signage proposal for agreement ahead of the work commencing. TCG will require a fascia zone of minimum height 600mm and maximum 1250mm.
- o) The external layout shall be constructed as shown on the drawings annexed at Appendix 1.

5.2 CAR PARK AND CIRCULATION

- a) Generally, as a minimum the Landlord should design the car park to provide spaces to a ratio as follows:

	GIA		
	3000sqft	3500sqft	4000sqft
No. of standard spaces	15	16	17
No. of disabled spaces	1	2	3
No. of family spaces	1	2	2
Total no. of spaces	17	20	22

- b) The car park, parking bays and circulation route, including pedestrian walkways, set-down points, and recycling areas, shall be constructed as shown on the drawings annexed at Appendix 1.
- c) Car park design and construction to be to relevant British standards and should provide for simple circulation routes, cul-de-sac parking should be avoided.
- d) A standard car park bay shall not be less than 4.80 metres long x 2.40 metres wide, and the internal circulation route shall not be less than 6 metres wide. Main circulation routes should not be less than 7.00 metres wide.
- e) Parking provisions for disabled drivers shall be positioned next to the store entrance and shall be provided at a ratio of 3 spaces per 50 of the total car parking spaces, or as dictated by the prevailing legislation or local planning authority's requirements.
- f) Provisions for family parking shall be positioned near to the store entrance; each bay size should be 4.80 metres long by 3.6 metres wide.
- g) Conflicts of pedestrian and traffic flow should be minimised where possible, especially by the site access and store entrance positions. All directional flows and signage, arrows, lining, etc. shall be approved by TCG.
- h) Surfacing of the car park and pavements shall permit smooth transmission of loaded shopping trolleys.
- i) The car park will generally fall at a gradient no steeper than 1:60 unless specifically approved by TCG.
- j) A cycle stand should be provided if required by TCG.

5.3 SERVICE AREA AND ACCESS

- a) Telescopic security bollards are required at crossover/site entrances. Bollards to be mild steel powder coated, min 670 mm high fixed at 1.5m centres.
- b) A secure yard is required, this should have a minimum area of 50m² and include a flat concrete hard standing 4.0m x 4.5m, to support the air conditioning, refrigeration and other plant and equipment, together with a separate bin store area capable of storing up to 3 No. 1100 litre refuse bins (1400mm(w) x 1200mm(d)) which should be situated away from the external wall to the unit.
- c) Vehicle manoeuvring plots within the service yard and on service access routes are to be submitted to TCG for approval.
- d) All areas, including car parks and access roads (access roads are routes from the public highway to the car park) that are accessible to HGV traffic, shall be constructed as shown on the drawings annexed at Appendix 1, and shall be constructed to accept the loading imposed by articulated delivery vehicles. Unless TCG advise otherwise the store will be serviced by 38tonne, 16.5 m long articulated vehicles.
- e) Subject to planning requirements a 2.5 m high fence should be built around the secure yard. The fence to be constructed with either expanded metal, heavy gauge weld mesh or Paladin fencing to BS 1722, plastic coated in black or green with matching gates.
- f) The preference is for the unloading bay to be level with the service yard without any dock levellers, scissor lifts etc. If site constraints dictate that a dock leveller or scissor lift is needed then the Landlord shall provide all associated builders work and equipment.
- g) Along the front of the store high quality paving is to be provided (Marshall's saxon textured flag 450x450x50 natural colour or equal and approved). It shall be non-slip and can be broken with bands of contrasting material to provide a smooth uninterrupted finish to the store entrance.
- h) Pedestrian walkways should be provided within the car park linking the main entrance with perimeter foot paths and access points. These walkways shall be protected with bollards as necessary from adjacent car park spaces.
- i) The building shall be protected from ram raiding by suitable bollards placed in front of the main entrance glazing and ATM machine areas. Bollards should be installed at 1.4m centres and 1.2 m away from the shop front and ATM min height 800mm. Delivery door areas shall be protected by 2No. bollards installed at 1.2m from the unit and at 1.5m centres. TCG preferred supplier Glasdon Neapolitan 20 Guardsman Anti-ram bollard black with white banding.
- j) Tactile surface paving shall be provided at all pedestrian crossing points within the site and in accordance with the local highway authority's requirements.

5.4 EXTERNAL LIGHTING

- a) All external lighting within the site boundary is to be provided i.e. car park, canopy, access roads, service access roads, service yard and the external areas generally. All lighting to be LED luminaries supplied by TCG approved equipment supplier (Phillips).
- b) The Landlord is to provide lighting to the service area to a minimum level of 30 lux. Lighting layout to be approved by TCG.
- c) External lighting columns for the car park and surrounding areas will generally be lamped to provide an overall illumination level of 20 lux with 30% uniformity. Cabling to the columns will be provided in 150 mm diameter ducts below the hard surface and below the ground in soft landscaped areas.
- d) The lighting column height and positions to reflect local authority environmental health requirements regarding off-site emissions. Where necessary suitable shields shall be incorporated. Columns and heads shall be vandal resistant, the light fittings should be fitted with daylight sensors and be energy efficient.
- e) The Landlord should wire back the light fittings to the warehouse adjacent to the incoming electric supply. TCG electricians will make the final connections to the lighting controls.

- f) Columns will be located into sleeves to allow for easy removal and will be protected where necessary from vehicle damage.

5.5 HOARDINGS

The Landlord should provide a solid section of painted hoarding minimum 3m long maximum 6m which is to be used for marketing and other banners which are to be supplied by TCG. The hoarding should be located in a prominent location.

Appendix 1

Agreed Drawings

Appendix 2

Shopfront Detail

Appendix 3

TCG Store layout

Appendix 4

TCG generic plant design

Appendix 5

TCG External signage proposal

Appendix 6

Lift details

Appendix 7

Checklist of Responsibilities

The following schedule of work items highlight who is responsible for funding and carrying out the works, unless noted otherwise.

	Work Items	Shell	Fit Out	Comments
Approvals and Consents				
1	Approvals for Landlord's works	✓		
2	Discharge of Conditions	✓		
3	Implication of Conditions	✓		
4	Travel Plan	✓		
5	Signage Application Drawing	✓	☐ ✓	
6	Fire Strategy	✓	☐☐ ✓	
7	Smoke Ventilation	✓		
8	Equality Act	✓		
9	BREEAM Assessment	✓		
10	CDM Requirements	✓		
General Design Criteria				
11	Air Leakage Test	✓	☐	
12	Building Regulations Part B	✓		
13	Building Regulations Part L2A	✓		
14	Insurer's Requirements	✓		
15	Acoustic Requirements	✓		
16	Site Waste Management Plan	✓		
17	Daylight Calculations	✓		
Information Requirements				
18	Information Release Schedule	✓		
19	Health and Safety File	✓		
20	Record Drawings	✓		
21	Handover - Key Requirements	✓		
22	Certification - Key Documents	✓		
23	Warranties	✓		
Site Preparation				
24	Statutory Approvals	✓		
25	Site Remediation Proposals	✓		
26	Site Investigations	✓		
27	Site Investigations Documentation	✓		
28	Gas and Groundwater Monitoring	✓		
29	Site Preparation Details	✓		
30	Remediation of Invasive Plant Species	✓		
31	Ecologist report documenting Ecological value of site	✓		
Foundations				

32	Design	✓		
Structural Frame				
33	Special Design Requirements	✓		
34	Signage Support Steel	✓		
35	Steel for Supporting Roller Shutters	✓		
36	Steel for Overhead Door Heaters	✓		
37	Intumescent Paint Finish	✓		
38	External Plant Support Steel	✓		
39	Secondary Steelwork	✓		
40	Finish to Steel in Marine Areas	✓		
Floor Slabs				
41	Floor Slabs to Bakery, Prep and Sales Area	✓		
42	Floor Slab to Back of House	✓		
43	Floor Slab to Colleagues/ Non-Sales Customer Area	✓		
44	Floor Slab to Freezer Area	✓		
45	Set out of Sales Area Floor Slab	✓		
46	Moisture Prevention	✓		
47	Aluminium Angle to Warehouse Corridor	✓		
48	Joint Widths	✓		
49	Floor Slab to Warehouse Areas	✓		
50	Floor Slab Level Tolerances	✓		
51	Cracking of the Slab	✓		
52	External Door Thresholds	✓		
Building Shell				
53	Roof Mounted Plant - BWIC	✓	☐	
54	BWIC with above	✓		
55	Roof Covering Material	✓		
56	Roof Parapets	✓		
57	Roof Openings for Services	✓		
58	Gutters and Rainwater Drainage	✓		
59	Roof Maintenance Walkways	✓		
60	Roof Lights	✓		
61	Roof Access Stair	✓		
62	Roof Fire Escape	✓		
63	Metal Composite Cladding Panels to be the perimeter External Walls including all flashings, cover strips etc.	✓		
64	Planning Enhancements	✓		
65	Aluminium Curtain Walling System	✓		
66	Manifestation to Glazing	✓		
67	Protection to External Glazed	✓		

	Areas			
68	BWIC with above	✓		
69	Aluminium Bi-Parting Doors to Entrance	✓		
70	Metal Door sets	✓		
71	External Door sets	✓		
72	ATM Machines and Installation	✓		
73	BWIC with above	✓		
74	Security Shutters	✓		
75	BWIC with Cash Transfer Unit	✓		
76	Brise Soleil or Solar Veil	✓		
77	Supporting Steel Frame and Roof to Entrance Canopy	✓		
78	Internal Block Walls	✓		
79	Scissor Lift Installation	✓		
80	BWIC with above	✓		
81	Below Ground Drainage	✓		
82	Drainage Set Out Survey	✓		
83	Testing of Drainage System	✓		
84	All necessary Ironmongery for Shell Windows and Doors	✓		
Services				
85	Disconnection of Existing Services	✓		
86	Service Diversions	✓		
87	Provision of incoming services to meter positions in agreed locations, together with associated enclosures and related Builders Work (Gas, Electric, Water, Telephone/ Data Lines)	✓		
88	BWIC with the above	✓		
89	Water Supply	✓		
90	Local Fire Authority Requirements	✓		
91	Gas Supply	✓		
92	Electricity Supply	✓		
93	Electric Metering	✓		
94	Telecom Supply	✓		
95	Off-Site Telecom Infrastructure Works	✓		
96	Telecom Supply Builders Works	✓		
97	Installation of Line Plant	✓		
98	Lightning Protection	✓		
99	Earth Nests for Stores Electrical System	✓		

100	BWIC with Fit-Out Services	✓		
101	Services to External Illuminated Signage	✓		
102	External Illuminated Signage	✓		
103	Access to Plant Areas	✓		
104	Electric Car Charing Point Requirements	✓		
105	External Lighting	✓		
106	Building Mounting External Lighting	✓		
107	Offsite Lighting	✓		
108	Services to External Lighting	✓		
109	Lighting Controls	✓		
External Works				
110	All Adoptable Highways Work to provide Site Access	✓		
111	Vehicular Access for The Co-Operative	✓		
112	Site Access Road	✓		
113	Customer Car Park	✓		
114	Service Vehicle Entry	✓		
115	Car Park Drainage	✓		
116	Pedestrian Walkway	✓		
117	Road Markings (Thermoplastic)	✓		
118	Kerbs	✓		
119	Pick Up Area	✓		
120	Secure Vehicle Parking (If applicable)	✓		
121	CCTV Installation (Co-Operative Store)	✓		
122	Builders Work/ ducting in association with above	✓		
123	Car Park Speed Bumps	✓		
124	Drainage within and beyond boundaries	✓		
125	Culverts, Diversions, Alternations to existing services	✓		
126	Car Park Drainage	✓		
127	Service Yard Drainage	✓		
128	Petrol Interceptors	✓		
129	Surface Water Attenuation	✓		
130	Service Yard and Road	✓		
131	Boundary Fencing	✓		
132	Service yard Security Fencing and Power Fence	✓		
133	Plant Area Fencing	✓		
134	Service Yard Gates (electrically	✓		

	operated)			
135	Ducting for Power (to service yard gates)	✓		
136	Personnel Gates	✓		
137	Service Yard Bollards	✓		
138	Ram Raid Bollards	✓		
139	Traffic (Standard) Bollards	✓		
140	External Totem Sign		<input type="checkbox"/>	✓
141	BWIC with the above	✓		
142	External Car Park Signage	✓		
143	Car Park Barriers	✓		
144	BWIC with the above			✓
145	ATM Machine	✓	<input type="checkbox"/>	
146	BWIC with the above	✓		
147	Soft Landscaping	✓		

