



SHOWROOM FIT OUT & GENERAL WORKS INFORMATION

A GUIDE FOR TENANTS, DESIGNERS & CONTRACTORS

JUNE 2020 – VERSION 5.0

FIT OUT PLANS AND APPROVAL FOR WORKS

The following documents must be provided to the Estate Management Office (EMO) at the earliest opportunity **PRIOR** to any project being authorised and works being able to commence. These documents and any other information submitted in respect of planned works, should be submitted to the EMO a minimum of **FOUR weeks** prior to the intended start date for the works.

- A full written specification of works, including any air conditioning works if required
- A site plan of the unit with a basic floor layout
- Plans & drawings to assist works approval such as elevations, 3D visuals, reflective ceiling layouts showing sprinkler layouts and lighting, as well as electrical circuits, service routes and all finishes as required, depending upon the nature of the works
- Where air conditioning works are to be undertaken, agreement will be required from the Estate Management Office as to the location of any condenser **BEFORE** plans are approved
- Any other plans/specification of equipment/materials that will assist with approval of works including program of works if available and even if subject to change

Please bear in mind that you need to ensure that as part of your fit-out, you install the necessary amount of ceiling hatches/doors to allow the Landlord to maintain access to the services that we are required to maintain throughout the duration of your tenancy.

Depending on the extent of the works, CHL may require our solicitor to draw up a Licence for Alterations. CHL Solicitors fees for this are set at £1,200 + VAT. It may also be possible for the EMO to prepare a Letter Licence which grants permission for the required works, without the need for a formal Licence for Alterations being prepared by our solicitor. There is a nominal fee of £500 + VAT chargeable for a Letter Licence. If you are also making an application for air conditioning works, the same licence can be used for building works and air conditioning together.

STRUCTURAL & EXTERNAL ALTERATIONS are strictly prohibited.

The charging of fees and choice of Licence for Alterations or Letter Licence is solely at the discretion of the EMO and reviewed constantly on a case by case basis.

Once all plans have been reviewed and approved by the EMO and subject to the relevant licence being completed and fees paid, as agreed, works may commence. Please pay attention to the “Pre-Start” section of this guide.





PRE-START ON SITE FOLLOWING WORKS APPROVAL

A copy of the “**Chelsea Harbour Site Rules for Contractors**” (April 2019 v7) is available on request from the EMO. This is an invaluable document and includes detailed information on important issues such as working hours, noisy works (restricted working hours), waste disposal, deliveries to site, use of goods lifts, parking, contractors’ signage, use of WC facilities, storage of materials and compliance with health & safety matters amongst others.

For the avoidance of doubt, the following should be noted with regards to working hours on site:

- Works are permitted at any time, subject to the limitations on noisy works as stated below, provided that they do not disturb Chelsea Harbour Tenants or Residents
- Noisy Works (vibration and structurally transmitted noise) are only permitted between the hours of **07:00am to 09:30am and 5:30pm to 11:00pm Monday to Friday and on Saturday between 8am and 1pm only. Noisy works are NOT permitted outside of these hours (including Sunday) under any circumstances** unless by prior agreement with the EMO. Approval will be dependent on the works location within the site
- Design Centre East and the 2nd floor bridge link from the Design Centre are locked between 10pm and 5am Monday thru Friday and throughout the weekend.

Following approval of works by the EMO, the tenant should ask their contractor to provide:

- Public Liability Insurance (minimum cover of £10m)
- RAMS (Risk & Method Statements) BEFORE arriving to site
- Appointed contractors must submit names of employees & suitable qualifications to enable us to issue contractor ID badges
- Work Permit Application (standard format available from EMO) covering the date/times the works are to be undertaken

ALL these documents should be submitted at the earliest opportunity to the EMO. **Once approved**, the contractor will need to collect their Work Permit from the Security Office based in the Design Centre Car Park on Level L1, located beneath the north lobby of DCE.

The work permit **MUST be displayed in the unit at all times** whilst the works take place.





PARKING ON SITE FOR CONTRACTORS

- Oversized vehicles (vehicles taller than 6ft3in) cannot park in the underground car parks and will require surface parking. These vehicles will be chargeable at £35 per day, per vehicle and should be booked at the same time as applying for a Permit to Work
- Unloading and loading of materials by contractors into the loading bay is allocated at 30 min time slots and requires booking in advance

TELEPHONE/INTERNET/BROADBAND OPTIONS

Chelsea Harbour is serviced by Alltime Technologies, BT and Hyperoptic, all of whom can provide various technology services direct to your showroom. Brief details of each are as follows:

- Alltime Technologies – based at Chelsea Harbour in Design Centre East, Alltime are able to provide telephony systems, Internet Connectivity (shared or dedicated), Wi-Fi solutions, hardware provisioning & installation, as well as desktop and server support.
Contact Tom Peacock on 020 7225 9111 or tom.peacock@alltimetech.co.uk
- BT have a very long lead time (circa 6 to 8 weeks) so if that is your preferred supplier, we would recommend getting them set up as soon as possible - <https://business.bt.com/>
- Hyperoptic also offer high-speed fibre optic internet - www.hyperoptic.com/business/

ELECTRICITY & ELECTRICAL WORKS

Unless the demised unit is sub-metered (mainly showrooms in Harbour Yard & Design Centre East), tenants are free to choose their own supplier of electricity. Regardless of whether a submeter is in place or not, the EMO will issue a reading of the meter at handover when the unit is handed over to you.

Tenants will need to connect their electrics to the power supply and install a fuse board. Some units may already have a fuse board previously installed by Chelsea Harbour. Tenants may choose to upgrade these. Any installation or upgrade works should be included within the fit-out/alterations paperwork and approval from EMO received. Electrics should be tested at regular intervals. If changes are made to the electrics, please provide a revised electrical certificate.

We have two electrical contractors who deal with many of the showrooms and offices at Chelsea Harbour, both for installation works and general maintenance. Fulcrum Data Limited and Henderson Electrical Services (HES) can both quote for electrical works and provide assistance as necessary. We will require an up to date electrical certificate & sign off for any works undertaken within your demise. Details of both contractors are as follows:

Fulcrum Data Limited – Ken Richards (M) 07717 825095 (E) kenrichards@fulcrumdataelectrical.org.uk
Henderson Electrical Services (HES) Limited – Wayne Wright (M) 07718 801172 (E) wayne@hesltd.co.uk





VENTILATION AND AIR CONDITIONING

Tenants are required to connect the ventilation unit ducts in their unit where applicable. How this is completed will ultimately depend on the final fit out. It is important to note that the ventilation ducts are only for fresh air circulation. They DO NOT provide any heating or cooling to the unit.

If you install air conditioning to your unit, **our prior approval must be acquired and fully documented in your fitout specification & plans**. This must include details & specification of both the air conditioning unit(s) itself AND the condenser. A plan should be submitted showing the route of the pipework between the unit and the agreed condenser location as determined by the EMO. This will be included in your Licence for Alterations or Letter Licence as agreed by the EMO. Please ensure ALL condensers are fitted with drip trays.

The responsibility of maintaining and operating any air conditioning units that exclusively serve your demise is your own, including external condenser(s) in the basement or on the roof and the pipework linking them to your unit. You should put a contract in place for quarterly maintenance of all air conditioning equipment. The EMO has the right to request maintenance reports as is reasonable. You will need to notify the EMO first if access to the basement car park or roof is required. **At least 24hours notice is required.**

Around the site, many tenants use **Buckler Environmental** as their air-conditioning contractor. They can provide quotes for any a/c works, installation or maintenance as well as general assistance required. Tenants are of course able to appoint their own a/c contractor for installation or maintenance, provided full details are given to the EMO. Contact details for Buckler Environmental are as follows:

Peter Callow, Buckler Environmental – (T) 01932 351000 (M) 07766 769378 (E) peter@bucklerac.com

Please be advised that ANY works that effect the building Energy Performance Certificate (EPC) are strictly prohibited.

SPRINKLERS

You will need to send your fit-out plans to **Bush Engineering** who manage & maintain all the Estate sprinkler systems. They will give you a cost if the sprinklers need to be altered as a direct result of your fit-out. This cost is payable by you as the tenant.

Please bear in mind that if your fit-out includes the installation of a false ceiling, more sprinklers will need to be installed. For details on sprinklers and associated works, please contact Bush Engineering as below;

Paul Oakenfull, Bush Engineering – (T) 0203 021 1999 (E) paul@bushengineering.com

HEALTH AND SAFETY

For health and safety reasons, please note that Chelsea Harbour (EMO) do not loan, hire or borrow any equipment or apparatus to be used within your demise.

This includes, but not limited to, ladders, hammers, drills and trolleys. Please ensure that your contractor arrives on site fully prepared.





FIRE PANEL, FIRE ALARMS, FIRE EXTINGUISHERS & FIRE RISK ASSESSMENTS

Once you have made the electrical connections required to your showroom, you will need to connect and install a fire panel, unless of course one is already installed. This will be your responsibility to maintain. You should have a contract in place for quarterly maintenance. The tenant will need to provide the EMO with a suitable and valid certification of these works.

The tenant must ensure all alarm installations are 3rd party validated by our site wide contractor Henderson Electrical Services (HES) Ltd, assuming another contractor has installed the system. This ensures it is correctly set up with the landlord system and doesn't invalidate our insurance. During routine maintenance and testing, the EMO should be made aware of all inspections & tests prior to them going ahead. The correct isolation procedures **MUST** be followed to prevent faults on the landlord system.

The Fire Risk Assessment provided by us to you, will identify how many fire extinguishers are required within your unit to comply with legislation. Any changes as a direct result of your works, may require a new fire risk assessment to be carried out by you (the tenant). This should be reviewed on an annual basis, with copies sent to the EMO (this is a requirement of our building insurance). HES will be able to assist with these works or any assistance required. Details as follows:

Henderson Electrical Services (HES) Limited – Wayne Wright (M) 07718 801172 (E) wayne@hesltd.co.uk

APPROVAL OF SHOPFRONT COLOUR & TENANT SIGNAGE

Please note that the tenant is required to submit their RAL colour choice for their shopfront and this must be approved by the EMO/CHL prior to any works commencing. Tenants are also required to submit their signage details for approval by the EMO/CHL, again before works are undertaken.

END OF LEASE / DILAPIDATIONS

Although we appreciate you are only just getting started, it is well worth noting that at the end of your lease, you will be required to strip out all your works, make good and fully redecorate the unit, putting your unit back to its' original condition, commonly referred to as "the white box", unless CHL confirm otherwise at the end of your lease. Please refer to your lease for further details and clarification.

FURTHER INFORMATION & ASSISTANCE

We understand that fitting out your unit can be a stressful time and we would like to be able to offer assistance where we can with any of the above. As you will appreciate with such a big site we have to have certain rules & regulations, especially where it comes to third party contractors, but nevertheless we are happy to try and "personalise" your fit-out experience as best we can. Please do get in touch with the Estate Management Office for further information & assistance if required.



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