

The Tootal Buildings








Occupier Welcome Pack

Contents

| | | | |
|----|----------------------------|----|---|
| 3 | Site map | 14 | Cleaning |
| 4 | Welcome from the team | 14 | Pest control |
| 5 | Who's who | 16 | Dogs in the workplace |
| 7 | Occupier engagement & news | 18 | Building maintenance |
| 8 | Sustainability Pledge | 18 | Electricity supply |
| 9 | On-site amenities | 19 | Fire Safety |
| 10 | Communications | 20 | Health & Safety |
| 10 | Access | 21 | Alterations to the building |
| 11 | Lifts | 22 | Occupiers fit out |
| 11 | Security | 26 | Licences for alterations & wayleaves |
| 12 | Parking | 27 | Guidelines – licence for landlord's consent |
| 13 | Deliveries | 29 | Glossary of terms |
| 13 | Accidents & injuries | | |
| 13 | No smoking policy | | |



Site Map

-  Entrance
-  Disabled Entrance
-  Delivery Entrance
-  Bin Store
-  Car Park
-  Fire Assembly Point
-  No Smoking Area

Designated smoking area -
6 meters away from entrance



Broadhurst
56 Oxford St
Manchester
MI 6EU

Lee
90 Great Bridgewater St
Manchester
MI 5JW

Welcome to The Tootal Buildings

This pack holds all the information you need to understand how the buildings are managed and what we can do to support your business and your colleagues. If you are still struggling for answers after consulting this pack, the Tootal Buildings team are on hand to assist and help you. All of their contact details are on the following page.

The buildings are steeped in history, they were commissioned and constructed for the textile manufacturing company Tootal and Broadhurst in 1896. Its original use was of a late Victorian textile warehouse and office block. It was built in an Edwardian Baroque style and was designed by J. Gibbons Sankey. It was located where it is due to ease of access to the transport system at the time, as the building sits on the north bank of the Rochdale canal. It's still got great transport links now – being centrally located in one of the best cities in the world!

As a result, Broadhurst is Grade II* and Lee is Grade II listed, but this doesn't mean you're working in a museum... The Landlords have refurbished both buildings to a fantastic standard (with all mod cons) and the management team are committed to providing you with the best possible service to make coming to work more enjoyable.

If you didn't know already, The Tootal Buildings are currently owned by XLB Property. Day to day management of the property is with Ashdown Phillips & Partners. Ashdown Phillips provide all Occupiers with a responsive management service – we recognise that buildings need to work for the people that use them. We ensure you have a safe, secure and stimulating working environment by using a formula of high quality on-site management, hands on financial control and a highly experienced team of property experts combined with regular dialogue both face to face and through our multi-platform communication channels – email, social media and the website.

*Many Thanks
The Management Team*



Who's Who

As managing agents, Ashdown Phillips will be responsible for co-ordinating the provision of services to The Tootal Buildings.

Day to day management issues can be reported to the Facilities Manager or building receptions.

You are important to us and making sure you know what's happening in the building means you have an easier life. We have a comms team managing the website, email and social media to make sure you're well informed.

| Name | Title | Area of Responsibility | Contact Details |
|-----------------|---------------------------|------------------------|--|
| Sophie Weinmann | Director | Operational | 07469 159 321 sophie@ashdownphillips.com |
| Tom Quinn | Associate Director | Operational | 07929 024 319 tom@ashdownphillips.com |
| Julie Gunther | Senior Facilities Manager | Operational | 07827 891 384 julieg@ashdownphillips.com |
| | Building Reception | Daily Enquiries | Broadhurst 0161 236 4247 / 07966 133 776 reception@tootalbuildings.co.uk Lee 0161 237 5130 / 07966 133 774 (24/7) reception@tootalbuildings.co.uk |



TOOTAL-BROADHURST-LEE-CO. LTD.

1876

Advertisement for a local business or organization, featuring a group of people and text.

Advertisement for a local business or organization, featuring a group of people and text.

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Occupier Engagement & News

Ashdown Phillips provide marketing and events for The Tootal Buildings. By building a strong relationship with every business in the building, we hope to create a vibrant community - making your workplace work for you. If you have won an award or you're recruiting for new staff, please get in touch and we will share the news.

Let's get to know each other...

We love to hear your news and we also want you to hear our news – the best way to do this is to sign up to our Building Portal and app “My Tootal Buildings”. This Portal will become your central communications platform for news, announcements, competitions and updates and we would encourage all of your staff to sign up to ensure no one misses out!

It's also the perfect way to share staff or company updates with an engaged audience and take a look at what your neighbours have been working on.

If you would like to share any office or staff developments with us, you can either add to the newsfeed on the portal or send the details to: events@mcr@ashdownphillips.com

You can also stay up-to-date with all the latest news from The Tootal Buildings, by following us on Instagram.

 [the_tootal_buildings](#)

Remember to tag us in your photos or news stories so we can share them with our engaged network of like-minded businesses and publications in the wider Manchester area.

Events

All work and no play makes for a very boring office! We think it's important to engage and interact with your work colleagues and also with other people in the building. We aim to host two events each year – usually a sunny summer barbeque and come Christmas, festive mulled wine and carols. We also want to encourage you to use the space, and can work with the café to provide catering, but also work with our key suppliers to help you with all sorts of events and requests.

We're always open to suggestions as to what you'd like to see in your building, so simply email reception@tootalbuildings.co.uk with your ideas.

There's a great café on site in Broadhurst lobby, which serves fantastic coffee, breakfast and lunch every weekday – check out our social media channels for news on special offers.

If you fancy something special or a bit of a change from your packed lunch then there are tons of great bars, cafes and restaurants just a short walk from your office, including:

The Temple Bar

Chilango Burrito Bar

Pizza Express

Nudo Sushi Bar

Giorgio Ristorante

Philpotts

Gorilla

Listo Burrito

Dog Bowl

Turtle Bay

Café Nero

Patisserie Valerie

There's also Tesco and Sainsbury's all within a short walk – so you'll never go hungry!

Working in such a central location, you also have some great leisure and other amenities on your doorstep.

Bannatyne Health Club is just over the road...

Fretwell Bennett hair salon if you are looking for a quality high end hair experience.

Johnsons Dry Cleaners specialist in repairs and household cleaning.

Sustainability Pledge

The management team at The Tootal Buildings are committed to providing a brilliant service with regards to sustainability and pledge to reduce the environmental impact and improve health and wellbeing across the buildings, staff and city-wide.

You will be provided with a quarterly report with updates on how we are making and maintaining these changes and providing a safe and sustainable, happy working environment, including detailed information on:

- Health and Safety
- Waste Data
- Energy performance
- Engagement with local communities and charities
- Health and Wellbeing

To stay up to date with all our latest news, events and sustainability updates, make sure you sign up to Equiem our online platform which provides information on the Building and The Tootal Buildings community.



On-site amenities

Café

Our on-site café is open from 8.30am - 4.30pm every weekday. With a selection of delicious artisan coffees and teas, hot and cold breakfast and lunch options available throughout the day, it's the perfect spot to grab a bite. Stay up to date with their seasonal menu changes and specials by following The Tootal Buildings social media channels.

Cycle Storage

Our cycle storage is situated in the basement and can store up to 90 bicycles. Access is via Great Bridgewater Street. If you need more information on using the space, please contact our facilities management team.

Showers & Lockers

Our showers and lockers are situated in the basement, to access the space you will need to request the door code from the facilities management team.



Communications

Once you are in the building, please promptly provide us with a list of contacts for the key people (including as a minimum the main office contact, fire warden(s), and emergency contact(s)) within your business. A phone number and email address should suffice. This list should continue to be re-issued to the team whenever it is updated.



Access

Pedestrian access to Broadhurst is via the reception on Oxford St. The reception desk is manned:

Monday – Friday 7am-10pm, Saturday 8.30am-4.30am and Sunday closed. Pedestrian access to Lee is via the reception on Great Bridgewater St, which is manned Monday – Sunday 24/7.

Occupiers who need access to the building outside of normal working ours will be provided with a fob. This should be requested from the building management team.

Visitors

All visitors will be required to report to the main reception desk. We want everyone who visits the building to feel welcome, so please let us know if you're expecting someone and we will make sure the staff on reception know. This also helps enhance security and avoids delays for your guest. Our reception staff will ensure your guest is directed to your office or will call you to collect them from reception.

For large parties; we request that you send a list of visitors to reception prior to their arrival. The receptionist will note the arrival of individuals on the list and will allow them to proceed. All visitors must inform the reception when they are leaving the building, however, it will be the host's responsibility to additionally notify the main reception of their guest's departure.

Broadhurst
0161 236 4247

Lee
0161 237 5130

Contractor Access

Permit to work (PTWs) are required for any work which is undertaken at the site, whether it is for the Occupier or on behalf of Ashdown Phillips. Once the Facilities Manager is aware of the work to be carried out, they will issue a PTW directly to the contractor to be completed, detailing schedule of works and providing any relevant documentation, such as risk assessments, before access to the site is given.

Occupiers calling in contractors should preferably notify the Facilities Manager in advance of the likely arrival time of the contractors. Such requests should be in writing and state where access is required.

Once permission for access has been granted, all contractors must sign in and out at the main building receptions and then they will be directed to the Occupier receptions.

Occupiers should make the relative arrangements to allow regular contractors and cleaners requiring out of hours access onto their floors. The Facilities Manager should know of such arrangements so there is no delay when these contractors arrive out of hours. It is also important for fire and health and safety reasons that the security staff know who is in the building out of hours.

Disabled Access

Disabled access to Broadhurst is via the disabled lift. The entrance is located next to the main reception. Disabled access to Lee is through the main reception door.

Disabled personnel while at The Tootal Buildings should be accompanied by a host. It is important that this host is aware of the location of their disabled guest at all times during their stay. This is especially important should there be an emergency evacuation.

Lifts

Broadhurst is serviced by 6 lifts which are located as follows:-

2 passenger lifts in the main building reception

2 goods lifts, in the canal and Great Bridgewater Street elevations of the building.

2 disabled access lifts in the main building reception

Lee is serviced by 4 lifts which are as follows:-

2 passenger lifts

1 goods lift

1 disabled platform lift

All of the above are located within the main building reception.

All the goods lifts in The Tootal Buildings are operated by using a code. Reception staff will provide the code upon request – the code allows access to your floor and the ground floor only.

Lift Repair & Maintenance

The control, maintenance, and repair of the lifts including the interior of the lift cars and the doors are covered by a maintenance agreement via Ashdown Phillips. The lifts are regularly serviced and Ashdown Phillips will, where possible, provide 48 hours notice of likely significant curtailment or disruption of any lift service (breakdown and emergency work excepted).

Security

Whilst having easy access to the building is key to you running your business successfully, security is equally important and we are committed to providing a safe environment for you and your staff.

Our building receptions are manned by Aston Services staff whenever the building is open.

We also have CCTV cameras across the site, which are managed and operated by the Building Management team. If any Occupiers or their staff are aware of, or suspect the presence of unauthorised visitors in the building, they should contact reception immediately. In addition to this, any suspicious objects, odours or occurrences seen within the building or its vicinity should be reported to reception in the first instance, so internal emergency plans may be put into action.

Parking

The car park contains designated spaces allocated to Occupiers. There are no visitor spaces on site. Occupiers may only use the bays that have been allocated to them for parking, as parking enforcement operates a ticketing service. If you have a visitor who requires parking and you have availability within your own designated spaces, contact the reception staff and they will grant access for your guest upon arrival.

Please note there are height and width restrictions within the car park due to the confined turning circles and slopes, therefore please ensure you are aware of these prior to entering the car park.

Access to Car Park

Access to the basement car park is via Great Bridgewater St, next to Lee reception and via a fob system. Occupiers who have access to the car park as specified by their lease or parking licences will be issued with a fob.

Lost or damaged fobs will be replaced at a cost of £25.00 per additional fob.



Deliveries

The Royal Mail do a collection and delivery from the reception of both buildings daily.

Individual Occupier collections/deliveries can be set up direct with Royal Mail – this is your responsibility to arrange.

For security reasons the reception staff do not sign for any letters, parcels or deliveries, so please make sure they are directed to your office to avoid any issues.

Large Deliveries & Removals

Large deliveries and deliveries made with trolleys, are to be re-directed via The Courtyard entrance and goods lifts. The Courtyard entrance is accessed from Great Bridgewater St, from there the goods lifts should be used for access to all floors.

For bulk deliveries (large furniture deliveries, etc.) please contact the management team to agree the route of entry to ensure any surfaces that could be damaged are protected. Should this incur a cost, the Occupier is required to pay. A schedule of condition may be required in case damage does occur. This can be agreed with your Facilities Manager.

Occupiers should not move items of furniture and/or bulky or heavy equipment in or out of the building during normal working hours except by prior arrangement with the Facilities Manager. All removal activities shall be via a route and at a time to be agreed with the Facilities Manager.

Accident & Injuries

The wellbeing and safety of you, your staff and your visitors (anyone who's in the building) is vital. It's essential that safe working practices are adhered to at all times. If you notice any unsafe practices please notify reception without delay.

Similarly, it is expected that when a Occupier is notified of any works which contravene the Health & Safety legislation, prompt steps should be taken to rectify the matter. A point of particular concern is the blockage of fire escape routes or the staircases. Even "temporary" setting down of material, trolleys, etc. must be avoided.

In the event of accident/injury in the communal areas, the location and nature of any emergencies should be reported to:

Reception Staff/The Facilities Manager.

A first aid kit including defibrillators is available at reception for each building, but Occupiers are responsible for providing first aid equipment and trained personnel for their demised area.

Non-Smoking Policy

The Tootal Buildings are No Smoking buildings. Smoking is therefore prohibited in all areas at all times. On no account should smokers congregate in the vicinity of the main entrance to the buildings, the courtyard, or any other entrances, inside or outside.

Smokers should smoke at least 6 meters away from the building, using bins provided by the council which will enable us to keep areas tidy. These are located on Oxford St and Great Bridgewater St.

Cleaning

We want you to work in a nice clean environment - the common parts, including reception, lifts, stairs, toilets and car park are cleaned by Ashdown Phillips contractors. Cleaning is carried out throughout the day and during the evenings. Please help keep it clean and tidy, by making sure any litter or refuse is put in the bins provided. Any breakages or spillages should be reported to reception.

All Occupiers are responsible for the cleaning of their own demised areas. For the name of the buildings cleaning company please contact the building management team. However, should you use a different cleaning company, please notify the Facilities Manager and provide details of the company instructed. In addition you must supply the Building Management team with a schedule of all employees of the cleaning company who will need access to the building so this can be authorised.

Window Cleaning & Façade Maintenance

Ashdown Phillips organise cleaning services to all external glazing, cladding, façades and roofs. The external window cleaning is ongoing, the reception internal windows and doors are cleaned weekly. They also organise the cleaning and maintenance for the common area windows. Cleaning will usually take place in normal working hours and contractors have been instructed to use all reasonable care to ensure that as little inconvenience as possible is caused.

Occupiers are responsible for all internal surfaces of glass within demised areas.

All glazing repairs and maintenance of frames forming an integral part of the external façade will be carried out by the Landlords' contractors. Any damaged or broken glass should be reported to reception for immediate action.

Refuse Disposal

All waste is to be deposited in the bins within the bin store, located within Milling St car park. When refuse is collected and bagged by a cleaning contractor, particular care should be taken over damage to common area carpets from leakages.

There are general waste bins (yellow/blue) cardboard/paper bins (grey) and a glass bin (smaller black container). All recycled waste must be put into the correct containers for collection to avoid contamination.

Cardboard should be flattened and only office waste put into the correct bins. Occupiers are responsible for disposing of larger items (such as pallets, chairs, desks etc). Please do not put any hazardous waste into the bins e.g. paint tins etc. Occupiers are responsible for the disposal of this hazardous waste. If you have any problems, please contact the Facilities Manager.

The Occupier should fully adhere to all legislation pertaining to the disposal of controlled waste. In the event an Occupier requires the disposal of large quantities of waste paper, cardboard, or any other waste on an occasional periodic basis, the Facilities Manager must be notified and special arrangements can be made for these items to be specially removed at a cost to the Occupier.

No contractors' waste is to be deposited in the Landlord's bins or in the bin store. All waste arising from fitting out works is the contractor's responsibility to remove from site.

Pest Control

The Landlord organises this service within the communal areas of the building. The building is regularly monitored for signs of infestation – if you see anything, please contact Reception right away.

Keep It Clean

SHOWERS



Dogs in the workplace

The following policy outlines the rules for bringing dogs in to The Tootal Buildings.

Each company will have their own specific workplace policies which will apply within their offices but this document relates to the common areas of the building.

Under the terms of each lease, there is a prohibition on bringing animals to The Tootal Buildings so this policy is made as a discretion by the building owners on the basis that responsible pet owners will want to take great care to avoid their animals causing a nuisance, damage or health risk. The strict lease terms will be applied if owners fail to adequately control their animals and a tenant company will be held responsible for all costs arising from a member of their staff or an invited guest/contractor failing to manage their animal in accordance with this policy.

Scope

This policy applies to all occupiers, visitors, contractors and licensees who have lawful authority to enter The Tootal Buildings. It applies to the common areas of the building, which are available to occupiers, as well as any surrounding areas such as estate roads and pathways within the ownership of XLB Property (The Tootal Buildings). No animals are permitted to enter restricted areas.

Which pets are allowed?

Mature, well behaved dogs will be allowed so long as they are not prohibited under the Dangerous Pets Act 1991 or classified as dangerous species under the Animals Act 1971. Dogs that are not well-trained or potentially dangerous will not be allowed into The Tootal Buildings. If you would like to bring a different kind of pet into your office, please contact the Building Management Team to be advised on which pets are allowed.

Pet Health, Licences & Insurance

Owners must be able to demonstrate that their dogs are clean, free from infection and parasites and have up to date certificates of vaccination. The owner must have all necessary licences and insurance with a minimum third-party cover of at least £1M. In this regard, the building team may introduce a system of “Pet Passports” where an animal will only be allowed access after the owner has pre-registered all appropriate health, licence and insurance documents.

Owner's Responsibilities

Dogs in the workplace are only possible if owners accept full responsibility for their animal's behaviour, maintaining the highest level of care and consideration for others. This will include but is not restricted to ensuring that:-

- The pet is in good health
- The pet is on a leash at all times and under control
- They do not make a mess in the building and any fouling outside is immediately cleared up
- Any damage caused by the animal is promptly fixed. The Building Management team may elect for this work to be undertaken by one of their specialist contractors and the cost will be re-charged to the tenant company.
- The pet does not cause a nuisance or danger (such as barking, jumping up or fighting with other animals)
- The pet does not enter the café.
- The pet does not enter toilets, showers, bike store or loading bay.

Dogs in the workplace

Complaints and restrictions on access

- The Building Management Team has the right and will enforce an immediate ban on any animal where the behaviour or condition of that animal is judged to be unacceptable.
- If, in the ordinary course of business, a complaint is received by the Building Management Team, this will be passed on to the tenant company who is responsible for the owner of the pet.
- In the event that two or more incidents occur with the same animal, the owner will be banned from bringing any pet into The Tootal Buildings.
- The Building Management Team's decision on restricting access is final and binding.



Building Maintenance

All common areas in the buildings and the exterior are maintained by the Landlord via Ashdown Phillips and any costs incurred are paid for through the service charge. We inspect the common areas regularly, however should you see any damage or potential hazard please tell reception.

Occupiers are responsible for the maintenance of their demised area only.

If your contractors need access to the roof or any common areas, we require 48 hours notice with full Risk Assessment and Method Statement documentation provided. If it is an emergency, we will do our best to assist.

Mechanical & Electrical

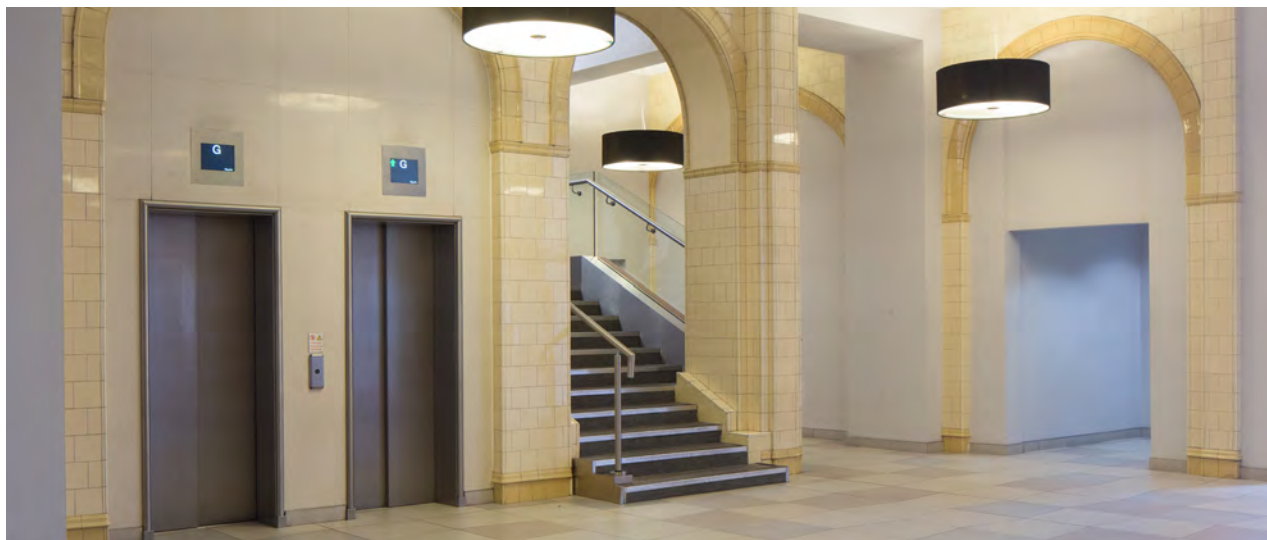
Comprehensive operational and maintenance support is provided to The Tootal Buildings through the placing of service and maintenance contracts. The planned maintenance is carried out to common plant and equipment by the contractor appointed by Ashdown Phillips. The contract allows for maintenance operatives to be based on site during the day with a call out procedure for emergencies at night. Occupiers, depending on their lease, are responsible for all plant and equipment contained within and serving their demise.

No alterations to plumbing, electrical services, or fire protection/security apparatus within the Occupier's demise may be carried out except strictly in accordance with the procedures set down in the terms of the Occupier's lease. Drain downs/isolations of life safety systems may have cost implications to the Occupier.

All main contracts are competitively tendered or benchmarked and will be tendered every three to five years or as and when necessary. Each contractor's performance is closely monitored to ensure high service standards are maintained.

Electricity Supply

The energy supply to the building is controlled by the Landlord. Electricity consumption is recharged to Occupiers. Any difficulties encountered with the provision of services should initially be raised with the Facilities Manager.



Fire Safety

Fire Alarm

The building's fire alarm is managed by the Landlord and as such only the Landlord's contractors can undertake works to the fire alarm. If there are any repairs required or alterations proposed, please liaise with Building Management Team.

Fire Assessments

Each Occupier is responsible for arranging their own Fire Risk Assessment by a qualified contractor. The Building Management Team can provide details of their consultants if you wish to contact directly, however Occupiers are free to use their preferred consultants for risk assessments.

Maximum Occupancy

The maximum occupancy for a floor at any given time is 2m²/per person (NIA) for retail space. Office levels are 5m²/per person (NIA) as approved by building control. The car park areas will be assumed to have two occupants per car space. This is to ensure safe means of escape for all Occupiers.

[Lee - Every Tuesday at 10.30am](#)

[Broadhurst - Every Tuesday at 11am](#)

Accidents which occur within the common parts of the building should be reported to the building reception immediately.

Disabled Staff

Occupiers should have a procedure for any disabled staff. It is recommended that employees have a nominated 'buddy'. This buddy should be aware of the location of the disabled employee all the time. In the event of an evacuation they should accompany them whilst exiting the building. A disabled person should not be left unaccompanied in what is potentially a burning building.

A disabled visitor should be allocated a 'host' who is responsible for their welfare and for ensuring that the procedures for a disabled employee are followed should there be an evacuation. If a tenant considers that an evacuation chair is necessary for their procedures then this should be supplied by them and the nominated staff suitably trained in its use. All tenants should supply a copy of their fire evacuation procedures which should allow for disabled persons to the Facilities Manager.

Raising the alarm

If you discover a fire in the building, you need to raise the alarm and alert members of staff on site. You can raise the alarm by breaking the glass on your nearest call point. There are call points located in all communal areas, as well as in your demise.

Evacuating the building

When you hear the fire alarm you should look for your nearest emergency exit. All exits have a green sign above them showing a running man. The arrow on the sign will point in the direction of which you need to travel. If the lights are out due to a power-cut, all signs will be illuminated.

DO NOT USE THE LIFT

[Chepstow Street Car Park \(Facing Main Lee Entrance\)](#)

You should go straight to the assembly point after exiting the building, and report directly to your fire marshal.

It is crucial that you report to your fire marshal, as the fire fighters attending site will want to make sure that everyone is accounted for. Please ensure you have your visitors book with you and all contractors been accounted for.

Rear Fire Escape Stairs

The fire escape route for the building is via the main central stairwell and the two emergency escape staircases for all floors including the basement and loading bay area. In the event of a fire all access doors will fail open and everyone should evacuate through the nearest fire exit onto the stairwell and out of the building via the main reception doors.

Health & Safety

The Landlord and Ashdown Phillips & Partners take their health and safety responsibilities very seriously and as such regular inspections are undertaken of the common parts on a regular basis by the building manager, and documentation in respect of the building is retained in a central location and copies are available upon request from Occupiers. In the first instance if you have any health and safety queries then you should contact the Facilities Manager.

What Are Occupiers Responsible For?

Technically, the Landlord is only responsible for health and safety in the common parts, whilst Occupiers are responsible for health and safety within their premises, including (but not limited to) the provision of a fire risk assessment and a general risk assessment in respect of your premises and for the preparation of a fire evacuation plan in respect of your premises. Every Occupier is different and their health and safety requirements and responsibilities vary depending on their location, staff requirements and their operational requirements.

Accidents/incidents which occur in the common areas should be reported to the reception and Facilities Manager.

For further guidance on your responsibilities please refer to the HSE website as follows: [hse.gov.uk](https://www.hse.gov.uk)

Ashdown Phillips & Partners and XLB Property recognise that good health and safety management is about communication and the Landlord and Occupiers must work together to ensure the building remains a safe and comfortable environment. Please do not hesitate to contact us if you have any queries in respect of health and safety.

Environment & Sustainability

Ashdown Phillips & Partners together with its subsidiary firm's and companies seeks to promote and maintain an Environmental Policy to ensure that the impact of its operations upon the environment is reduced to as low a level as is practicably and economically feasible.

The firm is committed to operating an Environmental Management System that satisfies the requirements of BS EN ISO 14001: 2004 and to maintaining continual improvements of its Environmental performance by minimising pollution to air, land and water, and reducing consumption of natural resources.

Partners and Directors shall ensure that this policy is communicated, understood, implemented, maintained and reviewed throughout the firm.



Alterations to the Building

Certain alterations may require the consent of the Landlord under the terms of the lease. We would specifically bring your attention to the General Guidelines – Landlords Approval Procedure, which outlines the procedures for major/minor works. This has been prepared to reduce inconvenience to the existing Occupiers and speed up the approval process.

Contractor's access to the building will be subject to a "Permit to Work" system and the contractor may be required to use specific access points for their staff and the removal of rubbish.

Occupiers should be aware that undertaking works without formal approval may invalidate contractual guarantees. It is therefore imperative that approval for any works is obtained prior to their commencement.

All alterations, however small, should be initially notified to Ashdown Phillips via the building management team, who will establish whether formal consents are required and ensure that all necessary information flows speedily between the Landlord, Occupiers, and their respective professional advisers.

Existing plans assisting the Occupiers with their proposals can be provided on request. In due course detailed schedule of works will need to be provided by the Occupier together with a specification and method statement.

Contractors' access to the building will be via notification to the Facilities Manager and through the courtyard/goods lifts unless an alternative route has been previously agreed. On completion of the works the following information will be required:

- 4 copies of A1 scale "as-fitted" drawings fully annotated with all amendments to the position of fire alarm call points, detectors, sounders, sprinkler heads and showing the position of all fire rated partitioning.
- Full M&E service layout drawings as amended.
- Two copies of O&M manuals for each element of the fitting out.
- Two copies of a Health & Safety File for the works in accordance with current regulations.
- Two copies of all approvals from statutory and local authorities.
- All the above should additionally be supplied electronically.

Asbestos

Asbestos is present within Broadhurst, however it is being safely managed according to the Asbestos Regulations 2003, legislation.

Any contractors working within either The Tootal Buildings, must be shown the asbestos register and signed off by them before start of work, to demonstrate an understanding.

Occupier's Fit Out

General Guidelines

Office communal areas:

A directory signboard will be provided in the building reception, incorporating all Occupier details in standardised text.

No additional signage shall be permitted within common areas.

All Occupiers' signage size and design shall be subject to the approval of the Landlord.

Signage shall not be permitted to be applied on or behind perimeter external windows.

The Occupiers, following the Landlord's approvals procedure outlined below will carry out sub-division of the Occupier's space.

An access and fire escape route will be maintained at all times, linking the escape staircases.

The Occupier is responsible for ensuring their demised area complies with building standards, regarding fire escape and must extend the Landlord's supply and extract ductwork, as required, to maintain compliance with the building standards.

The Occupier is responsible for the erection and decoration of the dividing partition walls internal to the demise area.

The Occupier is responsible for altering and extending, where necessary, the Landlord's lighting, emergency lighting, smoke detection, and health and safety signage.

The Occupier is responsible for the temporary and permanent installation of firefighting equipment within their demise, to comply with the fire risk assessment.

Good quality, durable materials must be used to compliment the standard of design set within the development, and must be acceptable to meet all current fire safety legislation.

Occupier's fit-out proposals should clearly identify any alterations intended to existing floor, wall and ceiling finishes.

No deleterious materials, as described in the Agreement for Lease, should be used in the fit-out works.

Adequate insulation and protection must be approved where any equipment is to be installed which is likely to cause noise, vibration or odours.

The buildings fire alarm system is to be integrated with the Occupiers' own system. If fit-out proposals involve the division of the space into more than one zone, the Occupier shall provide additional detection equipment, compatible with the Landlord's installation and to meet all current fire legislation.

The Occupier is responsible for ensuring that the fire alarm is audible in all parts of their demise, if necessary, by the installation of additional sounders compatible with the building's present installation.

No fittings, signage etc. shall be permitted to be fixed within common areas without prior consent.

Occupier's Fit Out

Any blinds, curtains, drapes, films etc. to be applied on, or fixed behind the perimeter external windows require Landlord's approval and must be consistent with the buildings specification to maintain a consistent appearance.

Fixing details to be confirmed and approved by the Facilities Manager before proceeding with the work.

Any fixings into the structure require to be made good upon termination of the lease.

Additional rules may be introduced by Ashdown Phillips as required.

Approved Procedures

In addition to the Landlord's approval to fitting-out works, the procedure for which is discussed below, the Occupier must obtain all appropriate statutory consents before commencing any work. This will include Building Control certification obtained from Manchester City council and any approvals needed for Manchester City Council Environmental Health department and the relevant proof that all current fire regulations have been met.

In approving fit-out proposals, the Landlord will consider the following:

- The design must be aesthetically attractive and functional
- The design must not affect the main structural elements of the building
- Systems meet the approval of the statutory undertakers and insurers, and must not affect other parts of the development outside their demise.

The approval procedure will be in two stages. At the first stage, the Occupier's outline proposals will be submitted with four copies of all correspondence. Although outline, the proposals should be in sufficient detail for a realistic assessment to be made and should include floor plans and details of any structural alterations proposed, and brief details of mechanical and electrical installations. The Landlord's managing agent will consider such outline proposals. Once outline approval is obtained in writing, the Occupier will be expected to prepare a detailed submission, which should include:

- Fully co-ordinated scale plans of all levels showing all services in details and all materials to be used.
- Details of all finishes and fittings, including window blinds.
- Details of all junctions to the Landlord's finishes.
- Details of all graphics and their illumination, if applicable.
- Details of timescale for implementation.
- Names of all fitting-out contractors to be used.
- Details of all plant, machinery, safes, storage shelving systems etc. likely to cause high or concentrated loading, vibration, noise or odour, together with proposals for containing these effects.

Colour and trade reference of all materials should be indicated, and where unusual materials to be used, samples should be submitted. Six copies of this detailed submission should be available to Ashdown Phillips.

Once approval of this detailed submission has been given in writing, the Occupier should forthwith make all necessary applications for statutory consents and connections. Once all necessary statutory consents have been obtained, a copy of each should be forwarded to Ashdown Phillips, who will inform the Occupiers when work may commence, and what arrangements will be made for inspection of the work, where appropriate.

Occupier's Fit Out

Standard Working Arrangements & Insurances

All works will be carried out in accordance with the drawings and specifications submitted to and approved by Ashdown Phillips, who reserve the right of inspection, to ensure that the works are being carried out in accordance with the approval, and to the highest standards.

The works will be carried out in accordance with all requirements of the local or other interested statutory authorities, and their execution will comply in all respects with current legislation relating to Health and Safety at Work, and CDM Regulations.

The Occupier is required to inform Ashdown Phillips in writing fourteen days prior to the commencement of the work, confirming a detailed programme outlining the implementation of works, and the completion date. The Occupier's representative will be required to visit the site seven days before work commences, and discuss all details of the project with a representative of Ashdown Phillips.

The Occupier will comply with all requirements of Ashdown Phillips with respect to the mode of carrying out the works, in order to minimise disruption to other fitting-out works being undertaken concurrently, or disruption to other Occupiers.

All works, contractors' plant, materials and rubbish shall be confined to the area of the Occupier's demise. Should this stipulation not be observed, then a Ashdown Phillips at its sole discretion may remove materials or works from outside the demised area, without any liability for damages or loss, and the Occupier shall reimburse the cost of such removal on demand.

Under no circumstances may Occupiers permit fit-out contractors, or any other firms working upon their premises, to deposit or mix building materials, or the like, on roads, car park, stairs or pedestrian walkways.

The Occupier or his representative must agree on site with Ashdown Phillips any existing damage, including blocked drains or damaged finishes, in the demised area and the approved access routes, prior to the start of work on site.

A detailed photographic condition survey must be prepared and agreed with Ashdown Phillips before commencement of the works.

Water and electricity supplies required by the Occupier for the implementation of the building works should be provided and paid for by the Occupier from their own supplies.

All materials, water and other liquids must be adequately controlled. The Occupier will be responsible for any damage within or outside their unit, resulting from non-compliance.

Access routes and points to be used by Occupiers during fitting out works will be determined by Ashdown Phillips at the time of possession, and the Occupier will be responsible for adequately protecting these and for any damage resulting from their fit-out works.

All access will be via a route previously agreed with the Facilities Manager.

The Occupier should maintain suitable temporary firefighting equipment during fitting-out, and Ashdown Phillips will have the right to inspect and check this equipment. The burning of rubbish within or around the development is not permitted.

The Occupier is totally responsible for the activities of their contractors and suppliers within the development.

The permitted hours for working are 08.00 to 18.00 unless otherwise agreed. Delivery time may also be limited.

The security of each demise is the responsibility of the Occupier and not the Landlord.

The Occupier should ensure that a competent person is present on site in charge of the works at all times, and that an out of hours and holiday contact is agreed.

Occupier's Fit Out

The Occupier will be responsible for ensuring that all materials used are compatible with the existing structure.

All Landlord's services passing through the Occupier's demise may not be tampered with in any way, and all fitting out works must, where appropriate, include protection for the services and facilitate ready access to them. Likewise, Occupiers shall not be permitted to alter any part of the existing floors, walls, or the underside of the above.

Noisy work will be limited to out of hours working unless previously agreed with the building management team. Ashdown Phillips reserve the right to terminate all noisy operations which are affecting other use of the building.

The Occupier will carry out, at their cost, any audibility tests on completion of the works.

All works in-connection any BMS controls will be carried out using the Landlord's contracts by nominated contractor.

Occupiers and their fit-out contractors are advised that, as a result of normal building shrinkage and/ or movement, there is a likelihood of cracks occurring. Due allowance should be made, when applying any coating or other finish to such surfaces so as to prevent such cracking from damaging or affecting the finishes in any way. Similar prevention measures should be taken to avoid damage to the finishes resulting from movement in expansion joints in the structure.

Where walls or partitions erected by the Occupier as part of fitting-out works about any structural element of the building (including the underside of the roof deck), care should be taken to incorporate a compressible joint at such junction, to avoid damage occurring as a result of structural or thermal movement.

All internal partitions erected by the Occupier as part of fitting-out works should be constructed in accordance with floor loading capacity, the relevant codes of practice and any recommendations made by the manufacturers of the materials employed.

Partitions through main core walls must be approved by a structural engineer, prior to the work commencing.

Occupiers' fitting-out contractors must have and produce to Ashdown Phillips the following minimum insurances before commencing on site to confirm:

- Public Liability for at least £10,000,000 in respect of any one accident – unlimited on the aggregate.
- Employers Liability –unlimited cover.
- Contractor's All Risk for at least £10,000,000 in respect of any one accident.

Occupiers would be well advised to ensure that these policies have the general principal inclusion clause, as this will protect the Occupier against claims through his contractor. The Landlord may insist on the Occupier and/or their contractor providing further insurances as required.

Occupiers must ensure that penetrations formed through fire rated walls or floors are fully fire stopped, fitted with fire dampers where required, and fully reinstated to maintain the integrity of the fire separations. This will be rigorously enforced.

In the event that any hot works are to be executed, whether in the floor plate or communal areas, a Hot Works Permit must be obtained from the Facilities Manager.

Licences for Alterations & Wayleaves

Fees are estimated on a case by case basis dependent on the complexity and time consuming nature of the proposal.

The proposed fees are estimates that are rarely exceeded unless the project becomes far more complicated than originally envisaged.

Access to commence work is not permitted until the Landlord's Review Team has completed their review of the proposal and the Landlord's legal team has advised the Occupier's solicitors and agreed all documentation.

Undertakings for payment of fees will be required from the Occupier's legal team prior to documentation being prepared.

Specifically

- Ashdown Phillips input is required from the outset for the following points:
- Obtaining details of proposal from Occupier/Occupier's consultants.
- Endeavouring to meet Occupier's programme.
- Co-ordinating Landlord's professional team, reviewing plans, documentation and responses from the Landlord's professional team.
- Reviewing proposal and making recommendation to client.
- Liaising with and instructing client's solicitors, forwarding documentation, reviewing Licence to Alter (and access letter if necessary).
- Ashdown Phillips site management should be involved in the following:
- Attendance at initial project meetings and meetings with Occupier's/Landlord's consultants to formulate and review proposal.
- Ensuring the contractor signs and accepts Occupier guidelines and associated documentation.
- Monitoring of project until satisfactorily completed.
- Report to Ashdown Phillips' office so that solicitors can be advised.



Guidelines

Licence for Landlord's Consent

Please find below some guidelines to the procedure to be followed when applying for licences for Landlord's consent.

1. Please allow at least four weeks for processing from the date of the application to the time the licence is required to take effect. Alterations may be required to your proposals and additional information requested in order that they receive consent, so the more notice we receive the less abortive costs you will incur.
2. The application must be made in writing and given in the first instance for processing to the Facilities Manager.

It is advisable to involve Ashdown Phillips at as early a stage as possible, as advice given can avoid delays in the issue of a licence. If the works are structural or complex, it may be necessary for a building surveyor to be instructed on behalf of the Landlord.

The nature and complexity of your proposed alterations will affect whether Ashdown Phillips themselves will issue a "letter licence" on behalf of the Landlord, or a formal deed granting "Licence for Alterations" which is prepared by solicitors. As a general rule, should any of the alterations affect Landlord's areas, a formal deed will be required. Both require Landlord's instructions. Please do not contact your Landlord direct.

3. Once proposals have been agreed, generally four copies of all plans and specifications relevant to the alterations should be sent to Ashdown Phillips, copies of methods statement and safe methods of working should also be supplied.
4. Some of the alterations which may require consent include partition changes, electrical, mechanical and sprinkler alterations. If in doubt refer to the terms of your lease or telephone Ashdown Phillips.
5. Where partition alterations are involved, you should provide two further copies of the plans indicating the proposed furniture layout, routes to fire exits, signs, call points, alarm bells, extinguishers and any other alterations which may affect the means of escape.
6. Where partitions are of a structural nature, we will require your engineer's confirmation that these are not exceeding the recommended floor loading.
7. Where a Occupier's alterations involves the creation and relocation of a partition or structure, the Occupier will be responsible for ensuring that any existing HVAC system will be adapted to serve the new office configuration. In addition it is not to be detrimental to the Landlord's system in any way. The suitability of the adaptation will be reviewed by your Landlord's mechanical and electrical consulting engineers.
8. When all the information has been gathered you should send a formal written application. The application must include an undertaking to meet all reasonable surveyors' and legal costs (including VAT) incurred by your Landlords, whether or not the matter reaches completion. The application should also advise to whom the draft licence should be sent.
9. The Occupier will be responsible for obtaining all necessary local authority and statutory consents, including that of Building Control and the Fire Officer, and for conforming with any requirements under the Construction (Design & Management) Regulations 1994.

We would be grateful if you could draw this procedure to the attention of all those involved in planning future alterations.

Please note that these are only guidelines, and each application is different. As soon as Ashdown Phillips is aware of your proposals we will be able to assist with the specific requirements.



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Glossary of Terms

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| Access fob | A security card issued by the Building Management to control access to the basement car park to those that are authorised to enter |
| Ashdown Phillips & Partners | The company appointed by the Landlord to be responsible for the day to day operations and management of the Buildings |
| Building | The Tootal Buildings |
| Building Management | A member of the Ashdown Phillips & Partners Team |
| Car Park | The basement car park and Milling St car park |
| Common Areas | Areas common to all Occupier's and managed by the Building Management |
| Disaster Recovery Contingency Plan | A business recovery plan developed by each Occupier to ensure that they are able to resume business at the earliest opportunity following a major incident |
| Emergency Services | Greater Manchester Emergency Services |
| Evacuation Coordinator | Appointed by a Occupier to be responsible for verifying all their staff have been evacuated from their demise and the building. To liaise with Emergency Services |
| Fire Alarm System | The base build fire detection and alarm system comprising of alarm panel, detector heads, call points and sounders |
| Fire Assembly Point | An external location identified by Building Management and incorporated within each Occupiers own fire evacuation procedures for the assembly of staff in the event of an emergency evacuation |
| Fire Brigade | The Greater Manchester Fire & Rescue Service |
| Fire Marshall | Appointed by a Occupier to be responsible for gathering information on the status of the occupied floor from the Fire Wardens and liaising with the Evacuation Co-ordinator at the Fire Assembly Point |
| Fire Risk Assessment | An assessment of the potential risks that may exist in the event of a fire. It is a statutory requirement for all premises and for Occupiers to provide this for their respective demised spaces |
| Fire Wardens | Persons identified by a Occupier to assist in the safe evacuation of staff in the event of an emergency evacuation |
| Goods Lifts | Lifts with the specific role of, transporting goods to and from a Occupiers' demise, facilitating waste removal |
| House Rules & Regulations | Essential rules and requirement for any contractor undertaking work within The Tootal Buildings |
| Landlord | XLB Property |
| Major Incident | An incident that results in a major loss of services to the building and the partial or total evacuation for more than 24 hours. |
| Occupier | A company with a leased space within the building. |
| Occupier Fit Out Guidelines | Guidelines for Occupiers' design teams and contractors that may be involved in developing or delivering a fit out in a Occupiers' demise. |
| Occupier Incident Coordinator | The person identified by an Occupier to coordinate their response to a security incident. |
| Passenger Lifts | Those lifts solely for the transportation of people not goods or deliveries. |
| Receptions | Receptions where staffing is provided by AM Support Services |
| Refuse Bin Store Area | Area set aside in Milling St car park for the storage of segregated waste and general refuse. |
| Security Officers | The Tootal Buildings team that provide security cover out of hours |
| Security Supervisor | The senior Security Guard with responsibility for coordinating the security operations |

Thank you.

TootalBuildings.co.uk

 [the_tootal_buildings](#)

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Phillips
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& PARTNERS