



TENANT INFORMATION PACK

BOTTLE WORKS, THE BARS, GUILDFORD, GU1 4LP

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ARCHITECTURAL SPECIFICATION

MAIN ENTRANCE AND TERRACE

MAIN ENTRANCE

Extensive landscaped terrace landscaped terrace providing seating and planters, leading to new office entrance via stair and DDA access ramp.



RECEPTION

EXTERNAL DOORS

Glazed automatic swing doors.
Colour: Dark grey.

FLOOR

Large format porcelain tiles.
Colour: Light Grey Concrete effect.
Herringbone timber effect vinyl.

WALLS

Feature brick slips and glazed tiles.
Painted plasterboard and plastered walls.
Colour: White and Mid Green.
Dark Grey solid surface skirting.

WINDOWS

Reconditioned double glazed openable windows.
Colour: White internally, Dark grey externally.

COLUMN

Painted concrete.

CEILING

Exposed concrete coffer.
Light fittings - Feature suspended lights.
Floor to ceiling: 3.28m approx.

White painted plasterboard ceiling with light grey felt acoustic battens.
Light fittings - Recessed spot lights.
Floor to ceiling: 2.64m approx.

JOINERY

Bamboo faced full height storage cupboards.



BUSINESS LOUNGE

FLOOR	Herringbone timber effect vinyl.
WALLS	Exposed brickwork. Painted plasterboard. Square edge white timber skirting.
WINDOWS	Full height fixed double glazed windows. Colour: Dark grey. Fixed glazed perimeter roof lights. Colour: Dark grey.
EXTERNAL DOORS	Glazed crittall style swing doors. Colour: Dark grey.
COLUMNS	Painted steelwork. Colour: Dark grey.
CEILING	Central white painted plasterboard ceiling with light grey felt acoustic battens. Light fittings - Recessed spot lights. Floor to ceiling: 2.5m approx.
JOINERY	Self service tea point and sink. Worktop: Dark grey solid surface. Cupboards: Mid green cupboard fronts.
REAR TERRACE	Paved area with raised planters, accessed directly from the business lounge.

LIFT LOBBIES

FLOOR	Large format porcelain tiles. Colour: Light Grey Concrete effect.
WALLS	Half height large format porcelain tiles to bottom section of lift wall. Colour: Light Grey Concrete effect. Painted plasterboard and timber to top section of lift wall. Colour: Varies on floors, White Dark Grey, Mid Green. Dark Grey solid surface skirting.
WINDOWS	New curtain wall crittall effect double glazing. Colour: Dark grey.
CEILING	White painted plasterboard ceiling with light grey felt acoustic battens. Light fittings - Recessed spot lights. Floor to ceiling: 2.4m-2.66m approx.
LIFT REVEALS	Dark Grey solid surface reveal linings.
LIFT DOORS	Dark Grey metal doors surface reveal linings, Mid Green painted over panels.
LIFT INTERIORS	Dark Grey and light grey back painted glass, Dark Grey metal panels, Light panel ceiling.

WC FACILITIES

FLOOR	Large format porcelain tiles. Colour: Light Grey Concrete effect.
WALLS	Half height large format porcelain tiles to bottom section on two WC walls. Colour: Light Grey Concrete effect. Painted plasterboard to top section of walls. Colour: White with Mid Green downstand detail. Light Grey Concrete effect porcelain skirting.
CEILING	Suspended plasterboard ceiling. Light fittings - Recessed spot lights. Colour: Mid Green. Typical Floor to ceiling: 2.55m approx.
DOORS	Full height cubicle door and wall system. Colour: Dark grey.
SANITARYWARE	Wall mounted basin - White. Floor mounted WC - White.
FITTINGS	Brushed stainless-steel fittings. Electric hand driers. Soap dispenser trays. Large curved wall mirror.



SHOWERS & CHANGING ROOMS

FACILITIES

3no. Unisex shower and changing cubicles incorporating changing bench.
1no. Accessible WC & Shower.
1no. Unisex WC cubicle.
Cleaners cupboard.
Heated Z lockers
Vanity area incorporating sink, large wall mounted mirror and wall mounted hair driers.

FLOOR

Large format porcelain tiles.
Colour: Light Grey Concrete effect.

WALLS

Full height large format porcelain tiles to shower cubicles.
Colour: Light Grey Concrete effect.
Painted plasterboard to cubicle changing area.
Colour: Mid Green.

CEILING

Suspended plasterboard ceiling.
Light fittings - Recessed spot lights.
Colour: White.
Floor to ceiling max 2.40m approx.

DOORS

Full height cubicle door and wall system.
Colour: Dark grey.

FITTINGS

Brushed stainless-steel fittings.

CYCLE STORE

FACILITIES

Dedicated secure gated cycle storage area in building undercroft.
Semi vertical metal cycle racks (28no.).
Folding cycle lockers (15no.).
Metal Z lockers.

PARKING

CAR PARKING

14no. parking spaces externally.
(8no. with EV charging, 6no. with potential for future installed EV charging).

36no. covered basement spaces.
(6no. with potential for future installed EV charging).

1no. management/staff space.

50 total spaces.

NORTH WING GROUND FLOOR

9,440 SQ FT (877 SQM) approx.

FLOOR	150mm approx gross metal raised access floor.
WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting.
WINDOWS	Reconditioned double glazed openable windows. Colour: White internally, Dark grey externally. Two large central openable skylights.
COLUMNS	Painted concrete.
CEILING	Exposed concrete soffit to perimeter. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 3.28m approx. White painted plasterboard service bulkhead with white metal access tiles. Light fittings - White recessed linear lights and recessed spot lights. Floor to ceiling: 2.64m approx. White painted central raised plasterboard ceiling with two large openable skylights. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 3.2m approx.

NORTH WING FIRST FLOOR

10,170 SQ FT (945 SQM) approx.

FLOOR	150mm approx gross metal raised access floor. 90mm approx metal raised access floor to central area surrounding lightwell (87 sqm 935 sq ft approx).
WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting.
WINDOWS	Reconditioned double glazed openable windows. Colour: White internally, Dark grey externally. New curtain wall glazing with openable sections to central lightwell. Colour: Dark grey.
COLUMNS	Painted concrete.
CEILING	Exposed concrete soffit to perimeter. Light fittings - Dark grey surface mounted linear lights.. Floor to ceiling: 3.3m approx. White painted plasterboard service bulkhead with white metal access tiles. Light fittings - White recessed linear lights and recessed spot lights. Floor to ceiling: 2.66m approx. White painted central raised plasterboard ceiling. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 3.2m approx.

NORTH WING SECOND FLOOR

8,955 SQ FT (832 SQM) approx.

FLOOR	150mm approx gross metal raised access floor. 90mm approx metal raised access floor to central area surrounding lightwell (64 sqm 688 sq ft approx).
WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting.
WINDOWS	Reconditioned double glazed openable windows to perimeter dormers. Colour: White internally, Dark grey externally. New curtain wall glazing with openable sections to terrace spaces. Colour: Dark grey.
COLUMNS	Painted steelwork. Colour: Dark grey.
CEILING	Exposed steelwork and services to central pitched section. Light fittings - Dark grey suspended linear lights. Floor to ceiling: Varies. Sloping white painted plasterboard bulkhead sections either side of feature pitch section. Floor to ceiling: Varies. Flat white painted plasterboard ceiling to central lightwell section. Light fittings - White recessed linear lights and recessed spot lights. Floor to ceiling: 2.4m approx.
TERRACE	2no. private 1.2m-wide approx terraces spaces, directly accessible from office accommodation via glazed doors. Dark Grey metal railings. Composite timber decking flooring.

SOUTH WING GROUND FLOOR

4,810 SQ FT (447 SQM) approx.

FLOOR	150mm approx gross metal raised access floor. Localised area of screeded floor with recessed floor trunking section (32 sqm 344 sq ft approx).
WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting.
WINDOWS	Reconditioned glazed crittal style windows. Colour: Dark grey internally, Dark grey externally.
COLUMNS	Painted steelwork. Colour: Dark grey.
CEILING	Raised white painted plasterboard ceiling to window bays with boxed out downstand beams. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 3.2m approx. Central white painted plasterboard service bulkhead with white metal access tiles. Light fittings - White recessed linear lights and recessed spot lights. Floor to ceiling: 2.64m approx.

SOUTH WING FIRST FLOOR

4,295 SQ FT (399 SQM) approx.

FLOOR	150mm approx gross metal raised access floor.
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WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting. Perimeter Fancoils to pitched roof section of floor plate.
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WINDOWS	Reconditioned glazed crittal style windows. Colour: Dark grey internally, Dark grey externally. Reconditioned double glazed openable windows. Colour: Dark grey internally, Dark grey externally.
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COLUMNS	Painted steelwork. Colour: Dark grey.
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CEILING AREA ADJACENT TO LOBBY	Raised white painted plasterboard ceiling to window bays with boxed out downstand beams. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 3.2m approx. Central white painted plasterboard service bulkhead with white metal access tiles. Light fittings - White recessed linear lights and recessed spot lights. Floor to ceiling: 2.66m approx.
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CEILING PITCHED SECTION	Raised white painted plasterboard pitched roof section to central. Light fittings - Dark grey suspended linear lights. Floor to ceiling: Varies. Flat white painted plasterboard ceiling to dormer sections. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 2.38m approx.
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SOUTH WING SECOND FLOOR

1,410 SQ FT (131 SQM) approx.

FLOOR	150mm approx gross metal raised access floor.
WALLS	White painted plasterboard and plastered walls. Square edge white timber skirting. Perimeter Fancoils.
WINDOWS	Reconditioned double glazed openable windows. Colour: Dark grey internally, Dark grey externally.
COLUMNS	Painted steelwork. Colour: Dark grey.
CEILING	Raised white painted plasterboard pitched roof section to central. Light fittings - Dark grey suspended linear lights. Floor to ceiling: Varies. Flat white painted plasterboard ceiling to dormer sections. Light fittings - Dark grey surface mounted linear lights. Floor to ceiling: 2.38m approx.



TECHNICAL SPECIFICATION

EXECUTIVE SUMMARY

The existing building comprises of two connected wings:

The northern wing was built in approximately 1993 and comprises of three floors of open plan office space, originally centred around an internal open courtyard. The wing also contains the main entrance foyer and a lower car park containing basement plant rooms. Further plant space is located at sub-basement level.

The southern wing contains three floors of tenant office space. The building was developed into a large depot in 1960, and up to 1974 was historically known as the 'Bottling Plant'. The building is locally listed but does not hold any statutory protection.

All the services have been completely stripped out, and the building substantially refurbished to provide a modern, 'high-end' attractive Grade A office building, suitable for occupation for one or more new tenants.

Plant space is provided on the basement and sub-basement levels and within a new condenser plant space at roof level.

This document describes the MEP services and other functions delivered by the landlord, for use by the tenant(s).

SUMMARY OF MEP SERVICES



CGI of 1st Floor, North Wing

The following sections summarise the MEP services provisions provided for the tenants.

UTILITIES

ELECTRICAL SUPPLY

The building is served by a dedicated substation location externally to the building.

The building is served by a new mains LV switch panel, complete with an 800A TP&N incoming isolator.

All-electric building, no fossil fuels.

400kVa power supply to the building.

WATER SUPPLY

A new metered 54mm MDPE incoming supply to a central cold water storage tank located at the car park level.

A capped BCWS supply shall be provided within the ground floor business lounge to serve a future tea point.

A sub-metered boosted cold water supply is provided to the outlets within each office demise.

A capped BCWS supply is provided within each office demise to serve a future tea point and a universally accessible water supply in accordance with Fitwel to serve a future water fountain.

TELECOMMUNICATIONS

Landlords Wi-Fi system to serve communal areas.

Tenants to be responsible for fit-out of their telecoms services.

Fibre to be installed and available at the risers on each floor. Providers to be confirmed following surveys.

METERING

Utility Metering

- Landlord areas are served via a dedicated utility power meter and utility water meter.
- Further discussion will be required with each of the proposed utility providers to identify the potential for incorporation of smart metering.

Landlord's Sub-metering

- All sub-meters are connected to a registered metering network to enable central recording of the Landlord's sub-meters and billing production.
 - Pulsed water meters for each office demise are located within the ceiling voids and be easily accessible for reading or replacement if required.
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SUSTAINABILITY

BREEAM

The following elements are incorporated into the building MEP systems to contribute to achieving an excellent rating.

- Energy efficient services for HVAC systems and lighting.
- Air source heat pump technology (ASHPs) is a Low Zero Carbon source for generating space heating, cooling and domestic hot water.
- Thermal zoning and controls.
- Building User Guide.
- Water monitoring and major leak detection.
- Monitoring and logging of all meters and sub meters.
- Energy monitoring via the BMS.
- Insulation rated A+ (BRE Green Guide to Specification).
- Lighting control system with presence detection.
- LED lighting.

FITWEL

The following elements are incorporated into the building MEP systems to contribute to achieving a 2 star rating.

- Universally accessible water supplies are provided within each office demise. for a tea point and a water bottle refilling station.
- Thermal controls of heating and comfort cooling systems.

EPC

An 'A' rating is targeted.

WIREScore

'Gold' standard targeted.



MECHANICAL SERVICES

DESIGN CRITERIA

- Occupancy density 1 person per 8m².
- Ventilation rates:

Zone	Ventilation Rate Supply	Ventilation Rate Extract
Corridors & Lift Lobbies	0.5 l/s/m ² approx	0.5 l/s/m ² approx
Stairwells	N/A	N/A
Office	14 l/s/person	14 l/s/person
Meeting Rooms	12 l/s/person	12 l/s/person
Kitchenette	8 ACH	10 ACH
Plant Rooms	4 ACH	4 ACH
WCs	8 AC/H supply 10 ACH	10 AC/H supply 10 ACH
Stores	2 ACH	2 ACH

- Internal temperatures:

Zone	Winter (°C)	Range	Summer (°C)	Range
Corridors & Lift Lobbies	19	N/A	Uncontrolled	N/A
Stairwells	19	N/A	Uncontrolled	N/A
Office	22	+/- 2	22	+/- 2
Meeting Rooms	22	+/- 2	22	+/- 2
Kitchenette	22	+/- 2	22	+/- 2
Reception	22	+/- 2	22	+/- 2
Plant Rooms	16	+/- 2	Uncontrolled	N/A
WCs	19	+/- 2	Uncontrolled	N/A
Showers & Changing Rooms	19	+/- 2	Uncontrolled	N/A
Stores	Uncontrolled	N/A	Uncontrolled	N/A

TECHNICAL SPECIFICATION

HEATING AND COMFORT COOLING

A dedicated VRF system is provided to each individual office floor. VRF condensing units are installed at roof level within the plant enclosure.

COMMS ROOM COOLING

The landlord's comms room at lower basement level is provided with DX cooling by a dedicated multi-split DX heat pump system. The condenser unit serving the comms rooms is installed at upper basement level within the car park.

HEATING OF COMMON AREAS

Electric heating is provided to the changing areas, showers, WCs, and stairwells. All electric radiators are supplied complete with thermostats and time clocks.

MECHANICAL VENTILATION

Mechanical supply and extract ventilation with heat recovery is provided to the offices of North Wing and South Wing by the air handling units located within the plant room at lower basement level. An additional air handling unit located within a plant room at car park level provides mechanical supply and extract ventilation to North Wing. The WC cores are provided with mechanical extract ventilation by dedicated extract fans, located within the ceiling voids above the 2nd floor WCs.

DOMESTIC HOT WATER

Low Temperature Hot Water (LTHW) is generated at by an Air Source Heat Pump (ASHP) located within the upper basement car park. The ASHP serves an indirect hot water storage calorifier located in the lower basement plant room. The calorifier includes an electric immersion heater. A pumped domestic hot water flow and return system distributes hot water throughout the building. A capped connection (flow and return) is provided at high level adjacent to the tea point in each office suite.

FOUL DRAINAGE

North Wing floors 2 down to ground discharge via gravity into the existing connections to the below slab drainage system within the basement slab and the existing sewer outfall at high level within the car park retaining wall. The upper basement of North Wing discharges via gravity into a suspended gravity foul water drainage system at lower basement level. This system penetrates the lower basement plant room retaining wall to discharge into an existing manhole within the car park. The safety valve discharge from the domestic hot water cylinder within the lower basement plant room is pumped to high level within the plant room to discharge into the suspended gravity drainage system. South Wing floors 2 down to ground discharge into the existing connections to the below slab drainage system within the ground floor slab.

RAINWATER DRAINAGE

All roof areas are provided with rainwater outlets. All roof and terrace areas drain via gravity to connect to the existing below slab drainage system connections at basement level. New connections to the below slab drainage system are provided at ground floor level.

TECHNICAL SPECIFICATION

SMOKE CONTROL VENTILATION

The smoke control ventilation systems serve the following areas:

- Basement Car Park
- Escape Staircases
- Basement lobbies

Basement Car Park

- The car park ventilation is required to remove pollutants during normal operation, and smoke ventilation in the event of a fire.
- Fresh air is drawn into the car park naturally through the entrance and the adjacent opening.
- Impulse fans are installed at high level in the car park to direct air flow towards the extract fans.
- Mechanical extract ventilation is provided by duty and standby extract fans located within the upper basement plant room at the rear of the car park.
- Extracted air is discharged via a horizontal exhaust louvre within the landscaping on Stoke Road.
- The car park extract fans are capable of ramping down i.e., having variable speed settings that correspond to the varying levels of CO² within the car park areas monitored by a Carbon Monoxide sensor to achieve the following settings:

Carbon Monoxide Level (ppm)	Air Change Per Hour (m ³ /s)
Less than 15	System off
15-30	3 ach
30-50	6 ach
Greater than 50	8 ach
Fire Condition	10 ach

- The car park ventilation systems is controlled by a dedicated panel located within the car park.

Escape Staircases

- Automatic Opening Vents (AOVs) are provided at the head of each staircase to enable smoke to be cleared from the stairwell.
- Controls for each AOV are located at the bottom of each staircase, with manual break-glass points located at the top and bottom levels of each staircase.

Basement Lobbies

- The basement lobbies serving stairwell 1 in North Wing are provided with natural smoke ventilation by means of fire-resisting louvres within each lobby. Fire-resisting ductwork distributes from each louvre to terminate within the car park.

TECHNICAL SPECIFICATION

BUILDING MANAGEMENT SYSTEM

A building management system is provided to undertake the following functions:

Time Control

- All plant including heating, cooling and domestic hot water generation plant, and major ventilation systems.
- Optimum start/stop of the heating/cooling system where appropriate.
- Zone control of all systems.

Temperature Control

- Weather compensation of the heating/cooling systems.
- Night set back mode of heating/cooling where not provided as part of the systems packaged control.
- Frost/condensation protection (building and equipment).
- All global set points where local user control is not provided.
- Set point adjustment.

Functional Control

- Sequencing and automatic changeover of pumps/fans.
- Plant interlocks for the gas safety and fire alarm systems.

Monitoring

- Water and air systems flow and return temperatures.
- Water system storage temperatures.
- Distribution and return fluid temperatures.
- Plant failure/condition.

Standalone Controls

The following plant shall be provided complete with factory commissioned packaged standalone control panels:

- Cold water booster sets.
 - Smoke ventilation fans.
 - Life safety backup generator.
 - Offices supply and extract AHUs.
 - WC Extract Fans.
 - DHW ASHP.
 - VRF heating and comfort cooling systems.
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ELECTRICAL SERVICES

LIGHTING LUX LEVELS

The lighting levels within the building:

Area	Lux Level	Uniformity	Min Lumens Per Circuit Watt (Ipcw)
Stairs	150	0.7	90
Corridors & Circulation / Stores	100	0.7	90
Toilets	100-200	0.7	90
Plant Areas	200-300	0.7	90
Comms Room	400-500	0.7	90
Covered Car Park	75	0.7	90
External Car Park	20	0.7	90
Offices	400-500	0.7	90
Electrical Switchroom	300	0.7	90

LIGHTING & EMERGENCY LIGHTING

The lighting is designed in accordance with Approved Document Part L and BREEAM Excellent requirement.

Lighting levels designed as recommended by the current CIBSE Lighting Design Guide.

LED luminaires for economical running cost.

Fully functioning lighting control system consisting of area controllers and presence detectors. To provide general lighting, pre-determined scene lighting, and interfacing.

Lighting control achieved with either manual switching or/and presence detectors.

Emergency lighting provided throughout the building in accordance with SB5266 and the requirements of the Building Regulations.

Self-contained maintained and self-contained non-maintained emergency type fittings installed.

Emergency lighting provide 3hrs autonomy.

TECHNICAL SPECIFICATION

SMALL POWER & DATA

Dedicated combined lighting and small power distribution boards located on each floor complete with check meters. Tenant fitout to deliver under floor small power arrangement for occupation.

Electric vehicle chargers located within the car park.

Life safety generator to serve the smoke clearance system and evacuation life.

Dedicated landlord distribution board to serve the common areas and plantrooms.

FIRE ALARM

Fire alarm system Category L1 detection coverage for the protection of life (as defined by BS5839-1:2019).

Digital addressable fire alarm system provided throughout the building to conform with BS5839.

The fire alarm system shall provide interfaces and power supplies for all necessary plant shutdown.

PART M (DDA SYSTEMS)

Emergency refuge communication system provided in accordance with BS5588 and part M of the building regulations.

Disabled toilet alarm system installed in each disabled WC to provide local audible and visual alarm and a remote alarm facility linking back to the reception desk at ground floor entrance lobby.

A disabled refuge alarm system installed in all escape cores to comply with BS5588 and the requirements of the DDA. The system will enable hands free two-way communication from each respective refuge point to the point of fire control located on the ground floor.





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