



NORTHERN TRUST

INVESTMENT | DEVELOPMENT | REGENERATION

**OUTLINE OFFICE
SPECIFICATION**

1.0 INTRODUCTION

Northern Trust has developed a number of office park environments throughout the UK drawing on a wide range of professional and client experience to produce an office product that provides the ideal balance between cost, efficiency and longevity. As Northern Trust retain all of their developments within their property portfolio the quality of the materials and finishes used are of the highest standard.

Key Features

- Each building is constructed to the highest standard using quality materials.
- Each building is a self contained 2 storey building with its own front door.
- Units can be split to provide individual suites.
- Each floor of each building is self contained with its own toilet accommodation.
- The buildings are finished to a Grade A specification.
- Free designated car parking spaces.
- Each building is fully DDA compliant.

Please note that this outline specification is to be used as a guide only and certain items may vary slightly.

2.0 THE BUSINESS PARK EXTERNAL ENVIRONMENT

As important as the quality of the office buildings themselves is the environment in which they are presented. Northern Trust work with landscape architects to ensure the transition between the buildings the planted soft landscaping and the hard landscaping areas is as pleasing as possible.

We aim to ensure the best mix of planting and grassed areas to provide an attractive and green working environment, but also one that is easy to maintain with upkeep costs kept to a minimum. Particular attention is given to boundary treatments to ensure the office park blends with its surroundings.

Access roads and car park areas are finished with hot rolled tarmac finish. Each building benefits from its own dedicated car parking, which is clearly marked with road grade thermoplastic lines and numbers. Paths and courtyard areas are finished in a mix of traditional paving flags and block paving to complement the buildings.

Thought has been given to vehicle and pedestrian movements around the site to avoid conflict between people and vehicles and ease of access to buildings. Clear but not intrusive signage ensures each building and occupier can be easily identified and located. Each tenant will benefit from inclusion on the estate directory board.

A mixture of cycle racks and cycle hoops are provided throughout the site and bin stores are provided as natural timber closed board enclosures to conceal the bins.

The office parks lighting scheme has been designed to provide a well lit environment at night. The lighting scheme provides adequate lighting to the car parks, access roads, pavements and buildings. Security and tenant safety have been at the forefront of the lighting design. The individual buildings feature lighting schemes have been design around aesthetics, whilst the whole scheme has been designed with the need to reduce light pollution in mind.

3.0 THE EXTERNAL OFFICE DESIGN

The external office design feels modern whilst utilising traditional long lasting materials that will stand the test of time. Our offices look as good after years of productive use as they did the day they were constructed.

All of our offices are of two storey steel framed construction under a pitched and tiled roof. The walls are of a red facing brick with art stone sills and window heads. The windows are powder coated aluminium frames with tinted double glazed units. The windows can be opened and locked and benefit from trickle vents for natural air ventilation. The steel frame construction allows ribbon windows at first floor level for enhanced levels of natural light.

Gutters and downspouts are powder coated aluminium to match the windows and provide a sturdy finish for longevity. External first floor fire escapes are aesthetically designed and powder coated to match. The external entrance is covered by a steel and glazed feature canopy.

3.0 THE INTERNAL OFFICES

The Northern Trust office design has been developed with occupier comfort and flexibility of use at the forefront with materials and finishes to the highest standards.

All the offices feature a central core area which houses the reception, toilet accommodation, lift, service cupboards and risers. Northern Trust provides a high quality 8 person fully shafted lift to all of the office buildings.

The offices are designed to provide flexible accommodation for a wide range of uses and to enable occupiers to utilise the premises to optimise both their enjoyment and their efficiency. The internal design and specification has evolved over a number of years through a mixture of lessons learnt from occupiers' recommendations and constantly analysing and reacting to changes in office requirements.

Northern Trust provides a floor to ceiling height of approximately 2.65 metres measured between the raised floor and the suspended ceiling. This level is institutionally recognised and recommended by the British Council of Offices (BCO)

All the internal office areas are provided to an open plan finish and are ready to move into. The principle areas of the building provide the following specification:-

3.1 Ceiling and Lighting

Suspended ceilings are provided throughout the accommodation to ensure flexibility of lighting and partitioning layouts. Ceiling tiles are of Armstrong or similar specification and selected for their acoustic and thermal properties. The tiles prevent noise resonance and absorb rather than bounce the general office noise, whilst providing an insulation barrier to prevent heat loss.

The open plan office accommodation is lit by recessed modular high frequency energy efficient luminaries, complete with louvres to achieve 400 lux in accordance with the CIBSE recommendations. The lighting installation is fitted to fully comply with CIBSE Lighting Guide 7 (LG 7).

3.2 Access Floors and Power

A full access raised floor is provided throughout the working area and this flooring is designed to carry loadings of up to 4kN/m² live load (staff and furniture) and 1kN/m² dead load (office partitions). These floor loadings are institutionally recognised and recommended by the British Council of Offices (BCO)

A high grade steel encapsulated raised access floor with a clear void of at least 200mm is provided to all office areas in the stand alone pavilion units. Timber deck raised access floors with a clear void of at least 150mm are provided in the semi detached and terrace units.

The raised access raised floor allows occupiers to run a cable free environment with tenant's telecommunications, data and small power provision able to be installed under the floor. The raised floor also allows easier reconfiguration of the office environment.

Double socket outlets are provided in various positions throughout the office to allow for fitting out, cleaning and other uses. Entrance lobbies and other areas also benefit from cleaners sockets.

3.4 Heating

The offices are heated by way of a natural gas fired LPHW heating boiler to serve radiators in the office, toilets and entrance.

All radiators are evenly distributed throughout the office area. The positions have been selected to allow for easy of subdivision without the need to relocate radiators. Radiators are spaced to allow partitioning to the central window mullions.

3.4 Finishes

The floors to the office areas will be carpeted in a high standard cut pile carpet tile or the occupier can select to take a carpet allowance in lieu of carpet to allow them to select their own floor finish.

The internal walls throughout will be finished in an off white emulsion finish with all door frames, skirts and sills finished in white gloss.

The reception area and toilet floor finishes are ceramic tile for ease of cleaning and maintenance.

The internal doors are solid core with white American Oak hardwood veneer finish in painted frames with matching architraves with heavy duty solid stainless steel ironmongery.

4.0 WC FACILITIES

Each Northern Trust offices provides high quality toilet facilities with male and female accommodation provided on each floor of the buildings and disabled accommodation where required.

Each WC is lit by energy efficient recessed fluorescent luminaries. The lighting is sensor activated and incorporates an emergency provision to illuminate in the event of mains failure. The walls and ceiling finishes match those in the office area, and the floors are finished with high quality ceramic tiles.

Within the disabled facilities a pull cord distress alarm is provided as standard. This connects to an audible sounder and visual indicator outside of the toilet.

Extract ventilation is provided in all toilet areas.

5.0 DISABILITY DISCRIMINATION ACT

The Disability Discrimination Act (DDA) came into force on 1 October, 1999; and the final rights of access came into force in October 2004. The act requires employers to make physical adjustments if their employment arrangements or premises place disabled people at a significant disadvantage compared with non-disabled individuals. DDA compliance is now a legal requirement for all office occupiers and those which are not DDA compliant may be subject to litigation.

All our buildings are fully DDA compliant enabling our premises to be accessed by both disabled staff and customers. As an employer this means that you will be complying with the physical requirements stipulated by Disability Discrimination Act and are demonstrating that you have made a positive move to accommodate all office users.

The office buildings provide the following:

- Disabled parking
- Level access entrances
- Full lifts to each floor
- Disabled WC's on each floor