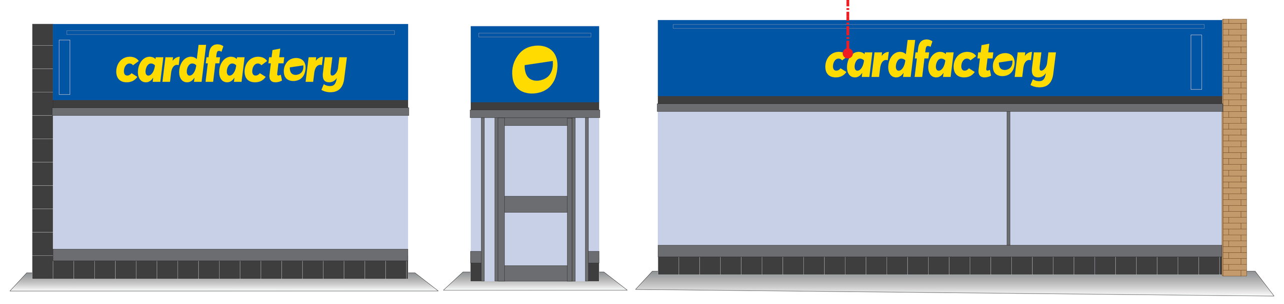
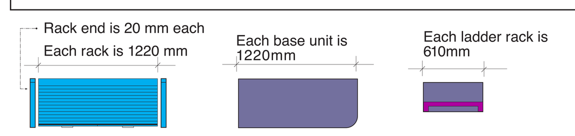
EXISTING SHOP FRONT / SIGNAGE ELEVATION

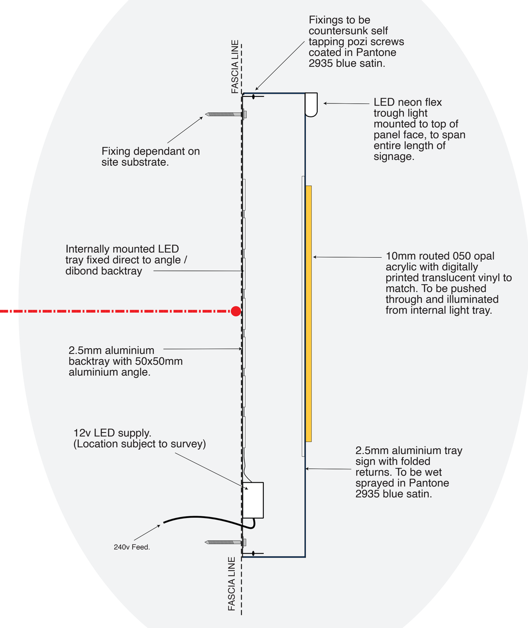


PROPOSED SIGNAGE ELEVATION



NOTE: All sales floor walkway widths to achieve a minimum of 1250mm. If this is not possible in any area please contact Jonathan Payne, Property Dept.

SECTION THROUGH SIGN

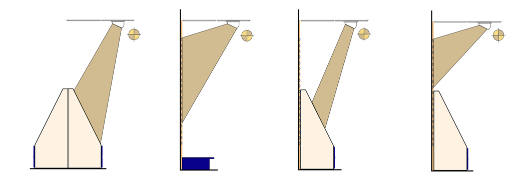


FULL ILLUMINATION

NOTE: A fuse spur needs to be provided for each sign and must be installed in close proximity to each sign.

LIGHTING KEY

(600 x 600 panel symbol)	600mm X 600mm ULTRA SLIM LED CEILING MOUNTED LIGHTING MODULES (SUPPLIED BY CARD FACTORY) Part No. KK-PS-22NW-50-S LUMINOUS FLUX 3600LM, COLD WHITE, CRI >72 AT A BEAM ANGLE OFF 110°
(downlight symbol)	LED DOWN LIGHT. DS-001-38W. 35 DEGREES. AC 90~260V,50/60Hz.
(circle symbol)	300mm x 300mm ETERNA FITTING WITH PIR



NOTE: The average lighting LUX levels based on lighting design layout for this site reads between 2700-3100 (Lux) at different areas of the store retail area

ELECTRICS

All electrical mains boxes, fuse, and switchgear enclosers to remain sited in existing positions

Electrical Alterations

The Electrical Installation is to be carried out all in accordance with the current edition of the IEE Wiring Regulations for the Electrical Installation 17 edition-BS 7671:2008. Regulations and is to be carried out by an Approved Electrical Contractor. The contractor will be required to provide Certification for all work undertaken.

As stipulated in BS7671 guidance notes, light fittings are to be rated to a minimum of one hour non maintained, however three hour is profered.

Temporary supplies are to comply with BS7671 regulations 604-01-01 to 604-04-03 inclusive. Particular attention is to be made of regulation 604-0202, that states portable hand held tools and local lighting up to 2kw shall be 110v single phase. The only 240v lighting allowed is fixed flood lighting or 110v festoon.

Bonding / Earthing

Earthing arrangements for all installations are to comply with BS7671 and must be calculated as previously mentioned. Appropriate clamps and labels are to be used in all applications.

Distributions Board

Distributions boards are to be selected to ensure that a 20% spare capacity is retained for future use. All circuit breakers are to be compliant with BS60898 and RCBO's are to comply with BS EN 61009. All circuit breakers are to have minimum short circuit breakers capacity of 10Ka and should be selected and rated for each individual circuits characteristics.

A circuit chart is to be provided for each distribution board, this should be fitted adjacent to each unit. It must include at least the following information as set out in BS7671, regulations 711-01-02 and 514 09-01

- Type and compostion of circuits
- Points served
- Number and size of conductors
- Type of cable and installation
- Method of protection against indirect contact
- Location and description of devices for protection/isolation
- Circuits or equipment venerable to testing
- Assessment of characteristics
- Nature of supply

Existing Switchgear / Fuse Box / Time Clocks

Electrical contractor is to assess the exiting electrical fuse switchgear components and advise the Property Dept at Head Office of its condition.
Fuse box and time clock to suit the new shop requirements as necessary.
All existing electrical goods and fittings are to be fully tested and replaced if necessary in accordance with current IEE Regulations. All works to have full electrical and safety checks carried out in accordance with the Landlords Engineer. All test certificates to be dispatched to Property Dept Head Office upon completion and commission of the project.

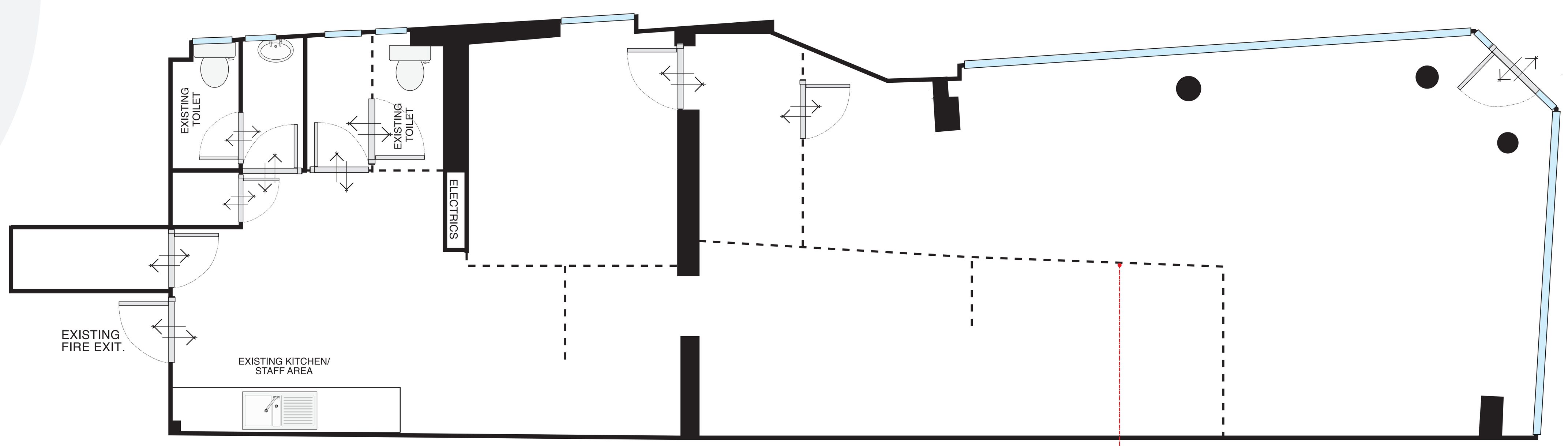
Note: all unused cabling to be stripped out and replaced.

GENERAL

Please ensure that all doors have smoke seal inserts installed.

Ensure that all existing doors and staircase areas, handrails and stair risers meet the current Fire / H&S Regulations

All externa windows to be repaired, made secured (bars fitted) & functional. Any queries regarding security issues please contact Neil Moyes



EXISTING GROUND FLOOR

☐ Existing stud partition walls shown in dotted lines to be removed by contractors.

GENERAL

Fire Signage

All fire rated signs to conform to BS 5499 Part 4 2000 and Health and Safety signs.

Fire Extinguishers

Supply new 9 ltr water and CO2 fire extinguishers at the locations indicated or as agreed with the designated Fire Office. All exit furniture must be agreed with the Fire Office . All staff must be fully conversant with all fire procedures and the usage of fire fighting equipment supplied.

Workmanship, Practices and Materials

All materials and workmanship to comply with the current building regulations, British BBA Certificates and code of practice and be appropriate for the intended use.

Emergency Lighting

Emergency lighting installation to comply with BS5266 - 1:2016. All emergency lights must be capable of maintaining illumination for a period of three hours.

Fire Safety Details

All new and where applicable replacement emergency lighting and signage must comply with the European Safety Sign Directive BS5499 Part 4 2000 and must incorporate pictogram as part of its design. Portable fire fighting equipment must comply with British Standards EN3 and be purchased from and serviced by B.A.F.E. approved manufacturers and firms.

Testing

Testing, inspection and certification is to be carried out on all installations and minor works/alterations as laid out in BS7671, particular attention is to be made of rear areas where existing cicuits are retained.

Fire Alarms

If required the contractor is to fit a new fully automated sound addressable fire alarm system connected to the centres system and to ensure that all works are in accordance with B.S. 5839 - 1:2017. All cabling / wiring to be M.I.C.C. red sheathed 750 volt grade. All works to be approved by the local Fire department. Fire Alarm to be fitted in accordance with local authority and BS5839:2013. A "P1" type system is to be fitted in every case as a minimum requirement.

The fire alarm system is to be connected to the mains supply by its own isolating device. The isolating device should be clearly labeled "Fire Alarm - Do Not Switch Off" this isolating should be secured from unauthorised operation to prevent unwanted switching, i.e. unswitched fuse spur.

Cables used for supplies to control equipment and to the fire alarm sounders should allow prolonged operation during a fire. Either mineral insulated copper sheathed cables to BS6207 or cables complying with BS6387 meeting category requirements AWX or SWX are to be used for these purposes. Fire alarm cables are to incorporate an earthed metallic sheath and have an overall insulating sheath.

The fire alarm installation is to comprise of manual break glass units which are fitted with plastic resettable covers with indicators fitted adjacent to each exit point and escape routes. Ceiling mounted ionisation smoke detectors to all areas except for kitchen areas where a rate of rise heat detector is to be fitted.

Sounders and visual indicators are to be fitted throughout the building ensuring that the alarm is detected.

Void Protection

All ceiling voids greater in depth than 850mm are to be protected by ionisation smoke detectors and a remote indicator is to be fitted below each devise.

Wall Finishes

All wall areas to have slat walling either mounted direct to walls or with 30mm groundings. Paneling finished in blue and white spray finished.

Suspended Ceiling / Ceiling Void

New 'T' bar suspended ceiling structure installed at 2905mm incorporating a solid mineral tile to meet (Class 0 spread rate) grid layout with smoke detection units housed at the suspended ceiling level.

Ensure that if the void above the ceiling exceeds 850mm that the unit has the appropriate sprinkler protection and conforms to the Centre Managements guidelines and Insurance requirements.

STAFF AREAS

PLEASE NOTE: Existing store area/toilets and rest rooms to remain as is unless change is shown on plans, toilets and staff rest area to have all electrical appliances serviced or replace if necessary

☐ Supply additional socket; if an existing one is not present, for fridge. If required please create a hole through the worksurface to allow cable to be run from fridge to the socket.

☐ If not already existing please install 2 cupboards above and below the existing sink unit. **If worksurface is created, ensure that side support is fitted at the end of the worksurface.**

☐ Kitchen & toilet areas - ensure water heaters work and are tested to be safe

☐ Hand dryer to be installed in the wash area

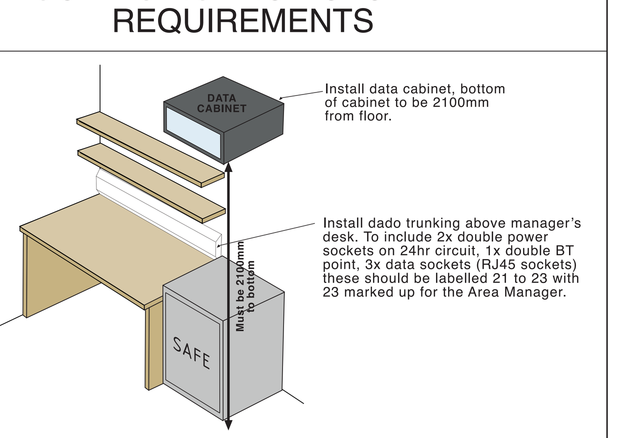
☐ Install new worksurface and wall mounted shelves in position shown on plan (supplied by HO) Desk size -1500mm x 600mm (750h) **Ensure side support is fitted at the end of the desk.**

☐ For electrics requirements at the Managers desk, see requirements for Communications System.

☐ Ensure that the toilet and staff area have required extrator fan or a window is available.

☐ All heaters to be fitted on parterres.

COMMUNICATION SYSTEM REQUIREMENTS



Electrical / Connection Requirements:
The 3 data ports on the dado trunking must return to the switch in the data cabinet, to their corresponding number 21 to 23.

☐ Balloon station panel to be fixed in position shown.

☐ Helium gas bottles to be positioned here and piped to the counter. Batons to be fixed to wall in the position shown. Helium bottle straps to be fixed at height of 800mm

☐ Long pipe to be installed from back of house to the counter, even if the kit is not fitted at the time of shopfit.

☐ Extend existing column to be installed, to close the gap between the gap as shown.

☐ New wall to be manufactured covering all nibs and services. New wall to run flush with the existing columns. **Prior to constructing the wall, please ensure all racks fit in their designated areas.**

☐ Existing doors to be removed and openings left in place.

Existing toilet to be removed and capped off.

☐ Hooks to be fitted, to allow for doors to be opened inwards and secured open

☐ Existing Electric Distribution Board and Meter to be behind lockable doors clearly labeled.

☐ Area of floor shown in yellow is to be marked up and kept clear of stock at all times. YBR to be marked using yellow tape only. Wall signs provided where appropriate.

☐ Service **all** fire doors with panic / quick release system and ensure external entry locks are fitted if required. (locks are NOT required at this site)

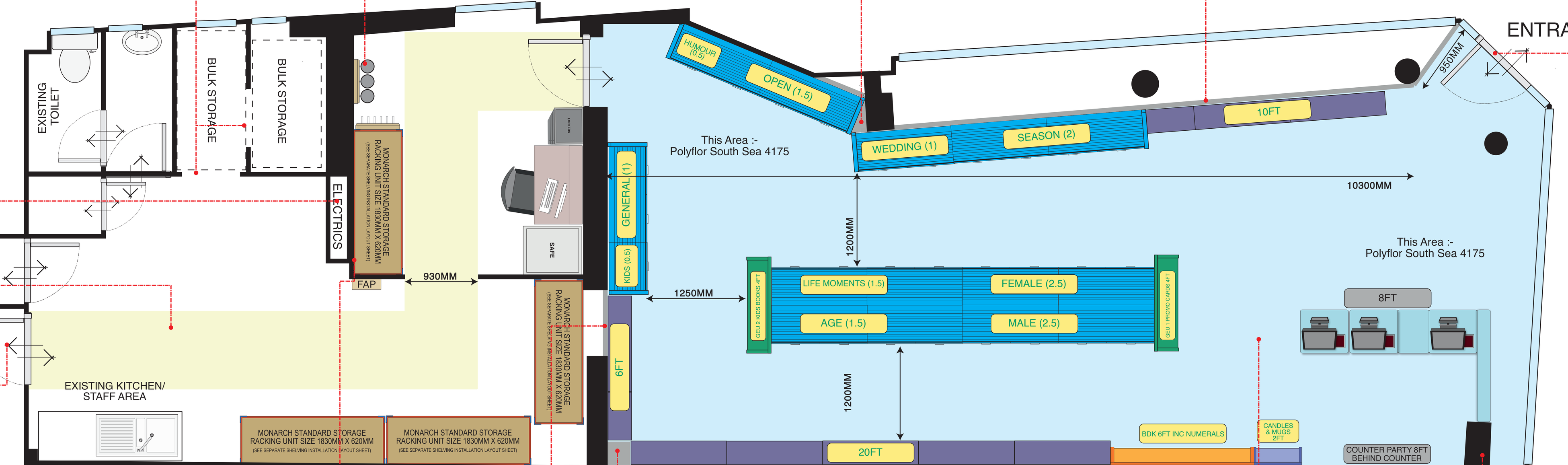
☐ Supply and fix hard wired communication bells from back door to retail area, counter to stock room / first floor.

☐ Install fuse spure to allow for an internal roller shutter to be fitted over the back door if required at a later date.

☐ Spy hole is to be fitted to the back door

☐ Existing locks on front and rear external doors are to changed, three sets of keys supplied.

☐ Existing roller shutter (if present) to be serviced.



PROPOSED GROUND FLOOR- RACK LAYOUT

☐ New Fire Alarm Panel to be installed in position shown, to meet current BS 5839- 1:2017 regulations

☐ New wall to be manufactured to close existing opening as shown.

☐ Manufacture new column cladding to full wall height size 300mm deep x 300mm wide finished in white slat wall material incorporating powder coated aluminium vertical corner angel trim. **Check wall dimensions prior to manufacturing this column.**

☐ Perimeter retail walls to be finished in white slat wall.

☐ Vinyl floor sheets laid direct to the entire floor area with aluminum edge protector profile to door entrance area and exit at rear

☐ Existing column to be plasterboarded and decorated white.

SHOP FRONT

☐ NOTE: Existing shop front to be prepared/ undercoated and fully re-sprayed in Grey RAL 7012 exterior grade semi matt paint finish all surfaces and joints to be prepared and filled accordingly. (final site signing off will be undertaken prior to payment settlement)

☐ Shopfront: EXISTING to remain. All shopfront components to be re-sprayed grey.

☐ Glazing: Windows 10.8 Laminated Doors 6.4 Laminated.

Doors: Overhead Manual closers 900 with a maximum 20N opening force (light duty). Hold open in and out operation.

☐ Check all existing glazed panels and report to operations department if they meet the current BS Glassing regulations and report any damage

☐ All EXISTING old graphics and signage to removed if required.

☐ Air Curtain requirements to be assessed by contractor on site and Operations Dept at HO advised accordingly

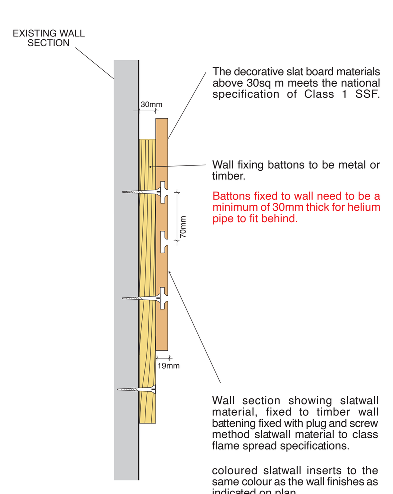
☐ Window manifestations to be applied to all visible glazed panels on internal surfaces. Frosted circle design with frosted Card Factory web address. positioned at 1500mm and 850mm from ground level to meet the Partially Sighted Regulations & Standards

☐ Contractor to obtain glass testing results for material thickness lamination, to ensure that the existing material meets the current B.S. Glazing Regulations

WALL FIXINGS

Note: the slatwall paneling is cut with the top panel wider in depth than all the other individual sections for ease in identification and correct orientation.

Note: When finishing slat board paneling on an internal 90 degree corner insert a 19mm White/Blue painted MDF insert so the gap is filled and does not show from the front elevation.



Note: All wall linings and ceilings to meet the building regulations 2000 document B2 7.1 Table 10.

ELEC / ELU / FAP

☐ All call points to be sited to meet current BS Regulations

☐ Fire Fighting Equipment to meet BS5306:Part 3 complying to BS EN3

☐ Fire Alarm Panel to meet BS 5839 - 1:2017

☐ Emergency Lighting to be designed and meet the current regulations of BS5839 1:2017 and BS5266: Part 1 2016

☐ SHOP FITTERS - Please ensure that emergengy light / call point keys have been left in store and instructions for the fire alarm.

☐ NOTE: Ensure Emergency lighting module at the rear exist point in accordance with BS 5266- 1:2016

☐ NOTE: Ensure all Fire call points/break glass items have the Statutory Notices clearly displayed adjacent to the above units

☐ Please inform Property Department whether electrics are incoming single phase or three phase, on commencement of electrical installation.

COUNTER

PLEASE NOTE: Hard wired bell is to be installed at the counter to be audible in the retail area and back of house.

☐ Sales counter 2312mm x 1480mm. The front and return of the counter are to be finished in slat wall material and inserts

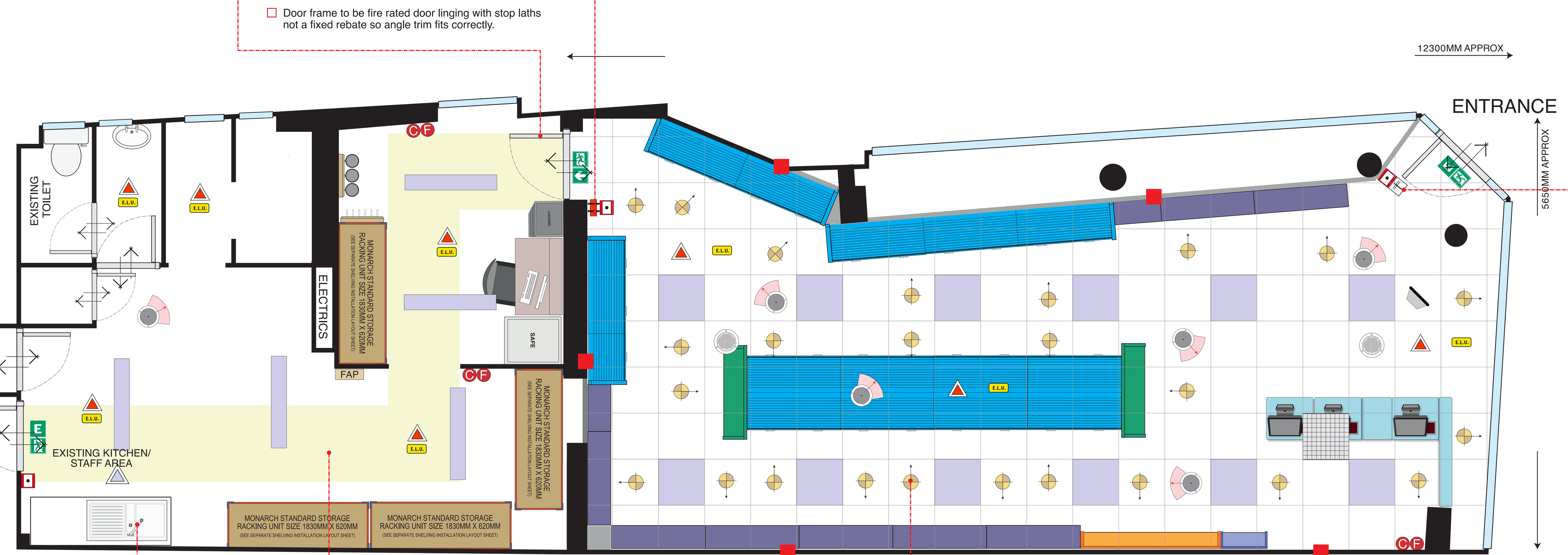
☐ Supply RJ45 sockets and power sockets as described in the counter connection layout sheet.

☐ Printer cradles supplied by CF to be installed to underside of shelf on the right hand side.

☐ 30 Minute fire door with smoke inserts, vision panel meet current Building Control Part M1. Door to be hung on one and a half pairs 100mm hinges. Push/grab furniture and aluminium kick plates, and self closing device. Door must have clear opening of 926mm

☐ Door frame to be fire rated door linging with stop laths not a fixed rebate so angle trim fits correctly.

☐ Ensure that the audio/visual fire sounder/bell is situated within the ceiling freeze area above the door. Must achieve minimum of 65 dB(A).



PROPOSED GROUND FLOOR- CEILING LAYOUT

☐ Manual call point and last man out switch mounted in vertical format regulation height

☐ Emergency light installed externally above rear fire exit.

☐ Existing sink and worktop to remain. Some worktop to be removed and made good, to make space for bulk storage.

☐ New LED 1200x200mm baton lighting to be installed as shown.

☐ Ensure all ceiling mounted lighting fitments to be mounted securely within the supplied ceiling tile infill panel support item.

☐ Five single sockets to be installed above suspended ceiling grid in areas shown (red blocks) to be marked "fans".

Switched fuse spur in back area near light switches to be marked up "sockets above ceiling".

KEY

(illuminated exit signs)	ILLUMINATED FIRE EXIT SIGNAGE TO BE IN ACCORDANCE WITH BS5266 PART 1 2005 SIGNAGE TO EUROGRAM GRAPHIC STANDARDS
(vinyl exit signs)	NON-ILLUMINATED VINYL EXIT SIGNAGE (shown in blue for purpose of indentification)
C	2kg CARBON DIOXIDE FIRE EXTINGUISER IN ACCORDANCE WITH BS5306 - PART 3
F	6LITRE FOAM SPRAY FIRE EXTINGUISER IN ACCORDANCE WITH BS5306 - PART 3
FAP	FIRE ALARM PANEL. MUST BE IN ACCORDANCE WITH CURRENT BS 5839-1:2017 REGULATIONS
(switch symbol)	ROLLER SHUTTER ELECTRICLLY OPERATED SWITH UNIT (ensure the position complies with the current regulations)
(break glass symbol)	FIRE ALARM BREAK GLASS POINT. MUST COMPLY WITH CURRENT REGULATIONS & BE INSTALLED TO HEIGHT OF 1200MM. PLASTIC INSERT AND INDICATOR
(hexagon)	SPRINKLER HEAD (additional sprinkler drawings will be provided if required)
E.L.U.	3hr SWITCH MAINTAINED EMERGENCY LIGHTING UNIT
(red triangle)	SMOKE DETECTOR CONNECTED TO FIRE ALARM PANEL. MUST COMPLY WITH CURRENT REGULATIONS BS 5839 -1:2017
(triangle)	HEAT DETECTOR / RATE OF RISE
(sounder symbol)	FIRE ALARM VISUAL / AUDIO SOUNDER / BELL TO COMPLY WITH CURRENT REGULATIONS. MUST ACHIEVE MINIMUM OF 65dB(A)
(switch symbol)	LAST MAN OUT SWITCH (SEE GENERAL NOTES SECTION FOR SPECIFICATION DETAILS)
(grid symbol)	CEILING LEVEL FAN HEATER 600MM X 600MM INSTALLED WITH SWITCHED TIMING CLOCKS
(camera symbol)	CCTV CAMERA
(speaker symbol)	SPEAKER COVERS LINKED TO PROMEDIA MUSIC SYSTEM
(monitor symbol)	CCTV MONITOR

STORE DIMENSIONS	
Internal shop front width	5650 mm
Retail floor length	12300 mm
Existing ceiling height / new ceiling height if possible	2608 mm / 2905 mm
Existing structual ceiling height	2643 mm
Retail area	62 m² / 670 sq ft

SCALE

Due to the method of reproduction these plans may not be exact when using a calibrated scale rule, as a guide use the indicated bar which was shown on the original drawing at 1000mm

SCALE 1:50 — 1000mm

CEILING LAYOUT

☐ Ceiling grid is to be Standard T-bar system incoporating Armstrong Prima Board, fine fissured 600mm x 600mm x 15mm; code 9121m 60mins flame spread

☐ Ensure all ceiling mounted lighting fitments to be mounted securely within the supplied ceiling tile infill panel support item.

☐ Please ensure that all lights are angled in the correct direction as shown in the above Lighting Key.

☐ Lights at the front of the shop are to be flat into the ceiling, but positioned so it is possible to angle the lights into the shop at a later date.

SECURITY SYSTEM

CAMERA / MONITOR	Monitor will be installed to port number 20. Cameras, dependant on numbers, will go from 19 downwards. All data cabling to be in green. Any problems, contact Shaun Bennett, Property Department.

REVISIONS	BY	DATED
FAP repositioned	ZM	09-11-23

cardfactory

TITLE	Proposed Plan
ADDRESS	**Unit 138 Central Road WORCESTER PARK London KT4 8HH**
APPLICANT	Sportswift LTD - T/A Card Factory
WORKS DESCRIPTION	Cosmetic shop fit including internal alterations, installation of loose fixtures and fittings. Existing shop front to be re-sprayed grey. Proposed new signage.
DRAWING NUMBER	15092023
SCALE 1:50 @ A0	Version 3
BASE PLAN DRAWN BY:	ZM 07/09/2023
RACK LAYOUT VERSION	5
SHOPFIT COMPLETED BY:	ZM 15/09/2023
SIGNED: J.C.PAYNE	DATED: 15/09/2023

We hereby certify that this plan is a true copy of the plan referred to in connection with the application for building warrant planning consent and approval

CONTACT	Jonathan Payne
E-mail:	jonathan.payne@cardfactory.co.uk
Direct Line:	01924 877846
Mobile:	07714 768 422

Card Factory, Century House, Brunel Road, Wakefield 41 Industrial Estate, Wakefield. WF2 0XG