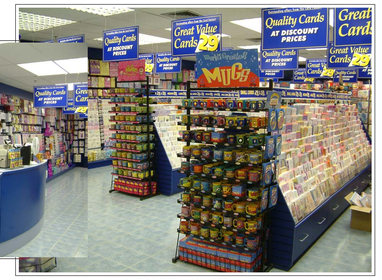
EXISTING SHOP FRONT ELEVATION

PROPOSED SIGNAGE ELEVATION

Card Factory

CORPORATE INTERNAL VIEW



CORPORATE INTERNAL VIEW

- Fit a new security alarm system the unit with internal PIR's to both floors and external alarm boxes one to the front elevation and one to rear.

  The type to be installed must have four activation/deactivations key fobs

- Proposed fascia sigange to be matt digital print out with flat yellow lettering applied direct to the existing fascia board

ELECTRICS

Electrical Installation
The Electrical Installation is to be carried out all in accordance with the current edition of the IEE Wiring Regulations for the Electrical Installation 16 edition-BS 7671:2001. 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 proffered.

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.

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 composition 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

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

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

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.

All electrical services to be installed within the ceiling void.

GENERAL:

All fire rated signs to conform to BS 5499 part 1 and Health and Safety signs.

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 tail 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 use of intended.

Emergency Lighting
Emergency lighting installation to comply with BS 5266part 1 (2002). All emergency lights must be capable of maintaining illumination for a maximum of three hours.

Fire Safety Details
All new and where applicable replacement emergency lighting and signage must comply with the European Safety Sign Directive 02/58/EEC Part1 and must incorporate pictogram as part of its design feature. Portable fire fighting equipment where applicable must comply with British Standards EN3 and be purchased from and serviced by B.A.F.E.Approved manufacturers and firms

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

Fire Alarms
If require 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 (2002). All cabling/wiring to be M.I.C.C. Red sheathed 750 volt grade. All works to be approved of the local Fire department. Fire Alarm to be fitted in accordance with local authority and BS5839:2000. 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 BS6837 meeting category requirements AWX or SWX are to be used for these purposes. Fire alarm cables are to incorporate an earthed metallic sheth and have an overall insulating sheath.

The fire alarm installation is to comprise of manual break glass units 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. All ceiling voids greater in depth than 850mm are to be protected by ionisation smoke detectors and a remote indicator is to be fitted as close to each devise.

Sounders are to be fitted throughout the building ensuring that the alarm can be clearly audible throughout the building.

Existing Switchgear / Fuse Box / Time Clocks
Electrical contractor is to assess the exiting electrical fuse switchgear components and advise the Operation Dept at Head Office of its condition. (When requested for estimating purposes always allow for supplying/fitting new switch gear).
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 Operations Dept Head Office upon completion and commission of the project.

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

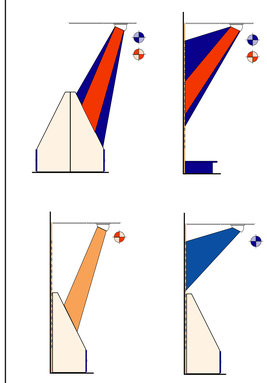
LIGHTING KEY

1220MM X 600MM CEILING MOUNTED LIGHTING MODULES 860 BRIGHT WHITE TUBES INCORPORATING CHROME LOUVERS GE COLOUR 860 POLYLUX XLR

ROUND 150W LAMP TYPE HQI/CDM NEW FLOOD LIGHTS 45 DEGREE, LAMP CMH150/T/UVC/U/942/912/20014

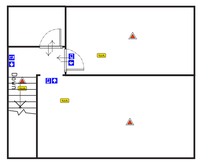
ROUND 150W LAMP TYPE HQI/CDM NEW SPOT LIGHTS 24 DEGREE, LAMP CMH150/T/UVC/U/942/912/20014

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



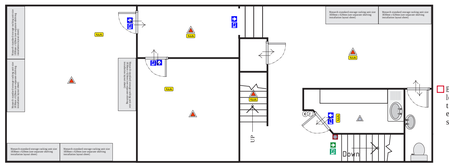
EXISTING SECOND FLOOR LAYOUT

NOTE: LAYOUT SHOWN AT REDUCED SCALE OF 1:100
NO ALTERATIONS TO EXISTING FIRE EXITS ESCAPE ROUTES

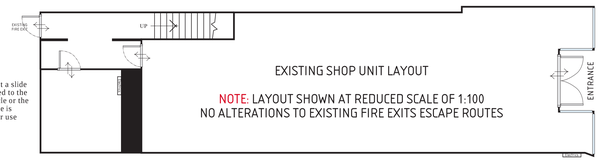


EXISTING FIRST FLOOR LAYOUT

NOTE: LAYOUT SHOWN AT REDUCED SCALE OF 1:100
NO ALTERATIONS TO EXISTING FIRE EXITS ESCAPE ROUTES



- Ensure that a slide lock is fitted to the toilet cubicle or the existing one is suitable for use



EXISTING SHOP UNIT LAYOUT

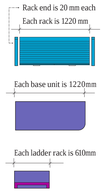
NOTE: LAYOUT SHOWN AT REDUCED SCALE OF 1:100
NO ALTERATIONS TO EXISTING FIRE EXITS ESCAPE ROUTES

NOTE TO CONTRACTORS:

Please ensure that all alterations to store entrance / vestibule meet with current DDA regulations prior to commencing any works please advise head office

- Note: All site dimensions to be check and confirmed with Head Office operations department contact J Sheffield Tel: 01924 877847 with any alterations or drawing discrepancies

  Any alterations relating to the shopfit please contact Neil Moyes Tel: 07980302855

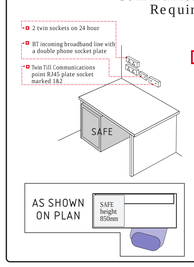


Staff Areas

NOTES: Existing store area/toilets and rest rooms to remain as is, 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.
- Kitchen area - ensure water heaters work and are tested to be safe
- Ensure that the toilet and staff area have required extrator fan or a window is avialable.
- Hand dryer to be installed in the wash area
- Manufacture and install new worksurface in area shown on plan. Desk to be approx 1500mm x 600mm with 3 wall mounted shelves above.
- If managers office is created, office door is to be fitted with locks, 3 keys supplied.
- For electrics requirements at the Managers desk, see requirements for Communications System (left)

Communication System Requirements

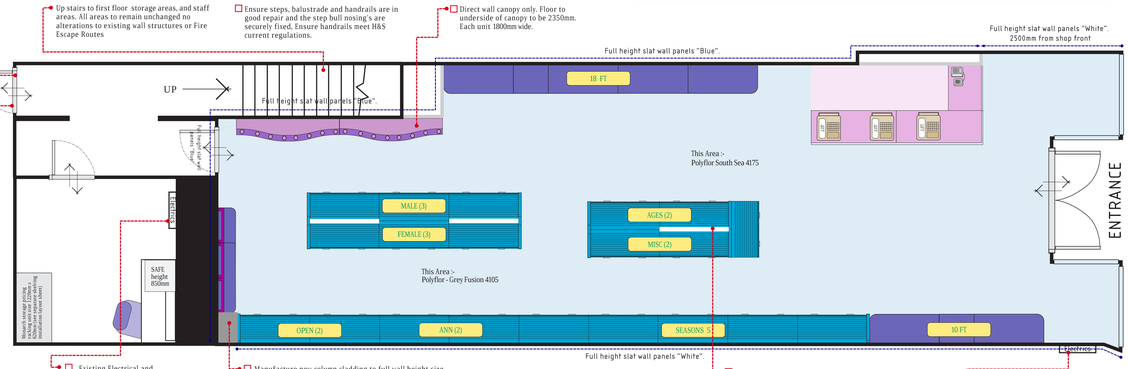


- Electrical/Connection requirements: 1 off fused spur incorporating 2 double switched 13amp sockets on 24hr mains supply. 1 double phone extension cable from the main incoming BT Broadband line junction panel. The addiational 2 off CAT5 cables from the till area to the managers office / desk needs to be terminated at either end with a double RJ45 plate socket marked up 1 & 2.

Counter

- Sales counter floor area 3000mm x 1400mm mounted on 200mm raised plinth surface tiled with an aluminium anti-slip edging protector. The front and return of the counter are to be finished in slat wall material and inserts
- Supply and fix hard wired communication bells from back door to shop floor, counter to stock room / first floor.
- Supply 2 additional CAT 5 cables on a Twin Till Communications point RJ45 plate socket marked 1&2 from counter to managers office
- An extra two electric sockets with 24 hour supply are to be installed at this point. Also install 0.75mm2 copper speaker wire from the speakers on the shop floor (position shown on ceiling grid) to this point for the Promedia unit.

- 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
- Up stairs to first floor storage areas, and staff areas. All areas to remain unchanged no alterations to existing wall structures or Fire Escape Routes
- Ensure steps, balustrade and handrails are in good repair and the step bull nosing's are securely fixed, Ensure handrails meet H&S current regulations.
- Direct wall canopy only. Floor to underside of canopy to be 2350mm. Each unit 1800mm wide.



- Service all Fire Doors with Panic/quick realise 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 shop floor, counter to stock room / first floor.
- Existing Electrical and switchgear units site behind lockable doors clearly labeled.
- Manufacture new column cladding to full wall height size 550mm deep x 350mm wide finished in blue slat wall material incorporating powder coated aluminium vertical corner angel trim. (Please check wall dimensions prior to manufacturing this column advise ADB)
- Position for Card holders to be fitted to units.
- Existing Electrical and switchgear units site behind lockable doors clearly labeled. Doors to be finished in full height slat wall material and fitted with Chubb Star Security Locks

Shop Front

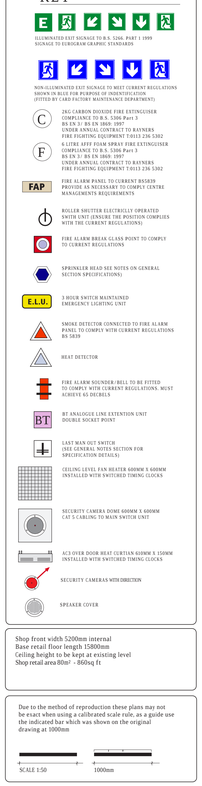
- NOTE: Existing shop front to be prepared/ undercoated and fully re-decorated in white exterior grade semi matt paint finish all surfaces and joints to be prepared and filled accordingly. (final site signing off will be undertaken prior to payment settlement)

  Shopfront: EXISTING to remain as is.
  Wooden shop front is to be cleaned down and fully redecorated in white semi matt paint.

  Glazing:
  Windows 10.8 Laminated
  Doors 6.4 Laminated.

- Ensure all entrance tiles are Anti-slip type and in good condition, damaged should be repaired as necessary.
- The anti slip floor tiles in the vestibule are Pilkington BM2
- Air Curtain requirements to be assessed by contractor on site and Operations Dept at HO advised accordingly
- Window manifestations decals to be applied to all visible glazed panels internal surfaces (Blue square design) positioned at 1500mm and 850mm from ground level to meet the (Partially Sighted Regulations & Standards)

KEY



Shop front width 5200mm internal
Base retail floor length 15800mm
Ceiling height to be kept at existing level
Shop retail area 80m² - 860sq ft

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

General

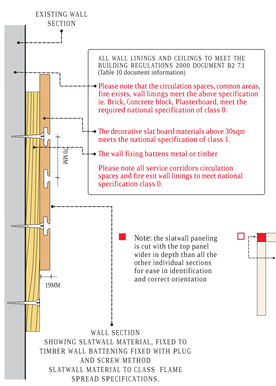
- Please ensure that all doors have smoke seal inserts installed.
- Notice to be sent to store giving details to the location of the fire assembly points
- Ensure that all existing doors and staircase areas, handrails and stair risers meet the current Fire and H&S Regulations
- All windows to be repaired, made secured (Bars fitted) and functional. Any queries regarding security issues please contact Neil Moyes at Head office

Electrics / ELU / FAP

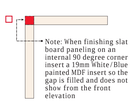
- All call points to be sited on all floors to meet current B.S. regulations
- Fire Fighting Equipment to all floors to meet BS5306:Part 3 complying to BS EN3
- Fire Alarm Panel to meet BS5839 Part 1 2002
- Emergency Lighting to all floors to be designed and meet the current regulations of BS5839 and BS5266: Part 1 2002
- SHOP FITTERS - Please ensure that emergency light/ call points 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
- NOTE: Ensure all Fire call points/Break glass items have the Statutory Notices clearly displayed adjacent to the above units

FAP

- Fire Alarm panel to remain in its existing position unless located on the shop floor retail area. If currently on the shop floor, FAP is to be relocated in the off sales area. Fire alarm panel to be upgraded or replaced to meet current BS5839. Part 1 2002 regulations
- Please inform Operations Department (ADB) whether electrics are incoming single phase or Three phase, on commencement of electrical installation

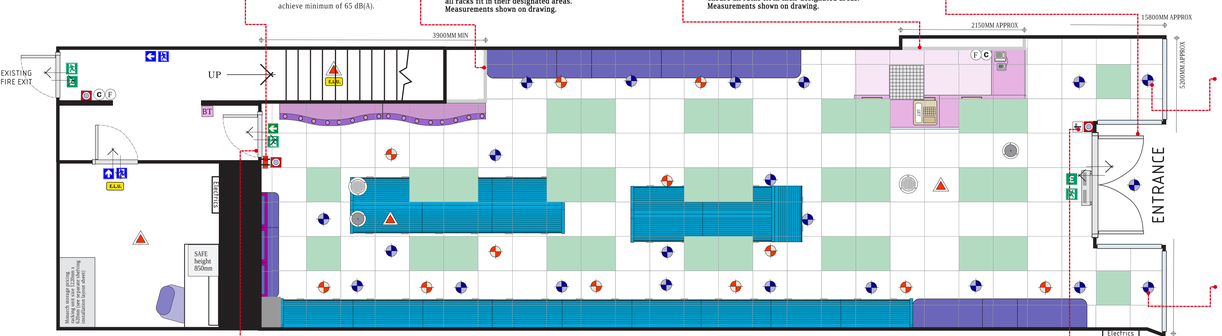


- Note: the slatwall paneling is cut with the top panel wider in depth than all the other individual sections for ease in identification and correct orientation



- 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

- Ensure that the fire sounder/bell is situated within the ceiling freeze area above the door. Must achieve minimum of 65 dB(A).
- New wall to be manufactured covering all nibs and services. New wall to run flush with the existing wall. **Prior to constructing the wall, please ensure all racks fit in their designated areas. Measurements shown on drawing.**
- 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. Measurements shown on drawing.**
- Retaining hooks to be fitted, to allow for doors to be opened outwards and secured open



- Lights marked up with a number and letter are to have the wiring and click rose installed but the light itself is not to be installed.

  Each number relates to its own light switch. (1a to be on switch 1)

  Any clarification please contact Neil Moyes

- Check all existing glazed panels and report to operations department the they meet the current BS Glassing regulations and report any damage
- Ensure stallrisers to be checked, Tiles cleaned down, replaced if damaged, woodwork to be repaired as required and decorated with exterior paint semi matt finish.
- Contractor to obtain glass testing results for material thickness lamination, to ensure that the existing material meets the current B.S. Glazing Regulations

  Contact: H.O. AD Barraclough

- Ensure all ceiling mounted lighting fitments to be mounted securely within the supplied ceiling tile infill panel support item.
- 30 Minute fire door with smoke inserts, vision panel meet current Building Control Part M1 (2002). Door to be hung on one and a half pairs 100mm hinges. Push/grab furniture and aluminium kick plates, and self closing device
- Manual call point, last man out switch mounted in vertical format regulation height

Ceiling Layout

- Ceiling grid is to be Standard T-bar system incoporating Arnstrong Prima Board, fine fissured 600mm x 600mm x 15mm; code 9121m 60mins flame spread
- Please ensure that all lights are angled in the correct direction as shown in the above Lighting Key.
- Ensure all ceiling mounted lighting fitments to be mounted securely within the supplied ceiling tile infill panel support item.
- 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.

Ammendments	Date

Warrant Number	
Applicant	Sportswift Ltd T/A Card Factory
Address	See below
Works Description	Cosmetic Shopfitting including internal alterations and proposed new signage.
Dated Presented	22/07/2009
Drawing Numbers	22072009
Drawing Enclosed	1 of 1 Drawings

NOTES:
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

SIGNED: A. D. BARRACLOUGH DATED:22/07/2009

Proposed layout for the Card Factory, Greeting Card Retailer:
15 High Street West, GLOSSOP. SK13 8AL

Card Factory

Concept design and schematic draws prepared by A.D. Barraclough DRAWING NO 22072009 Date: 22/07/2009

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