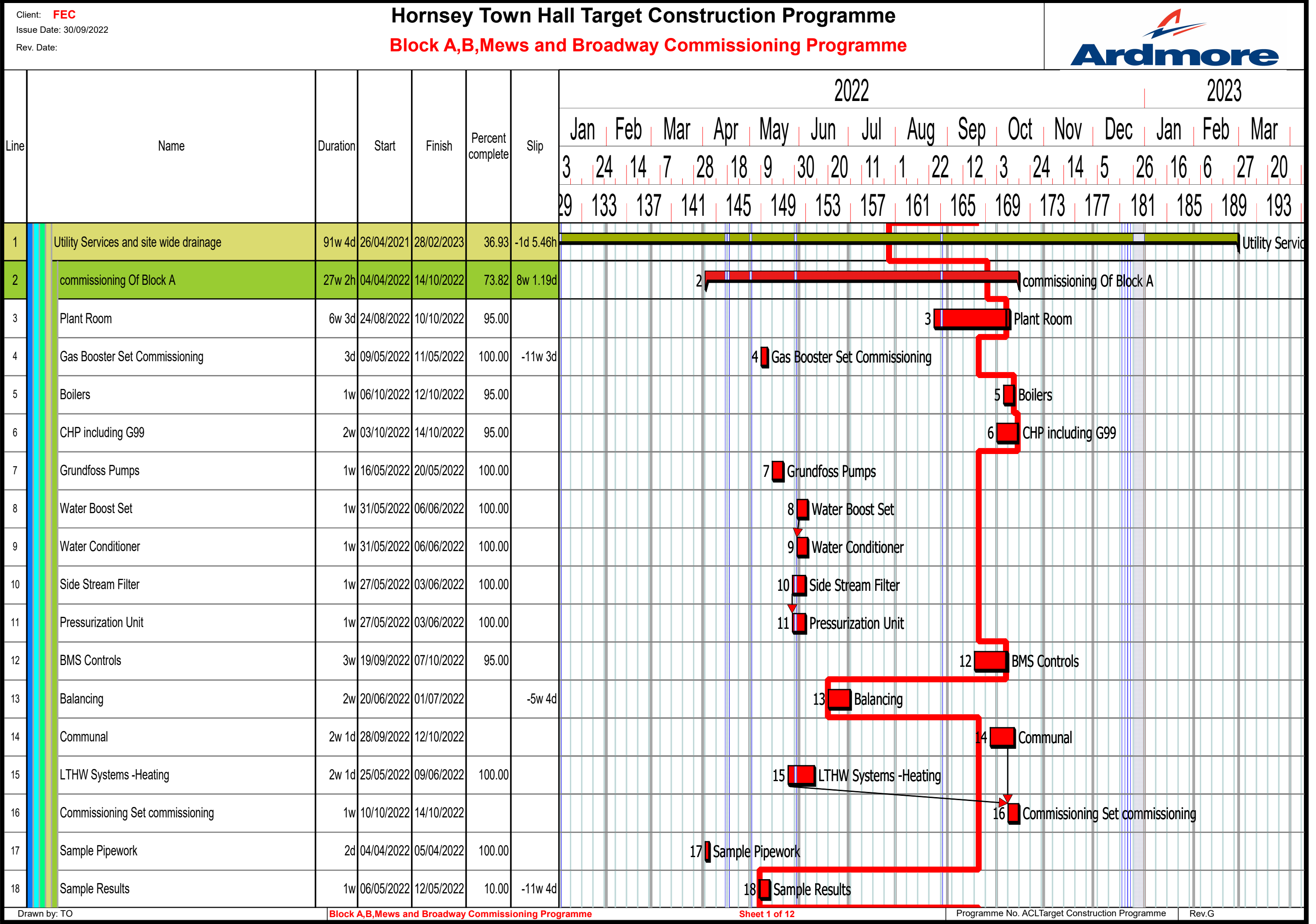




Client: FEC Issue Date: 30/09/2022 Rev. Date:																	Ardmore																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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19	Domestic Services - BCW	5w	20/06/2022	22/07/2022	100.00	-5w 4d																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							</



Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023				
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							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185	189	193
37	Block A South VRF/AC	2w	26/09/2022	07/10/2022													37						
38	Energy Centre Ventilation	2w	30/09/2022	13/10/2022													38						
39	Ground Floor Ventilation Balancing	2d	13/10/2022	14/10/2022													39						
40	HIU Commissioning & Tap Temperatures	8w 1d	15/06/2022	10/08/2022	100.00	-1w 4.45d											40						
41	Lower Ground Floor - 2 units Mechanical	2d	15/06/2022	16/06/2022	100.00												41						
42	Ground Floor - 8 units Mechanical	4d	17/06/2022	22/06/2022	100.00												42						
43	1st Floor - 8 units Mechanical	4d	23/06/2022	28/06/2022	100.00												43						
44	2nd Floor - 8 units Mechanical	4d	29/06/2022	04/07/2022	100.00												44						
45	3rd Floor - 8 units Mechanical	4d	05/07/2022	08/07/2022	100.00												45						
46	4th Floor - 8 units Mechanical	4d	08/07/2022	13/07/2022	100.00	-3w											46						
47	Ground Floor - 8 units Mechanical	4d	14/07/2022	19/07/2022	100.00	-2w 1d											47						
48	1st Floor - 8 units Mechanical	4d	20/07/2022	25/07/2022	100.00												48						
49	2nd Floor - 8 units Mechanical	4d	26/07/2022	29/07/2022	100.00	-1d 6h											49						
50	3rd Floor - 8 units Mechanical	4d	01/08/2022	04/08/2022	100.00												50						
51	4th Floor - 8 units Mechanical	4d	05/08/2022	10/08/2022	100.00												51						
52	Fire Alarm	8w	20/06/2022	12/08/2022	100.00	2w 1d											52						
53	Fire Alarm Pre Commissioning North	6w	20/06/2022	29/07/2022	100.00	-5w 4d											53						
54	Fire Alarm Commissioning North	2w	04/07/2022	15/07/2022	100.00	-3w 4d											54						

Client: FEC Issue Date: 30/09/2022 Rev. Date:																	Hornsey Town Hall Target Construction Programme Block A,B,Mews and Broadway Commissioning Programme																										
Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023																								
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar																						
							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24	14	5	26	16	6	27	20															
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185	189	193																				
55	Fire Alarm Soak Period North	2w	15/07/2022	28/07/2022	100.00	-2w											55																										
56	Fire Alarm Pre Commissioning South	6w	04/07/2022	12/08/2022	100.00	-3w 4d											56																										
57	Fire Alarm Commissioning South	2w	18/07/2022	29/07/2022	100.00	-1w 4d											57																										
58	Fire Alarm Soak Period South	2w	01/08/2022	12/08/2022	100.00												58																										
59	Disabled Refuge Alarm	2d	11/07/2022	12/07/2022	100.00	-2w 4d											59																										
60	Lighting	3w 1d	23/09/2022	14/10/2022													60																										
61	Lighting Control Commissioning North	2w	03/10/2022	14/10/2022													61																										
62	Emergency Lighting North	2w	03/10/2022	14/10/2022													62																										
63	Lux levels North	1w	03/10/2022	07/10/2022													63																										
64	Lighting Control Commissioning South	2w	23/09/2022	06/10/2022													64																										
65	Emergency Lighting South	2w	23/09/2022	06/10/2022													65																										
66	Lux levels South	1w	23/09/2022	29/09/2022													66																										
67	Automatic Changeover Switches	2w	11/07/2022	22/07/2022	100.00												67																										
68	Automatic Changeover Switches North	1w	11/07/2022	15/07/2022	100.00	-2w 4d											68																										
69	Automatic Changeover Switches South	1w	18/07/2022	22/07/2022	100.00	-1w 4d											69																										
70	Black Building Test North	2d	20/07/2022	21/07/2022	100.00	-1w 2d											70																										
71	Black Building Test South	2d	26/07/2022	27/07/2022	100.00	-3d											71																										
72	Pv Commissioning	3w	19/09/2022	07/10/2022													72																										
Drawn by: TO							Block A,B,Mews and Broadway Commissioning Programme										Sheet 4 of 12					Programme No. ACLTarget Construction Programme					Rev.G																

Drawn by: TO	Block A,B,Mews and Broadway Commissioning Programme	Sheet 5 of 12	Programme No. ACLTarget Construction Programme	Rev.G
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Hornsey Town Hall Target Construction Programme
Block A,B,Mews and Broadway Commissioning Programme



Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023		
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185
91	Commissioning Of Block B	10w 3d	12/12/2022	28/02/2023															91		Commission
92	Plant	1w	12/12/2022	16/12/2022															92		Plant
93	Plant Room	1w	12/12/2022	16/12/2022															93		Plant Room
94	Grundfoss Pumps	1w	12/12/2022	16/12/2022															94		Grundfoss Pumps
95	Water Conditioner	1w	12/12/2022	16/12/2022															95		Water Conditioner
96	Side Stream Filter	1w	12/12/2022	16/12/2022															96		Side Stream Filter
97	Pressurization Unit	1w	12/12/2022	16/12/2022															97		Pressurization Unit
98	BMS	3w	19/12/2022	13/01/2023															98		BMS
99	BMS Controls	3w	19/12/2022	13/01/2023															99		BMS Controls
100	Control Panel commissioning	3w	19/12/2022	13/01/2023															100		Control Panel commissioning
101	Pump Controls commissioning	2w	20/12/2022	10/01/2023															101		Pump Controls commissioning
102	LTHW Systems	3w	15/12/2022	10/01/2023															102		LTHW Systems
103	Communal	3w	15/12/2022	10/01/2023															103		Communal
104	LTHW Systems -Heating	3w	15/12/2022	10/01/2023															104		LTHW Systems -Heating
105	Commissioning Set commissioning	1w	15/12/2022	21/12/2022															105		Commissioning Set commissioning
106	Sample Pipework	1d	21/12/2022	22/12/2022															106		Sample Pipework
107	Sample Results	1w	21/12/2022	03/01/2023															107		Sample Results
108	Domestic Services - BCW	3w 4d	02/01/2023	26/01/2023															108		Domestic Services - BCW

Client: FEC Issue Date: 30/09/2022 Rev. Date:							Hornsey Town Hall Target Construction Programme Block A,B,Mews and Broadway Commissioning Programme																					
Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023									
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							
							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24	14	5	26	16	6	27	20
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185	189	193					
109	Domestic Services - BCW	3w	02/01/2023	20/01/2023																	109		Domestic Services - BCW					
110	BCWS System Pressure Settings	3d	02/01/2023	04/01/2023																	110		BCWS System Pressure Settings					
111	Domestic Water Chlorination	1w	09/01/2023	13/01/2023																	111		Domestic Water Chlorination					
112	Domestic Water Samples	1d	13/01/2023	13/01/2023																	112		Domestic Water Samples					
113	Domestic Water Results	2w	13/01/2023	26/01/2023																	113		Domestic Water Results					
114	Domestic Outlet Temperature Setting	1w 3d	09/01/2023	18/01/2023																	114		Domestic Outlet Temperature Setting					
115	AOVS	2w	24/01/2023	06/02/2023																	115		AOVS					
116	Smoke Ventilation Systems & AOVS	2w	24/01/2023	06/02/2023																	116		Smoke Ventilation Systems & AOVS					
117	Block B	2w	24/01/2023	06/02/2023																	117		Block B					
118	Sprinkler System	2w	05/01/2023	18/01/2023																	118		Sprinkler System					
119	Sprinkler System	2w	05/01/2023	18/01/2023																	119		Sprinkler System					
120	Test sprinkler system to fire alarm Block B	1w	05/01/2023	11/01/2023																	120		Test sprinkler system to fire alarm Block B					
121	Label and lock valves	1d	12/01/2023	12/01/2023																	121		Label and lock valves					
122	HIU	4d	09/02/2023	14/02/2023																	122		HIU					
123	HIU Commissioning & Tap Temperatures	4d	09/02/2023	14/02/2023																	123		HIU Commissioning & Tap Temperatures					
124	Block B LGF Upwards	1d	09/02/2023	09/02/2023																	124		Block B LGF Upwards					
125	Fire Alarm	2w 3d	03/01/2023	19/01/2023																	125		Fire Alarm					
126	Fire Alarm Pre Commissioning	1w	03/01/2023	09/01/2023																	126		Fire Alarm Pre Commissioning					
Drawn by: TO							Block A,B,Mews and Broadway Commissioning Programme							Sheet 7 of 12					Programme No. ACLTarget Construction Programme					Rev.G				

Client: FEC Issue Date: 30/09/2022 Rev. Date:																	Hornsey Town Hall Target Construction Programme Block A,B,Mews and Broadway Commissioning Programme																										
Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023																								
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar																						
							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24	14	5	26	16	6	27	20															
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185	189	193																				
127	Fire Alarm Commissioning	3d	05/01/2023	09/01/2023																					127		Fire Alarm Commissioning																
128	Fire Alarm Soak Period	2w	06/01/2023	19/01/2023																					128		Fire Alarm Soak Period																
129	Lighting	2w	02/01/2023	13/01/2023																					129		Lighting																
130	Lighting Control Commissioning	2w	02/01/2023	13/01/2023																					130		Lighting Control Commissioning																
131	Emergency Lighting	2w	02/01/2023	13/01/2023																					131		Emergency Lighting																
132	Lux levels	1w	02/01/2023	06/01/2023																					132		Lux levels																
133	Automatic Changeover/CCTV	6w 3d	14/12/2022	02/02/2023																					133		Automatic Changeover/CCTV																
134	Automatic Changeover Switches	1w	14/12/2022	20/12/2022																					134		Automatic Changeover Switches																
135	Black Building Test	2d	14/12/2022	15/12/2022																					135		Black Building Test																
136	CCTV	2w	20/01/2023	02/02/2023																					136		CCTV																
137	Intercom/ Access Control	2w	20/01/2023	02/02/2023																					137		Intercom/ Access Control																
138	Commissioning Certification	2w	15/02/2023	28/02/2023																					138		Commissioning Certification																
139	Commissioning Certification Review and Issue Block B	2w	15/02/2023	28/02/2023																					139		Commissioning Certification Review and Issue Block B																
140	Client Witnessing	1w	15/02/2023	21/02/2023																					140		Client Witnessing																
141	Client Witnessing - Schedule to Issued	1w	15/02/2023	21/02/2023																					141		Client Witnessing - Schedule to Issued																
142	BA & MEWS	21w 4d	20/06/2022	18/11/2022	2.33																				142		BA & MEWS																
143	Commissioning Of Mews & Annex	21w 4d	20/06/2022	18/11/2022	2.33																				143		Commissioning Of Mews & Annex																
144	Commissioning Of Mews & Annex	21w 4d	20/06/2022	18/11/2022	2.33																				144		Commissioning Of Mews & Annex																
Drawn by: TO		Block A,B,Mews and Broadway Commissioning Programme										Sheet 8 of 12					Programme No. ACLTarget Construction Programme					Rev.G																					

Drawn by: TO	Block A,B,Mews and Broadway Commissioning Programme	Sheet 9 of 12	Programme No. ACLTarget Construction Programme	Rev.G
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Hornsey Town Hall Target Construction Programme
Block A,B,Mews and Broadway Commissioning Programme



Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023		
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							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185
163	Services - BCW	3w	27/10/2022	16/11/2022														163			
164	Domestic Services - BCW	3w	27/10/2022	16/11/2022														164			
165	BCWS System Pressure Settings	3d	27/10/2022	31/10/2022														165			
166	Domestic Water Chlorination	1w	01/11/2022	07/11/2022														166			
167	Domestic Water Samples	1d	02/11/2022	02/11/2022														167			
168	Domestic Water Results	2w	02/11/2022	15/11/2022														168			
169	Domestic Outlet Temperature Setting - TMVs Annexe	3d	03/11/2022	07/11/2022														169			
170	Domestic Outlet Temperature Setting - TMVs Mews	3d	08/11/2022	10/11/2022														170			
171	Ventilation	3w	26/10/2022	15/11/2022														171			
172	Smoke Ventilation Systems & AOVS	2w	26/10/2022	08/11/2022														172			
173	Annexe	1w	26/10/2022	01/11/2022														173			
174	Mews	1w	09/11/2022	15/11/2022														174			
175	Sprinkler System	2w	01/11/2022	14/11/2022														175			
176	Sprinkler System	2w	01/11/2022	14/11/2022														176			
177	Test sprinkler system to fire alarm Annexe	1w	01/11/2022	07/11/2022														177			
178	Label and lock valves	1d	07/11/2022	07/11/2022														178			
179	Test sprinkler system to fire alarm Mews	1w	08/11/2022	14/11/2022														179			
180	Label and lock valves	1d	14/11/2022	14/11/2022														180			

Client: FEC Issue Date: 30/09/2022 Rev. Date:																	Hornsey Town Hall Target Construction Programme Block A,B,Mews and Broadway Commissioning Programme																										
Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023																								
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar																						
							3	24	14	7	28	18	9	30	20	11	1	22	12	3	24	14	5	26	16	6	27	20															
							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185	189	193																				
181	HIU Commissioning	2w	01/11/2022	14/11/2022															181		HIU Commissioning																						
182	HIU Commissioning & Tap Temperatures	2w	01/11/2022	14/11/2022															182		HIU Commissioning & Tap Temperatures																						
183	Annexe	1w	01/11/2022	07/11/2022															183		Annexe																						
184	Mews	1w	08/11/2022	14/11/2022															184		Mews																						
185	Fire Alarm	2w 2d	17/10/2022	01/11/2022															185		Fire Alarm																						
186	Fire Alarm Pre Commissioning Annexe	1w	17/10/2022	21/10/2022															186		Fire Alarm Pre Commissioning Annexe																						
187	Fire Alarm Commissioning Annexe	3d	18/10/2022	20/10/2022															187		Fire Alarm Commissioning Annexe																						
188	Fire Alarm Soak Period Annexe	2w	18/10/2022	31/10/2022															188		Fire Alarm Soak Period Annexe																						
189	Fire Alarm Pre Commissioning Mews	1w	18/10/2022	24/10/2022															189		Fire Alarm Pre Commissioning Mews																						
190	Fire Alarm Commissioning Mews	3d	18/10/2022	20/10/2022															190		Fire Alarm Commissioning Mews																						
191	Fire Alarm Soak Period Mews	2w	19/10/2022	01/11/2022															191		Fire Alarm Soak Period Mews																						
192	Lighting Control	4w	24/10/2022	18/11/2022															192		Lighting Control																						
193	Lighting Control Commissioning Annexe	2w	24/10/2022	04/11/2022															193		Lighting Control Commissioning Annexe																						
194	Emergency Lighting Annexe	2w	24/10/2022	04/11/2022															194		Emergency Lighting Annexe																						
195	Lux levels Annexe	1w	24/10/2022	28/10/2022															195		Lux levels Annexe																						
196	Lighting Control Commissioning Mews	2w	07/11/2022	18/11/2022															196		Lighting Control Commissioning Mews																						
197	Emergency Lighting Mews	2w	07/11/2022	18/11/2022															197		Emergency Lighting Mews																						
198	Lux levels Mews	1w	07/11/2022	11/11/2022															198		Lux levels Mews																						
Drawn by: TO							Block A,B,Mews and Broadway Commissioning Programme												Sheet 11 of 12					Programme No. ACLTarget Construction Programme					Rev.G														

Hornsey Town Hall Target Construction Programme

Block A,B,Mews and Broadway Commissioning Programme



Line	Name	Duration	Start	Finish	Percent complete	Slip	2022												2023		
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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							29	133	137	141	145	149	153	157	161	165	169	173	177	181	185
199	Automatic Changeover Switches/CCTV	2w 1d	18/10/2022	01/11/2022																	
200	Automatic Changeover Switches	1w	25/10/2022	31/10/2022																	
201	Black Building Annexe	2d	27/10/2022	28/10/2022																	
202	Black Building Mews	2d	27/10/2022	28/10/2022																	
203	CCTV Annexe	2w	18/10/2022	31/10/2022																	
204	Intercom/ Access Control Annexe	2w	19/10/2022	01/11/2022																	
205	CCTV Mews	2w	19/10/2022	01/11/2022																	
206	Intercom/ Access Control Mews	2w	19/10/2022	01/11/2022																	
207	Commissioning Certification Review	3w 4d	19/10/2022	14/11/2022																	
208	Commissioning Certification Review and Issue Block B	2w	01/11/2022	14/11/2022																	
209	Review Documentation Annexe	1w	19/10/2022	25/10/2022																	
210	Review Documentation Mews	2w	26/10/2022	08/11/2022																	
211	Client Witnessing	1d	15/11/2022	15/11/2022																	
212	Client Witnessing - Schedule to Issued Mews	1d	15/11/2022	15/11/2022																	
213	Client Witnessing	1d	15/11/2022	15/11/2022																	
214	Client Witnessing - Schedule to Issued Annexe	1d	15/11/2022	15/11/2022																	

A Project ,Hornsey Town Hall,Trades Contractor

Utility services Key Dates Milestone



Ardmore Construction Limited

Ardmore Construction Limited

6 Wharf Studios

28 Wharf Road

London N1 7GR

Katy Venables
Whitecode Consulting
26-27 The Hill
Northfleet
Gravesend
Kent
DA11 2EU

Date 13.02.2023

Dear Katy

Re: Hornsey Town Hall -- Commissioning

Commissioning and testing strategy

As Principal Contractor on the project, we can confirm all installed systems, hot water, heating, ventilation, comfort cooling and LZC technologies, will be commissioned in accordance with appropriate current Building Regulation, BSRIA and CIBSE guidelines. Please see commissioning schedule attached.

Commissioning, along with re-commissioning where necessary, has been accounted for within our budget and main programme of works, to ensure that there is sufficient time to complete all commissioning and testing activities prior to handover. Martin Smith has been appointed with the responsibility to monitor the commissioning process on behalf of the client.

A specialist commissioning manager will be appointed during the design stage with responsibility for conducting and managing commissioning activities.

Testing building fabric

We also confirm that the integrity of the building fabric will be tested post construction via air leakage testing of all dwellings. Testing will be carried out by professionals with membership of ATTMA.

Should you have any queries, please do not hesitate to contact the undersigned.

Yours sincerely

Martin Smith

System Manager



HORSEY TOWN HALL COMMISSIONING PROGRAMME

Name	Duration	Start	Finish	Comment	Percent complete
commissioning Of Town Hall	18w 1d	04/04/2022	12/08/2022		
Plant Room	6w 3d	24/08/2022	10/10/2022		95
Gas Booster Set Commissioning	3d	09/05/2022	12/10/2022		100
Boilers	1w	06/10/2022	14/10/2022		95
CHP including G99	2w	10/06/2022	23/06/2022		95
Grundfoss Pumps	1w	16/05/2022	20/05/2022		100
Water Boost Set	1w	31/05/2022	06/06/2022		100
Water Conditioner	1w	31/05/2022	06/06/2022		100
Side Stream Filter	1w	27/05/2022	03/06/2022		100
Pressurization Unit	1w	27/05/2022	03/06/2022		100
BMS Controls	3w	19/09/2022	07/10/2022		95
Control Panel commissioning	3w	19/09/2022	11/10/2022		
Pump Controls commissioning	2d	19/09/2022	12/10/2022		
Revisit settings once main water on	2w	19/09/2022	13/10/2022		
Communal	2w 1d	28/09/2022	13/10/2022		
LTHW Systems -Heating	2w 1d	25/05/2022	14/10/2022		100
Commissioning Set commissioning	1w	10/10/2022	14/10/2022		
Sample Pipework	2d	04/04/2022	05/04/2022		100
Sample Results	1w	06/05/2022	12/05/2022		100
Domestic Services - BCW	5w	20/06/2022	22/07/2022		100
BCWS System Pressure Settings	3d	20/06/2022	22/06/2022		100
Domestic Water Chlorination	3d	20/06/2022	22/06/2022		100
Domestic Water Samples	1d	23/06/2022	23/06/2022		100
Domestic Water Results	2w	23/06/2022	06/07/2022		100
Domestic Outlet Temperature Setting - TMVs North	2w	20/06/2022	01/07/2022		100
Domestic Outlet Temperature Setting - TMVs South	2w	04/07/2022	15/07/2022		100
Smoke Ventilation Systems & AOVs	5w	27/06/2022	29/07/2022		100
Main Core Block A North	1w	13/06/2022	17/06/2022		100
Car Park Ventilation	3w	27/06/2022	15/07/2022		100
Main Core Block A South	2w	04/07/2022	15/07/2022		100
Roof works on AOV fans	2w	04/07/2022	15/07/2022		100
Sprinkler System	2w	27/06/2022	08/07/2022		100
Test sprinkler system to fire alarm north	1w	27/06/2022	01/07/2022		100
Label and lock valves	1d	04/07/2022	04/07/2022		100
Test sprinkler system to fire alarm south	1w	04/07/2022	08/07/2022		100
Label and lock valves	1d	08/07/2022	08/07/2022		100
Block A North VRF/AC	2w	13/06/2022	24/06/2022		100
Block A South VRF/AC	2w	11/07/2022	07/10/2022		
Energy Centre Ventilation	2w	11/07/2022	13/10/2022		
Ground Floor Ventilation Balancing	2d	11/07/2022	14/10/2022		
HUI Commissioning & Tap Temperatures	8w 1d	15/06/2022	10/08/2022		100
Lower Ground Floor - 2 units Mechanical	2d	15/06/2022	16/06/2022		100
Ground Floor - 8 units Mechanical	4d	17/06/2022	22/06/2022		100
1st Floor - 8 units Mechanical	4d	23/06/2022	28/06/2022		100
2nd Floor - 8 units Mechanical	4d	29/06/2022	04/07/2022		100
3rd Floor - 8 units Mechanical	4d	05/07/2022	08/07/2022		100
4th Floor - 8 units Mechanical	4d	08/07/2022	13/07/2022		100
Ground Floor - 8 units Mechanical	4d	14/07/2022	19/07/2022		100
1st Floor - 8 units Mechanical	4d	20/07/2022	25/07/2022		100
2nd Floor - 8 units Mechanical	4d	26/07/2022	29/07/2022		100
3rd Floor - 8 units Mechanical	4d	01/08/2022	04/08/2022		100
4th Floor - 8 units Mechanical	4d	05/08/2022	10/08/2022		100
Fire Alarm	8w	20/06/2022	12/08/2022		100
Fire Alarm Pre Commissioning North	6w	20/06/2022	29/07/2022		100
Fire Alarm Commissioning North	2w	04/07/2022	15/07/2022		100
Fire Alarm Soak Period North	2w	15/07/2022	28/07/2022		100
Fire Alarm Pre Commissioning South	6w	04/07/2022	12/08/2022		100
Fire Alarm Commissioning South	2w	18/07/2022	29/07/2022		100
Fire Alarm Soak Period South	2w	01/08/2022	12/08/2022		100
Disabled Refuge Alarm	2d	11/07/2022	12/07/2022		
Lighting	4w	03/10/2022	14/10/2022		
Lighting Control Commissioning North	2w	03/10/2022	14/10/2022		
Emergency Lighting North	2w	03/10/2022	06/10/2022		
Lux levels North	1w	03/10/2022	06/10/2022		
Lighting Control Commissioning South	2w	23/09/2022	06/10/2022		

Emergency Lighting South	2w	23/09/2022	06/10/2022			
Lux levels South	1w	23/09/2022	06/10/2022			
Automatic Changeover Switches	2w	11/07/2022	22/07/2022			100
Automatic Changeover Switches North	1w	11/07/2022	15/07/2022			100
Automatic Changeover Switches South	1w	18/07/2022	22/07/2022			100
Black Building Test North	2d	20/07/2022	21/07/2022			100
Black Building Test South	2d	26/07/2022	27/07/2022			100
Pv Commissioning	5w	19/09/2022	07/10/2022			
PV Installation & Commissioning North	3w	19/09/2022	07/10/2022			
PV Installation & Commissioning South	3w	19/09/2022	07/10/2022			
CCTV	4w	11/07/2022	05/08/2022			
CCTV	2w	11/07/2022	22/07/2022			100
Intercom/ Access Control North	2w	18/07/2022	29/07/2022			100
Intercom/ Access Control south	2w	25/07/2022	05/08/2022			100
Cause & Effect	2w	16/05/2022	27/05/2022			100
Cause & Effect	2w	16/05/2022	27/05/2022			100
Cause & effect review and sign off	2w	16/05/2022	27/05/2022			100
Commissioning Certification	4w	27/09/2022	10/10/2022			
Commissioning Certifications Review and Issue Block	2w	27/09/2022	10/10/2022			
Documentation North	2w	28/09/2022	11/10/2022			
Documentation South	2w	29/09/2022	12/10/2022			
Witnessing	2w 1d	06/10/2022	12/10/2022			
Client Witnessing	1w	06/10/2022	12/10/2022			
Client Witnessing - Schedule to Issued North	1w	06/10/2022	12/10/2022			
Client Witnessing - Schedule to Issued South	1w	07/10/2022	13/10/2022			

Block B	9w 4d	11/07/2022	16/09/2022			
Commissioning Of Block B	9w 4d	12/12/2022	16/12/2022			
Plant	1w	12/12/2022	16/12/2022			
Plant Room	1w	12/12/2022	16/12/2022			
Grundfoss Pumps	1w	12/12/2022	16/12/2022			
Water Conditioner	1w	12/12/2022	16/12/2022			
Side Stream Filter	1w	12/12/2022	16/12/2022			
Pressurization Unit	1w	12/12/2022	16/12/2022			
BMS	3w	19/12/2022	13/01/2023			
BMS Controls	3w	19/12/2022	13/01/2023			
Control Panel commissioning	3w	19/12/2022	13/01/2023			
Pump Controls commissioning	2w	20/12/2022	10/01/2023			
LTHW Systems	3w	15/12/2022	10/01/2023			
Communal	3w	15/12/2022	10/01/2023			
LTHW Systems -Heating	3w	15/12/2022	10/01/2023			
Commissioning Set commissioning	1w	15/12/2022	10/01/2023			
Sample Pipework	1d	21/12/2022	22/12/2022			
Sample Results	1w	21/12/2022	03/01/2023			
Domestic Services - BCW	3w 4d	02/01/2023	20/01/2023			
Domestic Services - BCW	3w	02/01/2023	20/01/2023			
BCWS System Pressure Settings	3d	02/01/2023	04/01/2023			
Domestic Water Chlorination	1w	09/01/2023	13/01/2023			
Domestic Water Samples	1d	13/01/2023	13/01/2023			
Domestic Water Results	2w	13/01/2023	26/01/2023			
Domestic Outlet Temperature Setting	1w 3d	09/01/2023	18/01/2023			
AOVS	2w	24/01/2023	06/02/2023			
Smoke Ventilation Systems & AOVS	2w	24/01/2023	06/02/2023			
Block B	2w	24/01/2023	06/02/2023			
Sprinkler System	2w	05/01/2023	18/01/2023			
Sprinkler System	2w	05/01/2023	18/01/2023			
Test sprinkler system to fire alarm Block B	1w	05/01/2023	11/01/2023			
Label and lock valves	1d	12/01/2023	12/01/2023			
HIU	4d	09/02/2023	14/02/2023			
HIU Commissioning & Tap Temperatures	4d	09/02/2023	14/02/2023			
Block B LGF Upwards	1d	09/02/2023	09/02/2023			
Fire Alarm	2w 3d	03/01/2023	09/01/2023			
Fire Alarm Pre Commissioning	1w	03/01/2023	09/01/2023			
Fire Alarm Commissioning	3d	03/01/2023	09/01/2023			
Fire Alarm Soak Period	2w	06/01/2023	19/01/2023			
Lighting	2w	02/01/2023	13/01/2023			
Lighting Control Commissioning	2w	02/01/2023	13/01/2023			
Emergency Lighting	2w	02/01/2023	13/01/2023			
Lux levels	1w	02/01/2023	06/01/2023			
Automatic Changeover/CCTV	2w 3d	14/12/2022	20/12/2022			
Automatic Changeover Switches	1w	14/12/2022	20/12/2022			
Black Building Test	2d	14/12/2022	15/12/2022			
CCTV	2w	20/01/2023	02/02/2023			
Intercom/ Access Control	2w	20/01/2023	02/02/2023			
Commissioning Certifications	2w	15/02/2023	28/02/2023			
Commissioning Certifications Review and Issue Block B	2w	15/02/2023	28/02/2023			
Client Witnessing	1w	15/02/2023	21/02/2023			
Client Witnessing - Schedule to Issued	1w	15/02/2023	21/02/2023			

BA & MEWS	8w 3d	20/06/2022	12/08/2022		
Power On Date	2w	20/06/2022	15/11/2022		100
Apartment Testing	5w	12/10/2022	15/11/2022		
Communal Testing	3w	26/10/2022	15/11/2022		
Plant Room	6w	05/10/2022	15/11/2022		
Grundfoss Pumps	1w	28/10/2022	03/11/2022		
Water Conditioner	1w	28/10/2022	03/11/2022		
Side Stream Filter	1w	28/10/2022	03/11/2022		
Pressurization Unit	1w	28/10/2022	03/11/2022		
BMS	3w	18/10/2022	14/11/2022		
BMS Controls	3w	18/10/2022	01/11/2022		
Control Panel commissioning	3w	01/11/2022	07/11/2022		
Pump Controls commissioning	2d	07/11/2022	07/11/2022		
Communal	4w	20/06/2022	15/07/2022		
Communal	2w 1d	20/06/2022	04/07/2022		
LTHW Systems -Heating	2w 1d	20/06/2022	04/07/2022		
Commissioning Set commissioning	1w	0q/07/2022	08/07/2022		
Sample Pipework	1d	07/07/2022	07/07/2022		
Sample Results	1w	08/07/2022	14/07/2022		
Services - BCW	3w	27/10/2022	16/11/2022		
Domestic Services - BCW	3w	27/10/2022	16/11/2022		
BCWS System Pressure Settings	3d	27/10/2022	31/10/2022		
Domestic Water Chlorination	1w	01/11/2022	07/11/2022		
Domestic Water Samples	1d	02/11/2022	02/11/2022		
Domestic Water Results	2w	02/22/2022	15/11/2022		
Domestic Outlet Temperature Setting - TMVs Annexe	3d	03/11/2022	07/11/2022		
Domestic Outlet Temperature Setting - TMVs Mews	3d	08/11/2022	10/11/2022		
Ventilation	3w	26/10/2022	15/11/2022		
Smoke Ventilation Systems & AOVS	2w	26/10/2022	08/11/2022		
Annexe	1w	26/10/2022	01/11/2022		
Mews	1w	09/11/2022	15/11/2022		
Sprinkler System	2w	01/11/2022	14/11/2022		
Sprinkler System	2w	01/11/2022	07/11/2022		
Test sprinkler system to fire alarm Annexe	1w	01/11/2022	07/11/2022		
Label and lock valves	1d	07/11/2022	14/11/2022		
Test sprinkler system to fire alarm Mews	1w	14/11/2022	14/11/2022		
Label and lock valves	1d	09/11/2022	14/11/2022		
HIU Commissioning	2w	01/11/2022	14/11/2022		
HIU Commissioning & Tap Temperatures	2w	01/11/2022	07/11/2022		
Annexe	1w	01/11/2022	14/11/2022		
Mews	1w	08/11/2022	14/11/2022		
Fire Alarm	5w 2d	17/10/2022	01/11/2022		
Fire Alarm Pre Commissioning Annexe	1w	17/10/2022	21/10/2022		
Fire Alarm Commissioning Annexe	3d	18/10/2022	20/10/2022		
Fire Alarm Soak Period Annexe	2w	18/10/2022	31/10/2022		
Fire Alarm Pre Commissioning Mews	1w	18/10/2022	24/10/2022		
Fire Alarm Commissioning Mews	3d	18/10/2022	20/10/2022		
Fire Alarm Soak Period Mews	2w	19/10/2022	01/11/2022		
Lighting Control	4w	24/10/2022	04/11/2022		
Lighting Control Commissioning Annexe	2w	24/10/2022	04/11/2022		
Emergency Lighting Annexe	2w	24/10/2022	04/11/2022		
Lux levels Annexe	1w	24/10/2022	28/10/2022		
Lighting Control Commissioning Mews	2w	07/11/2022	18/11/2022		
Emergency Lighting Mews	2w	07/11/2022	18/11/2022		
Lux levels Mews	1w	07/11/2022	11/11/2022		
Automatic Changeover Switches/CCTV	4w	25/10/2022	01/11/2022		
Automatic Changeover Switches	1w	27/10/2022	31/10/2022		
Black Building Annexe	2d	27/10/2022	28/10/2022		
Black Building Mews	2d	18/10/2022	28/10/2022		
CCTV Annexe	2w	19/10/2022	01/11/2022		
Intercom/ Access Control Annexe	2w	19/10/2022	01/11/2022		
CCTV Mews	2w	19/10/2022	01/11/2022		
Intercom/ Access Control Mews	2w	19/10/2022	01/11/2022		
Commissioning Certifications Review	4w	01/11/2022	14/11/2022		
Commissioning Certifications Review and Issue Block B	2w	01/11/2022	14/11/2022		
Review Documentation Annexe	1w	19/10/2022	25/10/2022		
Review Documentation Mews	2w	16/10/2022	08/11/2022		
Client Witnessing	1w 3d	15/11/2022	15/11/2022		
Client Witnessing - Schedule to Issued Mews	1d	15/11/2022	15/11/2022		
Client Witnessing	1d	15/11/2022	15/11/2022		
Client Witnessing - Schedule to Issued Annexe	1d	15/11/2022	15/11/2022		

Katy Venables

Whitecode
26-27 The Hill Northfleet,
Northfleet,
Gravesend.
DA11 9EU

10th September 2024

RE: Hornsey Town Hall – Cover Letter for BREEAM Management 04 Commissioning

Dear Katy,

This letter is to confirm that Ardmore Construction Limited appointed Energy Control Solutions Limited as the Specialist Commissioning Manager at Hornsey Town Hall to achieve the BREEAM Management 04 credit.

Energy Control Solutions were appointed in February 2023 under a Sub-Contractor Order for use with specialist sub-contractors, as appended to this letter. Particular reference should be made to page 11 which states the scope of works and that the sub-contractor shall allow for control system commissioning and documentation.

The sub-contractor was appointed to undertake design review and provide advice on the suitability for ease of commissioning, for example introducing additional valves to allow phased handovers. They worked closely with the design consultant Whitecode and the site MEP Managers to achieve this.

They provided their input to the construction programme and both design stage and installation to ensure sufficient time periods were allowed to complete the commissioning. As well as managing the commissioning, performance testing and handover stages alongside Ardmore's MEP Managers and design consultants.

Energy Control Solutions were employed to design, supply and install the sitewide BMS system, as a Specialist Commissioning Manager. Which included the commissioning of:

Registered in England No. 01185592 | VAT Registration No. 210 8917 23



- Air and water systems when all control devices were installed, wired and functioning
- Test results for flow ratings, as well as physical measurements of room temperatures, off-coil temperatures and other key parameters.
- The BMS installation will be running in auto with satisfactory internal conditions prior to handover, as demonstrated by the commissioning records.
- The BMS schematics and graphics will be fully installed with a functioning user interface prior to handover
- Energy Control Solutions alongside Ardmore will fully train the facilities team to operate the system

All the above is included within the Energy Control Solutions order and will be demonstrated through commissioning results and training schedules at handover.

Yours Sincerely,

Bethan Street

Head of Design

Appendix:

- Sub-Contractor Order SC000004954

Registered in England No. 01185592 | VAT Registration No. 210 8917 23



Building user guide



Address:

Hornsey Town Hall,
The Broadway,
Crouch End,
London.
N8 9JJ

Responsibility of:

Position:

Building User Guide Issue Number:

01

Date:

July 2024

This Building User Guide should be kept at all times in:

General Manager's Office

Electronic version located at:

Viewpoint for Projects

Prepared by:

Ardmore

CONTENTS

1	BUILDING SERVICES INFORMATION	5
1.1	General building information	5
1.2	Building environment	7
1.3	Lifts and escalators	7
1.4	Security system	9
2	EMERGENCY INFORMATION	11
2.1	Fire response and alarm system	11
2.2	Fire evacuation procedures	11
2.3	First aid	12
3	BUILDING UTILITY AND ENVIRONMENTAL INFORMATION	14
3.1	Overview of company policy and practices	14
3.2	Energy and environmental strategy	14
3.3	Annual building energy consumption	14
3.4	Energy conservation	15
3.5	Mechanical	16
3.6	Electrical	16
3.7	Communications	17
4	WATER MANAGEMENT	18
4.1	Water strategy	18
4.2	Domestic water	19
5	MATERIALS AND WASTE MANAGEMENT	20
5.1	Materials purchasing policy	20
5.2	Waste management policy	20
6	TRANSPORT FACILITIES	21
6.1	Transport	21
6.2	Parking	22
7	REFIT AND REARRANGEMENT CONSIDERATIONS	23
7.1	Re-fit building/building sections	23
7.2	Re-arrangement/addition of furniture	24
8	REPORTING PROVISION	25
8.1	Reporting procedures	25
8.2	Responsible parties	26
9	TRAINING	27
9.1	Compulsory training	27
9.2	Additional training	27

BUILDING USER GUIDE PURPOSE

The Building User Guide provides the end users/occupants of the building with a simple, quick and easy guide to the everyday functions of the building in order to ensure a safe and healthy work environment while complimenting the efficient operation of the building to the full potential provided by the design.

The production of a Building User Guide in conjunction with the Building Manual based on these BSRIA guidelines will meet relevant BREEAM credit requirements. Within the Man 4 credit, the criteria relating to these documents are a minimum standard required for various BREEAM ratings depending on which scheme the assessment is being carried out under. In most cases this applies to excellent or better ratings, but some international schemes require the credit for good or better ratings.

It is intended that the Building Manual will focus on information that is relevant to the building and its operation; while the Building User Guide will focus on information relating to the management of people and how they interact with the building. For example, information on how to shut down the main gas supply in the event of a gas leak should be included in the Building Manual and information on the occupants fire evacuation procedures included in the Building User Guide.

With the gap that often exists between the design concept and the operators' understanding of how the building works, the Building Manual and Building User Guide offer the opportunity to close this gap, and in doing so reduce excessive energy use and increased maintenance costs.

BUILDING USER GUIDE UPDATES AND REVIEWS

This user guide should be reviewed six monthly/annually (delete as necessary) and updated when changes to structure, layout, fabric or services of the building have been made. Any changes to the document including removal or adding of pages should be recorded.

[illegible]

1 BUILDING SERVICES INFORMATION

1.1 GENERAL BUILDING INFORMATION

Provide a general description of the building, location, design features, services and local infrastructure/amenities available. Provide a “Pre-arrival pack” or list of information to be passed on to planned visitors/contractors/new staff telephonically, electronically or by post as appropriate, when booking an appointment. Also provide details of any shared facilities including who has access to these, when, why and how. For example in a multi storey building where tenants have independent sections served by independent services, but have shared access via lifts and stairwells, or a business park with shared security access to communal visitor parking and dedicated tenant parking.

Building description

The development consists of 146no. new build and refurbished residential units, existing listed building conversion, extension, and alteration to include hotel suites, kitchens, annex areas, cinema, theatre, shell and core commercial areas and town hall. Including all communal external works.

This Building User Guide is for the hotel and town hall.

There are several different uses for this building and visitor access would depend on the intended use:

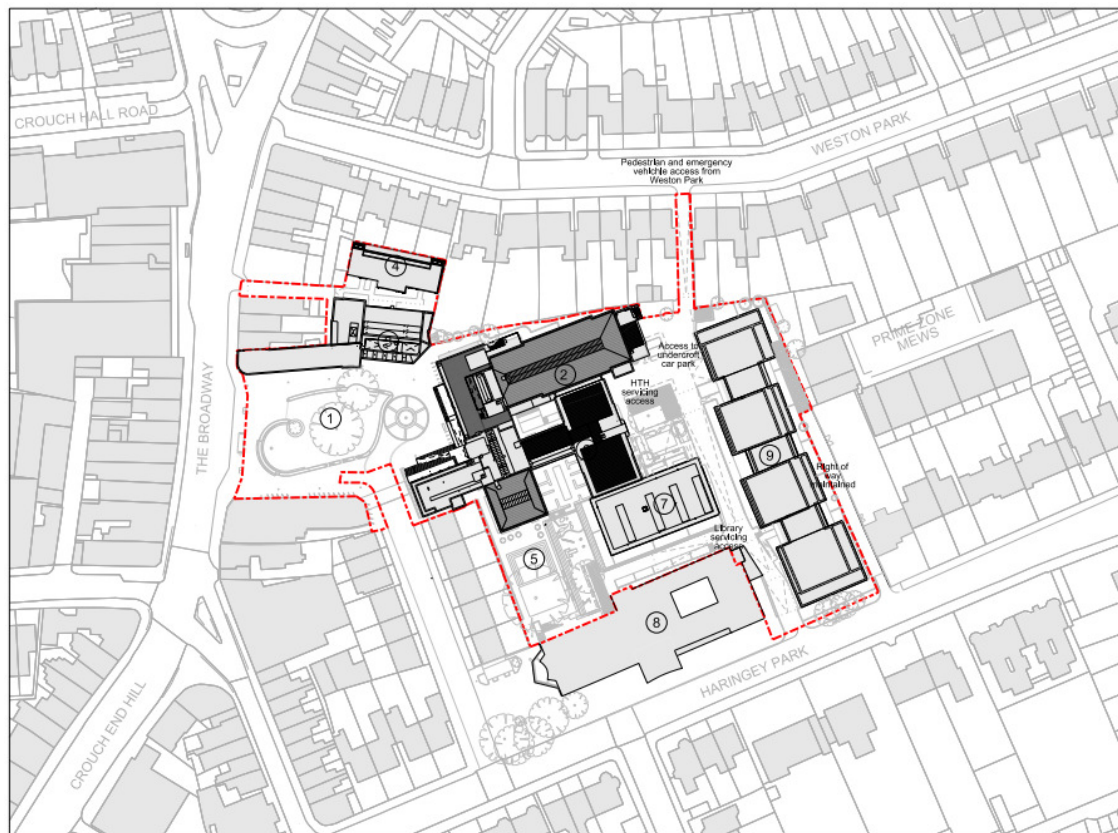
- Cinema/ theatre
- Hotel guest
- Restaurant/ café patron
- Town Hall access
- Employee
- Co-working space

The development is located off The Broadway in Hornsey adjacent to several local amenities, such as banks, shops, cafes and restaurants. The nearest public transport is local buses which provide access to Archway, Highgate or Crouch Hill underground services.

The nearest hospital is the Whittington Hospital near Archway, which is a 10 minute drive away.

[\[Pre-Arrival pack will be provided by the End User, as well as any access restrictions.\]](#)

Location map



The development is shown with a red line on the above

Visitor information

All guests/visitors should report to the Hotel and/or Site Management upon arrival.

All maintenance operatives, contractors and workers should also contact the Hotel and/or Site management prior to arrival, and then report to them upon arrival.

Hotel and/or Site Management are responsible for the day-to-day operations, for managing all guests, staff and contractors within the hotel and its surroundings.

[End user to amend or add as relevant]

Building shared facilities

The primary circulation spaces will be shared by different users, as well as the hotel and town hall front of house spaces.

[End user to amend or add as relevant]

1.2 BUILDING ENVIRONMENT

Include details on heating, cooling, ventilation, lighting and acoustics. Also include a brief description of distribution/attenuation method(s) and positioning of units (walls, floor, or ceiling). Provide a floor plan showing main control point locations and state the maximum and minimum set points, operational times, override/alternate settings. Also provide a brief description on who should adjust the temperatures on the main controls and how to and when to adjust the temperatures on main controls, and details of zone and or local user control settings such as TRVs on radiators, and detail optimum settings for efficient operation.

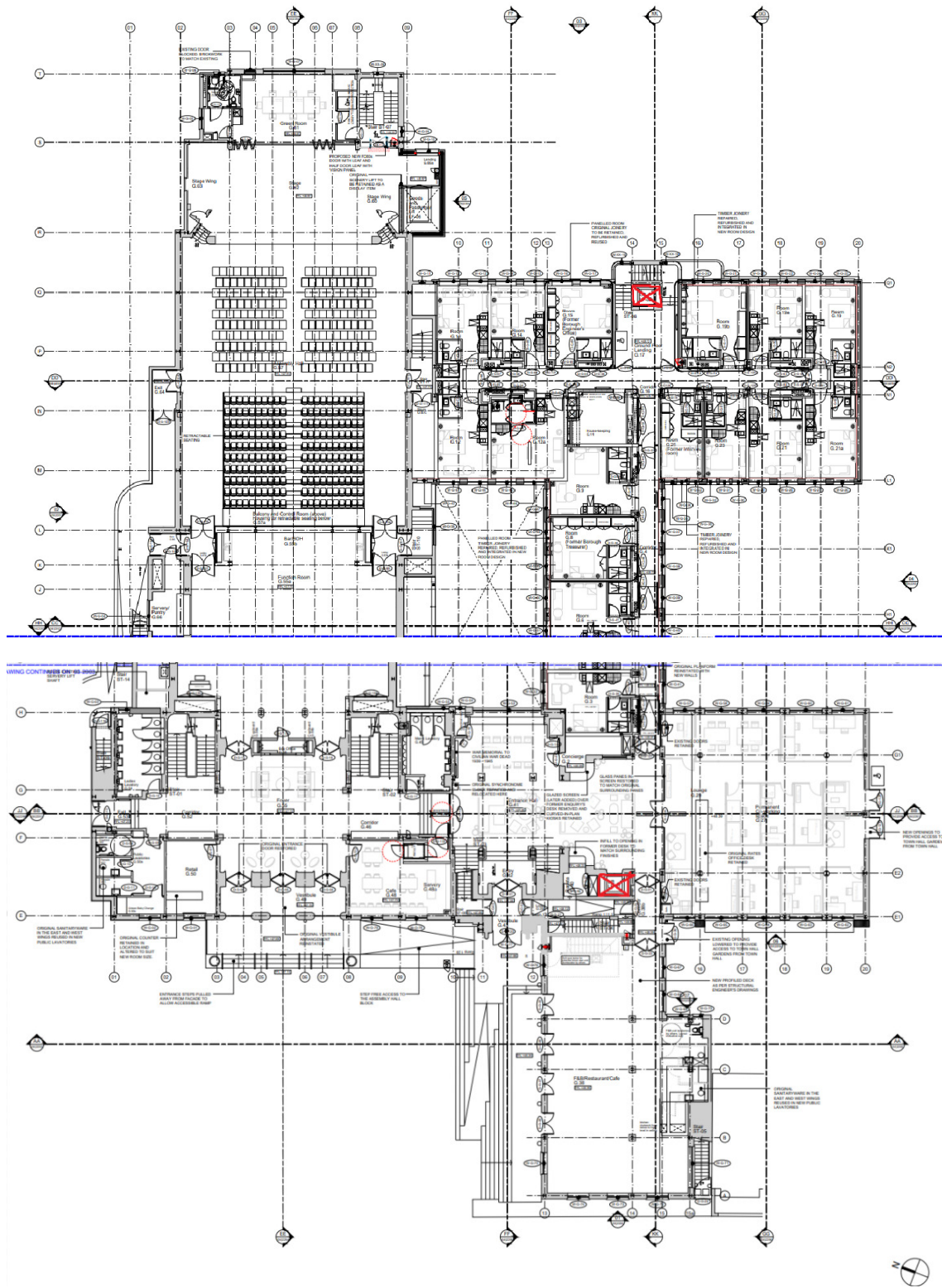
Element description	Distribution/attenuation method
Heating	The development is served by a primary energy centre with CHP plant and boilers, and a secondary energy centre in the Town Hall. Heating is provided by radiators, LTHW coils within AHUs, and refrigerant FCUs. The retail/ F&B units are provided with double plate HIUs to allow individual heat metering.
Cooling	Multiple rooms within the Town Hall are installed with VRF systems for cooling. Condensers are located on the roof, and distribution through refrigerant pipework.
Ventilation	Mechanical ventilation is provided from AHUs to serve the building. Attenuators are provided along the ductwork to ensure acoustic levels are achieved. With supply and extract grilles within the façade.
Lighting	Lights are all hard wired to provide the required LUX levels throughout the building. There are emergency lights where required to ensure safe escape.
Acoustics	As this is an refurbishment scheme, the existing floor and wall construction were tested to ensure compliance with British Standards with regards acoustics. The internal partitions and floors were upgraded with independent wall linings or ceilings to achieve the required results. Mechanical services were installed with attenuation or acoustic hangers were required to reduce reverberation.

Temperature control	
Time schedule	Temperature control is fully programmable and at the time of handover
Temperature setpoints	Nominal flow temperature - 70 Primary return set point - 40 Central and local control of heating and cooling systems are via the central BMS or local controllers.
Out-of hours operation	As a hotel, the building is generally 24 hour operation.

For more details refer to as built mechanical and electrical drawings.

1.3 LIFTS AND ESCALATORS

Include details on the following information: provide a floor plan showing location of the mechanical lifts/escalators and provide capacities of the lifts or escalators. Also provide a brief description on how to operate lifts/escalators with Emergency/stop button, information in case of fire, procedure in case of fault/failure, and call button/intercom.

Lift Location Plan:

How to operate Passenger and Goods Lifts	
Procedure	Description
Standard operation	All passenger lifts are operated with a simple call button outside the lift and a control panel inside the lift car. All buttons are push-operated. The call buttons are located at the front of the lift on every floor.
Emergency/stop button.	This is located on the main control panel inside the lift car. The button is push-operated.
In case of fault/failure, call button/intercom	This is located on the main control panel inside the lift car. The button is push-operated.
In case of fire	Do not use lift in event of fire.

1.4 SECURITY SYSTEM

Include details on the type of security system, times for manual and automatic activation, and which personnel are authorised to activate or deactivate the system. Provide details of the entry and exit procedure during normal hours and outside of normal working hours and provide a list of personnel who are authorised to activate or deactivate the system. Include a list times for manual and automatic activation. Provide details of entry/exit procedure during normal hours and outside normal working hours.

Security system description	
Links to external organisation	The development has access control on certain doors as per the security as built drawings. These are fob or card operated and controlled by the PC at the concierge desk. There are also CCTV cameras which are part of the site wide security system and record activity 24/7, with footage retained for 31 days.

Name and contact details of authorised personnel	Telephone number
Ozzas Security Systems (Original Installers)	0203 384 9439
[End user to update as necessary]	

Normal operating	Times
Alarms off	N/A
Alarms on	If access is not authorised when a card is being presented to a control unit an alarm message will be generated on the central computer
Alarms on (out-of-office hours)	The security desk should be manned 24/7

Entry procedure during normal working hours

Guests and staff can enter the building normally inside normal working hours, via any of the main entrances or the staff entrances, respectively. The staff entrances are secured and managed with security access cards.

Exit procedure during normal working hours

Guests and staff can exit the building normally during working hours, via any of the main entrances or staff entrances, respectively.

Entry procedure outside normal working hours

Guests and staff can enter the building normally outside normal working hours, via any of the main entrances or the staff entrances, respectively. As the building is managed the whole time.

Exit procedure outside normal working hours

Guests and staff can exit the building normally outside normal working hours, via any of the main entrances or the staff entrances, respectively. As the building is managed the whole time.

2 EMERGENCY INFORMATION

Provide reference to master Health & Safety documents.

Health and Safety documents

Reference Health and Safety File

2.1 FIRE RESPONSE AND ALARM SYSTEM

Type of alarm system

The building is provided with fire detection and disable refuge alarms in line with the fire strategy.

Door access control will fail safe during a fire alarm.

All alarms will be linked through to concierge to investigate but if not stopped within a given time the emergency services will be notified.

Refer to the Fire Strategy and Fire Risk Assessment for more details.

2.2 FIRE EVACUATION PROCEDURES

Include details on the procedure for calling the fire brigade, show locations of the fire escape routes and exit doors and assembly points outside the building in respective drawings in section 1.1.

Fire emergency procedure

Refer to the Fire Strategy and Fire Risk Assessment for more details.

In the event of an emergency all staff, guests and residents should exit the building via the stairs only and proceed to the arranged muster points outside the building.

Building management should consult the fire control panel and call the fire brigade using 999 in the event that the system detects a fire, or if fire and smoke are observed by staff.

It is the responsibility of the end user to train and organise fire marshals to oversee the safe evacuation of the building in the event of fire and to carry out all necessary checks that the building has been fully evacuated.

Use of fire equipment

It is the responsibility of the end user to keep and maintain all appropriate fire equipment in the building, and to train staff and fire marshals in the correct and safe use of fire extinguishers to tackle small fires as well as to recognise when tackling a fire is beyond their capabilities.

Specific classes of fire extinguishers should also be provided for certain areas where the fire

risk is different, such as Class F fires involving cooking oils and fats found in kitchens. This should also be built into the fire strategy and design developed by the client team.

Below is a helpful five step guide for staff to observe in the event of a fire:

- Only tackle a fire in its very early stages
- Always put your own and other peoples' safety first
- On discovering the fire, immediately raise an alarm
- Make sure you can escape if you need to and never let a fire block your exit
- If you cannot put out the fire or if the extinguisher becomes empty, get out and get everyone else out of the building immediately, closing all doors behind you as you go. Then ensure the fire brigade has been called.

2.3 FIRST AID

Provide a link to the list of registered first-aiders in the building with, contact numbers and areas of responsibility, also include the level of first aid training (use of defibrillator if applicable). Also give the procedure on calling for assistance, for example, in an emergency – person collapsed, chest pain, difficulty breathing, or serious injury, or with an incident – person feeling unwell, a minor trip, fall or injury. Also provide a floor plan showing the location of first aid facilities or equipment.

Calling for assistance

It is the responsibility of the end user to keep and maintain all appropriate first aid in the building, and to train staff in first aid.

[End user to update as necessary]

Emergency first-aid procedure

[End user to update as necessary]

Minor injury/illness first-aid procedure

[End user to update as necessary]

3 BUILDING UTILITY AND ENVIRONMENTAL INFORMATION

3.1 OVERVIEW OF COMPANY POLICY AND PRACTICES

Provide an overview of the company policies and practices relating to company culture, desk-top policies, telephone equipment and protocol, media, email and internet protocols, dress code. If a canteen is provided include eating and drinking protocols. In addition include the facilities provided using dispensing machines for tea, coffee, cool drinks, and snacks. List recreational facilities included such as social and sports clubs. Show amenities such as, post office/box, food store/restaurant, bank/atm, pharmacy; and childcare on the location map section 1.1 (and/or include links to websites).

Company policies and protocols

[End user to update as necessary]

Canteen, refreshment s and public amenities

[End user to update as necessary]

3.2 ENERGY AND ENVIRONMENTAL STRATEGY

Provide energy and environmental policy documents, including general company policies and site specific application of above and or separate site policies

Energy and environmental policies and protocols

[End user to update as necessary]

The building has been designed to achieve BREEAM Good rating so attains a certain level of environmental performance.

3.3 ANNUAL BUILDING ENERGY CONSUMPTION

Provide details on the main heating fuel and secondary fuel(s); gas/electricity supply and management/monitoring; gas/electricity metering and areas of sub-metering; low or zero carbon technologies and renewable energy sources; provision and location of EPC and DEC certificates and Advisory Report. Also provide the provision of environmental rating and relevant assessment method.

Management monitoring

Refer to as built schematics for final locations of meters. All services are metered and sub-metered to ensure flexibility of energy monitoring and future sub-letting for commercial and retail units.

Low or zero carbon technology and renewable energy sources

A CHP unit is installed in the energy centre to provide the space heating and domestic hot water demand.

Photovoltaics are installed on some of the roofs of the development which feed into the primary energy centre.

As the main building for the Town Hall is grade 2* listed there are considerable constraints to retain the integrity of the existing building.

List of certificates and reports

BRUKL Report

3.4 ENERGY CONSERVATION

See Section 3.3 and add any relevant protocols on energy conservation.

List actions that affect energy efficiency and conservation

It is the responsibility of the building user to ensure that the building services are operating as efficiently as possible and there is no unnecessary waste. To this end, the user is guided to the "building log book" where the energy efficiency and "out of range values" can be monitored and any adjustments can be made to allow improvement.

There are measures in place to maximise efficiency of all plant, heating and lighting control systems in the building and these are managed by the BMS.

3.5 MECHANICAL

Provide information for manual and automated blinds and how these can be adjusted, and ventilation strategies in natural/mechanical/mixed mode. List actions that can affect the efficiency of the systems and the energy conservation in the building such as, blocking supply outlets with filing cabinets or storage boxes, use of natural ventilation when the system is in automated modes, the opening of windows and doors – when to and when not to, the use of blinds in winter time affecting the natural lighting, and lack of use of blinds in summer time, causing additional solar heat gain. Give high flow temperature set points for each season.

Blind adjustment

[End user to update as necessary]

Ventilation strategy

Mechanical ventilation is provided via air handling units on the roofs, distributed through ductwork and local fan coil units, with associated intake and extract grilles. These are controlled by local room controllers on the walls. The system should be regularly maintained to ensure it is running efficiently. As well as ensuring grilles are clean and free from obstruction.

Set-point for winter temperatures

The setpoints for winter were commissioned and signed off based on the specification and Part L regulations.
The setpoints are fully adjustable by the operator. As established by and managed by the automated BMS System.

Set-point for summertime temperatures

The setpoints for winter were commissioned and signed off based on the specification and Part L regulations.
The setpoints are fully adjustable by the operator. As established by and managed by the automated BMS System.

3.6 ELECTRICAL

Provide information on lighting and small power strategy, provision of UPS if applicable, provision of emergency lighting. List actions that can affect the efficiency of the systems and the energy conservation in the building such as: desk electric heaters/desk electric fans, use of override/local controls in areas with automated lighting systems and the use of lighting control procedures in lightly used areas. Provide Switch-off policy what, where and when.

Lighting and small power strategy

Hard wired energy efficient lighting is provided throughout the building. Which is controlled locally in the rooms. All maintenance should replace like for like to retain the same energy performance.

Small power is provided throughout the building, and backed up for life safety systems. It is recommended that low energy appliances are used utilising the Energy Efficiency rating labels.

Uninterruptible power supply (UPS)

N/A - secondary power supplies are provided directly through a feeder pillar, refer to as built schematics.

Emergency lighting

Hard wired emergency lighting is provided where required, refer to as built electrical drawings.

List actions that affect energy efficiency and conservation

The building has been certified as BREEAM Good so attains a certain level of environmental performance.

The building services are fully Adjustable by the end user.

Lighting specification, appliance specifications and energy policy will all affect the energy efficiency of the building.

Switch-off policy

End User to confirm policy, but it is best practice to switch off lights if the room is no longer occupied.

3.7 COMMUNICATIONS

Provide information on the telephone system and operational procedures needed. And also provide information on the computer system used and include whether connectivity by Ethernet, or wireless and whether access is via intranet, extranet, interne.

Communication procedures and policies

A fibre broadband system is provided for the development.

Computer system connectivity**Ethernet**

Ethernet ports are provided at key locations such as desks.

Wireless

Wireless internet is also available throughout.

Company network options

[End user to update as necessary]

4 WATER MANAGEMENT

4.1 WATER STRATEGY

Provide information on the water supply and management strategy, water metering, sub-metering and monitoring (BMS linked?) and water saving/recycling features such as recycled grey water, and rainwater harvesting. Provide a description of internal and external landscaped areas, irrigation system/hand watering/plants and reliance on natural precipitation only.

Water supply and management strategy

Water is supplied into the building via the main incoming water meter into a storage tank located within the lower ground floor. All retail and F&B units are metered to allow accurate individual tenant billing.

The building management should ensure periodic risk assessments are completed for legionella to ensure the health and safety of the tenants. Legionella testing can be completed. Safe water management should be maintained:

- Keep water moving
- Flushing out the system during periods of inactivity
- Avoid debris getting into the system
- Set control parameters, hot water stored at 60 degrees Celsius
- Remove redundant pipework

Water metering	Sub-metering	Monitoring
Refer to as built drawings	Refer to as built drawings	[End user to update as necessary]

Water saving features

Shut off valves have been installed and flow restrictors on brassware.

A water leak detection system has also been installed and is linked back to the BMS.

Internal landscape areas

Bib taps are installed within landscaped areas to allow ease of watering.

External landscape areas

Bib taps are installed within landscaped areas to allow ease of watering.

Water leaks

A water leak detection system has also been installed and is linked back to the BMS, which will raise an alarm to building management if any leaks are detected.

4.2 DOMESTIC WATER

Provide information on the areas where potable water is supplied, the location of water coolers, bottled water and hot water supplies. List water saving features such as aerating taps, timed shut off, proximity sensors, flow rate restriction on showers, dual/low flush toilets, waterless urinals, occupation sensors and solenoid shut off/isolation valves.

Potable water locations

With the exception of the CAT 5 outlets, all water is deemed potable under the water byelaws.

Water cooler/bottled water locations

[End user to update as necessary]

Hot water supplies

Hot water is provided throughout the development from the CHP and boilers in the energy centre.

Water saving features

Shut off valves have been installed and flow restrictors on brassware.

A water leak detection system has also been installed and is linked back to the BMS.

5 MATERIALS AND WASTE MANAGEMENT

5.1 MATERIALS PURCHASING POLICY

Include information such as a responsible sourcing of materials and the use of recycled materials.

Materials purchasing policy

During construction Ardmore followed The Procurement Strategy for the Responsible Sourcing of Materials, submitted as part of BREEAM Good requirements. Ensuring BES 6001 where possible, or other associated certification. All timber is responsibly sourced as FSC or PEFC or similar.

[End user to update as necessary]

5.2 WASTE MANAGEMENT POLICY

Include information about the recycling facilities used in the building, such as the use of bins, shredders, and compactors. Also include information on the use of recycling strands, such as paper, cardboard, plastic, cans, glass, and batteries. Show locations of the recycling collection points on floor plan in section 1.1, and provide a timetable for collections and contact details for special arrangements.

Recycling facilities

[End user to update as necessary]

Recycling strands

[End user to update as necessary]

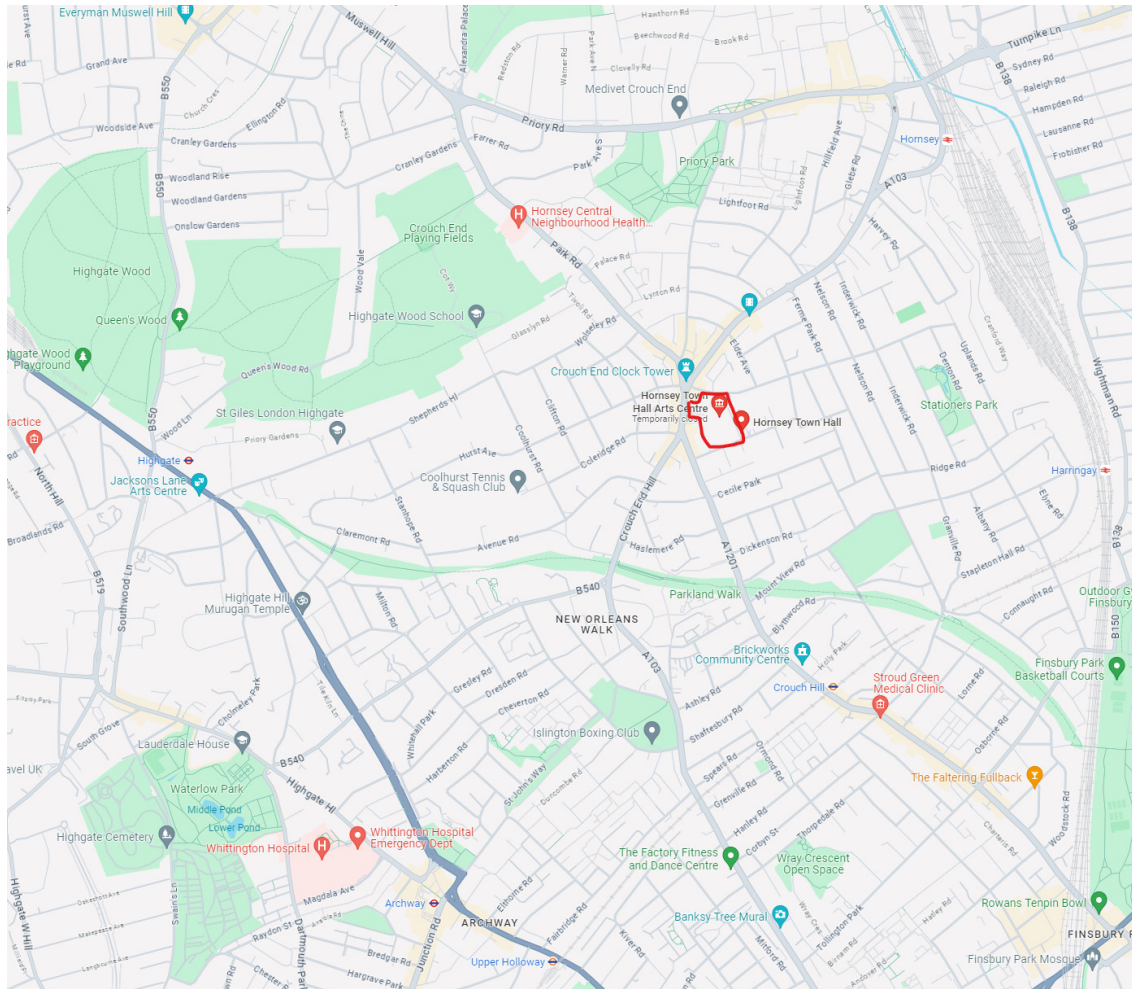
Contact details

[End user to update as necessary]

6 TRANSPORT FACILITIES

6.1 TRANSPORT

Include information on public transport, show bus stops, train stations and taxi ranks on location map in section 1.1 and provide links to websites showing timetables, ticket prices and alternative transport, provide details of car pool/care share schemes and provide details of 'Ride to Work' schemes.



Transport options available

Public transport

In terms of local transport the development is well served. There is a bus stop adjacent to the Town Hall Gardens which provides access to local underground stations.

The above map shows the location of the nearest rail facilities, Archway and Highgate are the closest tube station to the southwest and west of the development respectively, providing access to the Northern Line. National Rail station Harringay to the east and Crouch Hill overground station to the south.

The below map shows the location of the nearest bus stops:

- W5 and 41(N) going to Archway
- W7 towards Muswell Hill

- 91(N) to Trafalgar Square

For more information on timetables, prices and alternative transport arrangements, including a journey planner, please visit: <https://tfl.gov.uk/>.

Alternatively there are taxi options and bicycle rentals.



Local Amenities

Whittington Hospital to the southwest is the nearest emergency centre.

Immediately behind the development (to the south) is Hornsey Library which is also where the nearest postbox is located.

The Broadway to the front of the development (west) is the local high street full of shops, restaurants and cafes.

6.2 PARKING

Show the location of the building, location of offsite parking and other details on location map in section 1.1. Show dedicated visitor parking, dedicated/preferential car share parking, general staff parking, location of bicycles racks and location of access to site for pedestrians and cyclists, and all pedestrian and cycle routes on site on the general site plan in section 1.1.

Parking and cycle racks

There is no dedicated parking spaces, but parking is available on adjacent streets.

There are numerous bicycle Sheffield stands in the hard landscaping of the Town Hall gardens.

7 REFIT AND REARRANGEMENT CONSIDERATIONS

7.1 RE-FIT BUILDING/BUILDING SECTIONS

Provide information on the following considerations, design load/occupation densities, design levels/limitations of existing building services, scope for extending/upgrading existing building services, and provision for additional building services. Include the application of the material and waste management policies (see Section 5).

Design load/occupational densities

The building is a 68+ bed hotel with 400 seat cinema/ theatre, co-working space for circa 55, so expected occupancy is between 200 - 750 people at any one time, depending on the uses occurring.

Design levels/limitations of existing building services

The building services are designed for some redundancy as is expected due to maintenance requirements etc. To suit the expected level of occupancy.

Additional building services

N/A

Material and waste management policies

[End user to update as necessary]

7.2 RE-ARRANGEMENT/ADDITION OF FURNITURE

Provide information about the impact on all aspects of the building environment (heating, cooling, ventilation, lighting and acoustics) due to moving furniture/partitions from designed layout, adding furniture/partitions/shelving and changing occupation densities.

Also consider temporary/permanent placement of loose furnishings such as, spare chair, coat rack, filing cabinet, and storage boxes. List the impact this has on all aspects of the building environment (heating; cooling; ventilation; lighting and acoustics) through blocking or restricting access to supply grills, extract vents, control points, sensors, service and maintenance hatches, and emergency routes or services. Show layout of furniture fittings on the floor plans in section 1.1.

Furniture and fittings

[End user to update as necessary]

Temporary/permanent furnishings

[End user to update as necessary]

8 REPORTING PROVISION

8.1 REPORTING PROCEDURES

Include details on the protocol for reporting conditioning requirements such as temperature setting, and ventilation. General maintenance requirements such as a faulty light fitting, leaking tap, window not opening, and blinds not working should also be provided. List operational maintenance requirements, no power supply, no telephone/internet connection, and toilet not flushing and report any emergency requirements, such as burst pipes, and electrical short or sparking (also see Section 2).

Conditional requirements

[End user to update as necessary]

General maintenance requirements

[End user to update as necessary]

Operational maintenance requirements

[End user to update as necessary]

Emergency requirements

[End user to update as necessary]

In the case of any emergency call emergency services on 999.

8.2 RESPONSIBLE PARTIES

Include contact information for the following, help desk, health and safety manager, facilities manager and maintenance team.

Department	Contact information
Facilities Manager	Name: [End user to update as necessary]
	Telephone:
	Email:
Facilities Maintenance Manager	Name: [End user to update as necessary]
	Telephone:
	Email:
Administration Manager	Name: [End user to update as necessary]
	Telephone:
	Email:
Health & Safety Officer	Name: [End user to update as necessary]
	Telephone:
	Email:
Reception (Help Desk)	Name: [End user to update as necessary]
	Telephone:
	Email:

9 TRAINING

9.1 COMPULSORY TRAINING

This should include training details on the following information: site induction for new employees (building users/occupants), visitors, and contractors. Provide specialist training for selected personnel in air conditioning and heating, lighting and control, water waste management and recyclable procedures. Also include training for emergency procedures, including general aspects covered in site induction, with specialist training for selected personnel such as fire, first aid and lift failures.

Site induction

Visitors	[End user to update as necessary]
New staff	[End user to update as necessary]

Specialist training for building services

Training for hotel management was completed by Ardmore at handover. Any additional training will now be the responsibility of the end user.

Emergency procedures

[End user to update as necessary]

In the case of any emergency call emergency services on 999.

9.2 ADDITIONAL TRAINING

This should include training details on any innovative/energy saving methods or equipment and training for general internal/external projects aimed at meeting areas of corporate social responsibility.

Additional training

[End user to update as necessary]

Katy Venables

Whitecode
26-27 The Hill Northfleet,
Northfleet,
Gravesend.
DA11 9EU

25th February 2025

RE: Hornsey Town Hall – Cover Letter for BREEAM Management 04 Commissioning and Handover

Dear Katy,

This letter is to confirm that Ardmore Construction Limited prepared and concluded a training schedule for the building occupiers of the Town Hall in July 2024 as appended documents. This training was aligned with handover of the associated mechanical and electrical services to ensure that the building occupier had the opportunity to learn from the installation team and raise any queries or concerns with the system, in advance of handover.

The training covered the following systems:

- Plant rooms
- Air systems
- Lighting control system
- Emergency lighting
- Access control
- Building Management System
- Fire alarm
- PAVA (public alarm/ voice alarm)
- Disabled refuge

Registered in England No. 01185592 | VAT Registration No. 210 8917 23



- Disabled room alarms
- Hotel locking system
- CCTV
- IRS aerial system
- Intruder alarm

The training was completed by the Chef Engineer, Site Engineer, Managing Director, and Assistant Director from the building occupier.

Each training sessions included the following:

- An introduction to the project and use of the building.
- A system description of the relevant service and the associated design intent
- A summary of the operation and maintenance manuals and where the find the relevant information, in particular commissioning paperwork and requirements for scheduled seasonal commissioning and post occupancy evaluation of services
- An introduction to the Building User Guide and the other relevant documentation, including the asset register, design data, technical guides, commissioning records and log book.
- Explaining where to find the key contact details, including details for Aftercare
- A full demonstration of the system and key features, including links through to building management systems, controls, interfaces, and valves, to ensure that the building occupier are fully acquainted with the operation of the systems.
- Explain how the systems link together
- Run through the ongoing maintenance requirements, including any maintenance contracts that are already in place through the supply chain.

The training logs were signed and recorded on the attached documents.

Yours Sincerely,

Bethan Street

Head of Design

Appendix:

- Training Schedule
- Training Records

Registered in England No. 01185592 | VAT Registration No. 210 8917 23



HORNSEY TOWN HALL / HOTEL SYSTEMS TRAINING -				
				
Hotel systems Training Requested on 12-7-24	Systems training	Proposed Training Date	Estimated Times	Max Attendees Allowed For
CCTV and security systems	Ozzas	17/07/2024	8.30am-10am	5
Fire alarm and PAVA systems	Global Fire	17/07/2024	11am -2pm	5
Lighting control systems	EL trade	18/07/2024	9am-10am	5
Access control systems ,	Ozzas	17/07/2024	11am -12pm	5
Hotel plant rooms - plant and equipment systems familiarization	ACL	18/07/2024	11am-12pm	5
Disabled call and refuge systems	Global Fire	17/07/2024	2pm-3pm	5
Air systems plant and equipment systems familiarization	ACL	18/07/2024	11am-12pm	5
Building mangement systems	ECS	18/07/2024	2pm -4pm	5
Emergency lighting systems	EL trade	18/07/2024	4pm-5pm	5
Guest room locking systems	ACL	17/07/2024	12pm -2pm	5

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Training Attendance Record Hornsey Town Hall

Plantroom Familiarization
Air Systems Familiarization

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	18-7-24
Sid Armitt	Edmunds	Site engineer	18-7-24
Rolando Hamilton	Brunsfeld	AD	18-7-24

Comments :



Training Attendance Record Hornsey Town Hall

Lighting Control System
Emergency Lighting

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	18-7-24
Sid Armitt	Edmunds	Site engineer	18-7-24
Rolando Hamilton	Brunsfeld	AD	18-7-24

Comments : Training Carried out By Zen Controls



Hornsey Town Hall Issue Record

300 Hotel Room Cards Issued To Nick Lauezzari

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	18-7-24

Comments :



Training Attendance Record Hornsey Town Hall

Building Management System

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	18-7-24
Sid Armitt	Edmunds	Site engineer	18-7-24
Rolando Hamilton	Brunsfeld	AD	18-7-24

Comments :



Training Attendance Record Hornsey Town Hall

<u>Fire Alarm</u>
<u>PAVA</u>
<u>Disabled Refuge</u>
<u>Disabled Room Alarms</u>

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	17-7-24

Comments :



Training Attendance Record Hornsey Town Hall

<i>Hotel Locking System</i>
<i>ACCESS Control Paxton</i>
<i>CCTV</i>
<i>IRS Aerial System</i>

Name	Company	Position	Date
Nick Lauezzari	Dorset	Chef Engineer	17-7-24
Jonathan Mansfield	Hotality	MD	17-7-24
Tom Crowhurst	L and P	AD	17-7-24

Comments :