

LOS ANGELES - 160 PAGE GREEN TERRACE - SITE MANAGEMENT PLAN:

INTRODUCTION:

This Management Plan (MP) has been prepared on behalf of Los Angeles” (our client) located at 160 Page Green Terrace N15 4NU.

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1.0 VISION AND MISSION STATEMENT:

Los Angeles has since March 2014, specialised in offering young entrepreneurs the opportunity to rent studio space at affordable rates, while offering access to professional mentors, with the goal of maximising their prospects of becoming future freelance business owners and employers.

This platform is a hub, where experienced creative individuals and freelancers, can provide mentoring services, training courses, and workshops, in the media and food industries, which encompasses photography, video, music, graphic design, fine art, jewellery, and food preparation, to rising talents, who using the facilities available can hone their skills, and move on to become professional entrepreneurs.

2.0 GOALS:

2.1 The primary goal of this ‘Management Plan’ is to define the way the facility will be run, with a view to maintaining health, safety and security on the site, and protecting the amenities of the occupiers of the neighbouring properties.

3.0 THE MANAGEMENT TEAM:

3.1 Principal management of the site will be the responsibility of Davide Vignola, who has overall responsibility, assisted by Giuseppe Piazza, Muhammad Haque (Night Manager), and Mihai Razvan. They will ensure 24-hour management cover and will operate from a dedicated office area on site, at 160 Page Green Terrace N15 4NU. Their remit will be, to ensure the house rules are observed, monitor the general behaviour of the tenants, and ensure the tenants and their visitors avoid impacting the amenities of the occupants of the neighbouring properties.

4.0 THE SITE:

4.1 The site shall be deemed to comprise the entire area enclosed within the boundary which defines the address 160 Page Green Terrace: which includes the front car parking area and associated waste bin store, the side access walkway / cycle parking area is covered by CCTV, and the rear garden and relaxation area.

5.0 DUTY OF CARE TO THE OCCUPIERS OF NEIGHBOURING PROPERTIES:

5.1 Noise Generally: The management undertakes to keep noise pollution under control, and to ensure that noise exceed permissible levels. All tenants make an undertaking within their lease documents, to minimise noise pollution. In addition, polite reminder Notices are placed around the premises to remind tenants of this obligation.

5.1.1 Noise Outside the Building: It is incumbent on all tenants, and their guests to respect the occupiers of the neighbouring properties, by keeping noise to a minimum when arriving at or leaving the premises, and the management undertakes to deal with noisy tenants, by initially issuing warnings (which will be recorded in a 'Complaints Register), and if necessary, by termination the offender's lease.

5.1.2 Noise Breakout from Inside the Building: To control the impact of noise, rehearsals using amplified instruments and drum kits will take place only in the soundproofed 'Recording Room', and will be limited to a maximum duration of 3 hours, beginning no earlier than 10:00 and ending no later than 16:00 on weekdays, and 19:00 at weekends. Meditation music used for Yoga and similar classes will begin no earlier than 10:00 end at 19:00. To further limit noise emissions, the soundproofing to the sound recording area will be upgraded.

5.2 Vehicle Parking: Car parking spaces have been reduced to 4, and their use will be with the approval of the management. To avoid obstructing pavement users, lockable bollards will be installed in each parking bay on the boundary line, with the duty manager as the sole key holder. Parking will only be permitted to visitors booking a space in advance. Additionally, it is incumbent on all users of the site, to ensure there is no obstruction to pedestrians, cyclists or other road users. Users of the site car parking area must also comply with the local parking regulations and respect the designated marked parking zones adjacent to the site. These are reserved for 'Permit Holders Only' between 08:00 and 18:00. Tenants misusing the designated parking zones will be reminded of this, initially by the issuing of a warning (which will be recorded in a 'Complaints Register), with continued misuse, ultimately resulting in the termination of the offender's right to use the parking area, and in extreme cases, termination of the offender's lease.

5.3 Cycle Parking: Cycle racks are located within the accessible yard area between the building south elevation and the southern property boundary, and are accessible via a lockable gate near the end of the car parking, beyond the waste bin enclosure. All tenants using bicycles to reach the site are required to park their bikes in this area, and to avoid annoying the occupants of the neighbouring properties by securing bikes to their fences. It is additionally recommended that tenants using the cycle parking area users ensure their bikes are properly secured, as the management does not accept responsibility for lost or stolen bikes.

5.4 Loading & Unloading: Due to the nature of this site, it is generally expected that significant deliveries of equipment will be rare, however, the management undertakes to ensure that the occasional significant delivery will be handled with due respect to the amenities of the adjoining owners.

5.5 Waste Storage & Disposal: The management undertakes to ensure that all waste generated on the site is disposed of in the bins provided, and that waste will be properly placed in the relevant bin, and not left in an untidy or overflowing condition.

5.6 Location of Waste Storage Bins: Waste storage bins will be in a fenced and gated enclosure, and will be removed and made available for waste collection, and relocated on completion by a designated staff member, to ensure that the euro bins do not obstruct the roadway, pedestrian walkway or cycle routes.

5.7 Complaints Register: A complaints register will be maintained on the premises, and all complaints received will be recorded by the duty manager. The complaints register will be used to record complaints, formulate an action plan to deal with the issue, and record the outcome. The telephone number of the manager will be made available to any person making a complaint, so a line of communication can be established to track the issue and the success of the efforts to deal with it.

5.8.1 Regular Leaseholder Briefings: The management team will hold regular meetings with the leaseholders, to discuss general policy matters, use of the site, and particularly, the nature of any complaints from tenants, and the occupiers of the neighbouring properties, and methods of mitigating their impact.

6.0 THE BUILDING:

160 Page Green Terrace is a non-residential business site, which has 24-hour access for tenants renting studio space for the purpose of creating small commercial start up, and business activities. As a commercial and thus non-residential site, all leases contain a clause specifically prohibiting tenants from sleeping on the site, and continued failure to comply with these rules will result in the relevant tenant being given notice to vacate.

7.0 GENERAL OPERATING PRINCIPALS:

7.1 Site Rules: Users of this property will be expected to comply with the following list of rules, which are incumbent in their lease documents, a copy of which will be made available to each tenant from the commencement of their tenure (see attached), and displayed on suitably located noticeboards around the site.

7.2 New Lease Requests: All new lease requests must be accompanied by a written description of the tenants' proposed activities, so an assessment can be made of how they will impact the local area in terms of noise and other forms of disruption.

7.3 24-Hour Access: Due to the nature of the tenants, some of whom are in part time or full-time employment, they will generally be accorded 24-hour access to the site, with the proviso that they respect the rights and amenities of the adjoining owners. The management, however, reserves the right to restrict access to tenants who show inadequate respect, to normal working hours (09:00 to 17:30), or in extreme cases terminate their leases.

7.4 Access Generally: Users of the property will generally have the run of the site, with the exception of the 'Darkroom', 'Projection' and 'Recording Room's', which should be booked at least 24 hours in advance. In addition, certain general access locations, such as the 'Kitchen',

'Communal', and garden areas will also be reservable in advance, for specific events, such as an art exhibition, culinary showcases etc.

7.5 Reservable Communal Areas: All reservable communal areas may be used by tenants for occasional showcase events, subject to the agreement of the management team, with the proviso that all such events must end in accordance with the provisions of item 5.1.2 above, unless prior agreement is reached with the management, and neighbouring owners to extend those hours for occasional specific events.

7.5.1 Booking Reservable Areas: Bookings for communal reservable areas will need to be made at least two weeks in advance, with the property management, with booking details kept on a roster set aside for the purpose. In addition, details of any reservations must be posted on a notice board located near the main entrance of the property, so all tenants are aware of any upcoming events.

7.6 The kitchen: The kitchen specifically will be separated into two zones, one for general use, preparing lunches and light snacks on a day-to-day basis, while the other will be reserved specifically for those involved with food related activities.

8.0 SECURITY:

8.1 Security Generally: To ensure the security of the building in general, the main entrance door will be kept closed, and it is recommended that the tenants' studios are also kept closed when unattended.

8.2 Other Openings: It is incumbent on all tenants to ensure that external window/door openings to their studios are closed when they are not in attendance, at the end of each day, to maintain the general security of the site.

8.3 Building Access: All tenants are required to sign into and out of the building in the 'Tenants Register' located at the building entrance whenever they enter or leave (including lunch breaks).

8.4 Visitor Policy: All tenants guests must be greeted by their sponsor and be signed into and out of the building in the 'Guest Register' located at the entrance, with the name of their responsible tenant adjacent to their own. It is the responsibility of each tenant to sign their guests into and out of the building. Guests may only be signed into the building, by the sponsoring tenant. Any tenant discovered signing another tenant's guest into or out of the building will face reprimand and may in extreme cases have their tenancy rescinded.

8.4.1 Unauthorised Visitors: Anyone found in the building without a visitor's pass will be asked to leave the premises immediately.

8.4.2 Visitor Numbers: It is acceptable for tenants to bring one or two guests into the building without prior arrangement. For greater numbers however, permission must be obtained from the building manager prior to their arrival. Where significant numbers of visitors will be entering the building, the sponsor is required to declare the proposed event during the regular 'Leaseholder Briefing' to ensure all are aware of it. Tenants are required to accept full responsibility for the behaviour and actions of their guests while on the site and are reminded that the provisions of item 5.1 – 5.3 in particular, apply to any guest visiting the site.

8.5 Site Security – Special Events: Whenever an event ‘Fashion Show’ etc. is to take place at the site, it will be incumbent on the host (tenant) responsible for that event, to make adequate security provision to protect the site and the studios of the other tenants, with any costs being borne by said tenant.

It will also be incumbent on the host (tenant) to ensure that:

8.5.1 All other tenants are aware of the intended event, so they can take their own security measures to ensure their studios remain inviolate.

8.5.2 Their guests behave in a civil manner and respect the facility, its users, and rights and amenities of the occupiers of the neighbouring properties.

9.0 HEALTH & SAFETY:

9.1 Food Hygiene - Generally: The food preparation area must be maintained in accordance with the ‘Food Hygiene Regulations UK’ with Davide Vignola as the site certificate holder.

9.2 Food Hygiene - Events; Where a food-oriented event is being arranged, and food is to be offered to the public, food hygiene and preparation guidance must be adhered too. Please visit the following link to view the guidance (<https://www.gov.uk/food-safety-your-responsibilities>),

9.3 Primary Kitchen Facility: It is incumbent on all users of the primary kitchen facility to fulfil the ‘Kitchen Nightly Close Procedure’ in accordance with the ‘Kitchen Nightly Close Procedure Check List’ before leaving the site for the day.

9.3.1 Secondary Kitchen (Snack/Lunch) Facility: It is incumbent on all tenants of the secondary kitchen (snack/lunch) facility to keep this area neat, clean, and tidy. Failure to do so may result in the management rescinding the tenant's rights to make use of the facility.

9.3.2 Declaration of Equipment for Studio Specific Purposes: All equipment associated with any tenants’ activities, and any other equipment for studio specific processes, must be declared to the site manager, and be approved for installation prior to use. Details of such equipment will be described and detailed in a register maintained for that specific purpose, with details of the location of the specific studio in which it is to be located. This is so that said equipment can be tested electrically or otherwise for safety, and to ensure where necessary, suitable fire extinguishers/blankets or other safety equipment as appropriate, are put in place to ensure everyone’s safety.

9.3.3 Disclosure of Intended Activities: All new tenants must make a full disclosure of their intended activities, so that the impact on the site, insurance and health and safety can be assessed. The site manager must also keep a specific roster of any equipment brought onto site as part of a tenant’s activities, and assess whether or not it needs specific permissions, especially with regards to the fire safety and site insurance.

9.4 Disclosure of Powered or Heat Generating Equipment: All tenants must disclose any new powered or heat generating equipment they intend to install in their studios to the manager prior to installation, so it can be assessed checked and tested as necessary for health and safety purposes.

9.5 Car parking spaces has been reduced to 4 spaces; users must ensure there are no obstruction to pedestrians.

9.6 Night Shut Down Check Procedure: For 'Health and Safety' and insurance Purposes, a 'Night Shut Down Check Procedure' and checklist will be developed with each tenant, based on their proposed activities, and the equipment they propose to use in their studio, and put in place to ensure that all electrical and other equipment, which may represent a health hazard when unattended overnight, is properly shut down or made safe.

9.7 Earth Leakage Circuit Breakers: Where appropriate, the management reserves the right to demand that 'Earth Leakage Circuit Breakers' be provided for and applied to certain registered tenants' equipment for health & safety reasons.

9.7.1 Site & Building Hygiene Generally: A caretaker/cleaning team, will be responsible for cleaning and maintaining the communal areas of the building, and the external areas of the site, such as car parking, cycle parking and garden recreation area.

9.7.2 Cleaning Generally: Tenants are expected to assist in keeping the common areas, and the site, neat clean and tidy, to avoid the accumulation of litter. In addition, tenants are expected to support recycling and ensure waste is disposed of correctly, making use of the marked waste bins provided.

9.7.3 Cleaning Studios: Tenants are responsible for keeping their own studios neat clean and tidy, including washing / vacuuming the floors etc. Tenants are responsible in addition, for leaving waste bins out for collection by caretaker/cleaning team at the end of the working day (17:30 pm). Tenants will be expected to identify the types of recyclable waste their activities generate, and inform the management, who will arrange for appropriate recycling bins to be provided.

9.7.4 Studio Inspections: The building managers reserve the right to inspect the tenants' studios on a regular basis, to ensure they are being used as described in the lease documents, to check equipment installations for safety, and to ensure they are being kept adequately clean. In addition, as this is not a residential site, the 'Night Manager' will monitor the site to ensure no one is sleeping overnight.

9.7.5 External Waste Disposal Euro Bins: The external waste bins will be secured within a fenced and gated compound, located to the south end of the car park/cycle area, and must not block/obstruct pedestrians, cyclists, or other road users. Responsibility for making them available for the local refuse service on collection day and returning and securing the bins within the storage compound afterwards will lie with the caretaker/cleaning team. On completion of waste collection, the bins will be returned to the fenced and gated compound where they will be securely locked to the building wall, with the lids securely fastened, and the gate locked shut.

10.0 FIRE SAFETY:

10.1 Generally: Under the Health and Safety at Work etc. Act 1974, tenants are always responsible for complying with Fire Safety Regulations.

10.2. Fire Officer: In the event of a fire the duty building manager will be the primary officer in charge,

10.3 Fire Alarm Actions: Anyone who discovers a fire must immediately sound the alarm.

10.3.1 Fire Alarm Actions: In the event of a fire the building must be evacuated immediately, with all occupants making their way to the fire assembly point at the front of the building.

10.3.2. Fire Officer Responsibilities: In the event of a fire, the fire officer (duty building manager) will be responsible for ensuring the building is fully evacuated, and making sure that everyone named in the 'Tenant' and 'Visitor' registers are accounted for.

10.3.3 Tenant Responsibilities: Tenants are deemed responsible for the safety of their visitors, and will be expected to ensure they leave the building.

10.4 Fire Escape Routes: All exits, communal corridors and designated escape routes must be kept clear and unobstructed at all times, and must not be used for any purpose other than access to, and circulation around the building, and escape in an emergency.

10.5 Fire Alarm System Tests: The management reserves the right to test the fire alarm system on a regular basis, and will give warning to the tenants via the noticeboard when such tests are to take place.

10.6 Fire Escape Drills: The management reserves the right to conduct regular fire escape drills without warning, to test the effectiveness of the fire warning system, and the response of tenants to an alarm.