

CATEGORY	A	B	C
Floor area of offices space sq.m	36	48	120
Minimum number of offices	3	4	6
Window area sq.m (minimum)	12	16	28
Floor area of kitchen utility room sq.m.	3	6	10
Water closets	1	2	2
Washbasins, hand 600mm x 450mm minimum	1	2	3
Telephone *	Outside lines	2	2
	Handsets	3	4
Vehicle Parking Spaces	6	8	12
Urinal	2	2	2

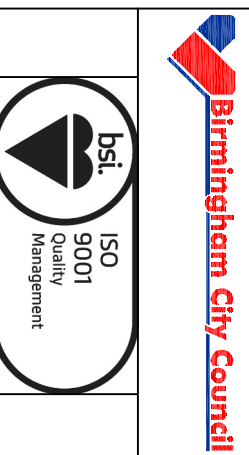
* One outside line is to include automatic answer service.

- The office requirements are as shown in table above. The office category (A to C) is to be as specified in Appendix 1/1, unless otherwise agreed with the Project Manager.
- BT standard Internet connection / Vodaphone 3G card plus wireless connection or equivalent.
- The offices will be provided with a macadam footpath surround 600mm wide and macadam access from a public highway. The footpath construction shall be 400mm of Granular Type 1 sub-base with 20mm bitumen macadam surfacing. The parking area shall have uniform gradient not exceeding 1 in 80 and shall be adjacent to the Project Manager's offices. It's construction shall be 50mm of Type 1 sub-base with 40mm of Bitumen macadam surfacing. Unobstructed access shall be provided at all times to each parking space.
- For security of the Project Manager's offices the contractor shall adopt the following for all category offices (A to C):-

- Lockable steel plate or mesh shutters to all windows and a double - security lock door with site compound fencing as described in Appendix 1/1;
- A suitable locking gate to form a compound for the offices and car park ;
- An automatic alarm system within the offices.

- Notes :-
- This drawing is to be read in conjunction with Clause 101 and Standard Detail Sheets HW/1.02 and 1.03.
 - For office category (A to C) refer to Appendix 1/1.

- Water closets shall be in or adjacent to the offices. The closet shall be connected to the drainage system, and to a water supply for flushing. Chemical toilets will only be allowed where sewers are an excessive distance from the office area and only with the agreement of the Project Manager.
- An adequate supply of pure drinking water shall be provided with a means of producing hot drinks.
- The offices shall be cleaned daily.
- Effective lighting using fluorescent strip - lights shall be installed in each category of office to the standard in the regulations of the Institute of Electrical Engineers.
- Heating shall be provided such that the offices can be maintained at a temperature of 19°C (66.2°F). Corridors, stores and conveniences shall also be heated. The heating system shall employ wall-mounted units where the operation depends upon air circulation or convection.
- Offices shall comply with Office, Shops and Railway Premises Act 1963.
- Where more than one office is required, and these are made up of separate units, a fully weather proofed corridor is to be provided between offices.
- Offices to be of a good quality and in good state of repair, newly decorated internally.



SCHEME
STANDARD DETAIL SHEETS
DRAWING
OFFICES AND EQUIPMENT REQUIREMENTS
FOR THE PROJECT MANAGER
SHEET 1 OF 3

DATE	REV.	DESCRIPTION	BY	CHECKED	SCALE
2017	H	NOTES AMENDED	DH	TE	
2015	G	NOTES AMENDED	DH	MS	
2013	F	FORMER CATEGORY C DELETED	DH	PP	
2009	E	FORMER CATEGORY A DELETED			
2007	D	TITLE CHANGED			
2004	C	MINOR TEXT CHANGES			
2003	B	FORMER CATEGORY A DELETED			
2002	A	BORDER & TITLE AMENDED			
2000	-	ORIGINAL DRAWING CREATED			

DATE REV. DESCRIPTION BY CHECKED SCALE

DRAWN: DH 03/12/13
DESIGNER: TE 03/12/13
SCALE: H

DRAWING STATUS: GENERAL
NTS

DWG. No: HW/1.01

