## BUILDING A BETTER

## Harrow New Civic area schedule - ISOS Stage Strategic Development Partner brief July 2019 ISOS Final Version

Assumptions	;
Full time employees (FTE)	1,840
Vorkstation ratio (desks:FTE)	0.5 :1
lumber of workstations	700
way from office (see right)	38.5 %
Office headcount (on average day)	1,132
let to gross efficiency	80 %

			Detailed area schedule			. N			
Individual workstation     Desk, chair and circulation, coat, personal locker     97m     97mm	Function	Space	Doome to the		Occupants	Net internal area			
Individual workstation     Desk, chair and circulation, coat, personal locker     4.0     2.800       General     Break out C. Coffeetra marking penedro (0), but onto (0), kit onto (0)     0.6     4.20       Office     Ulity     Multifunction printers, binding etc.     0.6     4.20       Office     Ulity app Term storage, roller racks     0.1     7.0       Circulation     Term storage, roller racks     0.1     7.0       Circulation     Constrain of the storage, roller racks     0.1     7.0       Circulation     Constrain of the storage, roller racks     0.1     7.0       Create conference room     Cound     1.4     2.8       Proparation noom     Adjacent to case conference conference room     Gound     1.4     2.8       Private interview room 2     Chidem and adult services     Gound     1.0     7.0       Walting area     For case conference room Gound     6     1.0     7.0       Walting area     For case conference room Gound     6     1.0     7.0       Walting area     For case conference room Gound     6     1.0     7.0       Wal			Room detail	Location				Overall	
Meeting spaces     Small meeting (p0), booth (p0), booth (p0), brownal     1     1.1     7.70       General     Breakout     Conference making facilities, comfry chairs     0.6     420       Itility     Multifunction privines, binding etc.     0.1     70       Circulation     0.1     70       Circulation     0.1     70       Diractiation     Adjacent to case conference room     Ground     14     28       Preparation room     Adjacent to case conference room     Ground     4     6       Case conference room 1     Children and adult services     Ground     4     6       Preparation room     Adjacent to case conference room     Ground     4     6       Ordex +     Private interview room 1     Children and adult services     Ground     4     6       Private interview room 2     Children and adult services     Ground     6     112       Private interview room 3     Children and adult services     Ground     6     112       Private interview room 6     Children and adult services     Ground     125     250		Individual workstation	Desk chair and circulation, coat, personal locker					Sqft	
General office     Informal working     Touchdown workpoints and team tables     0.6     4.20       office     Utility     Multifunction printers, binding etc.     0.1     70       Circulation     Conference marking facilities, comprivation of the second Circulation     0.1     70       Circulation     Constrait office     0.1     70       Circulation     Constrait office     0.1     70       Case conference moon 1     Children and adult services     Ground     1.4     2.5       Proparation room     Adjacent to case conference conformed control     6     70     2.6       Private interview moon 2     Children and adult services     Ground     1.4     2.6       Walting area     For case conference customers     Ground     6     1.0       Private interview moon 2     Children and adult services     Ground     6     1.0       Private interview moon 2     Children and adult services     Ground     6     1.0       Private interview moon 2     Children and adult services     Ground     1.0     2.6       Committie torom 1     Conference and adult services </td <td></td> <td></td> <td></td> <td>eeting (10p), booth (2p), informal     1.1     777       a and team tables     0.6     42       littles, comfy chairs     0.6     42       pinding etc.     0.1     77       cks     0.1     77       cks     0.1     77       cks     0.1     77       cices     Ground     14       rence room     Ground     14       rence room     Ground     4       vices     Ground     4       ustomers     Ground     4       ces, with secondary escape     Ground     8       ces, with secondary escape     Ground     6       frices     Ground     6     1</td> <td></td> <td>30,13 8,28</td>				eeting (10p), booth (2p), informal     1.1     777       a and team tables     0.6     42       littles, comfy chairs     0.6     42       pinding etc.     0.1     77       cks     0.1     77       cks     0.1     77       cks     0.1     77       cices     Ground     14       rence room     Ground     14       rence room     Ground     4       vices     Ground     4       ustomers     Ground     4       ces, with secondary escape     Ground     8       ces, with secondary escape     Ground     6       frices     Ground     6     1		30,13 8,28			
General     Breatout     Coffee/ear making facilities, confry chairs     Image: Conference conference incomes, facility, conference incomes, facility, conference incomes, facility, conference incomes, conference, conference incomes, conference, conference incomes, conference, conference incomes, conference, confere	- F	÷ .						4,52	
office     Utility     Multifuction primers, binding etc.     0.1     70       Circulation     General office total     7.3     5.110       Create conference room 1     Children and adult services     Ground     14     28       Preparation room     Adjacent to case conference room     Ground     4     66       Case conference room 2     Children and adult services     Ground     4     66       Preparation room     Adjacent to case conference room     Ground     4     66       Preparation room     Adjacent to case conference room     Ground     4     66       Private interview room 1     Housing, with secondary secape     Ground     6     112       Private interview room 5     Children and adult services     Ground     6     112       Private interview room 5     Children and adult services     Ground     6     112       Private interview room 5     Children and adult services     Ground     16     12       Private interview room 5     Children and adult services     Ground     16     16       Community gallery     Overetolo	H	-						4,52	
Storage     Team storage, roller racks     O     0.1     700       Croudstion     Case conference room     Cound     14     23     \$510       Case conference room     Adjacent to case conference room     Ground     14     28     \$510       Preparation room     Adjacent to case conference room     Ground     14     28     \$510       Private     Preparation room     Adjacent to case conference customers     Ground     4     66       Private     Private interview room 1     Children and adult services.     Ground     6     122       Private interview room 2     Children and adult services.     Ground     6     122       Private interview room 7     Children and adult services.     Ground     3     66       Private interview room 7     Children and adult services.     Ground     125     250       Cammunity     Overlooking chamber     Ground     13     66     130       Commute eroon 3     Dividable (not of equal size)     665     130     66     130       Commutite eroon 3     Dividable (not of equal size) </td <td>- F</td> <td></td> <td>· · · ·</td> <td></td> <td></td> <td>-</td> <td rowspan="3">Over       Sqm       0     2,800       6     420       1     770       6     420       1     700       1     700       6     420       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       28     6       6     6       12     12       12     12       12     12       130     80       60     60       50     50       130     40       40     6       6     6       6     6       700     0       40     0       0</td> <td>75</td>	- F		· · · ·			-	Over       Sqm       0     2,800       6     420       1     770       6     420       1     700       1     700       6     420       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       1     70       28     6       6     6       12     12       12     12       12     12       130     80       60     60       50     50       130     40       40     6       6     6       6     6       700     0       40     0       0	75	
Circulation     O.8     6500       Case conference room 1     Children and adult services     Cround     14     28       Preparation room     Adjacent to case conference room     Ground     4     66       Case conference room 2     Children and adult services     Ground     4     66       Preparation room     Adjacent to case conference room     Ground     4     66       Private interview room 1     Housing, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services     Ground     3     6       Private interview room 3     Children and adult services     Ground     125     2500       Committee room 1     Overlooking chamber     Ground     125     250       Committee room 3     Abit martinge room     400     80     60       Committee room 3     Abits martinge room	ŀ	,						75	
Case conference room 1     Children and adult services     Ground     14     28     5110       Preparation room     Adjacent to case conference room     Ground     14     28       Preparation room     Adjacent to case conference room     Ground     14     28       Private     Preparation room     Adjacent to case conference room     Ground     4     6       Watting area     For case conference room     Ground     4     6       Watting area     For case conference room     Ground     4     6       Watting area     For case conference room     Ground     6     12       Private interview room 2     Children and adult services     Ground     6     12       Private interview room 6     Children and adult services     Ground     15     250       Community     Chamber     Wuttifuncton, includes untruiter storage     Ground     15     250       Community     Committee room 3     Dividable (not of equal size)     65     130     66       Communitie room 3     Dividable (not of equal size)     65     130     66 </td <td>- F</td> <td>*</td> <td>·</td> <td></td> <td></td> <td></td> <td>6,02</td>	- F	*	·					6,02	
Case conference room 1     Chainer and adult services     Ground     14     26       Preparation room     Adjacent to case conference room     Ground     4     66       Case conference room 2     Children and adult services     Ground     4     66       Preparation room     Adjacent to case conference customers     Ground     4     66       Private interview room 1     Housing, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services     Ground     6     112       Private interview room 7     Children and adult services     Ground     12     12       Private interview room 7     Children and adult services     Ground     12     12       Viewing gallery     Overlooking chamber     Ground     12     15     250       Viewing gallery     Overlooking chamber     Ground     40     66     130       Committer room 3     Ovidable (not of equal size)     65     130     6	1	-	Ge	neral office	total			55,00	
Private     Private     Case conference room     Ground     4     6       Case orderence room     Adjacent to case conference room     Ground     4     6       Waiting area     For case conference room     Ground     4     6       Waiting area     For case conference costomers     Ground     4     6       Waiting area     For case conference costomers     Ground     4     6       Private interview room 2     Children and adult services, with secondary escape     Ground     6     12       Private interview room 3     Children and adult services     Ground     3     66       Private interview room 5     Children and adult services     Ground     12     12       Viewing gallery     Overlooking chamber     Frivate case + interview rooms total     150     250       Committee room 1     Overlooking chamber     Ground     13     150     300       Committee room 3     Also marriage room     40     80     60     130       Committee room 3     Also marriage room (or Leader's office)     Keaseneris 15     500     30		Case conference room 1					28	30	
Private Walking area     For case constrained coustomers     Ground     4     6       Case + Interview rooms     Private interview room 1     Housing, with secondary escape     Ground     10     20       Private interview room 2     Children and adult services, with secondary escape     Ground     6     112       Private interview room 3     Children and adult services     Ground     6     112       Private interview room 5     Children and adult services     Ground     6     112       Private interview room 5     Children and adult services     Ground     3     66       Private interview room 7     Children and adult services     Ground     3     65       Private interview room 7     Children and adult services     Ground     40     50       Commutitie     Committee room 1     Extrate scave + interview rooms total     150     50       Committee room 3     Also marriage room     40     80     60     130       Committee room 3     Also marriage room     40     80     60     150     50       Party office 1     Office, meeting room (or Leader'	ľ	Preparation room	Adjacent to case conference room	Ground	4			6	
Private case + Private interview room 1     For case conference customers     Ground     4     6       Private interview room 2     Chultern and adult services, with secondary escape     Ground     8     18       Private interview room 3     Chultern and adult services, with secondary escape     Ground     6     12       Private interview room 5     Children and adult services     Ground     6     12       Private interview room 5     Children and adult services, with secondary escape     Ground     3     66       Private interview room 7     Children and adult services, with secondary escape     Ground     12     12       Private interview room 7     Children and adult services     Ground     125     250       Community     Overlocking chamber     Ground     125     250       Committer com 2     Dividable (not of equal size)     65     130     60       Committer com 4     Dividable (not of equal size)     65     130     60       Committer com 4     Dividable (not of equal size)     15     50     15     50       Party office 1     Office, meeting room (or Leader's office)	ľ	Case conference room 2	Children and adult services	Ground	14		28	30	
Private     Private     Interview     In	ľ	Preparation room	Adjacent to case conference room	Ground	4		6	6	
case +   Private interview room 2   Columing, win secondary escape   Ground   8   18     interview   Private interview room 3   Children and adult services. with secondary escape   Ground   6   12     Private interview room 5   Children and adult services. with secondary escape   Ground   6   12     Private interview room 5   Children and adult services. with secondary escape   Ground   3   6     Private interview room 7   Children and adult services. with secondary escape   Ground   12   250     Private interview room 7   Children and adult services.   Ground   125   250     Commutuity   Committee room 1   Children and adult services.   Ground   125   250     Commutuity   Committee room 1   Also marriage room   40   65   130     Committee room 4   Dividable (not of equal size)   Ground   15   50     Committee room 4   Dividable (not of equal size)   15   50   15   50     Privide filter voffice 2   Office, meeting room (or Leader's office)   We adverte trivid   15   50     Party office 2   Office, meeting room (or Leade		Waiting area	For case conference customers	Ground	4		6	6	
Interview     Private     Indiren and aduit services, with secondary scape     Ground     6     12       Private     Indiren and aduit services, with secondary scape     Ground     6     12       Private     Indiren and aduit services, with secondary scape     Ground     6     12       Private     Indiren and aduit services, with secondary scape     Ground     3     6       Private     Indiren and aduit services, with secondary scape     Ground     3     6       Private     Indiren and aduit services, with secondary scape     Ground     125     250       Committee room 1     Chamber     Multifunction, includes furniture storage     Ground     105     250       Committee room 1     Ourdicke for degual size)     65     130     65     130       Committee room 3     Also marriage room     40     80     80     86       Political     Priv office 1     Office, meeting room (or Leader's office)     Merapenet Prive     15     50       Committee room 3     Office space     1     15     50     15     50       Party office 1 </td <td></td> <td>Private interview room 1</td> <td>Housing, with secondary escape</td> <td>Ground</td> <td>10</td> <td></td> <td>20</td> <td>21</td>		Private interview room 1	Housing, with secondary escape	Ground	10		20	21	
Private interview room 3 (Children and adult services Ground 6   12     Private interview room 5 (Children and adult services Ground 6   12     Private interview room 7 (Children and adult services Ground 3   6     Private interview room 7 (Children and adult services Ground 1   12     Private interview room 7 (Children and adult services Ground 3   6     Private interview room 7 (Children and adult services Ground 125   2250     Chamber Multifunction, includes furthure storage Ground 125   2250     Viewing galley   Overlooking chamber   Ground 125   2250     Committee room 1   665   130     Committee room 2   Dividable (not of equal size)   665   130     Committee room 3   Also marriage room   40   80     Committee room 4   Dividable   10   15   50     Party office 1   Office, meeting room (or Leader's office)   Hat aqueent HO   15   50     Party office 2   Office, meeting room (or Leader's office)   Hat aqueent HO   15   50     Party office 3   Office space   Mat 44   15   15   50     Party office 3   Office space   4   15   50   <		Private interview room 2	Children and adult services, with secondary escape	Ground	8		18	194	
Private interview room 4   Children and adult services   Ground   6   12     Private interview room 5   Children and adult services   Ground   3   6     Private interview room 7   Children and adult services   Ground   3   6     Private interview room 7   Children and adult services   Ground   125   250     Committee room 1   Committee room 1   66   130     Committee room 3   Also marriage room   40   80     Committee room 3   Also marriage room   40   80     Committee room 3   Also marriage room   40   80     Committee room 4   Office, meeting room (or Leader's office)   Me alpaset and to   15   50     Political   Priv office 1   Office, meeting room (or Leader's office)   Me alpaset and to   15   50     Party office 2   Office, waiting room   1   15   50   15   50     Party office 3   Office space   Mayor's office   1   15   50     Party office 3   Office waiting room 1   Political offices stotal   130     Registrar reception   Recep		Private interview room 3	Children and adult services, with secondary escape	Ground	6		12	12	
Private interview room 6     Children and adult services     Ground     3     6       Private interview room 7     Children and adult services     Ground     3     6       Chamber     Multifunction, includes furniture storage     Ground     125     250       Committe     Overlooking chamber     Ground     40     50       Committee room 1     Committee room 3     Also marriage room     40     80       Committee room 3     Also marriage room     40     80     700       Political     Office, meeting room (or Leader's office)     Matequent BRC     15     50       Party office 2     Office, meeting room (or Leader's office)     Matequent BRC     15     50       Party office 2     Office, meeting room (or Leader's office)     Matequent BRC     15     50       Party office 2     Office, waiting room     1     15     50     130       Registrar reception     Reception and waiting     20     40     4     15       Mayor's office     Office seapce     3     6     40     15     50 <t< td=""><td></td><td>Private interview room 4</td><td>Children and adult services</td><td>Ground</td><td>6</td><td></td><td>12</td><td>12</td></t<>		Private interview room 4	Children and adult services	Ground	6		12	12	
Private interview room 7   Children and adult services   Ground   3   6     Chamber   Multifunction, includes furtifure storage   Ground   125   250     Community   Overlooking chamber   Ground   40   50     Committee room 1   65   130     Committee room 2   Dividable (not of equal size)   65   130     Committee room 3   Also marriage room   40   80     Committee room 3   Also marriage room   40   80     Committee room 4   Dividable   30   66   130     Committee room 3   Also marriage room   40   80   80   65   130     Committee room 4   Dividable   0   15   50   80   <		Private interview room 5	Children and adult services	Ground	6		12	129	
Private case + Interview rooms total     Ife       Chamber     Multifunction, includes furniture storage     Ground     125     250       Commutity rooms     Committee room 1     Fundable (not of equal size)     665     130       Committee room 1     Committee room 3     Also marriage room     440     80       Committee room 3     Also marriage room     440     80       Committee room 4     Dividable     Committee room 40     80       Committee room 4     Dividable     Commutity rooms total     700       Party office 1     Office, meeting room (or Leader's office)     Mexagenes invol     15     50       Party office 3     Office space     44     15     50       Mayor's office     Office, waiting room     1     15     50       Mayor's office     Office, waiting room     1     15     50       Meding interview roon 1     Wedding couple interviews     3     6     40       Registrar reception     Reception equipment etc.     20     40     40       Redigistra offices     For wedding guests, oversized	ľ	Private interview room 6	Children and adult services, with secondary escape	Ground	3		6	6	
Chamber     Multifunction, includes furniture storage     Ground     125     2250       Committee room 1     Overlooking chamber     Ground     40     50       Committee room 2     Dividable (not of equal size)     65     130       Committee room 3     Also marriage room     40     86       Committee room 4     Dividable (not of equal size)     63     130       Committee room 4     Dividable (not of equal size)     63     130       Committee room 4     Dividable (not of equal size)     60     80       Committee room 4     Dividable (not of equal size)     15     50       Party office 1     Office, meeting room (or Leader's office)     Mareptont broot     15     50       Party office 3     Office, waiting room     1     15     50     15     90       Registrar - Mices     Office Reception and waiting     20     40     14     15       Registrar - Mices     Reception and waiting couple interviews     3     6     40       Gorage     For storage of birth, marriage, death certificates etc.     25     15     30		Private interview room 7	Children and adult services	Ground	3		6	65	
Viewing gallery     Overlooking chamber     Ground     40     50       Commutity     Committee room 1     0     66     130       Committee room 2     Dividable (not of equal size)     665     130       Committee room 3     Also marriage room     40     80       Committee room 4     Dividable     0     80       Committee room 4     Dividable     0     80       Porty office 1     Office, meeting room (or Leader's office)     Me adjustemt POI     15     50       Party office 2     Office, meeting room (or Leader's office)     Me adjustemt POI     15     50       Party office 3     Office, waiting room     1     15     50       Mayor's office     Office, waiting room     1     15     50       Mayor's office     Office, waiting room     1     15     50       Registrar reception     Reception and waiting     20     40       Registrar viding interview room 1     Wedding couple interviews     3     6       Gtrong com     For wedding guests, oversized     30     30     30	1		Private case + inter	view rooms	total		160	1,72	
Community rooms     Committee room 1     66     130       Committee room 2     Dividable (not of equal size)     66     130       Committee room 3     Also marriage room     40     80       Committee room 4     Dividable     30     60       Committee room 4     Dividable     30     60       Parly office 1     Office, meeting room (or Leader's office)     Matedeent bPO     15     50       Parly office 2     Office, meeting room (or Leader's office)     Matedeent bPO     15     50       Parly office 3     Office, espace     4     15     50       Mayor's office     Office, waiting room     1     15     50       Registrar roffices     Reception and waiting     20     40     40       Registrar offices     Strong room     For storage of birth, marriage, death certificates etc.     25     40       Storage     For election equipment etc.     40     30     6       Metding interview room 2     Wetding guests, oversized     50     30     50       Storage     For wetding guests, oversized		Chamber	Multifunction, includes furniture storage	Ground	125		250	2,69	
Community rooms     Committee room 2     Dividable (not of equal size)     65     130       Committee room 3     Also marriage room     40     80       Committee room 4     Dividable     30     60       Committee room 4     Dividable     30     60       Party office 1     Office, meeting room (or Leader's office)     Matequents Pote     15     50       Party office 2     Office, meeting room (or Leader's office)     Matequents Pote     4     155       Mayor's office     Office, waiting room     1     155     50       Party office 3     Office, waiting room     1     155     50       Registrar reception     Reception and waiting     20     40       Registrar + Wedding interview roon 1     Wedding couple interviews     3     6       Wedding interview roon 1     Wedding couple interviews     3     6       Strong room     For storage of birth, marriage, death certificates etc.     25     30       Storage     For election equipment etc.     40     40       Entrance triage     Directly on entry via main public entrance     Gr		Viewing gallery	Overlooking chamber	Ground	40		50	538	
Committee room 2   Dividable (not of equal size)   65   130     Committee room 4   Dividable   30   60     Committee room 4   Dividable   30   60     Party office 1   Office, meeting room (or Leader's office)   Ner adjunct PO2   15   50     Party office 2   Office, meeting room (or Leader's office)   Ner adjunct PO2   15   50     Party office 2   Office, meeting room (or Leader's office)   Ner adjunct PO2   15   50     Party office 3   Office space   4   15   50     Party office 1   Office, waiting room   1   15   50     Registrar offices   Reception and waiting   20   40   40     Registrar offices   Reception and waiting   3   6     Wedding interview room 1   Wedding couple interviews   3   6     Gemoratic   Storage of birth, marriage, death certificates etc.   25   25     Toilets   For wedding guests, oversized   30   40     Public   Self service kooks   8 self service sooths and 4 self service soanners, each@ 4sm   400     Entrance triage		Committee room 1	· · · · ·		65		130	1,399	
Committee room 3     Also marriage room     40     80       Committee room 4     Dividable     30     60       Community rooms total     700     700       Party office 1     Office, meeting room (or Leader's office)     Net adjuant to PO2     15     50       Party office 2     Office, meeting room (or Leader's office)     Net adjuant to PO2     15     50       Party office 2     Office, meeting room (or Leader's office)     Net adjuant to PO2     4     15       Mayor's office     Office space     1     155     50       Mayor's office     Office, waiting room     1     155     50       Registrar reception     Reception and waiting     20     40       Registrar offices     6     40     40       Wedding interview room 1     Wedding couple interviews     3     6       Gtroage     For wedding guests, oversized     30     6       Storag room     For storage of birth, marriage, death certificates etc.     25     30       Toilets     For wedding guests, oversized     30     60       Storage		Committee room 2	Dividable (not of equal size)		65		130	1,399	
Party office 1     Office, meeting room (or Leader's office)     Met adjuent to Pro2     15     50       Political office     Party office 2     Office, meeting room (or Leader's office)     Met adjuent to Pro2     15     50       Party office 3     Office space     4     15     50       Mayor's office     Office, waiting room     4     15     50       Registrar reception     Reception and waiting     20     40     15       Registrar offices     Medding interview room 1     Wedding interview room 1     10     15       Vedding interview room 1     Wedding couple interviews     3     6     40       Registrar + Wedding interview room 1     Wedding couple interviews     3     6       Strong room     For storage of birth, marriage, death certificates etc.     25     25       Toilets     For wedding guests, oversized     3     40     3       Public     Storage or or eloction equipment etc.     60     400       Waiting area     inc. cash machine and 2 cash payment machine with rear access     Ground     40       Public     Self service koisks	rooms	Committee room 3	Also marriage room		40		80	86	
Party office 1     Office, meeting room (or Leader's office)     Mate aquent is PC2     15     50       Party office 2     Office, meeting room (or Leader's office)     Mate aquent is PC2     15     50       Party office 3     Office, meeting room (or Leader's office)     Mate aquent is PC2     15     50       Party office 3     Office, meeting room (or Leader's office)     Mate aquent is PC2     15     50       Party office 3     Office, waiting room     1     15     50       Registrar office     Office, waiting room     1     15     50       Registrar offices     6     40     40     15       Wedding interview room 1     Wedding couple interviews     3     6     40       Wedding interview room 2     Wedding guests, oversized     30     6     40       Storage     For election equipment etc.     40     13     40       Entrance triage     Directly on entry via main public entrance     Ground     50     6       Waiting area     Ind. cash machine and 2 cash payment machines with rear access     Ground     60       Waiting area	ľ	Committee room 4	Dividable		30			646	
Political offices     Party office 1     Office, meeting room (or Leader's office)     Net adjacent to POI     15     50       Party office 2     Office, meeting room (or Leader's office)     Net adjacent to POI     15     50       Party office 3     Office space     4     15     50       Mayor's office     Office, waiting room     1     15     50       Registrar reception     Reception and waiting     20     40     40       Registrar offices     6     40     40     40       Wedding interview room 1     Wedding couple interviews     3     6     40       Wedding interview room 2     Wedding couple interviews     3     6     40       Genoratic     Strong room     For storage of birth, marriage, death certificates etc.     25     50       Toilets     For wedding guests, oversized     30     60     30       Storage     For election equipment etc.     400     400     400       Public     Directly on entry via main public entrance     Ground     50     50       Service booths     8 @ 4sqm each			Comm	unity rooms	total		60 700 50 50 15	7,535	
Political offices   Party office 3   Office space   4   15     Mayor's office   Office, waiting room   1   15     Registrar reception   Reception and waiting   20   40     Registrar offices   6   40     Wedding interview room 1   Wedding couple interviews   3   6     Wedding interview room 2   Wedding couple interviews   3   6     Strong room   For storage of birth, marriage, death certificates etc.   25   25     Toilets   For wedding guests, oversized   30   30     Storage   For election equipment etc.   400   40     Waiting area   Indicash machine and 2 cash payment machines with near access   Ground   3   40     Entrance triage   Directly on entry via main public entrance   Ground   3   40     Customer   Private interview room 8   8@ dsgm each   Ground   322   32     Public   Service booths   8@ dsgm each   Ground   322   32   32     Changing Places WC   Private interview room 8   Hold cosh machine advite seconday escape   Ground   11   35		Party office 1					50	538	
offices   Party office 3   Uffice space   4   15     Mayor's office   Office, waiting room   1   15     Registrar reception   Reception and waiting   20   40     Registrar offices   6   40     Wedding interview room 1   Wedding couple interviews   3   6     democratic   Strong room   For storage of birth, marriage, death certificates etc.   225     Toilets   For wedding guests, oversized   3   6     Storage   For election equipment etc.   60   40     Reception desk   With storage and space behind   Ground   3   40     Public   Entrance triage   Directly on entry via main public entrance   Ground   40     Reception desk   With storage and space behind   Ground   50   60     Waiting area   Ind. cash machine and 2 cash payment machines with rear access   Ground   40   40     Service booths   8 eeff service booths and 4 self service scanners, each@ 4sqm   Ground   40   40     Public collets   Within core   Ground   11   40   40     Cotfee klosk <td>Party office 2</td> <td>Office, meeting room (or Leader's office)</td> <td>Not adjacent to PO1</td> <td>15</td> <td></td> <td>50</td> <td>538</td>		Party office 2	Office, meeting room (or Leader's office)	Not adjacent to PO1	15		50	538	
Mayor's office   Office, waiting room   1   15     Political offices total   130     Political offices total   130     Registrar reception   Reception and waiting   20   40     Registrar offices   6   400     Wedding interview room 1   Wedding couple interviews   3   6     Gemoratic   Strong room   For storage of birth, marriage, death certificates etc.   225     Toilets   For wedding guests, oversized   30   40     Storage   For election equipment etc.   400   400     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Public   Self service kooths   8 @ 4sqm each   Ground   322   60     Service booths   8 @ 4sqm each   Ground   322   40   40     Public toilets   Vithin core   Ground   322   40   40     Vaiting area   Ind. cash machine and 2 sash payment machines with rear access   Ground   40   40     Vaiting area   Ind. cash machine and 2 searh payment machines with sear access   Ground		Party office 3	Office space		4		15	161	
Registrar reception     Reception and waiting     20     40       Registrar offices     6     40       Wedding interview room 1     Wedding couple interviews     3     6       Wedding interview room 2     Wedding couple interviews     3     6       Strong room     For storage of birth, marriage, death certificates etc.     25     25       Toilets     For wedding guests, oversized     300     300       Storage     For election equipment etc.     40     40       Reception desk     With storage and space behind     Ground     3     40       Entrance triage     Directly on entry via main public entrance     Ground     60     40       Valiting area     Incl. cash machine and 2 cash payment machines with rear access     Ground     60     40       Public     Self service kootsk     8 elf service boots and 4 self service scanners, each@ 40     60     40       Private interview room 8     Hold room for vulnerable/upset/volatile, with seconday escape     Ground     48       Private interview room 8     Wedding coupleset with seconday escape     Ground     0     255		Mayor's office	Office, waiting room		1		15	161	
Registrar offices   6   40     Wedding interview room 1   Wedding couple interviews   3   6     Registrar +   Wedding interview room 2   Wedding couple interviews   3   6     democratic   Strong room   For storage of birth, marriage, death certificates etc.   25   30     Toilets   For wedding guests, oversized   30   30   40     Reception desk   With storage and space behind   Ground   3   40     Entrance triage   Directly on entry via main public entrance   Ground   3   40     Waiting area   Ind. cash machine and 2 cash payment machines with rear access   Ground   60   60     Waiting area   Ind. cash machine and 2 cash payment machines with rear access   Ground   48   61   40     Public   Service booths   8 @ 4sgm each   Ground   14   52   52     Service   Changing Places WC   Ind. cash machine and 2 cash payment machines with rear access   Ground   14   52     Velblic   Entrance triage   With storage and space behind   Ground   14   52     Service booths   8 @ 4sgm each			Poli	tical offices	total		50 50 15 15 130 40 40	1,399	
Wedding interview room 1   Wedding couple interviews   3   6     Registrar +   Wedding interview room 2   Wedding couple interviews   3   6     democratic   Strong room   For storage of birth, marriage, death certificates etc.   25   30     Toilets   For vedding guests, oversized   30   30   40     Reception desk   With storage and space behind   Ground   3   40     Public   Entrance triage   Directly on entry via main public entrance   Ground   60     Waiting area   Inc. cash machine and 2 cash payment machines with rear access   Ground   60     Weitic entrance +   Service booths   8 @ 4sqm each   Ground   32     Changing Places WC   Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   01     Coffee kiosk   Within entrance triage/waiting area   Ground   01   12     Public oilets   Within core   Ground   01   25     Coffee kiosk   Within entrance triage/waiting area   Ground   01   5     Other   Interance + customer service total   255   35   3		Registrar reception	Reception and waiting		20		40	431	
Registrar +   Wedding interview room 2   Wedding couple interviews   3   6     Strong room   For storage of birth, marriage, death certificates etc.   25     Toilets   For wedding guests, oversized   30     Storage   For election equipment etc.   40     Registrar + democratic total   187     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Self service koosks   8 self service booths at 4 self service scanners, each@ 4sqm   Ground   48     Private interview room 8   8 @ 4sqm each   Ground   14     Changing Places WC   Ground   0   12     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Wellness room   1   5   35   35     Gree kiosk   Within entrance triage/waiting area   Ground   0   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0	l l	Registrar offices			6		40	431	
democratic   Strong room   For storage of birth, marriage, death certificates etc.   25     Toilets   For wedding guests, oversized   30     Storage   For election equipment etc.   40     Registrar + democratic total   187     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Service kiosks   8 self service booths and 4 self service scanners, each@ 4sqm   Ground   48     Service booths   8 @ 4sqm each   Ground   32   40     Changing Places WC   8 @ 4sqm each   Ground   32   40     Public toilets   Within core   Ground   14   32     Coffee kiosk   Within entrance triage/waiting area   Ground   12     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     I'' training classroom   11   55   35     Changing room   Male and female: showers, changing, lockers   60   60     Ctry resilience room   Within general office   0   0     Changing room		Wedding interview room 1	Wedding couple interviews		3		6	65	
Toilets   For wedding guests, oversized   30     Storage   For election equipment etc.   40     Registrar + democratic total   187     Reception desk   With storage and space behind   Ground   3   40     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Waiting area   Incl. cash machine and 2 cash payment machines with rear access   Ground   60   60     Self service kiosks   8 self service booths and 4 self service scanners, each@ 4sqm   Ground   48     customer   Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   12     Public toilets   Within core   Ground   0   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Vellness room   1   5   35   15     Wellness room   11   5   35     Other   Carf resilier orom   Within general office   0   0     Changing room   Male and female: showers, changing, lockers   60   60     Charging room   Mal	egistrar +	Wedding interview room 2	Wedding couple interviews		3		6	65	
Storage   For election equipment etc.   40     Registrar + democratic total     187     Reception desk   With storage and space behind   Ground   3   40     Public   Entrance triage   Directly on entry via main public entrance   Ground   3   40     Waiting area   Ind. cash machine and 2 cash payment machines with rear access   Ground   60   60     Self service kiosks   8 self service booths and 4 self service scanners, each@ 4sqm   Ground   48     Service   Service booths   8 @ 4sqm each   Ground   32     Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   14     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Wellness room   1   5   35     Other   Carty resilience room   Male and female: showers, changing, lockers   60     CCTV resilience room   Mithi general office   0   0     Emergency Command Centre   Saral provision, floor-by-floor coms. space to be ind. in core   30     Staf	emocratic	Strong room	For storage of birth, marriage, death certificates etc.				25	269	
Registrar + democratic total     187       Reception desk     With storage and space behind     Ground     3     40       Entrance triage     Directly on entry via main public entrance     Ground     50       Waiting area     Incl.cash machine and 2 cash payment machines with rear access     Ground     60       Self service kiosks     8 self service booths     8 @ 4sqm each     Ground     32       Customer service     Service booths     8 @ 4sqm each     Ground     32       Public toilets     Within core     Ground     14       Changing Places WC     Ground     0     0       Public toilets     Within core     Ground     0       Coffee kiosk     Within core     Ground     0       Public toilets     Within core     3     15       Wellness room     1     5     35       Changing room     Male and female: showers, changing, lockers     60     0       Ctanging room     Male and female: showers, changing, lockers     60     0       Ctanging room     Male and female: showers, changing, lockers     60	[	Toilets	For wedding guests, oversized				30	323	
Reception desk     With storage and space behind     Ground     3     40       Entrance triage     Directly on entry via main public entrance     Ground     50       Waiting area     Ind. cash machine and 2 cash payment machines with rear access     Ground     60       Self service kiosks     8 self service booths     8 self service booths and 4 self service scanners, each@ 4sqm     Ground     48       extreme +     Service booths     8 @ 4sqm each     Ground     32       Private interview room 8     Hold room for vulnerable/upset/volatile, with seconday escape     Ground     14       Changing Places WC     Ground     0     12       Public toilets     Within core     Ground     0       Coffee kiosk     Within entrance triage/waiting area     Ground     0       Public toilets     Within entrance triage/waiting area     Ground     0       Vellness room     1     5     35       Other     Caffee kiosk     Male and female: showers, changing, lockers     60       Carty resilience room     Male and female: showers, changing, lockers     60     0       Carty resilience room	[	Storage	For election equipment etc.				40	431	
Public   Entrance triage   Directly on entry via main public entrance   Ground   50     Waiting area   Ind. cash machine and 2 cash payment machines with rear access   Ground   60     Self service kiosks   8 self service booths and 4 self service scanners, each@ 4sqm   Ground   48     customer   Service booths   8 @ 4sqm each   Ground   32     Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   11     Changing Places WC   Ground   0   256     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Wellness room   1   55     Wellness room   11   5     IT training classroom   15   35     Changing room   Male and female: showers, changing, lockers   60     CaTV resilience room   Within general office   0     Emergency Command Centre large meeting room fitted-out for command centre in emergency only   0   0     Staff kitchen and eating   Small provision, floor-by-floor coms. space to be incl. in core   30     Server room			Registrar +	democratic	total		187	2,013	
Public entrance + customer service   Ind. cash machine and 2 cash payment machines with rear access S Ground   Ground   60     Public entrance + customer service   Service kiosks   8 self service booths and 4 self service scanners, each@ 4sqm   Ground   48     Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   12     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Wulti-faith room   3   15     Wellness room   1   5     I'T training classroom   15   35     Changing room   Male and female: showers, changing, lockers   60     CCTV resilience room   Within general office   0     Emergency Command Centre Large meeting room fitted-out for command centre in emergency only   0   0     Staff kitchen and eating   Small provision, floor-by-floor coms. space to be incl. in core   30   14		Reception desk	With storage and space behind	Ground	3		40	431	
Public entrance + customer service   Self service kiosks   8 self service booths   8 @ 4sqm each   Ground   32     Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   14     Changing Places WC   Ground   12     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Multi-faith room   3   15     Wellness room   1   5     Changing room   Male and female: showers, changing, lockers   60     CTV resilience room   Within general office   0     Emergency Command Centre   Large meeting room fitted-out for command centre in emergency only   0     Staff kitchen and eating   Small provision, floor-by-floor coms. space to be incl. in core   30	[	Entrance triage	Directly on entry via main public entrance	Ground			50	538	
Other   Service booths   8 @ 4sqm each   Ground   32     customer service   Private interview room 8   Hold room for vulnerable/upset/volatile, with seconday escape   Ground   14     Changing Places WC   Ground   12     Public toilets   Within core   Ground   0     Coffee kiosk   Within entrance triage/waiting area   Ground   0     Public toilets   Within entrance triage/waiting area   Ground   0     Wellness room   1   5   3   15     Wellness room   11   5   35     Changing room   Male and female: showers, changing, lockers   60   60     Other   CCTV resilience room   Within general office   0   0     Emergency Command Centre   Large meeting room fitted-out for command centre in emergency only   0   0     Staff kitchen and eating   Small provision, floor-by-floor coms. space to be incl. in core   30   140	[	Waiting area	Incl. cash machine and 2 cash payment machines with rear access	Ground			60	646	
Other Private interview room 8 Hold room for vulnerable/upset/volatile, with seconday escape Ground 14   Private interview room 8 Hold room for vulnerable/upset/volatile, with seconday escape Ground 12   Public toilets Within core Ground 0   Coffee kiosk Within entrance triage/waiting area Ground 0   Public toilets Within entrance triage/waiting area Ground 0   Wellness room 1 256   Wellness room 1 5   IT training classroom 15 355   Changing room Male and female: showers, changing, lockers 60   CTV resilience room Within general office 0   Emergency Command Centre Iarge meeting room fitted-out for command centre in emergency only 0   Staff kitchen and eating Small provision, floor-by-floor coms. space to be incl. in core 30   Other total	Public	Self service kiosks	8 self service booths and 4 self service scanners, each@ 4sqm	Ground			48	517	
service Changing Places WC Ground 12   Public toilets Within core Ground 0   Coffee kiosk Within entrance triage/waiting area Ground 0   Public toilets Within entrance triage/waiting area Ground 0   Public toilets Within entrance triage/waiting area Ground 0   Public entrance + customer service total   Multi-faith room 3 15   Wellness room 1 5   IT training classroom 15 35   Changing room Male and female: showers, changing, lockers 60   Other CCTV resilience room Within general office 0   Emergency Command Centre Large meeting room fitted-out for command centre in emergency only 0   Staff kitchen and eating Small kitchen for reheating etc.; lounge/eating area 140   Server room Small provision, floor-by-floor coms. space to be incl. in core 30	ntrance +	Service booths	8 @ 4sqm each	Ground			32	344	
Ordenging interest WC Ground 12   Public toilets Within core Ground 0   Coffee kiosk Within entrance triage/waiting area Ground 0   Public collets Within entrance triage/waiting area Ground 0   Public collets Within entrance triage/waiting area Ground 0   Public contrance + customer service total 256   Multi-faith room 3 15   Wellness room 1 5   IT training classroom 15 35   Changing room Male and female: showers, changing, lockers 60   Other CCTV resilience room Within general office 0   Emergency Command Centre Large meeting room fitted-out for command centre in emergency only 0   Staff kitchen and eating Small kitchen for reheating etc.; lounge/eating area 140   Server room Small provision, floor-by-floor coms. space to be incl. in core 30		Private interview room 8	Hold room for vulnerable/upset/volatile, with seconday escape	Ground			14	151	
Coffee kiosk     Within entrance triage/waiting area     Ground     0       Public entrance + customer service total     256       Multi-faith room     3     15       Wellness room     1     5       IT training classroom     15     35       Changing room     Male and female: showers, changing, lockers     60       Other     CCTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140     30       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30     285	service	Changing Places WC		Ground			12	129	
Public entrance + customer service total     256       Multi-faith room     3     15       Wellness room     1     5       IT training classroom     15     35       Changing room     Male and female: showers, changing, lockers     60       CTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30	[	Public toilets	Within core	Ground			0	(	
Multi-faith room     3     15       Wellness room     1     5       IT training classroom     15     35       Changing room     Male and female: showers, changing, lockers     60       Other     CCTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140     30       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30     285		Coffee kiosk	Within entrance triage/waiting area	Ground			0	(	
Wellness room     1     5       IT training classroom     15     35       Changing room     Male and female: showers, changing, lockers     60       Other     CCTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140     30       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30     285			Public entrance + custo	mer service	total		256	2,756	
IT training classroom 15 35   Changing room Male and female: showers, changing, lockers 60   Other CCTV resilience room Within general office 0   Emergency Command Centre Large meeting room fitted-out for command centre in emergency only 0   Staff kitchen and eating Small kitchen for reheating etc.; lounge/eating area 140   Server room Small provision, floor-by-floor coms. space to be incl. in core 30		Multi-faith room					15	161	
Other     Changing room     Male and female: showers, changing, lockers     60       Other     CCTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140     30       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30     30					1		5	54	
Other     CCTV resilience room     Within general office     0       Emergency Command Centre     Large meeting room fitted-out for command centre in emergency only     0     0       Staff kitchen and eating     Small kitchen for reheating etc.; lounge/eating area     140     0       Server room     Small provision, floor-by-floor coms. space to be incl. in core     30     0					15			377	
Emergency Command Centre   Large meeting room fitted-out for command centre in emergency only   0     Staff kitchen and eating   Small kitchen for reheating etc.; lounge/eating area   140     Server room   Small provision, floor-by-floor coms. space to be incl. in core   30     Other total   285							60	646	
Staff kitchen and eating   Small kitchen for reheating etc.; lounge/eating area   140     Server room   Small provision, floor-by-floor coms. space to be incl. in core   30     Other total   285			÷					(	
Server room Small provision, floor-by-floor coms. space to be incl. in core 30 Other total 285								(	
Other total 285			÷ ÷ ÷					1,507	
		Server room	Small provision, floor-by-floor coms. space to be incl. in core					323	
Net internal area total <u>6,828</u>				Other	total		285	3,068	
			Neti	nternal area	total		6.828	73,496	
			, , , , , , , , , , , , , , , , , , ,				1,918	20,645	
+ plant Additional FM space and plant CHP/district heating 211	+ plant	Additional FM space and plant	CHP/district heating				211	2,271	

Gross internal area total

<u>8,746</u>

94,141

Function	Space	Number	ndicative ge	eneral office Total	breakdowr sqm	Occupants	Total occupants	Indicative ratio item:FTE
Individual workstation	Individual desk	700	3.1	2,170		1	700	1 :2.6
	Coat storage	140	0.5	70	2,800			1 :13.1
	Personal locker	1,400	0.4	560				1 :1.3
Meeting spaces	Small meeting room	34	9	308	-	4	137	1 :50
	Large meeting room	17	18	308		10	171	1 :110
	Private booth	14	5.5	77		2	28	1 :130
	Informal meeting space	8	10	77		4	31	1 :240
Informal working	Team tables	8	20	168	420	10	84	1 :220
	Touchdown workpoint	67	3.75	252	420	2	134	1 :30
Breakout	Breakout + refreshment	5	90	420	420			1 :390
Utility	Printing etc.	7	10	70	70			1 :260
Storage	Team storage	8	9	70	70			1 :240
Circulation	Circulation	700	0.8	560	560			
				<u>5,110</u>		Indicative capacity	<u>1,285</u> <u>918</u>	With meeting rooms Work points only

Additional considerations								
Space	Location	Number	Sqm	Sqft				
Car parking	HNC	60*						
Bike storage	HNC	130**						
Roof terrace	HNC	1						
Cashier office	Depot		30	323				
Bullion room	Depot		30	323				
Print room	Premier House***		98	1,055				
Post room	Premier House***		56	603				
CCTV main room	Depot		63	678				

\* To include office parking, disabled, pool cars, and town centre spaces \*\* Or policy compliant with draft New London Plan \*\*\* Required within HNC brief if Peel House car park site not chosen