gan Brifysgol Bangor
by Bangor University

M-SParc: A Guide for Occupiers

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The Vision. *"We all have great ideas. But how many become reality?*
To turn that initial idea into a successful venture something extra is needed.
Something which ignites ambition.
Something that creates the energy to succeed.
Something which helps that initial spark *light the way to a better future.*

We understand that pioneering, innovative businesses at the cutting edge of science need expert knowledge, skill, support, encouragement and investment to succeed.
M-SParc will create the right environment, we will offer specialist business support, and provide dedicated facilities. We will help knowledge based science, energy, environmental services and clean technology enterprises, ICT, and natural products including life sciences, to get going.

M-SParc will also ignite ambition in the young people of North West Wales, generating a better understanding and creating positive attitudes to science. We will accelerate the economic development of the area, helping shape high value jobs. We will help start new opportunities in our communities. We will help Bangor University start new era of positivity with businesses.

When you visit M-SParc, it will be positive, it will be vibrant. There will be a buzz. People are the ultimate renewable energy and this will be somewhere that people meet and spark thoughts and ideas. We are the ignition to a very powerful engine of opportunity in North West Wales.

But your spark of imagination will provide the key."

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1. Welcome aboard*!*

Welcome to M-SParc. As a tenant we want your experience to be a pleasant and above all an inspiring one. The aim of this Guide is to provide you with information on how M-SParc operates and to help ensure that you and your staff and colleagues remain healthy and safe whilst working here.

I recommend that everyone who works from the building reads this guide. Even if your work is desk based it is still essential to be work-safe, returning home safe at the end of the day. This guide also explains elements such as the M-SParc staffing of the premises; what M-SParc aims to achieve, our ICT management, and a lot more. It will answer many questions you may have, today and over the coming weeks as you settle in.

This is a live document that will evolve with us as we continue on this exciting journey with you, so from time to time we may issue updates. We would appreciate you and your staff familiarising yourselves with these updates as they happen.

We look forward to welcoming you into M-SParc.

Pryderi ap Rhisiart (Managing Director)

2. Our Journey

M-SParc began as a concept in 201. The idea behind it was to create a Science Park in North West Wales to help stimulate the region's economy. Science Parks with strong links to successful Universities are proven to diversify and stimulate the economy of the region it is based. This is important in a region like North Wales, where big ideas begin in small companies but where the infrastructure to support that idea and to assist growth is lacking.

M-SParc's focus is on low carbon, energy, environment, natural products, ocean sciences, life science and ICT, which are growth sectors that have an established base in the region. Those sectors can also capitalise on Bangor University's academic research excellence.

M-SParc is a wholly owned subsidiary company of Bangor University that operates at arm's length. This means that like you, we are also an SME. But, instead of focusing on our growth, our objective is to focus on yours, and to help you grow in an exciting environment that encourages you to fulfil your potential whilst also assisting you to remain in one location however large you grow. If you grow – we grow and that is a big part of our development plan.

We have already been on a long journey and we look forward to moving forwards with you.

3. Our Values

We established our values to provide the best for our customers:

- Responsiveness: We listen to partners and business and we respond to their specific needs. We tailor our offer to their requirements.
- Openness: M-SParc is part of the community. We encourage everyone to visit because we want to share our resources and facilities. We keep everyone informed of life at M-SParc.
- Positivity: Our positivity helps enthuse and encourage business to start and grow. It reflects fresh ambition and optimism in North West Wales.

Photo Right:

The site in 2014 prior to development – Cefn Du Farm.

4. The Building

The building you work in provides everything you need to get on with your business and to grow. You've made the right choice to locate yourselves at M-SParc and the high specification of the site and building includes:

- A community; you are surrounded by like-minded people, all working towards the same goal. The TANIO café space is a hive of activity, and you never know who you'll bump into. We hold regular networking events both with our tenants, and for our tenants with external businesses. Once you get talking, you'll find there's so many connections to make here at M-SParc!
- M-SParc staff located at the heart of the building to provide excellent customer services and the dedicated support that you need to grow. The Facilities Manager is also based on site.
- High quality office, lab and workshop spaces, with high capacity and resilient ICT. Your wi-fi is just as strong as ethernet here at M-SParc, so as soon as you get your password you're good to go! ICT support and solutions provided by our ICT Partners at Essensys.
- Wi-Fi for Residents throughout the building, including guest Wi-Fi for your clients.
- Security that includes CCTV and 24/7 access with a Tenant access control card.
- Mini Kitchens on each floor with tea and coffee provided for you, fridge, and microwave available, and the community they create for collaborations to occur. Please bring your own milk (and no thieving!).
- Post room with an individual post box for each resident; your letters will be ready for you when it's convenient for you to collect them, and you'll be notified when parcels are delivered
- Automated Reception services to welcome your guests – this comes to you as an e-mail but can be amended to a phonecall or even text! No need to be glued to your desk while you wait for a visitor.
- Provision including showers, sheltered cycle stands, and a gym!
- Extensive free car parking with reserved spaces for people who car share.
- Café run by a local bakery with fresh produce.
- 500 KvA backup generator that can serve the whole building; should there be a power cut, we'll be up and running within seconds.
- Cleaning services for your office space.
- Four meeting rooms to cover all meeting requirements including *probably* the best boardroom in Wales! As a tenant, you receive 50% discount on these, and you can book them at any time using our online portal.

5. Meet the M-SParc Team

You can read full details of the team on our website https://m-sparc.com/the-team/
Our team is always open to talk to you about your latest ventures, and can help you get access to support which can help your business to grow and success. Here's an overview:

Pryderi ap Rhisiart is our MD. With years of experience running his own businesses, providing business support, and working at the centre of the business community in Wales, Pryderi has his finger on the pulse! He's always ready to find potential collaborations and discuss your next ventures.
He's also your contact if you have any issues with the service provided by the rest of the team(!!).
pryderi@m-sparc.com

Kathryn is our receptionist and administrator. She'll send you a message when your parcels are here or a visitor has arrived and can support any general queries. Kathryn will always know which team member can help so get in touch with her if you aren't sure and she'll direct you.

Kathryn can be reached at kathryn@m-sparc.com, 01248 858000, or for best results, pop down to reception to say hello! 😊

Emily is our Outreach and Community Manager. She leads on the marketing, events, outreach and skills work at M-SParc. Get in touch if you've any news stories you'd like to share, want more information on our events programme, or if you'd like to support M-SParc in inspiring the next generation of digital and tech experts. Emily's team also run the #OnTour program taking M-SParc across Conwy, Gywnedd and Mon. You can access events and a makerspace at these locations, as well as use them to showcase your work and reach new audiences emily@m-sparc.comemily@m-sparc.com

Olwen, our Operations and Contracts Manager. For any issues with the facilities, IT, your customer experience including queries and complaints, get in touch or come down to the office. She also leads on any contracts and commercial queries, including questions about your rent, office space, and additional commercial services such as data ports activation, gym memberships or additional cleaning for the office. olwen@m-sparc.com

Lois is our Business Support and Project Development Officer. If you're looking to apply for any grants, funding or projects then Lois is your first port of call. It's likely you've already met her as she'll be catching up with you and finding out about your business' needs. lois@m-sparc.com

Full details of the whole team are on our website, and you're sure to get to know us all during your time here.

6. Connect with Us:

For M-SParc to work we need to work with you. If you have any questions or comments, then get in touch with us directly in whatever way that's best for you. If it's an urgent mater then come and see us behind the Reception desk.

You can also connect with us on social media:

- Twitter : @M_SParc
- Instagram : @msparc
- Facebook : www.facebook.com/MenaiSciencePark
- LinkedIn: https://www.linkedin.com/company/m-sparc/

7. Business Support

What makes us different? Along with the amazing building, dedicated support will be provided by our Business Support Officer. Lois Bevan Shaw will be working with you to provide impartial support for your business as it grows, sign posting, sourcing finance, and assisting with applications as well as arranging organised business network events and bringing in relevant business support providers to meet with all tenants on the park.

What we will help with

- Sourcing of:
    - Funding opportunities such as SMART Cymru, Innovate UK, Welsh Government, Development Bank of Wales, Private Sector Banking, Angel Invest Wales and Private Investors.
    - Staffing/graduate schemes and funding opportunities for recruitment such as KTP, KESS II, Apprenticeships and ReAct
    - Other sources of Business Support such as Business Wales, IP Wales, Accelerated Growth Programme, Superfast Business Wales, Mentoring and International Trade Development
    - Relevant trade shows and opportunities for export
- Business Start-up guidance and support with:
    - Business Planning
    - Marketing Plan
    - Identifying funding opportunities
- Organising relevant business support services to be present at M-SParc and to meet with tenants
- Provide information on training courses and development programmes delivered by various support providers such as ION Leadership, Business Wales and Bangor University's North Wales Business Academy.
- Provide impartial support in finding services in the private sector such as IP attorneys, Management Accountants, Web developers and Lawyers

What we cannot help with

- Day to day business activities such as:
    - Sending e-mails, making calls, or attending meetings on your behalf

8. Marketing and PR.

We want to celebrate your success here at M-SParc; we're convinced it will breed further success. We're eager to promote your business through our network. Let us know about any success stories, new developments, or new additions to your team. (emily@m-sparc.com) Anything that makes you proud will make us proud too and we want to share it via our social media and website. We can also assist you with proofing editorials, and advertising your job opportunities on our website. Experience shows that we can increase your applicant numbers by 60%!

9. Address - Where are we?

The address for your office is:

Your Company Name,
M-SParc,
Menai Science Park,
Gaerwen,
Anglesey,
LL60 6AG.

Your post will be delivered to the building once every day and into your dedicated mailbox in the post room. When having post delivered here, we do recommend you add your company name to the address (you may even need to name yourself John (Company) Jones, for example on deliveries, to ensure the parcel goes to the correct tenant!)

9.1 Parcel and Courier Delivery & Pickups

Unless advised otherwise, we will sign for your parcels and let you know they are here. They will be stored in your mail box or post room until you can collect them. **We cannot accept responsibility for damaged or lost parcels.**
For hazardous or large items, you need to be available to collect them and take them to your office or laboratory.
Please discuss the delivery of hazardous materials and bulk items with the M-SParc team in advance of their arrival.
For pickups, we will inform you when the courier has arrived at reception; it is your responsibility to be available if you have arranged a pickup.

10. Getting here

We have a page dedicated to Green Travel on our website, visit https://m-sparc.com/our-location/ for details. As well as by car, you can get here:

10.1 By Bike

Ride along the pedestrian and cyclist path from the A5 towards the building, store your bike safely and securely under the entrance archway. Showers are provided on the ground floor behind the Reception area along with a drying room for clothes. A bike mending station by the cycle stands is provided with various tools to get you moving again.

10.2 By Bus

M-SParc is on the bus route, with a drop off and pick up twice a day. Here's a link to a popular journey planner: www.traveline.cymru

10.3 Parking

- Parking bays are a first come, first serve basis.
- The wide-load bays should be used with common sense; these are for larger vehicles and those with mobility issues.
- There are six car-share bays, which are only for use for those who are car-sharing.
- Electric car charging is available, please familiarise yourself with the system as it is managed by an external provider. https://my.newmotion.com/signup/Please don't use these as priority parking for EV; these are charging stations and used throughout the day.
- Parking on site is at own risk and Menai Science Park does not accept any liability for loss or damage.

11. Refreshments/Shared Kitchen

We supply tea and coffee for you in the communal kitchens. Please bring your own milk if you need it, and we appreciate you not 'borrowing' milk from your co-tenants! These are shared facilities, so please consider others and tidy up after yourself.

12. Café

We are proud to be working with Becws Môn to deliver the Café services on the Park, the café is called Tanio. It's a great place to meet people, have a coffee, and your Wi-Fi works there too so you can use it for a change of scene from the office. Becws Môn, based in Gaerwen are passionate about the quality of their provision, the use of local food and offering value. They will also cater for your meetings and conferences. You can book refreshments when booking a meeting room. E-mail for the café is tanio@monbakery.co.uk.

13. Cleaning, Refuse and Recycling

M-SParc will clean all common areas within the buildings as part of your tenancy agreement. Offices are hoovered monthly (but not labs and workshops). To discuss arranging additional cleaning, please speak with our Operations and Contracts Manager, Olwen Davies – olwen@m-sparc.com

All Tenants should bring their waste to the common waste hubs on each floor and M-SParc will then deal with it accordingly; we encourage recycling wherever possible. Cardboard should be **folded flat** and put in the outdoor bins; please ask for the key at reception.

13.1 Industrial, Bulk and Hazardous Waste

Controlled / hazardous waste must not be placed in the general refuse and recycling bins but disposed of in the designated external waste area located by the rear car park in accordance with statutory requirements. The M-SParc Operations Support Officer, james@m-sparc.com should be informed, when this type of waste has been deposited and it's the Tenant/Licensee's responsibility to have it removed off site. Always ask if you are unsure about waste arrangements.

14. Smoking

Smoking is not allowed in the M-SParc building. M-SParc land that extends to the site boundary is also a smoke free zone with smoking only allowed in the designated smoking area at the rear of the building (the smoking shelter). Why not use the move to M-SParc as a chance to stop smoking? The NHS provides apps that can help https://www.nhs.uk/smokefree

15. Signage

Any signage that a Resident wishes to erect must be according to the terms set out in the Lease or Licence. The Operations Team will organise and install signage for the internal and any external boards along with any specific corridor and parking signs. All signs must meet Science Park standards and be checked with M-SParc before being erected. All fixing must be checked and arranged with our Operations Team.

16. ICT and Telephony Services and IT Facilities Management

The ICT Services and Telephony is managed by Essensys our ICT Partner. Helpdesk services are provided to Users by Solution chat function, raising a problem ticket in the Essensys platform, or via email to help@essensys.tech . Helpdesk services are available during Business Hours.

Basic IT set up, such as connecting your phones and activating data ports, is done on site by Operations Manager, Emily. As a tenant, you'll receive your wi-fi log in via portal@essensys.com when you move in. The wi-fi connection is just as fast as the data port, but bear in mind there is a cost for data port activation. Standard 30mg broadband is provided as part of your tenancy. Speak to us if you would like this amended, and please refer to your contract regarding fair usage.

Our SLA with our ICT partner is available here: Connect Service Level Agreement: https://essensys.tech/connect-sla/
When you make use of the ICT and Telephony at M-SParc you also agree to our IT Fair Use Policy.
If you experience problems with the level of services provided by Essensys please let us know, copying us into any emails that you send direct to them.

16.1 Landline phone calls & Phone Handsets

If a voice connection is requested in order to make landline phone calls there is a monthly charge for the service, which includes a phone handset. The model supplied is a Polycom VVX410. Please speak with Olwen about getting this set up.

16.2 Printing

A guide for printing is in the appendix.

17. Meeting Rooms.

We have **4** meeting rooms available all of them designed to cater for your needs.

17.1 Booking Meeting Rooms

You can book meeting rooms through the tenant portal; please let us know if you haven't received the link. This entitles you to a 50% discount!

If you book the room via reception, please note you will be charged full price. We have a choice of four meeting rooms to suit your needs.

17.2 Audio, Visual, Televisions and IT Connections in Meeting Rooms

All rooms have the ability to share your screen, as well as AV functions. Please as at reception if you require assistance.

18. Security and Use of Access Swipe Cards

18.1 Checking in and out; Tenants & Licensees

You will be given Access Cards or Bands for each member of your staff, when you start working here. We strongly recommend you keep this card safe, and remember to bring it with you to work every day. It is the key to your office, and indeed the building! Please let us know if you lose it, so we can block it on our system.

18.2 Checking in and out; Visitors and Guests

Guests are required to use the tablets provided in Reception to check in and out of the building. The automated system will alert you that your guests have arrived via email. Please let us know if you'd rather receive a txt or phonecall. Tenants are also responsible for providing relevant emergency information to their visitors and guests.

18.3 Security

The Police Service helped with the building's design, which has achieved the Secured By Design Accreditation. (http://www.securedbydesign.com/)

The building is developed into four broad security zones, which you should familiarise yourself with:

- Site: after normal office hours you will be required to "swipe" using your Access Card to proceed through security barriers/bollards at the site entrance. You will be unable to enter the building if you have forgotten your Card.
- Reception and Tanio area: accessible during office hours only to everyone including the public. There are access doors at the side and rear of the building for entry after hours.
- Tenant Common Areas; accessible to all Tenants with a swipe card 24/7.
- Individual Tenant Rooms; accessible to Tenants of those rooms only, and M-SParc staff for cleaning and emergencies.

New Tenants and each member of their staff will be given an Access Card. The Cards will be programmed by M-SParc Management to allow access to specific rooms and areas within the building and to the site after hours. Please be aware that you close external doors behind you when entering the building out of hours, we all do our bit to keep the building secure!

During normal office hours M-SParc staff will respond to the activation of an alarm or report of a suspicious incident. The cause will be investigated and a record kept, when this happens. In case of any incident we will:

- Make contact with nominated Tenant staff should the need arise.
- Liaise with Fire and/or Police Emergency Services in the event of a 'real event' activation of any alarm system or evidence of unlawful entry.
- In the event of damage to the property which would render the building insecure we will ensure the attendance of staff to secure the property on a temporary basis pending proper repairs as soon as practicable liaising with BU Property and Campus Services (PACS) to arrange a temporary repair.

19. Health & Safety

As a responsible Landlord we take your Health and Safety (H&S) at Menai Science Park very seriously and we would ask that you work with us to make sure that any identified health and safety risks are minimised or eliminated. It's important that you read this and support our H&S Procedures.

Health and Safety starts before you enter into an agreement to occupy space at M-SParc. Upon signing a 'Letter of Intent' we will share your details with the Bangor University H&S Team to gather their thoughts on the potential hazards to consider and how you can be supported, and risks managed.

It is our intention to hold informal lunchtime H&S Talks, in the building with details shared with Tenants as events are planned.

19.1. Your Health and Safety Responsibilities

Your Tenant's responsibilities include

- ✓ Health & Safety within your designated area
- ✓ Those set out in your Lease or Licence
- ✓ Preparing a risk assessment for your activities which identifies the controls required to manage any risk
- ✓ Ensuring you don't put yourselves or others at risk
- ✓ Producing a fire risk assessment, if required to do so, and participating in emergency preparedness event measures and contributing to management procedures
- ✓ Sharing key information with M-SParc on H&S risk management and mitigation
- ✓ Bringing to the attention of the Facilities Manager any issues affecting the building or its users and / or any accident or incident on M-SParc premises
- ✓ Informing M-SParc immediately if your activities change which could impact upon the risks associated with your activities and / or other building users

19.2 Health and Safety Forum

From time to time M-SParc will hold an H&S Forum, which will be chaired by either the Operations Manager or the Director of the Science Park. This is primarily for our Resident's benefit so you are encouraged to have a representative attend. The purpose of the Forum is to discuss any site related H&S issues, any update on legislation and the opportunity to share good practice with fellow Tenants and Licensees. Please endeavour to attend all meetings.

20.0 Fire Management

M-SParc will prepare and maintain a general building Fire Risk Assessment for the building's common areas, including corridors, meeting rooms, lifts, stairwells and reception areas. This Fire Risk Assessment will be reviewed periodically by the M-SParc Facilities Manager in line with legislation and good practice and with support from Bangor University.

All Tenant and Licensees acting as Employers are required to carry out a Fire Risk Assessment under the Regulatory Reform (Fire Safety) Order 2005. Fire Risk assessments must be updated if the business activities change. Where there is increased fire risk from tenant activity we will ask for a copy of your FRA to keep on file so that it is available for any of the Emergency Services if they need the information. The Fire Risk Assessment and the tenant FRA (logbook) will be kept at Reception. You will find guidance on this legislation at https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

Because an individual Tenant's or Licensee's activities may present a fire risk to other Tenants or Licensees it is important that M-SParc as the Landlord is able to check that every resident has carried out a fire risk assessment. When a check is necessary the Facilities Manager or other M-SParc member of staff will make the request in writing.

Please note that The Area Fire Officer has the right to review the M-SParc building's Fire Procedures and Fire Risk Assessments for every Resident at any time and has the authority to serve 'Action Notices' to Residents. who do not have a Fire Risk Assessment in the log book.

If you have any questions The North Wales Fire Service contact is Richard Evans and email address is Gwynedd.mon@nwales-fireservice.org.uk

You will be made aware of Fire Drills and exit routes as part of your induction process.

20.1 Tenant Risk Rating & High Risk Activities

Details of all compressed (industrial) gases, indicating whether 'inert', flammable, oxidising or toxic/harmful and volume, must be included in the Risk Assessment and information shared with M-SParc and then included with the Fire Log. If acetylene is to be used/stored this must firstly be agreed with M-SParc, with location details also included with the Fire Log.

All explosive, pyrophoric and water-sensitive chemicals and products must be noted in your Risk Assessment and details readily available for the Fire Service, including their location and volume stored.

20.2 Fire Strategy

All Tenant rooms, offices and labs, have been designed as 30 minute fire compartments apart from installing fire dampeners around services running into the rooms. Should your fire risk assessment identify the need for compartmentation then you should ensure that these dampeners and suitable fire stops are installed.

Please note that all tenant corridors are the designed fire compartments providing 30 minute compartments from fire.

21. Legislative Testing

M-SParc will provide all applicable legislative testing on the building's services.

21.1 Fire & Key Alarm Testing; Weekly Fire & Lift Alarm Tests

The M-SParc Team will perform weekly fire alarm and intruder alarm tests in the building. The test will be held between 8:00-8:30 on Wednesday mornings. The alarm will sound for a few seconds and then switch off. No action is required from you.

Each week M-SParc will also test the lift alarms, accessible toilet alarms and safe refuge point intercom/alarm systems.

21.2 Annual Fire Alarm Evacuation

M-SParc will arrange an annual evacuation exercise (fire drill) in the building to ensure that emergency arrangements are adequate, known by Tenants and are practised.
Please ensure that any person visiting you who cannot evacuate via the stairs (lifts may not be used if the fire alarm is sounding) is made aware of the Refuge Point system. The Facilities Manager can advise you about these.
Please note – *we understand fire evacuation drills can be considered an 'inconvenience' but they are for your safety, and we ask that you and your staff evacuate M-SParc immediately upon hearing an alarm and not be complacent. Thank you in advance.*

21.3 Emergency Lights

These are self-testing and the M-SParc Operations Support Office will monitor the reports accordingly. Remedial action following service visits and tests is prioritised and implemented to support Tenants.

21.4 Water Management - Safety & Legionella

The water at M-SParc is tested regularly, including in all kitchens and washrooms. Activities will include weekly flushing and monitoring of temperatures. A nominated approved contractor will carry out the Legionella Control and annual Legionella Risk Assessment.

Where the Tenant has introduced an enhanced legionella risk (e.g. via water mist/vapour equipment, water storage, water cooling kit) they must introduce their own legionella control measures and share details with the Facilities Manager, who in turn will include on the building Legionella Risk Assessment.

21.5 Other Legislative Maintenance

The M-SParc's Operations Team will arrange other legislative maintenance as required by the building services / infrastructure. Key areas summarised below:

- Fire door inspections – M-SParc Operations Support Officer during Fire Risk Assessments and building inspections
- Fire notification and detection system
- Fixed electrical system
- Lift maintenance - service and statutory examinations (at least every 6 months)
- Boiler maintenance - gas checks on central building services and statutory examinations
- Insurance

Tenants will be responsible for the inspection, maintenance / servicing and statutory examinations (if required by LOLER or PSSR Regulations) of their own plant and equipment. This includes fumehoods, LEV systems, catering equipment etc.

22. Internal Additions and Alterations

A Tenant cannot undertake any internal non-structural additions or alterations without first making a written request for consent from Menai Science Park Limited as the sub-Landlord. The conditions for requesting consent are set out in detail in section 3.4 of the Lease. A Tenant cannot make structural additions or alterations in any circumstances. A Licensee cannot make any alterations or changes of any type under any circumstances.

Penetrations to walls or modifications to plant and machinery can impact our fire strategy and possibly other building services, and so we must be informed of any amendments to the structure, and work with you on the plans.

22.1 Risers and Fume Hoods

All Laboratories and Rooms facing the inner courtyard can be connected to service risers. These risers have been incorporated into the M-SParc building to allow easy and flexible connection to Tenant plant and machinery with minimum cost and disruption to the building and other users. Further details on risers can be provided by M-SParc.

The fume cupboards have been commissioned to work in a calm and controlled environment with doors and windows closed. When operational the fume cupboards will need to match the environment that they were commissioned in meaning the doors and window will need to be closed in the labs. The reason for this is if a window or door is left open and a breeze is passing through the labs this will alter the face velocity of the fume cupboards thus causing fluctuations in the face velocity and causing possible air fail alarms to go off.

22.2 Tenant Equipment Specification

Any equipment installed in the building must conform to the following specification, as a minimum.

Laboratory equipment shall meet the following standards, where specified:

i. General purpose fume cupboards: BS EN 14175 Parts 1-7 (as appropriate)
ii. Recirculating filtration fume cupboards: BS 7989:2001
iii. Microbiological safety cabinets: BS EN 12469:2000 (for manufacture) and BS 5726:2005 (for installation).
iv. Clean air hoods, glove boxes, isolators and mini-environments: BS EN ISO 14644-7:2004
v. Articulated extension arms: PD CEN/TR 16589

When laboratory containment devices that are ducted to discharge externally are specified, the guidance in the National Annex of BS EN 14175-2 must be followed to ensure an appropriate discharge velocity is achieved.

Where installed, containment devices / areas must comply with the following:

i. An average design air flow rate in the fume cupboards specified no greater than 0.16m3/s per linear metre (internal width) of fume cupboard workspace.
ii. The measurement of volume flow rate should be taken in the exhaust duct (at the boundary of the laboratory) to take account of reductions in (inward) volume flow rate from fume cupboard leakage.
iii. A reduction in air flow does not compromise the defined performance criteria and therefore does not increase the health and safety risk to future building occupants.

22.3 Containment Level 2 and 3 Laboratories (Bio & GM)

Laboratory ventilation systems shall be designed in compliance with the best practice guidance set out in 'HSE Biological Agents and Genetically Modified Organisms (Contained Use) Regulations 2010'.

Any use of Hazard Group 2 (or above) biological agents must be agreed with M-SParc, with controls risk assessed. If Tenants wish to work on HG 3 agents they must firstly discuss the proposal and the proposed control measures with M-SParc. If approved M-SParc may instigate its own checks on service and fumigation records, and emergency protocols.

Filters for all areas designated as containment level 2 and 3 laboratories shall be located outside the main laboratory space for ease of cleaning/replacement. Filters shall be easily accessible by maintenance staff or technicians.

Individual fume cupboard location and stack heights shall be considered in accordance with the principles of the HMIP Technical Guidance Note (Dispersion) D1 or other authoritative technical standard. Stacks and stack height may impact planning permission and must be agreed with M-SParc.

23. Radiation, Scheduled Drugs or Explosives

If working with any radiation sources, scheduled drugs or explosives these must be declared to M-SParc and copy of statutory authorisations and controls provided before work commences.

24. Asbestos

We can confirm no asbestos material has been used in the construction of all the buildings.

25. External chemical and solvent store

There is an external store for chemicals, gas and solvents. M-SParc will arrange access to this store for key holders only. Further details can be obtained from the M-SParc Staff.

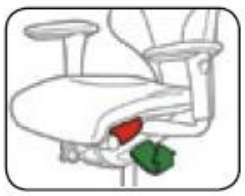
26. Office Furniture

The offices may or may not be supplied with basic office furniture. If a Resident wishes to have the same branded furniture it is supplied by Rype Office of Park Royal, London. Desks are 1,400mm wide x 700mm deep and the Chair is the G64 model. The pedestal is similar to what's shown in the photo below.

Rype categorise the quality as an A grade – they are re-manufactured.

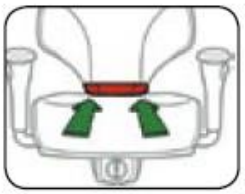
Chair G64 – Operating Instructions

SEAT HEIGHT
Lift up left-hand handle. Press down on or remove weight from seat. Seat is locked at which the handle is released.



BACKREST RESISTANCE
The strength of the synchro mechanism can be adjusted to the user's weight by turning the knob located under the seat.
[Turn clockwise to increase & anti-clockwise to decrease]

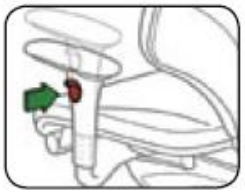
BACKREST HEIGHT
Press the button at the bottom of the backrest and raise or lower to the required position. Release the button to lock.



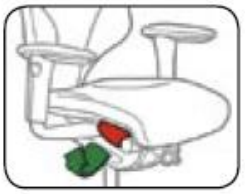
HEIGHT ADJUSTABLE ARM*
Press the button under the arm-rest and slide up or down into the desired position. Release the button to lock.

SEAT DEPTH
Press the button under the seat upwards, slide the seat into the desired position. Release the button to lock in position.

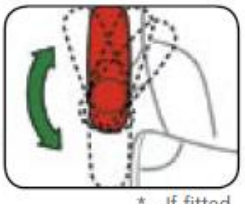
MULTI ADJUSTABLE ARM*
Press the button on the outside of the armrest and slide up or down into the desired position. Release button to lock.



SEAT / BACKREST TILT
Push down the right-hand handle and lean against the backrest to recline the seat back. Lift up the handle to lock in position.



Armpad rotation
The armpads rotate through 5 different positions including 180° backwards if they clash with your desk.



* if fitted

- Even the best ergonomic chairs can't do the job for you.
- Awareness and a little bit of training go a long way.

- Try not to slouch back in your chair or forward over your desk.
- Keep the chair unlocked most of the time.
- Alter your position regularly when typing - try sitting upright for short periods.

- Try not to slouch back in your chair or forward over your desk.
- Keep the chair unlocked most of the time.
- Alter your position regularly when typing - try sitting upright for short periods.

orangebox

Setting up your chair

SEAT HEIGHT
Thigh to trunk angle should be 90° or slightly more to help keep your pelvis upright.

BACK HEIGHT
The back lumbar should fit the small of your back to maintain the natural 'S' shape of the spine.

ARMRESTS
The armrests should touch your forearms when your shoulders and elbows are relaxed at your side. This will avoid strain in the neck and upper limbs.

SEAT DEPTH
Your bottom should be at the back of the seat with up to three fingers gap between the front of the seat and behind your your knees. This will ensure adequate thigh support but without obstructing leg movement.

TENSION
Create a feeling of floating [when your feet are off the floor] to encourage improved blood circulation and comfortable changes of posture. The tension should be not too soft so that you instantly recline and not too hard that you can't naturally push back.

27. Office and Room Modification

What can you as tenants change and what can't be changed? Here's a list to help you out:

You can't change:

- The light fittings
- Floor finish
- The doors, architraves, skirting boards.
- The acoustic baffles
- The IT equipment and switches (without prior discussion with Essensys and M-SParc).

You can change:

- The paint on the wall, but you will need to paint them back before you leave, or accept a fee for M-SParc to carry this out.

Before making any alterations, please discuss with us in the first instance, it will avoid any confusion.

28. That's it!

Well, it's a start! We realise that we can't capture everything in this handbook so please ask us if you have any further questions.

Thank you for taking the time to read this document. We strongly encourage you to ensure *each member of staff* is familiar with this information.

We wish you and your business every success at M-SParc and hope you enjoy your new accommodation.