

Appendix A

Touch Systems are a software development and supply company employing teams working in all aspects from product creation, development, sales, delivery and finance.

Currently occupying offices (1) we are expanding into the office unit next door (2).

We are looking for providers to deliver a turnkey package from modifications of building, through fit-out to supply of office equipment.

Capacity

53 employees are working in the current unit. By adding a second office we would like to cater for 80 employees in total.

Culture and colour schemes

Our company cultural colours are purple, lime green and orange. We have some limed oak desks that are reasonably new and usable, we envisage that new desks will be white. Replacement of some existing seating and all expansion seating needs to be standardised to generate a modern crisp look and feel.

We are naturally innovative and draw on large boards. We are looking to replace these with write on walls, in some cases magnetic.

Functional requirement

The building naturally splits into 4 spaces, two spaces upstairs and two downstairs:

- Development will utilise the downstairs offices (capacity 44)
- Marketing, Sales, Software Implementation, Support and Finance will utilise the upstairs
- Management will need their own offices
- A kitchen tea point is required on each floor

Lower Kitchen

- This area will be largely as it is now however a door from the kitchen needs to be created to link into building 2. This will convert the current small kitchen area top a tea point with small fridge and sink unit. Cupboards are required above and below the work surface to one wall.

Upper Kitchen

- This area will combine as the main Breakout and lunch area for the business. This needs oven, hob, water point, large fridge freezer, dishwasher, extractor fan and ducting. All units need to be wired / plumbed to services.
- We require seating for 12 people, possibly across a variety of seating locations.

Meeting Areas

We require more meeting zones / rooms. We have seen mobile meeting areas which we believe are suitable. These seat 6 people with table, lighting and screen with connector.

Open collaboration points are needed in the larger development office and the marketing area housed in the new 1st floor office.

The current boardroom remains as is.

Offices

Our current office will remain apart from one that needs removing and rebuilding. This needs to be situated in the new building as a new MD's office. This doubles up as a meeting room offering flexibility. The meeting space should be for at least 6 people. The existing partitioning and doors are in good condition and should be reused.

One current office is to be converted from an office to a 'Think Tank' meeting room. This requires more comfortable chairs, vibrant colours and a screen built into the wall.

The Admin office needs more storage so extra shelving, a new storage wall and more efficient desking with matching pedestals are required.

Entrance

Both Units will be used for customer reception. The entrance areas need to be fitted with suitable seating and a telephone point.

Flooring

A flooring solution is to be proposed for all areas including replacing all existing flooring throughout.

Electrics

All electrics are required to cater for the new facilities including moving existing floor points to new locations. Some new floor points including extra electrical outlets may be required. All old cabling in the new building to be removed where not put to good use.

Network Points

Network cabling is required for the new building where all points need to be brought back to our current server room connections. All old cabling in the new building to be removed where not put to good use.

Air Conditioning

A/C is fitted and does not need any modifications

Drawings

See attached.