



YOUR FIT OUT GUIDE

We make occupying your arch easy.

Whether you're a start-up looking for your first business space, or you're looking to expand, we provide the space, freedom and services your business needs to grow with confidence.

We offer highly flexible and customisable spaces, designed to help you create your perfect workspace. There are just a few simple things to consider when fitting out your arch, to ensure it is durable and makes the best use of your space.

This guide is designed to support you through your fit out process, making sure you know everything you need to know from day one.



WHAT CAN I DO IN MY SPACE?

While your space is fully customisable, there are a few guidelines you need to follow when it comes to your fit out.

Always refer back to your Occupation Agreement, which will contain detailed guidelines, or if you're worried speak to one of our team.

If you have any questions and are a new customer, please reach out to your **Leasing Manager**.

If you are an existing customer, reach out to your **Property Manager**.

See pages 6-8 for inspiration from some of our other customers.

○ — Curved barrel lining

○ — Vertical arch lining

DO



Fix only lightweight installations e.g. fire alarms to the lining or lining battens - they can't support anything heavy!



Attach fixings to the brickwork at the front of your arch **only if they are:**

- **Rawl plug type**
- **Less than 10mm diameter and 75mm depth**
- **A minimum of 300mm between any two fixings**



Use demountable, free standing racking

SPEAK TO US

Use or store any flammable materials (for your and the railway line's safety!)

Install a mezzanine

Fix substantial structures to the floor, or within 3 metres of your arch - this includes any permanent floor fixtures, heavy machinery, WC blocks (if it's going to be difficult to remove, we need to be told about it!)

Install drainage below floor surface level

Fix anything to the outside brickwork including signage, paint it, or clean/conduct masonry repairs to it



Fix anything to the brickwork behind the barrel lining (you shouldn't be getting that far anyway...)



Dig too far...! You can go up to 500mm into your floor, but not any further



Store gas cylinders inside or outside your arch (whether they contain gas or not)

DON'T

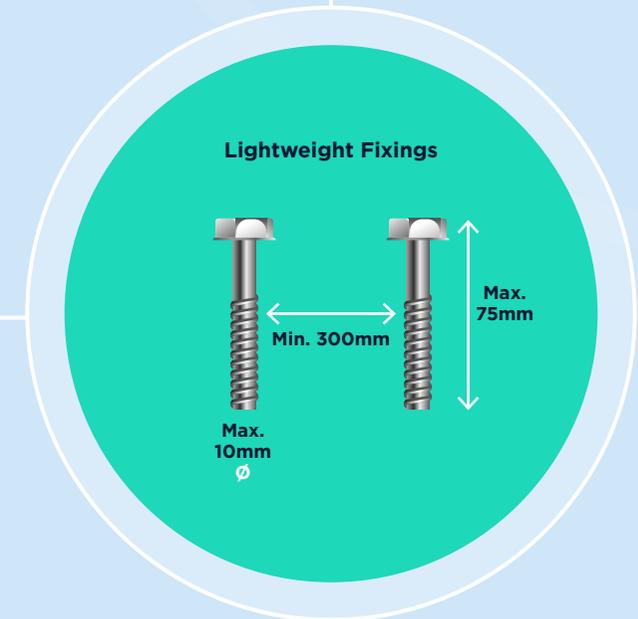
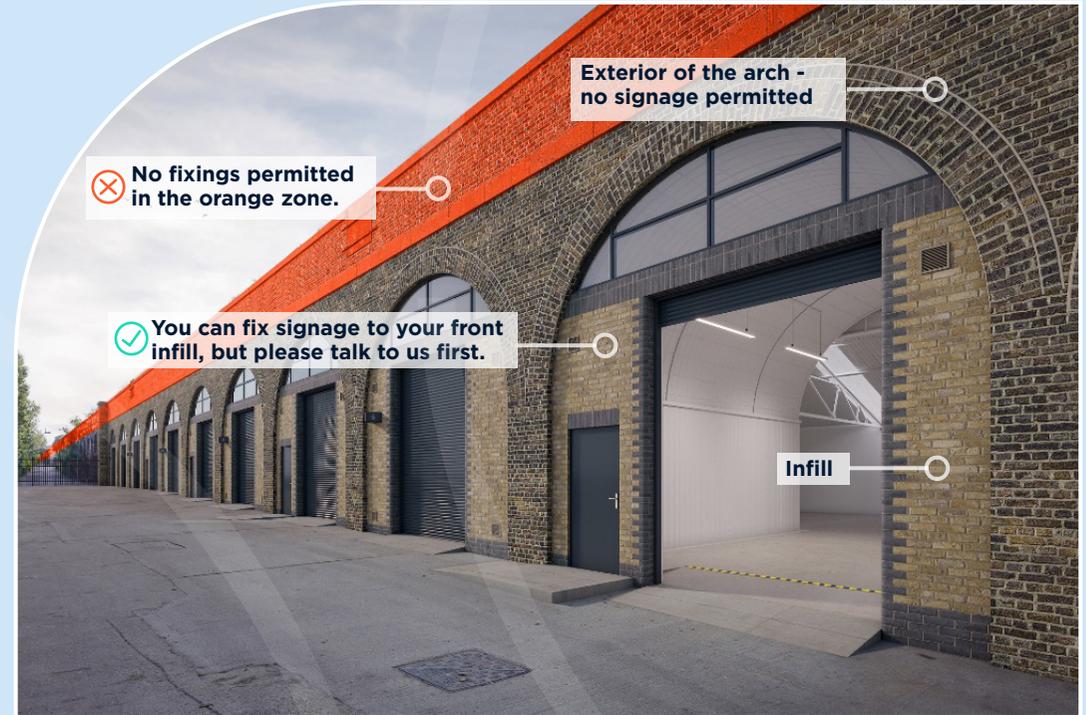
SIGNAGE

We know you will want to put up signage, so here are some simple tips for doing this.

We allow company branding to be fixed to your front infill, but you will need approval from us first.

Your Occupation Agreement will fully cover alterations, decoration, and signage agreements for your space. We would advise you to double check your agreement or speak to us before undertaking any works.

We advise installing vinyl on external brickwork, as it's a low cost alternative, much easier to remove, and more impactful!



DESIGN IDEAS

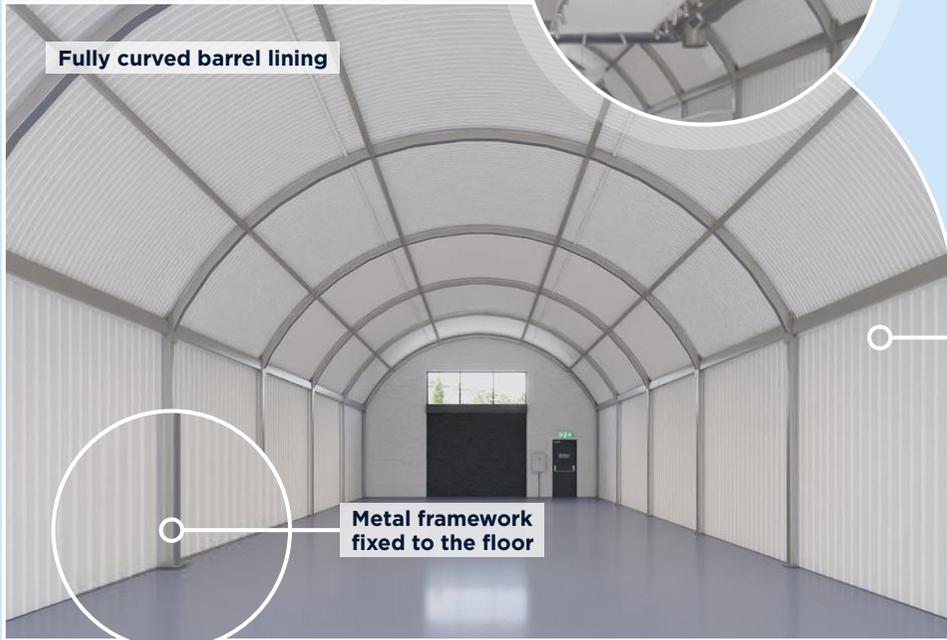
To make the best use of your space, here are some of our ideas for fitting it out.

Fixing partition walls or a self supporting metal framework to the floor allows you to attach lighting, shelves, heaters, and other features into your space without damaging the barrel or arch lining. Plus, if you do have an Arch Inspection or require any essential maintenance works it will reduce future costs or disruption.

A ventilation system must be attached to metal framework instead of barrel lining



Fully curved barrel lining



Metal framework fixed to the floor

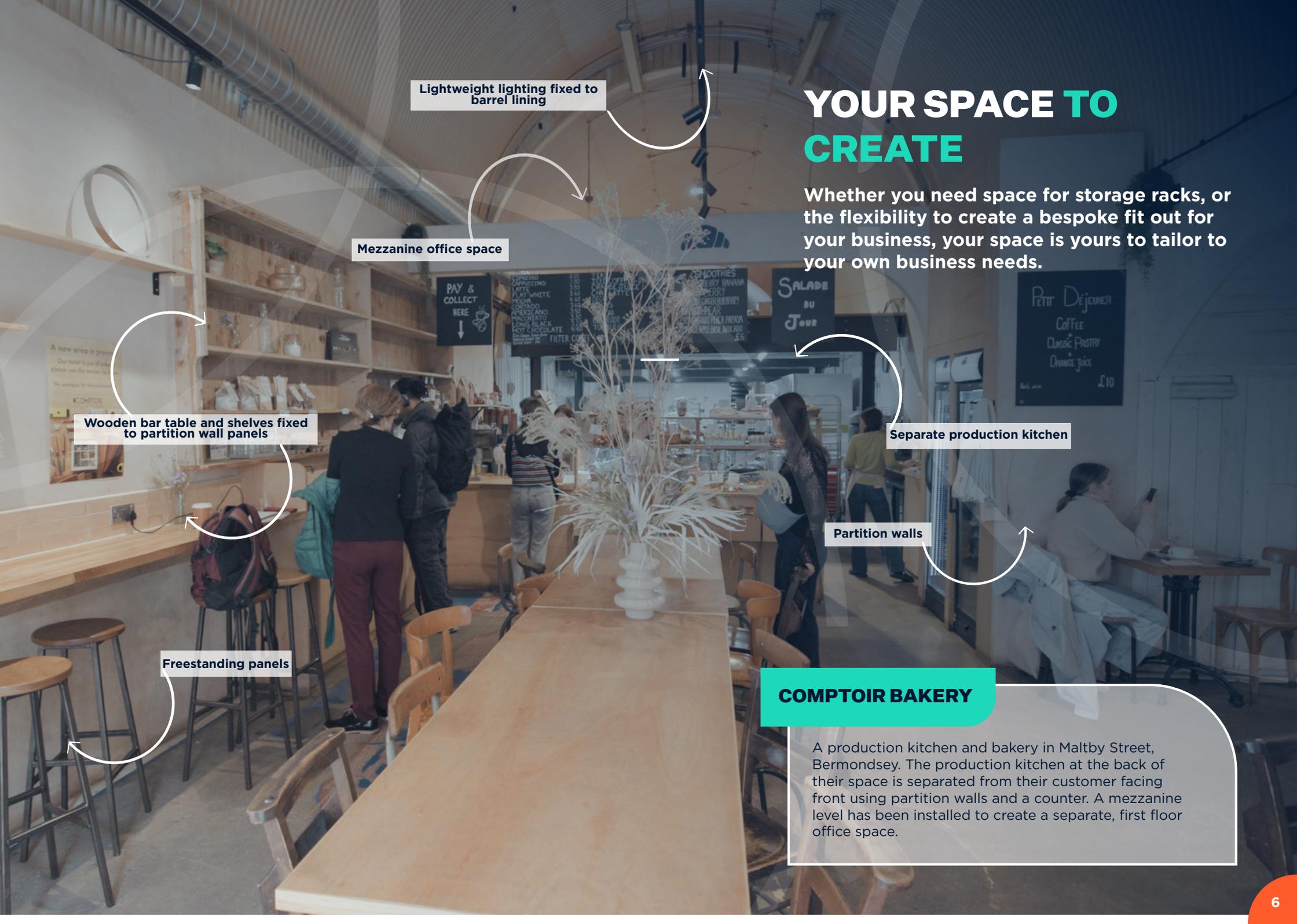


Partition Walls

- ✓ Fixed to floor or self-supporting
- ✓ Allows for installation of heaters, shelves, a bar area, work stations, and other features
- ✓ Most cost effective fit out solution, without needing to fix to arch lining

Free Standing Metal Framework

- ✓ Fixed to floor
- ✓ Allows for installation of lighting/HVAC kit
- ✓ Arch Inspection may be able to be carried out around framework
- ✓ Great for when your arch is fully barrel lined
- ✓ Best if it's demountable



Lightweight lighting fixed to barrel lining

Mezzanine office space

Wooden bar table and shelves fixed to partition wall panels

Freestanding panels

Separate production kitchen

Partition walls

YOUR SPACE TO CREATE

Whether you need space for storage racks, or the flexibility to create a bespoke fit out for your business, your space is yours to tailor to your own business needs.

COMPTOIR BAKERY

A production kitchen and bakery in Maltby Street, Bermondsey. The production kitchen at the back of their space is separated from their customer facing front using partition walls and a counter. A mezzanine level has been installed to create a separate, first floor office space.

ZOOMO



Price board fixed to partition wall

Freestanding reception area

Plywood seating

Panels fixed to floor slabs

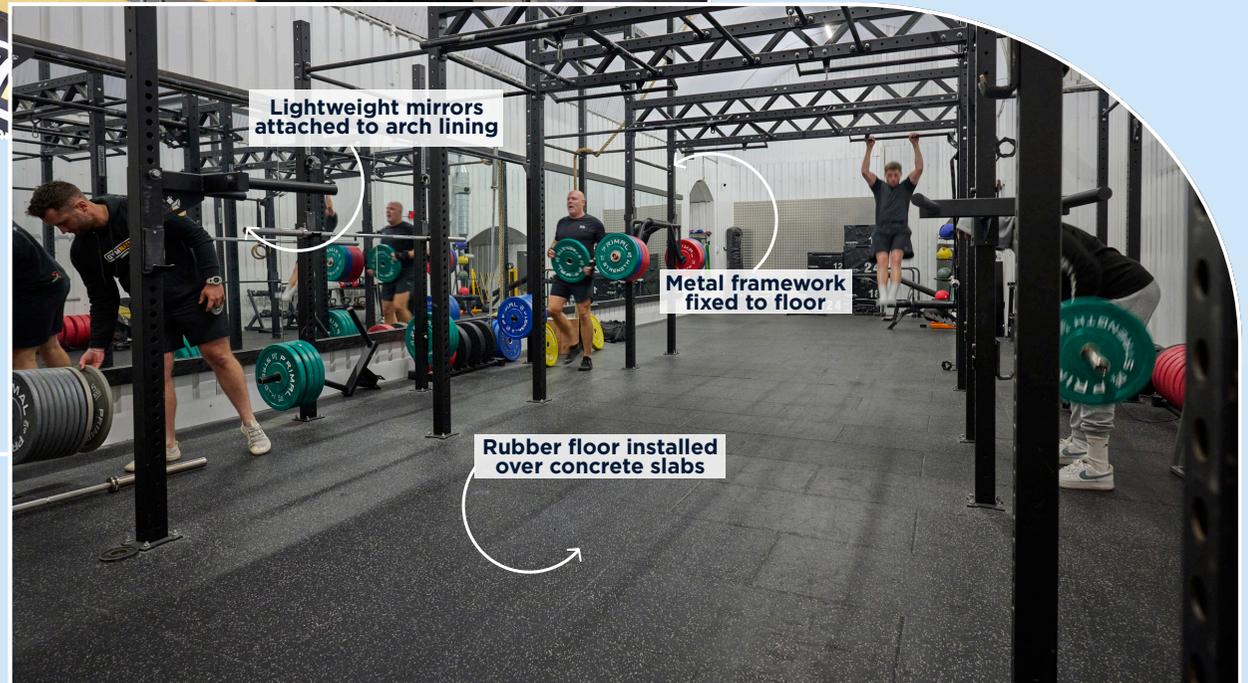
Zoomo, an e-bike rental company maximising their space by separating it into different areas, using plywood and partition wall to create a reception, seating area, and divided work stations.

Meat production company **Freedown Food Company** utilise their Battersea arch for storage, fixing storage racks into the floor to create divided storage space.

FREEDOWN FOOD COMPANY



GYM NATION



Gym Nation aren't only in a great location near London Bridge, but they have a great fit out too. They've divided their gym into a reception area, gym floor, studio space, and cafe, using wooden panels and free standing structures to create separation. These partition panels also allow the to fix shelves, lights, and small digital screens around their space.

FINAL CONSIDERATIONS

We know that there's a lot to consider when setting up a new business, so here are some additional things you'll need to comply with during your occupation.

You are required to carry out / renew the below within one month of your occupation start date:

- > Electrical test certificates (renewal date will be detailed on the certificate - usually 5 years from agreement start date)
- > Gas system test certificates
- > Statutory portable appliance testing

To comply with fire safety regulations at your property and keep your business and workers safe, please adhere to the following:

- > Display appropriate "HazChem" warning signs on the outside of your property, if required
- > Don't block the fire exits, and keep fire doors unlocked while the property is in use
- > Don't keep combustible materials at your property without speaking to us first

You can find more information in your Customer Handbook or consult your Agreement.



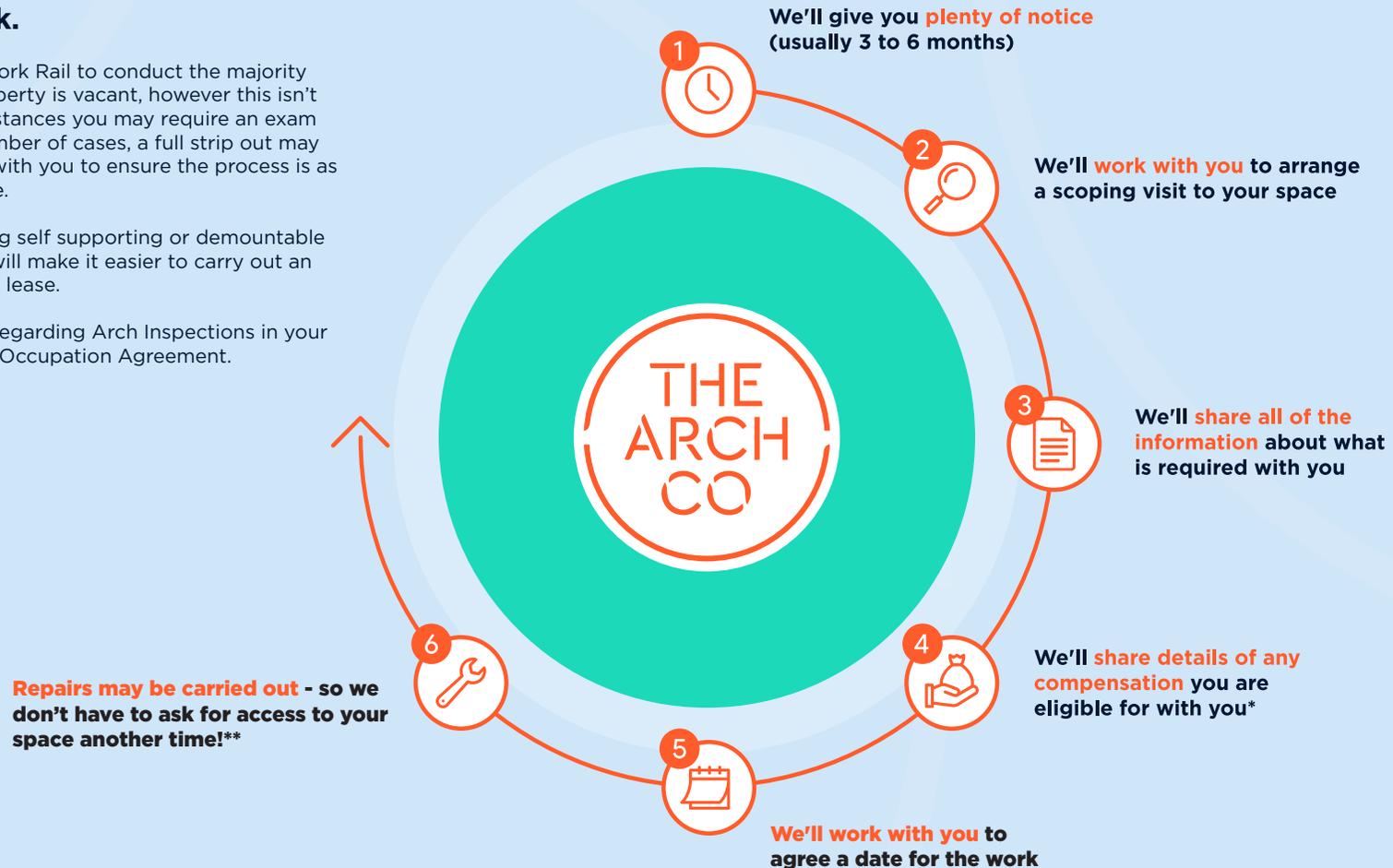
WHAT HAPPENS IF I HAVE AN ARCH INSPECTION?

Although infrequent, Network Rail will carry out an Arch Inspection **every 6 to 12 years**. They are essential for the safety of the railway and supporting brickwork.

We try to coordinate with Network Rail to conduct the majority of Arch Inspections when a property is vacant, however this isn't always possible, and in some instances you may require an exam during your lease. In a small number of cases, a full strip out may be required. If so, we will work with you to ensure the process is as smooth and efficient as possible.

This is why we recommend using self supporting or demountable fixtures where you can, as this will make it easier to carry out an exam or any repairs during your lease.

You can find more information regarding Arch Inspections in your Heads of Terms document, and Occupation Agreement.



*Compensation is dependant on extent of lining removal and disruption to your business.

**If major defects are identified a return visit in the future may be required.



HERE TO HELP

Occupying your new space should be seamless - because starting your business journey should be exciting, not overwhelming.

We'll keep you informed every step of the way, but if you have any questions or need advice, you can call us for free on **0800 830 840** to speak to the help desk.

thearchco.com