

Area Referencing Report in accordance with the RICS Professional Statement Culverdon, Pycroft Road, Chertsey KT16 9LE

Prepared for **Berwick Hill Properties**
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Date **04 November 2016**
Reference **54725/42/TP/AGB**

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1. Introduction

1.1 Brief

- 1.1.1 We were instructed by our client Berwick Hill Properties to measure the IPMS3:Office area of Culverdon, Pycroft Road, Chertsey, KT16 9LE.
- 1.1.2 The measuring and subsequent calculations were undertaken by Malcolm Hollis LLP in November 2016, in accordance with the RICS Professional Statement: *Office Measurement* 1st Edition (May 2015), under site conditions at that time and in line with Malcolm Hollis's standard conditions of contract.

1.2 Scope of Works

- 1.2.1 Area measurements were required for all floors of the building.
- 1.2.2 The areas measured were as found on site, in accordance with the Measuring Guidance Notes. Lease plans with demise areas outlined, were unavailable.
- 1.2.3 The report was prepared in November 2016, in response to our client's particular instructions and you should note that the physical state of the property may have changed in the intervening period between our inspection and the date of this report.

1.3 Survey Method

- 1.3.1 Measurements were taken to the internal face of perimeter walls and to the face of walls enclosing toilets, stairs and other core areas. Where these were not accessible, professional estimations may have been made based upon the location of these walls on adjacent floors and/or on information contained on supplied drawings.
- 1.3.2 MBS Floor Plan software and 'Leica Disto' laser devices were used to capture the dimensions of the building. The bearings and distances are automatically stored on handheld tablet computers, together with overall distances, cross brace measurements and check measurements whilst on site to eliminate errors or omissions and the data later downloaded to office computers.
- 1.3.3 Where detailed measurements could not be taken due to occupation and fixtures, a visual check was undertaken and professional estimations made.
- 1.3.4 This survey has been carried out to an accuracy of +/- 10mm as per the guidance detailed in the RICS guidance note *Measured surveys of land, buildings and utilities* (3rd Edition, 2014).

1.4 Area Calculation

- 1.4.1 Every effort is made to ensure the survey is as accurate as possible. Site survey work and corresponding accuracy levels are constrained by the methods adopted to capture relevant site data, the nature of access afforded and the time allocated to complete the work.
- 1.4.2 AutoCAD is used to produce accurate drawings using the information collected on site from which area values are calculated. The production of these drawings allows the creation of a polygon outlining the perimeter of the space and then the subsequent calculation of the overall area using the area calculation function within AutoCAD.
- 1.4.3 The relevant scale of the area reference drawings is stated on the drawings.
- 1.4.4 The drawings have been saved as digital DWG files comprising accurate data of areas extents and configurations that could be used as a basis for future space management, lease plans or refurbishment purposes.
- 1.4.5 The areas have been summarised on a schedule for easy reference, however the two elements (the plans and the schedule) of the document should be read together as there may be information on one that is not contained on the other.

1.5 Quality Control

- 1.5.1 All site dimensions were checked using in-house computer technology and any discrepancies exceeding the required tolerance were, if necessary, verified whilst on site.
- 1.5.2 All figures and drawings are checked as part of our standard quality control procedures.
- 1.5.3 To minimise errors and deliver final area figures to an expected or agreed level the following procedures form part of the quality control process:
- Linear site dimensions recorded are within the necessary tolerances.
 - Equipment checks and calibrations are in place to support the accuracy of the measurement.
 - Sufficient redundancy of recorded dimensions to mitigate erroneous ones.
 - Software check routines for area calculation.

2. Results and Report

- 2.1.1 The resultant area figures detailing the extent of the property measured are presented in Appendix A (Area Schedules).
- 2.1.2 The floor plans (showing the extent of the areas measured, identifying specific areas of inclusion/exclusion and quoting area values in square metres and square feet) are presented in Appendix B (Area Floor Plans). These plans are also available in digital format, which may be useful in the future for space management or refurbishment purposes.

Appendix A
Area Schedules



SUMMARY OF AREAS

Culverdon, Pycroft Road, Chertsey KT16 9LE

Floor	Use	IPMS 3		LIMITED USE AREAS				Net Internal Area (NIA)	
				Columns		Interface Adjustments			
		sq. m.	sq. ft.	sq. m.	sq. ft.	sq. m.	sq. ft.	sq. m.	sq. ft.
Ground									
	Office	874.3	9,411	2.8	30	9.6	103	861.9	9,278
	Reception	33.6	362					33.6	362
	Ground Floor Total	907.9	9,773					895.5	9,640
First		915.3	9,852	1.5	16	10.8	116	903.0	9,720
Second		297.4	3,201	0.4	4	3.2	34	293.8	3,163
Totals		2,120.6	22,826					2,092.3	22,523

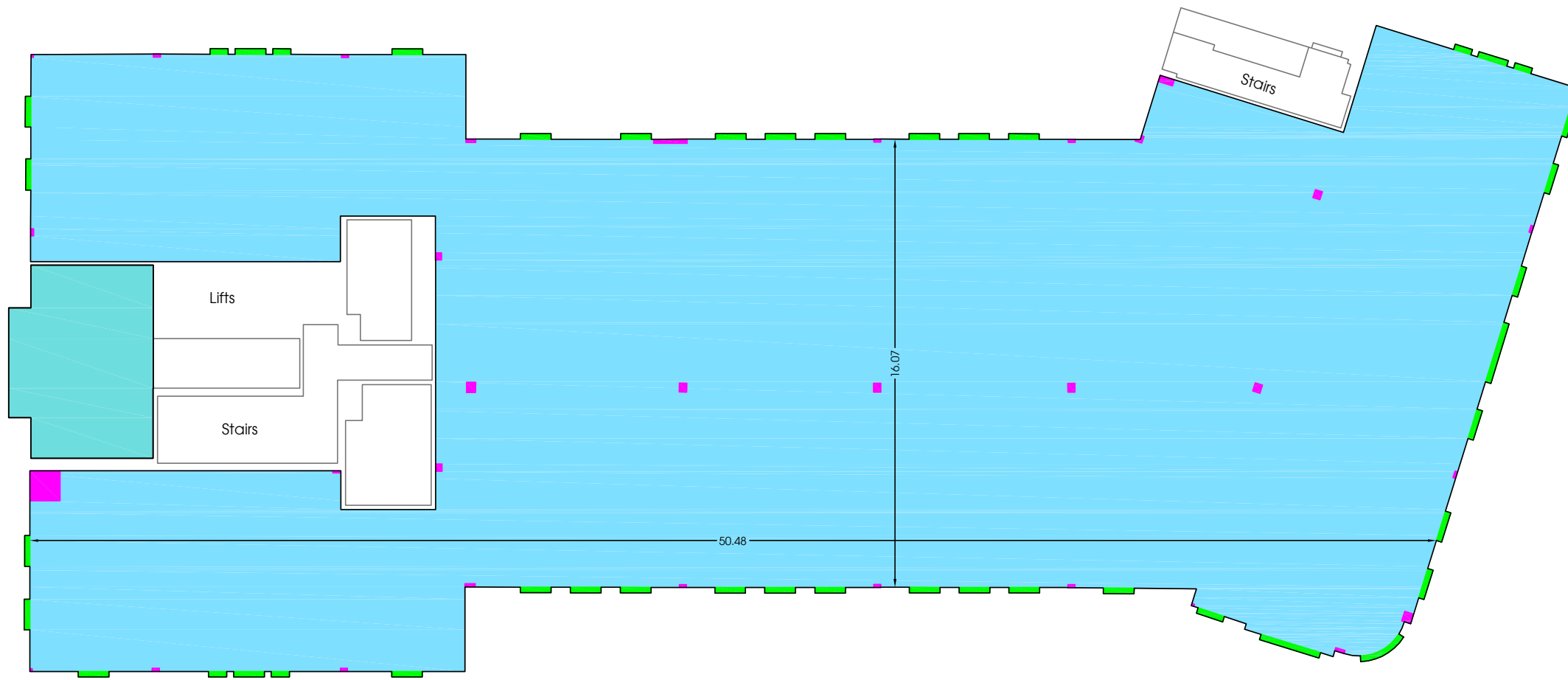
Notes:

A factor of 10.7639 has been used to convert from sq. m. to sq. ft.

Appendix B

Area Floor Plans





GROUND FLOOR

PROPERTY
 CULVERDON
 PYCROFT ROAD
 CHERTSEY
 KT16 9LE

NOTES
 1) ALL DIMENSIONS TO BE CHECKED ON SITE AND NOT SCALED FROM THIS DRAWING.
 2) MALCOLM HOLLIS SHALL BE INFORMED IN WRITING OF ANY DISCREPANCIES.
 3) ALL DIMENSIONS ARE IN METRES. SCALED FROM THIS DRAWING.
 4) ALL AREAS ARE MEASURED IN ACCORDANCE TO THE RICS PROFESSIONAL STATEMENT FOR MEASUREMENT OF OFFICE BUILDINGS.

REVISIONS

No.	Description	Date

IPMS 3: Offices		
OFFICE	874.3 sq m	9,411 sq ft
RECEPTION	33.6 sq m	362 sq ft
TOTAL IPMS 3 AREA:	907.9 sq m	9,773 sq ft

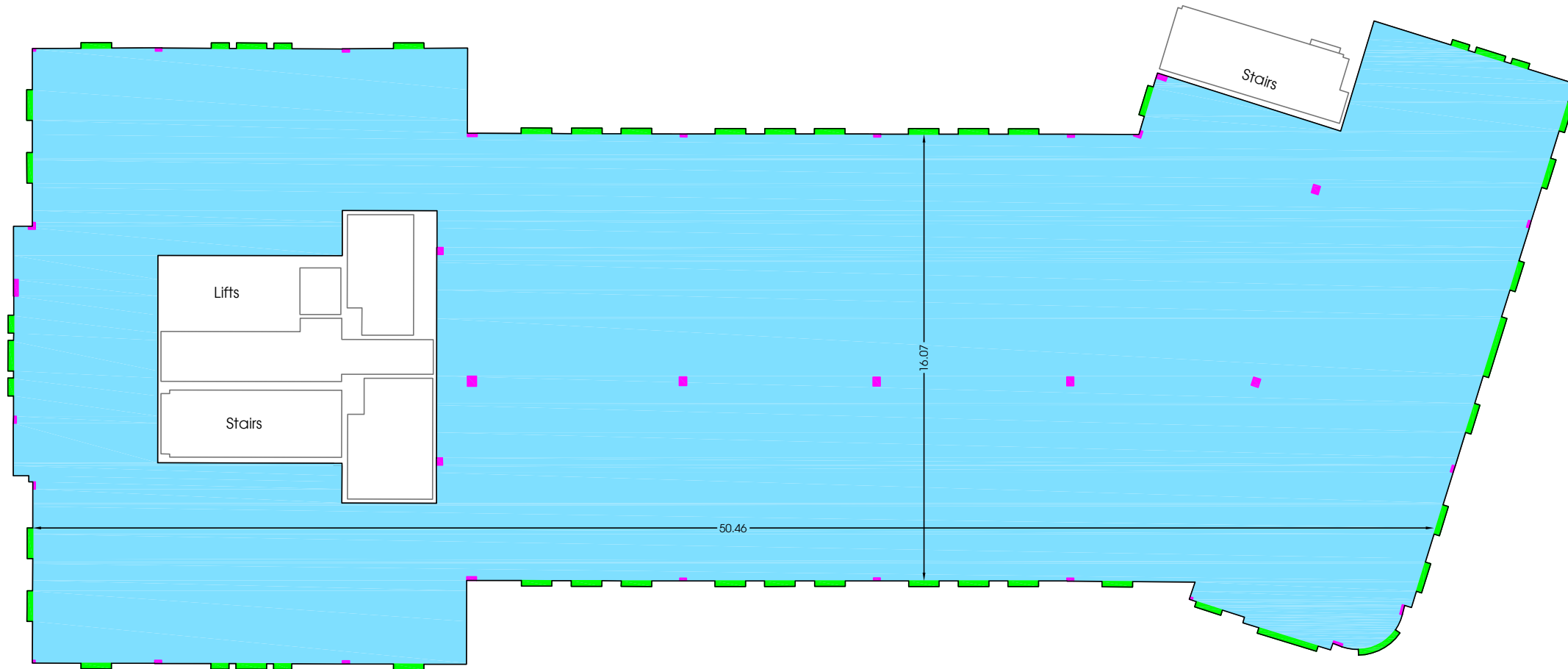
The following breakdown lists the Limited Use Areas

Columns	2.8 sq m	30 sq ft
Interface Adjustment	9.6 sq m	103 sq ft

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FIRST FLOOR

PROPERTY
 CULVERDON
 PYCROFT ROAD
 CHERTSEY
 KT16 9LE

NOTES

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REVISIONS

NO.	DATE	DESCRIPTION

IPMS 3: Offices

IPMS3 915.3 sq m 9,852 sq ft

TOTAL IPMS 3 AREA: 915.3 sq m 9,852 sq ft

The following breakdown lists the Limited Use Areas

Columns	1.5 sq m	16 sq ft
Interface Adjustment	10.8 sq m	116 sq ft

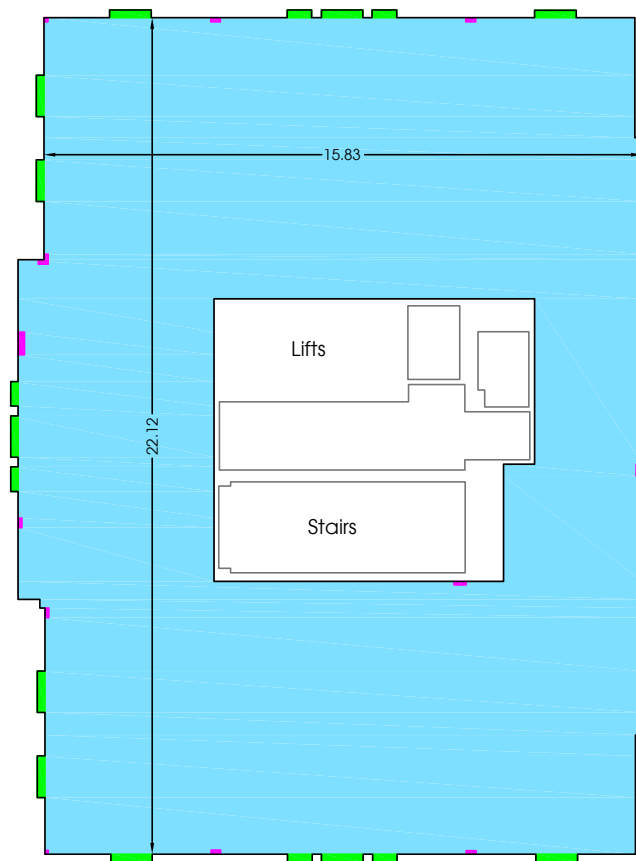
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SECOND FLOOR

PROPERTY
 CULVERDON
 PYCROFT ROAD
 CHERTSEY
 KT16 9LE

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REVISIONS

NO.	DATE	DESCRIPTION

IPMS 3: Offices

IPMS3 297.4 sq m 3,201 sq ft

TOTAL IPMS 3 AREA: 297.4 sq m 3,201 sq ft

The following breakdown lists the Limited Use Areas
 Columns 0.4 sq m 4 sq ft
 Interface Adjustment 3.2 sq m 34 sq ft



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