

Area Referencing Report

Lotus Two, Kingsbury Crescent, Staines Upon Thames, Middx, TW18 3AG

Prepared for **Legal & General Investment Management**
Prepared by **Alistair Barrett BSc (Hons)**
Matthew Robinson
Date **30 October 2018**
Reference **73711/55/AGB/MRob**

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Thames, Middx, TW18 3AG

Prepared for
Legal & General Investment Management



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1. Introduction

1.1 Brief

- 1.1.1 We were instructed by our client Legal & General Investment Management in October 2018 to measure the IPMS3-Office Areas and provide the corresponding Gross Internal Area (GIA) and Net Internal Area (NIA) of Lotus Two, Kingsbury Crescent, Staines Upon Thames, Middx, TW18 3AG.
- 1.1.2 The measurement exercise and subsequent calculations were undertaken by Malcolm Hollis LLP in October 2018, in accordance with *RICS Property Measurement, 2nd Edition, May 2018*, published by the Royal Institution of Chartered Surveyors (RICS) as a Professional Statement. The *RICS Code of Measuring Practice* 6th Edition (September 2007) has been used to determine the GIA and NIA.
- 1.1.3 The survey was carried out under site conditions at that time and in line with Malcolm Hollis LLP's Terms and Conditions of Appointment and also our 'Standard Limitations' and 'Measured Survey Limitations'.

1.2 Scope of Works

- 1.2.1 Area measurements were required for all floors of the building.
- 1.2.2 At the time of the survey the property was fully occupied and fitted out.
- 1.2.3 The areas measured were as found on site, in accordance with the relevant Professional Statement or Measurement Guidance Notes.
- 1.2.4 The report was prepared on 30 October 2018, 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 standard building facilities, circulation areas and included areas like balconies and terraces. Additional measurements have been taken to determine the internal dominant face position by taking measurements of the features above the finished floor level.
- 1.3.2 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.
- 1.3.3 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.

- 1.3.4 Where detailed measurements could not be taken due to occupation and fixtures, a visual check was undertaken and professional estimations made either based on plans provided or adjacent floors.
- 1.3.5 This survey has been carried out to an accuracy of commensurate with a 1:100 scale survey 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.
- 1.4.6 Please be aware that the IPMS measurements with the relevant deductions for the Limited Use Areas provide the equivalent GEA/GIA or NIA measurements. Therefore due to this, there may be some minor discrepancy between areas calculated directly from the GEA/GIA or NIA drawings and those calculated using the IPMS areas due to rounding.
- 1.4.7 All areas have been calculated in square metres and then converted into square feet. A conversion factor of 1 sq. m = 10.7639 sq. ft. has been used.

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 on the Area Schedules for ease of reference.
- 2.1.2 The IPMS schedule provides a detail of the Limited Use Areas which are included in IPMS areas. The schedule also provides a reconciliation to the relevant RICS measurement.
- 2.1.3 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 included showing the extents of the areas measured. These plans are indicative and show a very basic layout of the floors. These plans are also available in digital format, which may be useful in the future for space management or refurbishment purposes.

3. Key Terminology

Below is a list of key terms that are referenced in this report. We also draw your attention to the RICS Property Measurement Standard (2nd Edition) for detailed definitions and diagrams to further describe these terms.

- 3.1.1 **IPMS1** – Is the measurement of the external extents on a floor by floor basis
- 3.1.2 **IPMS2-Office** – Is the measurement of the internal extents on a floor by floor basis measured to the Internal Dominant Face.
- 3.1.3 **IPMS3-Office** – The floor area available on an exclusive basis to an occupier, but excluding standard facilities and shared circulation areas, and calculated on an occupier-by occupier or floor-by-floor basis for each building. The extents are measured to the Internal Dominant Face.
- 3.1.4 **Internal Dominant Face** - The internal dominant face is the inside finished surface comprising 50% or more of the surface area for each wall section forming an internal perimeter. This measurement is taken to the glazing and not the frame.
- 3.1.5 **Limited Use Area** – Areas that are included within each IPMS total, such as limited height, where special consideration may need to be applied in terms of valuation or other purposes. The Limited Use Areas identified in this report assist with the reconciliation between the IPMS areas and the relevant GEA/GIA or NIA measurement.
- 3.1.6 **Interface Adjustment** – The area of difference between the perimeter extents of the IPMS measurement and that of the relevant GIA or NIA measurement. In most cases the interface adjustment is the measurement between the wall floor junction and the glazing line of the internal dominant face.

Appendix A

IPMS Schedule and Drawings



SUMMARY OF AREAS

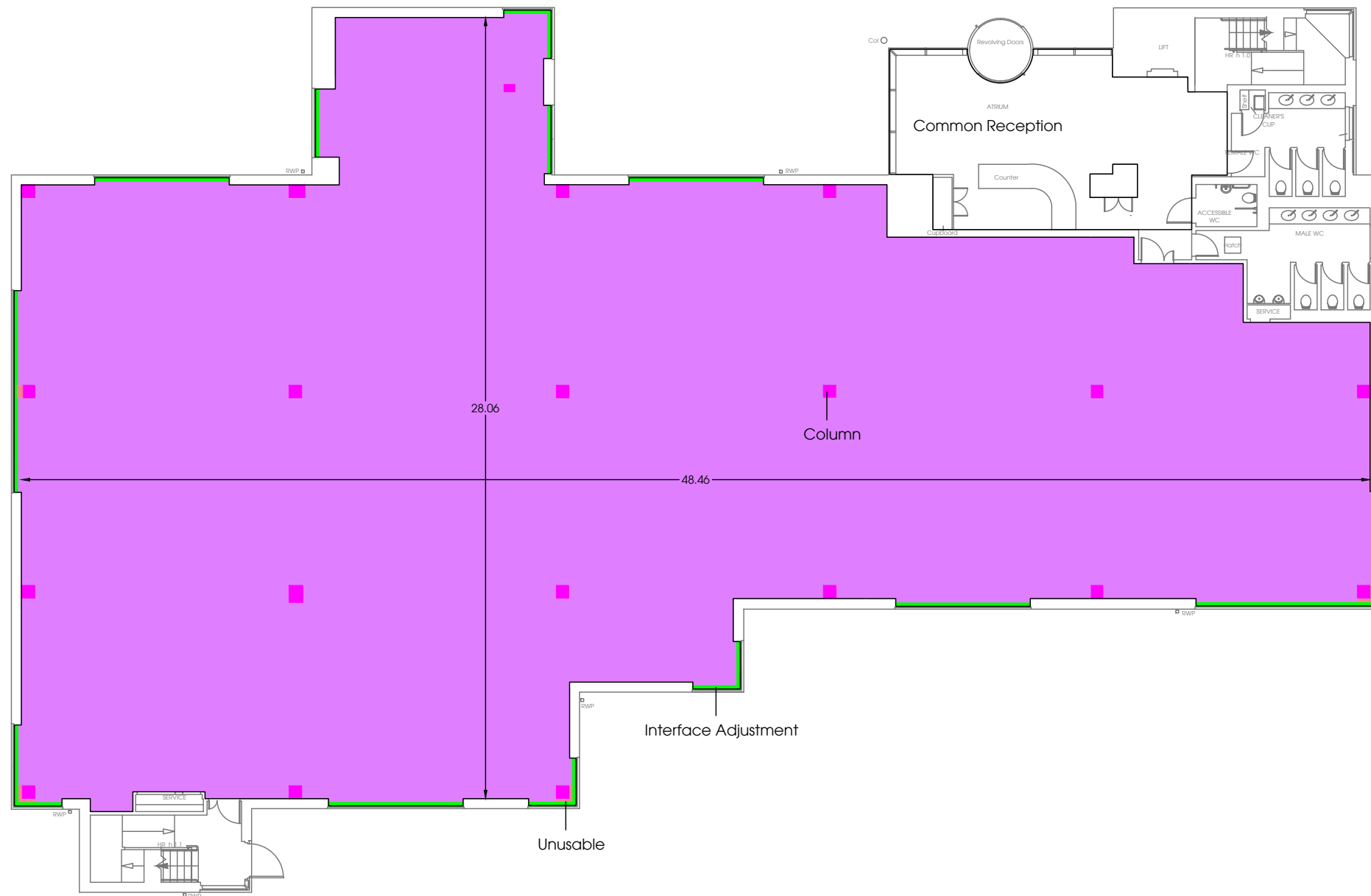
Lotus Two, The Causeway, Lotus Park, Staines, TW18 3AG

Floor	Tenant	IPMS 3		LIMITED USE AREAS							
				Columns		Interface Adjustments		Unusable		Net Internal Area (NIA)	
				sq. m.	sq. ft.	sq. m.	sq. ft.	sq. m.	sq. ft.	sq. m.	sq. ft.
Ground	Salesforce	889.5	9,574	3.9	42	6.5	70	0.6	6	878.5	9,456
First	Vacant	899.6	9,683	4.1	44	7.0	75	0.7	8	887.8	9,556
Totals		1,789.1	19,257							1,766.3	19,012

Notes:

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





GROUND FLOOR

PROPERTY

LOTUS TWO
THE CAUSEWAY
LOTUS PARK
STAINES
TW18 3AG

IPMS3:Office

SALESFORCE 889.5 sq m 9,574 sq ft

TOTAL IPMS3 AREA: 889.5 sq m 9,574 sq ft

The following breakdown lists the limited Use Areas
 Columns 3.9 sq m 42 sq ft
 Interface Adjustment 6.5 sq m 70 sq ft
 Unusable 0.6 sq m 6 sq ft

The following has been EXCLUDED from the Area:
 Common Reception 64.1 sq m 690 sq ft

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 PROPERTY MEASUREMENT STANDARD.



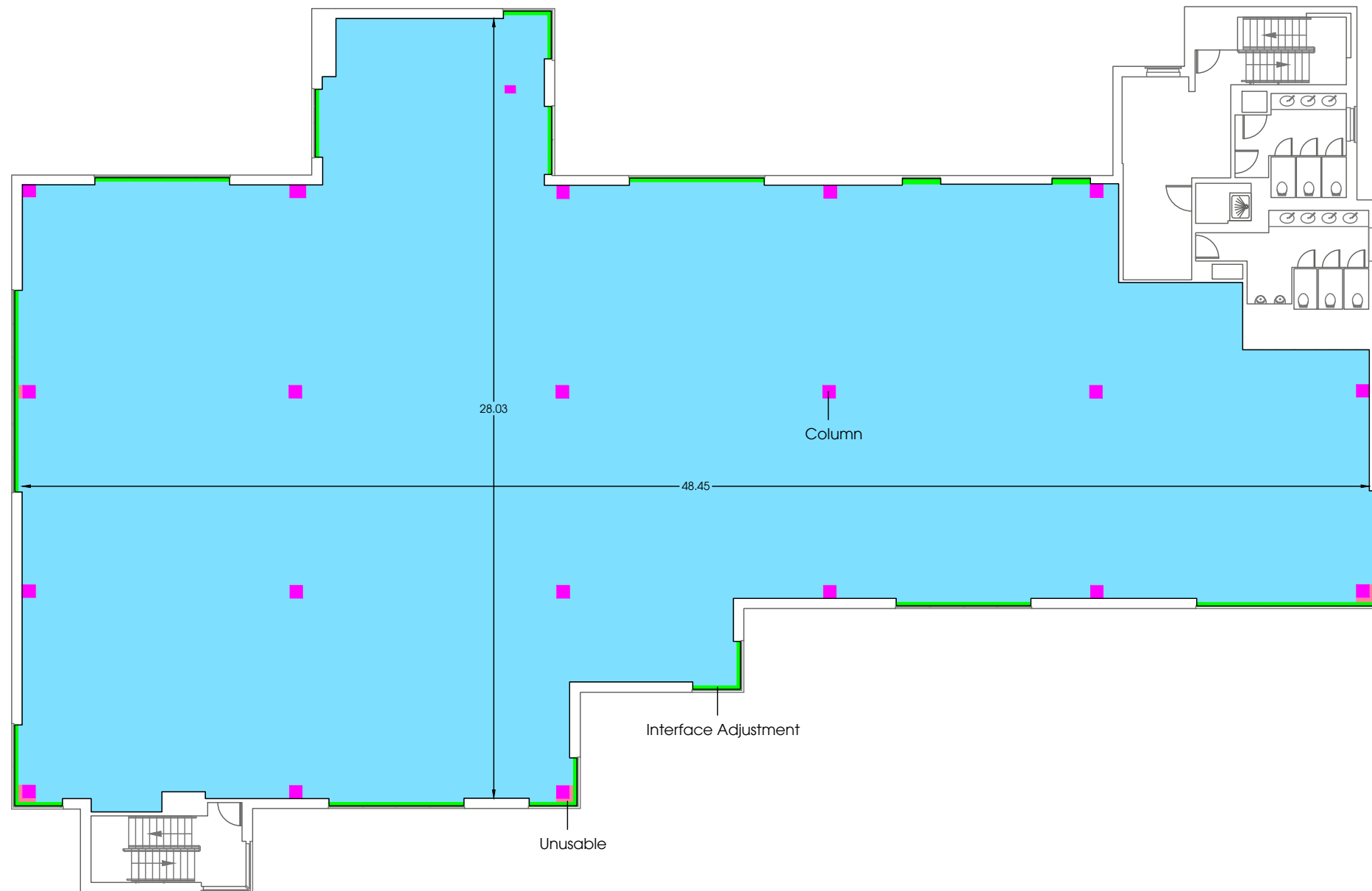
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AREA REFERENCING

DATE	30.10.2018	DRAWN BY	MR
SCALE	1:200	CHECKED	TP
PROJECT	73711	ORIGINATOR	MHL
		SYSTEM/CHARIBDGS	00
		LEVEL	GF
		FILE TYPE	DR
DISCIPLINE/ARCH	G	NUMBER	30200
		STATUS	SC
		REVISION	---



FIRST FLOOR

PROPERTY
 LOTUS TWO
 THE CAUSEWAY
 LOTUS PARK
 STAINES
 TW18 3AG

IPMS3:Office

VACANT	899.6 sq m	9,683 sq ft
TOTAL IPMS3 AREA:	899.6 sq m	9,683 sq ft
The following breakdown lists the limited Use Areas		
Columns	4.1 sq m	44 sq ft
Interface Adjustment	7.0 sq m	75 sq ft
Unusable	0.7 sq m	7 sq ft

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DATE	30.10.2018	DRAWN BY	MR
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Appendix B

RICS Schedule and Drawings



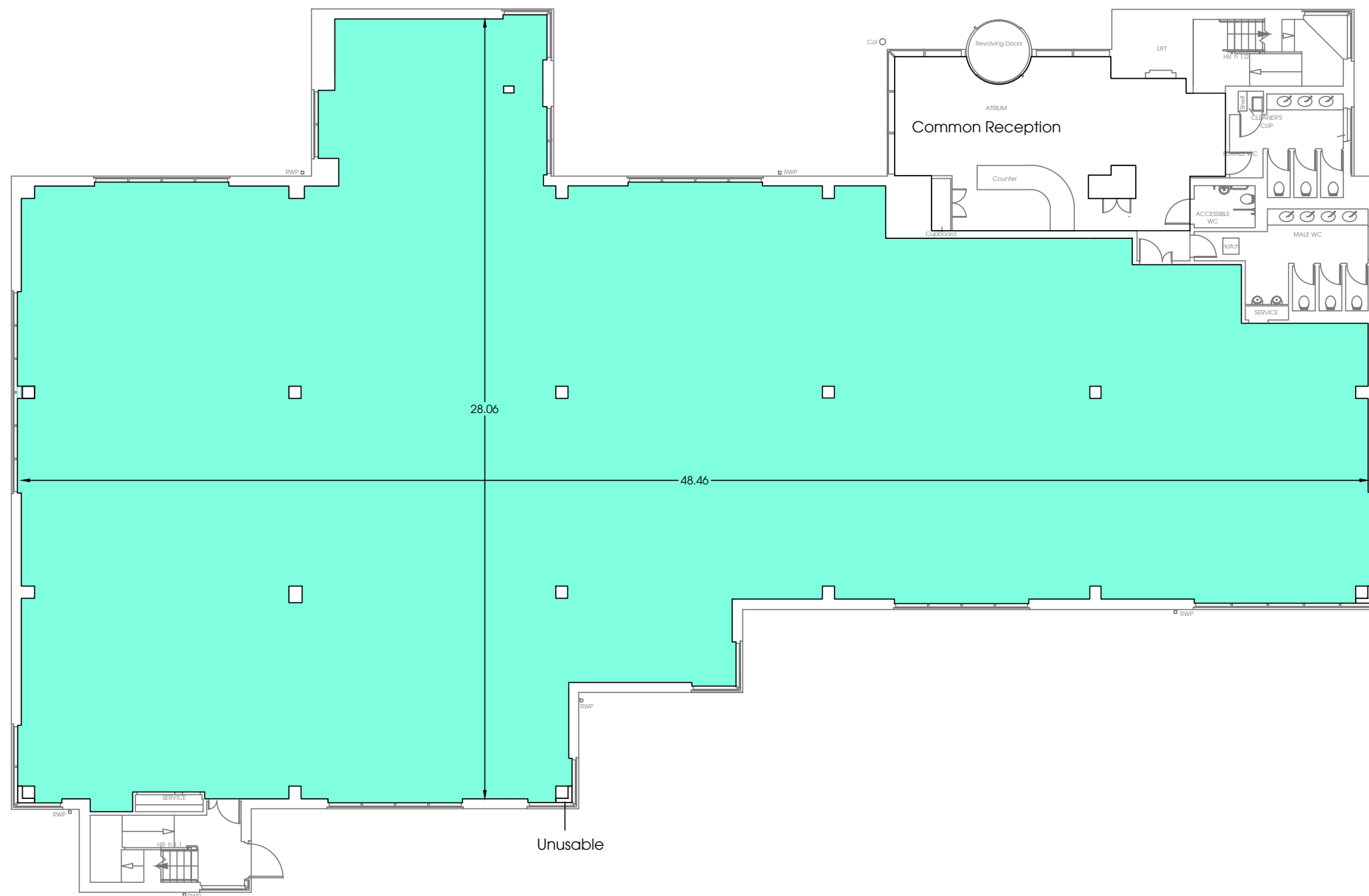
SUMMARY OF AREAS

Lotus Two, The Causeway, Lotus Park, Staines, TW18 3AG

Floor	Net Internal Area		Comments
	sq. m.	sq. ft.	
Ground	878.5	9,456	Common Reception Excluded - 62.0 sqm / 667 sq ft
First	887.8	9,556	
Totals	1,766.3	19,012	

Notes:

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



GROUND FLOOR

PROPERTY

LOTUS TWO
THE CAUSEWAY
LOTUS PARK
STAINES
TW18 3AG

NET INTERNAL AREAS

OFFICE	878.5 sq m	9,456 sq ft
TOTAL AREA:	878.5 sq m	9,456 sq ft
The following has been EXCLUDED from the Area:		
Common Reception	62.0 sq m	667 sq ft
Unusable	0.6 sq m	6 sq ft

NOTES

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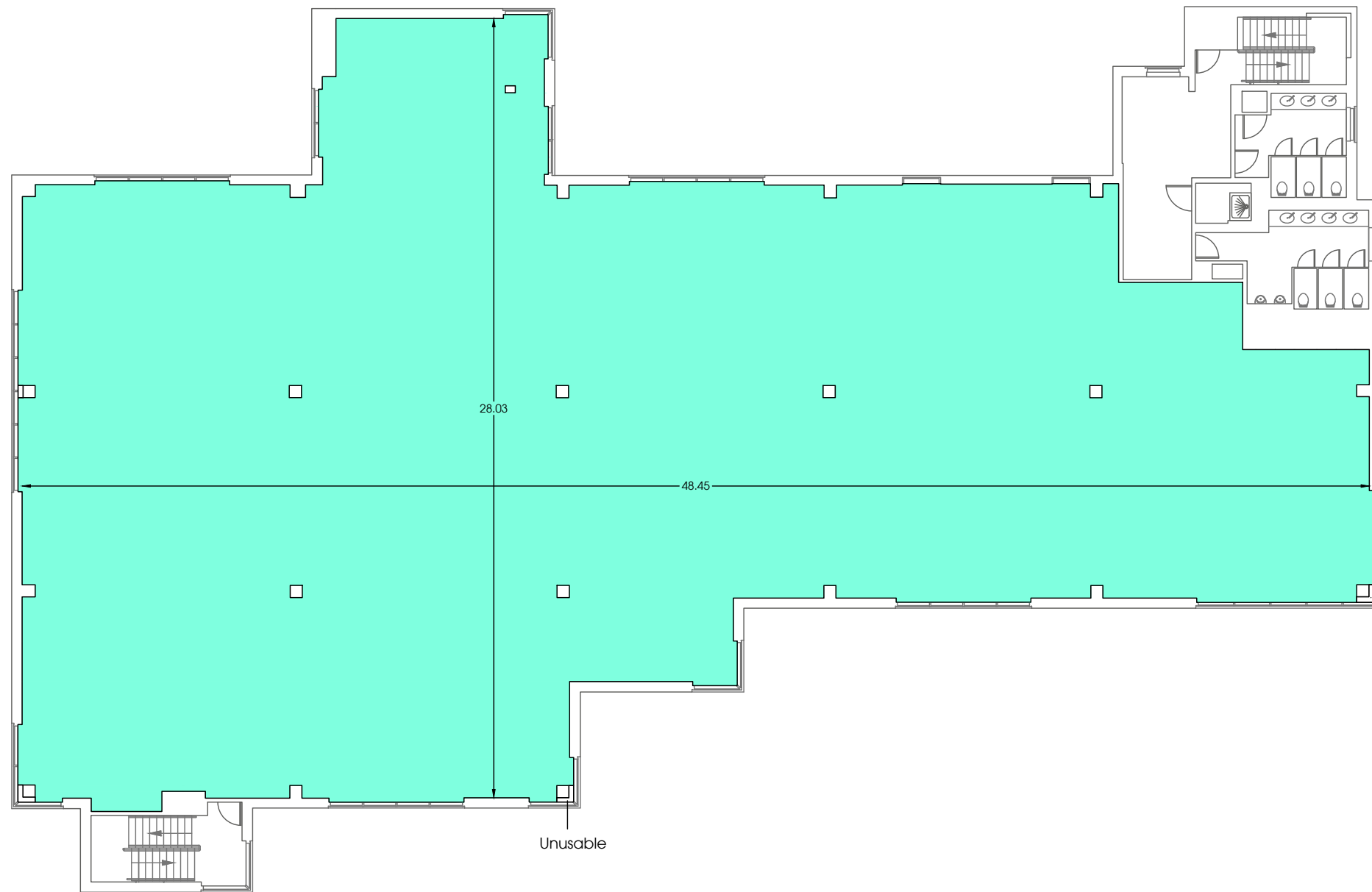
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DISCIPLINE	G	NUMBER	30201
		STATUS	SO
		REVISION	---



FIRST FLOOR

PROPERTY
 LOTUS TWO
 THE CAUSEWAY
 LOTUS PARK
 STAINES
 TW18 3AG

NET INTERNAL AREAS

OFFICE	887.8 sq m	9,556 sq ft
TOTAL AREA:	887.8 sq m	9,556 sq ft
The following has been EXCLUDED from the Area:		
Unusable	0.7 sq m	8 sq ft

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DATE	DRAWN BY			
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SCALE	CHECKED			
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PROJECT	ORIGINATOR	SYSTEM / DRAWINGS	LEVEL	FILE TYPE
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DISCIPLINE / ROOM	NUMBER	STATUS	REVISION	
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