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**SUMMARY RESPONSE TO DRAFT BUSINESS PLAN REPORT**

**Project Title:** The White House, Craigmillar

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**Distribution:** Parc Craigmillar Ltd ( K. Loh)  
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This purpose of this document is to summarise a response to table 6.1 of the Draft Business Plan Report being produced by Douglas Wheeler Associates ( ref: email from K. Loh dated -5 October 2010). It will note areas for consideration in relation to the general proposals noted in the table. It details a response to any potential architectural issues in respect of each of the five rooms noted in the table.

It should be read in conjunction with drawings 0709/ SK 41 & 42

Significant changes made in this revision are underlined or ~~struck through~~ as appropriate.

**1.0 RESPONSE TO TABLE 6.1 ROOM QUERIES****1.1 ROOM 1**

- Note that if use of the building on a permanent basis is by groups that contain significant/ or are predominately children ( i.e. school age groups, toddlers etc) then consideration should be given to providing toilet facilities that are aimed at these age groups – i.e. child size toilets and basins at low level). Whilst the Building Standards do not provide numbers for this it is usual best practice to design for their needs. If its only one room out of the whole building then its unlikely to be an issue.
- The structural engineer had advised that the floor to this area has a loading capacity of 5 kN/m<sup>2</sup> which is for loadings such as dance hall, gymnasium, museum & art galleries for exhibition purposes. Areas for moving people i.e. corridors. Rooms with book storage. Any proposed use that is more onerous than this would require strengthening to be undertaken to the floor.

**1.2 ROOM 2**

- Terminology is important. This room is currently noted on the warrant undergoing approval as a coffee bar. Please note that any changes from this – i.e. café would require a change of

use and may incur changes to items such as toilet provisions. It would therefore be sensible to refer to this room as a coffee bar as that is what it will gain approval for.

- A branded operator would have to advise on their kit requirements. If it's a coffee bar its likely they would provide the coffee machine and any display cabinets to a coffee bar carcass provided by others/ building owner.
- Capacity is based on this room being a coffee bar. Floor area is 79.2 m<sup>2</sup>. From table in section 2.9.2 of the Building Standards the occupancy load factor is 1. As noted in the current warrant application this equates to 79 persons theoretically who can be in this room ( as there are currently no fixed fittings in it that would reduce that – i.e. counter). However it was noted that the actual figure likely to be no greater than 20, however for the purposes of this exercise we have used the guidelines given in the Building Regulations.
- By assuming a location for a coffee bar we have over marked the room with furniture to scale and note that it could accommodate 20 covers seated at a variety of sofas and tables.
- Note that reference to a bistro would indicate a facility that would provide hot food cooked on the premises, or at least something more onerous than a coffee bar in relation to catering facilities required. As noted previously the original kitchen area is relatively small and does not have any associated staff welfare facilities or more than one small storage area. To achieve the warrant on the building the kitchen area has had to be reclassified as a tea prep area, otherwise separate staff toilet, changing and increased services in respect of mechanical ventilation would have had to be provided which was not feasible. If a change of use for the coffee bar area is proposed consideration must be given to the kitchen requirement and if one is needed then any warrant application will have to have a change of use for the tea prep area and the kitchen will have to meet current standards. It is likely this would incur capital commitment beyond just fit out costs – i.e a physical extension where the skittle alley was and subject to more intensive scrutiny by the statutory authorities and Historic Scotland.
- The building no longer has a licence. If there is to be alcohol in this area then it may be classed as a bar. If it's classed as a bar the occupancy load factor changes to 0.5. This means that in theory there could be 158 persons in here ( although with the bar taking up fixed floor area this could be reduced slightly). This obviously increases the potential number of persons in the building and would affect the toilet provisions.
- The windows in this room are high level therefore any external seating would not be visible from the inside. Given the listed nature of the building it would not be possible to adapt the existing window openings in any way.
- The external pavement is outside the site boundary therefore discussions would be required with the council as to whether seating would be allowed on the pavement. If it was there would be a cost involved in that for the operator.
- The structural engineer has advised that the floor loading on this area is predominately 3kN/M<sup>2</sup> above the basement and 5kN/m<sup>2</sup> elsewhere. 3kN/m<sup>2</sup> allows for kitchens,

classrooms (meeting rooms) offices, work shops (light industrial). 5 kN/m<sup>2</sup> allows for loadings such as dance hall, gymnasium, museum & art galleries for exhibition purposes. Areas for moving people i.e. corridors. Rooms with book storage. Any proposed use that is more onerous than this would require strengthening to be undertaken to the floor.

### **1.3 ROOM 3**

- This room is currently getting approval as an exhibition space and as such has an occupancy capacity of 5. If it changes to a function room this changes to 1. This means that the current capacity of 13 ( based on floor area of 65.9m<sup>2</sup>) would change to 66 . This would affect the toilet provision of the building as a whole, especially if the capacity of other rooms also increased.
- Note again the point about there being no kitchen only a tea prep in this building, therefore catering expectations for weddings etc need to be sensible.
- The structural engineer had advised that the floor to this area has a loading capacity of 5 kN/m<sup>2</sup> which is for loadings such as dance hall, gymnasium, museum & art galleries for exhibition purposes. Areas for moving people i.e. corridors. Rooms with book storage. Any proposed use that is more onerous than this would require strengthening to be undertaken to the floor.

### **1.4 ROOM 4**

- Assuming that the workspaces would be standard type off the shelf desks with office chairs.
- This has been indicated on plan and shows 6 desks available.
- As this room forms the escape route from room 5 a clear passage way across it is required at all times.
- Suggest that same operative takes room 4 & 5 so they are in same ownership. If room 5 was to be separate from room 4 then a 60 minute corridor would have to be provided across room 4 which would affect original features such as cornice and also separate off one of the male toilet provision.
- Access to the male toilet in this room is required as the toilet provision for the building has been based on getting the max no.s of toilets in the existing footprint. If this was a new building then its likely that more toilets would have been required based on the proposed usage.
- If a private space is required within this zone suggest use of low level screens etc. If this is not sufficient from an acoustic point of view then consideration should be given to using the existing office space on the ground floor.
- If an office space is used then occupancy load factor goes from 5 ( current in relation to exhibition) to 6. This means the potential capacity from a building standards point of view would be reduced from 9 to 8 ( 46.2m<sup>2</sup> / 6)
- The structural engineer has advised that the floor loading on this area is 3kN/m<sup>2</sup>, which

allows for kitchens, classrooms (meeting rooms) offices, work shops (light industrial). Any proposed use that is more onerous than this would require strengthening to be undertaken to the floor.

## **1.5 ROOM 5**

- We have overlaid standard meeting room furniture to this and can achieve 18 persons sitting in the room in two different zones.
- If a private space is required we suggest use of the office on the ground floor.
- Given the location of windows and roof lights in this room any cellular space may require mechanical ventilation which would affect the external façade. There is also the issue of escape of a cellular office is provided as in theory you'd be escaping from a room into a room into a room before you got to the protected zone at the top of the stairs. For this reason we would not recommend a cellular meeting room in this area – however it could be broken up by low level partitions if required (we've indicated such a low level partition on the plan).
- From an occupancy point of view we would suggest this was classed an office (occupancy load factor 6) rather than a meeting room (occupancy load factor 1) as this would dramatically change the potential number of users and in turn the toilet provisions.
- Area of room is 40.5m<sup>2</sup>, therefore with an office the occupancy would reduce from the current load of 8 (as an exhibition space) to 7.
- The structural engineer has advised that the floor loading on this area is 3kN/m<sup>2</sup>, which allows for kitchens, classrooms (meeting rooms) offices, work shops (light industrial).

## **2.0 GENERAL**

### **2.1 Current approval**

- At present the warrant for the project is still being processed. The room functions noted in that application were chosen to allow the occupancy of the building, and the subsequent toilet provision, to fit within the restrictions of the current footprint.
- Given the spread out nature of the toilet facilities access to them needs to be maintained at all times – especially the accessible toilet.
- Escape to all three exit points in the ground floor of the building should be maintained at all times.
- Any changes of room use will require those rooms to be re evaluated within any future applications in terms of occupancy, services etc.
- Recommendations are that proposals for any future works to the building are discussed with Building Standards pre application as they can advise on what they are willing to accept in relation to the regulations and a building of this nature.
- Previous discussions with statutory authorities indicated that they would only consider an extension to the building as a single storey structure on the footprint of the original skittle

alley (now demolished). This is not guaranteed and we recommend that further discussions be undertaken to ascertain their view on this as any pre application meeting in respect of future applications.

- In relation to any catering function on site beyond a coffee bar we recommend that a catering facility specialist is involved to advise on kit and welfare facility requirements in relation to the degree of food preparation and cooking to be undertaken. It is only by undertaking this that the extent of any extension is determined.
- Beyond the checking of the scenario as detailed in this report a detailed discussion with statutory authorities, and environmental health in relation to catering, is recommended to confirm exact proposal implications.

## **2.2 Services**

- All information in relation to current services and implication for future services are to be provided by TPS, the project services engineer.
- Refer to Business Plan Toilet Provision report ( ref: 0709 B3(i)business plan toilet provision 2010-11-04) which shows the implications on toilet provisions in the building in regard to the proposed mixed use scenario detailed in the draft business plan table 6.1.
- ~~In relation to toilet provision we note reference to SSM report 0709 B3(i) Interim use toilet provision 2010-02-02 which details how the existing toilet provision has been calculated.~~

## **BUSINESS PLAN TOILET PROVISION**

**Project Title:** The White House, Craigmillar

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**Distribution:** Parc Craigmillar Ltd ( K. Loh)  
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### **1.0 INTRODUCTION**

#### **1.1 Purpose of Report**

- The purpose of this document is to assess the possible toilet provision based on the business plan scenario as detailed in table 6.1 of the draft business plan report produced by Douglas Wheeler Associates. It will review this against the current toilet provision and room uses to highlight the implications of the change of use on the building. Significant changes made in any revision are underlined or ~~struck-through~~ as appropriate.

### **2.0 TOILET PROVISION**

#### **2.1 Current Toilet Provision**

- The current toilets in the building are based on current standards relating to building use and occupancy capacity. A building use of assembly or entertainment was assumed when working out the provision for toilets and calculated the coffee bar separately under the restaurant and café use.
- The following tables show a breakdown of the working for the current warranted works. In the adjacent columns are the implications of the business plan proposed usages to allow comparison.

OCCUPANCY CAPACITY (Refer to 2.9.2 of Non Domestic Building Regulations 2009)

Use		Area	Occupancy Load Factor		Occupancy Capacity	
Current Warrant	Proposed Business Plan		W	BP	W	BP
Coffee bar	Room 2 (café)	79.2	1	1	79 *	79 *
Exhibition space 1	Room 3 (functions)	65.9	5	1	13	65
Exhibition space 2	Room 1 (classroom)	48.9	5	1	10	48
Exhibition space 3	Room 4 (office)	46.2	5	6	9	7
Exhibition space 4	Room 5 (meeting room)	40.5	5	1	8	40
<b>Total Capacity</b>					<b>123</b>	<b>239</b>
<b>Without café</b>					<b>44</b>	<b>160</b>

\* It is unlikely this many people would be accommodates at any one time. Actual figure likely to be no greater than 20, however for the purposes of this exercise we have used the guidelines given in the Building Regulations.

- The following table shows how the toilet provision for the current proposals, which are in the process of obtaining warrant, were worked out.
- The size and nature of the building is such that there was limited space for increasing toilet provisions to the levels detailed in the building standards. The following ensured that the maximum provision was installed and that this matched the requirements determined by the room usages.

**CURRENT WARRANT USES - TOILET PROVISION REQUIRED BY BUILDING USE, ASSUMING A 50/50 SPLIT OF MALE/ FEMALE (Refer to 3.12.5 of Non Domestic Building Regulations 2009)**

Rest, cafés etc.		WC	Urinals	WHB
Café – Capacity 79	40 male	1	1	2
	39 female	3		3
Building for assembly or entertainment		WC	Urinals	WHB
Capacity 44	22 male	1	2	2
	22 female	3		3
<b>Total Required</b>		M	3	4
		F	6	6

**CURRENT WARRANT USES –TOILETS PROVIDED**

		<b>WC</b>	<b>Urinals</b>	<b>WHB</b>
Ground floor female toilet		3		3
Ground floor male toilet		1	4	2
Ground unisex disabled toilet		1		1
First floor male toilet		1	4	2
First floor unisex wc		1		1
First floor unisex wc		1		1
<b>Sub-total Provided</b>	M	2	8	4
	F	3		3
	U	3		3
<b>Total Fittings Provided</b>		8	8	10

Staff facilities provided

Staff members	WC	Urinals	WHB
1-5	1	1	1

Note: These will be shared with the public use allocation and provided by the two unisex toilets on the first floor.

**BUSINESS PLAN USES -TOILET PROVISION BY BUILDING USE, ASSUMING A 50/50 SPLIT OF MALE/ FEMALE (Refer to 3.12.5 of Non Domestic Building Regulations 2009)**

<b>Rest, cafés etc.</b>		<b>WC</b>	<b>Urinals</b>	<b>WHB</b>
Café – Capacity 79	40 male	1	1	2
	39 female	3		3
<b>Building for assembly or entertainment</b>		<b>WC</b>	<b>Urinals</b>	<b>WHB</b>
Capacity 160	80 male	1	2	2
	80 female	5		5
<b>Sub-Total Required</b>	M	2	3	4
	F	8		8
<b>Total Fittings Required</b>		10	3	12

### **3.0 CONCLUSIONS**

- If the proposed works were undertaken then there is currently not sufficient toilet provision in the building – it is short by 2 female w.c's and 2 w.h.b's. In terms of urinals there are more than required (all urinals are original and cannot be removed).
- These figures do not take into account a separate provision for staff. Staff numbers would have to be known in order to calculate requirement. It is therefore likely that there would be a requirement for separate staff facilities – especially in relation to an increased catering provision.
- Should Room 3 be classed as a café (where seating is provided) the only difference in provision requirement would be 1 more urinal. This is not an issue as there are a sufficient number of urinals provided by the facilities as per the building warrant application.
- These calculation do not take into account any provision for a licensed bar. If a licensed bar is being provided the size of fixed counter must be established before a calculation on toilet provision can be carried out.
- Further detailed discussions would be required with the statutory authorities to confirm exact proposal implications.