Appendix 1 - Site Location Plan

1:1250

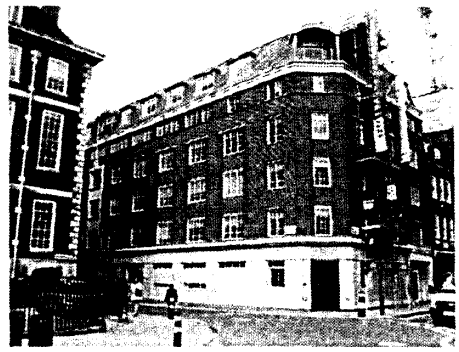
APPENDIX 2 – MARKETING PARTICULARS

Office Particulars

27 Bream's Buildings London EC4A 1DZ tel 020 7405 4545
fax 020 7404 4362 email enquiries@farebrother.net

Farebrother
CHARTERED SURVEYORS

67-69 Lincolns Inn Fields
London
WC2
From 4,252 Sq.Ft. To 8,866 Sq.Ft.



LOCATION
The building is located on the North-West corner of Lincolns Inn Fields and in close proximity to Kingsway. Holborn Underground Station (Central and Piccadilly lines) is very close by and there are numerous bus routes running along Kingsway and High Holborn.

DESCRIPTION
The available accommodation is over the 3rd and 4th floors in an attractive red brick building. The space is offered fitted out with some meeting room space and breakout areas.

ACCOMMODATION

3rd Floor	4,614	£161,490 per annum
4th Floor	4,252	£187,500 per annum
Total	8,866	

AMENITIES
* Breakout area
* Kitchen Facilities
* Metal Tiled Ceiling
* Partitioned Meeting Rooms
* Passenger Lift
* Perimeter Air Conditioning
* Perimeter Trunking

LEASE
Each lease is available on assignment for terms expiring October 2021, subject to a tenant only option to break in October 2016, subject to a rent review in October 2011.

RENT
On Application

RATES
£15.88 per sq.ft. payable approximately, estimated for the current rating year.

VIEWING
By appointment through sole agent.

Farebrother

Rob Rooney
020 7855 3550
rrooney@farebrother.net

Tom Cazalet
020 7855 35
tcazalet@farebrother.net

July 2011

APPENDIX 3 - ENERGY PERFORMANCE CERTIFICATE

Energy Performance Certificate

Non-Domestic Building

HM Government

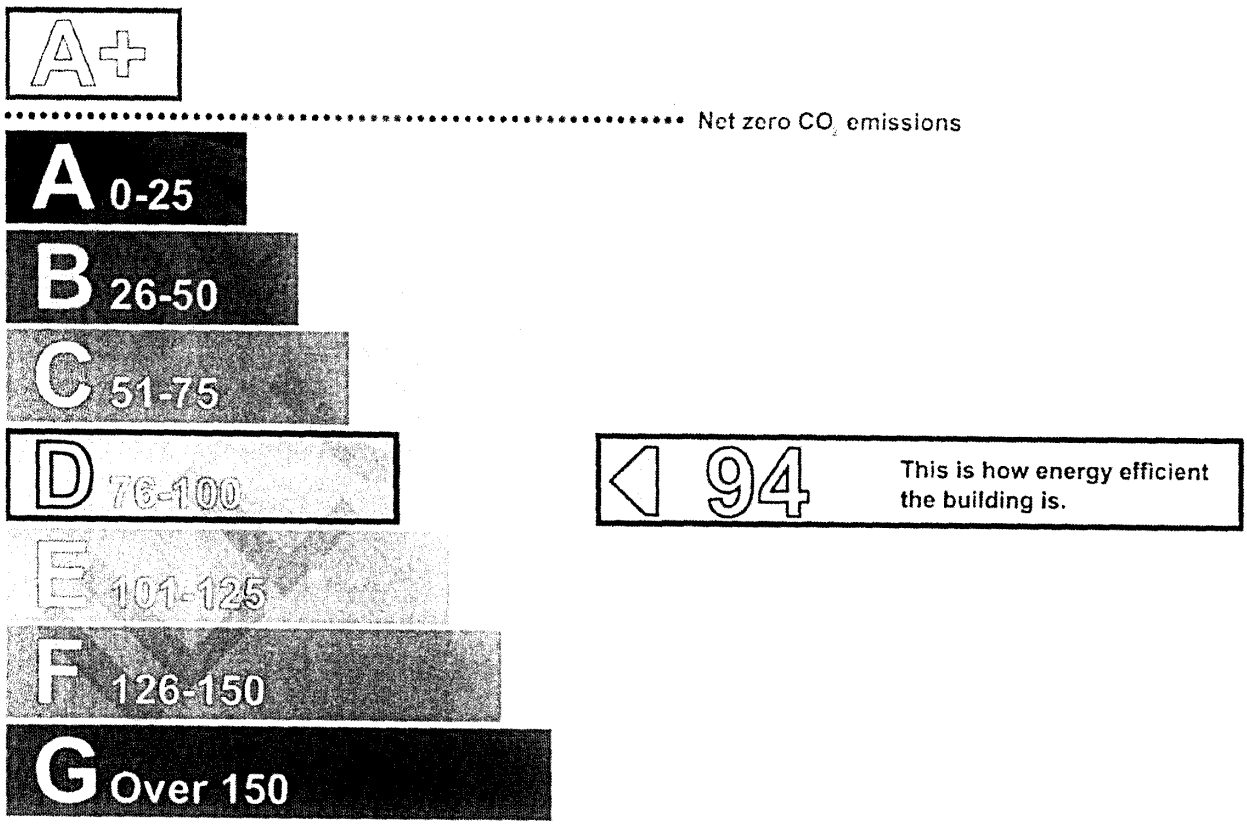
67-69
Lincolns Inn Field
London
London
WC2A 3JB

Certificate Reference Number:
0000-3009-0080-0000-0091

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website www.communities.gov.uk/epbd.

Energy Performance Asset Rating

More energy efficient



Less energy efficient

Technical information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Air Conditioning
Total useful floor area (m^2):	3113
Building complexity (NOS level):	4

Benchmarks

Buildings similar to this one could have ratings as follows:

60 If newly built

136 If typical of the existing stock

Administrative information

This is an Energy Performance Certificate as defined in SI2007:991 as amended

Assessment Software:	iSBEM v3.2.b using calculation engine SBEM v3.2.b
Property Reference:	000000000000
Assessor Name:	Energy Assessor
Assessor Number:	ABCD123456
Accreditation Scheme:	ABC organisation Ltd
Employer/Trading Name:	EnergyWatch Ltd
Employer/Trading Address:	Alpha House, New Way, Dublin
Issue Date:	20 Oct 2008
Valid Until:	19 Oct 2018 (unless superseded by a later certificate)
Related Party Disclosure:	

Recommendations for improving the property are contained in Report Reference Number: 0000-0048-0000-0099-0002

If you have a complaint or wish to confirm that the certificate is genuine

Details of the assessor and the relevant accreditation scheme are on the certificate. You can get contact details of the accreditation scheme from the Government's website at www.communities.gov.uk/epbd, together with details of the procedures for confirming authenticity of a certificate and for making a complaint.

CARBON TRUST

For advice on how to take action and to find out about technical and financial assistance schemes to help make buildings more energy efficient visit **www.carbontrust.co.uk** or call us on **0800 085 2005**

APPENDIX 4 - STATEMENT OF ENVIRONMENTAL POLICY

Queen Mary
University of London

QUEEN MARY UNIVERSITY OF LONDON

Statement of Environmental Policy

The College is committed to the principles and practices of environmental protection and environmental sustainability across all areas of activity, with College-wide involvement and responsibility. The College aims to improve its environmental performance in (a) teaching and research, (b) infrastructure and operations and (c) communication and outreach, and has set specific objectives relating to each of these areas.

OBJECTIVES

Teaching and Research

- Raise awareness amongst students by incorporating into the teaching programme, where appropriate, material on environmental issues.
- Provide specific courses on a wide range of environmental topics and to promote research related to these topics.
- Provide staff with encouragement, training and support to enhance environmental practice in the context of teaching, research and operations.
- Promote interdisciplinary networks of environmental expertise, both within and beyond the College, for collaboration on teaching and research projects.

Infrastructure and Operations

- Ensure compliance with all relevant environmental legislation, statutory obligations and, where appropriate, codes of practice.
- Provide a safe and healthy environment for staff, students and visitors.
- Integrate good environmental practices into all sectors of the College, both academic and administrative.
- Reduce energy consumption and carbon dioxide emissions and to incorporate long-term strategies for energy efficiency into planning and development.
- Encourage modes of transport by staff and students, which minimise environmental impact and to examine the operation of College-owned vehicles.
- Reduce generation of waste and to promote recycling of waste materials.
- Monitor and reduce water consumption and to incorporate long-term strategies for water efficiency into planning and development.
- Enhance the conservation value of the estate through environmentally sound garden and grounds management.
- Assess as far as possible the whole-life costs and environmental impact of all purchases in terms of raw materials, manufacture, distribution, use and disposal.
- Reduce noise levels, as far as is practical, to a minimum.
- Avoid where possible or mitigate the use of damaging materials or processes.
- Ensure that new buildings and refurbishment programmes incorporate these principles of environmental sustainability

Queen Mary
University of London

Communication and Outreach

- Promote awareness of local and global environmental issues amongst staff and students.
- Involve staff and students in the College's environmental initiatives.
- Build partnerships with local community and national organisations to progress environmental activities.

IMPLEMENTATION

- Appoint an 'Environmental Co-ordinator' to oversee, develop and quantify the College environmental policy.
- Establish an investment fund for energy, water and environmental improvements.
- The Co-ordinator to work to the Estates & Services Committee.
- Establish environmental targets for water, energy-use, recycling and waste on an annual basis.
- Establish monitoring systems to check performance against targets annually.

Environmental and Sustainability Working Group
December 2007

APPENDIX 5 – Implementation of Carbon Reduction in Capital Projects

Queen Mary
University of London

Implementation of Carbon Reduction in Capital Projects

Introduction

This Policy has been developed to integrate sustainable energy management principles and carbon reduction into the planning, design, construction and purchase of all College assets that consume energy related to Capital Projects regardless of value. In the future this policy will apply to all College Assets.

This Policy applies to:

- new buildings, extensions, major alterations and refurbishments;
- new assets other than buildings (e.g. hard and soft landscaping, fit out work on behalf of the Queen Mary Students Union, QM Bio Enterprises and other spin off companies);
- new plant and equipment (e.g. boiler and heating plant, electrical infrastructure, air conditioning (where essential and agreed as an exception to QM policy), office equipment, outdoor lighting etc); and
- vehicles.

The inclusion of energy efficiency or carbon reduction measures will in some situations lead to an increase in capital costs. However, these will be offset by lower running costs and are likely to be further offset by improved amenity and lower capital costs of other building elements. A business case justification should be prepared for all capital projects for the inclusion of carbon reduction measures together with the whole life costing analysis of the work proposed. The College has an obligation in its Strategic Plan to reduce its carbon emissions and is prepared to incur reasonable additional costs to achieve this.

Policy

1. All replacement facilities (including plant and equipment) must deliver a carbon emission p.a. reduction of at least 50% at design stage (with the aim of achieving operational reductions of at least 40%). This reduction should be below that of the average emission of existing equivalent facilities. In addition, all buildings must achieve a minimum of EPC 40 (B), an energy performance consistent with achieving BREEAM Excellent.
2. Additionally all new capital projects shall comply with the following mandatory inclusions:
    a. All domestic hot water shall be delivered through solar or geothermal where this can be demonstrated to be feasible; if boosting is required via centralised plant gas should be considered the preferred option and localised water heating options should also be fully explored and utilised where appropriate.
    b. All appliances and office equipment shall be the highest energy performance rating available at the time or purchase.

c. All other miscellaneous purchases for items that that use energy shall comply with HEFCE's *Purchasing for Sustainability: Guidance for Higher Education Institutions.*

3. Carbon reductions need to be "real" reductions in order to meet the College's commitment to reduce carbon emissions through the Carbon Management and Implementation Plan, and should not be achieved through the purchase of renewable energy products from energy retailers or through offsetting.

Objectives

The objectives of this Policy are to:

- Contribute to achieving the College target to reduce Scope 1 and 2 carbon emissions (direct fuel and electricity consumption) by 34% from a 2005/6 baseline by 2020. This essentially means capping its total greenhouse gas emissions at 16,000 t/CO_2 p.a. (see the College Carbon Management and Implementation plan for more information).
- Guide College staff and consultants delivering projects on the incorporation of sustainable energy management principles into the design of building and plant assets, construction and procurement.
- Create assets that minimise energy consumption and promote renewable energy alternatives.
- Further develop the system for management of energy across the College.
- Ensure that suppliers and contractors are also working in a sustainable manner e.g. reducing the total mileage travelled by vehicles and supplies used in College projects.

Guidelines:

The following is a list of sustainable energy management principles that are to be considered in the development of all assets.

Buildings

All buildings:

- incorporate passive solar design to maximise daylighting and passive heating and cooling opportunities;
- incorporate energy efficient design to minimise lighting, active heating and cooling requirements;
- optimise opportunities to use renewable energy sources and incorporate renewable energy technologies wherever possible;
- provide efficient control and effective maintenance systems that incorporate monitoring of energy consumption;
- minimise embodied energy in construction materials;
- there is a presumption against providing cooling plant and heating and cooling is to be within the limits prescribed by the College.

Plant and equipment:

- Specify energy efficient equipment and lighting systems.

Vehicles:

- Ensure the minimum use of each vehicle.

- Where there are alternative vehicles of equivalent usefulness, select the one with the lowest fuel use.

Requirements

The following requirements of the Policy apply to all capital works projects regardless of value, location or use:

1. All replacement facilities (including plant and equipment) must have an annual greenhouse gas emission reduction of at least 50% at design stage (with the aim of achieving operational reductions of at least 40%). This reduction should be below that of the average emission of existing equivalent facilities. In addition, all buildings must achieve a minimum of EPC 40 (B), an energy performance consistent with achieving BREEAM Excellent.
2. Designers may use any methods to achieve the target including energy efficiency, fuel substitution and/or renewable energy systems.
3. The threshold cost-benefit for projects is a net life-cycle cost benefit of £50/tCO_2. Projects which do not meet this financial criterion will be considered by the Director of Estates on a case by case basis.
4. All implementation plans and subsequent project plans must show predicted savings of at least 125% of the required carbon reduction to minimise the risk of savings not being achieved.
5. All new major buildings must have an independent review of carbon reduction inclusions, including financial assessments, within the Feasibility Assessment. These reviews must be carried out by a suitably qualified energy consultant and be provided to the Head of Energy and Environment for comment.
6. Any modification of plant and/or equipment using more than 20% of the energy consumption in a major building must also have an independent review.
7. All capital projects are expected to deliver their target. An excess carbon reduction in one asset may be used to offset the reduction in another asset only where the latter cannot meet the target within the financial constraints set above.

Policy Approved by Estates and Services Committee 22 March 2011

Rebecca Maiden
Head of Energy and Environment

APPENDIX 6 – WASTE DISPOSAL POLICY & PROCEDURE

Queen Mary
University of London

Environmental Health and Safety

Waste Disposal Policy and Procedure

Policy

A substantial body of new and revised legislation (Environmental Protection Act 1990 and Health and Safety at Work Act 1974) has come into force to impose controls on waste management. These controls are :

(a) the producer of waste has a Duty-of-Care to ensure that an adequate written description of the waste is given on a Waste Transfer Note to permit its safe handling throughout its route to final disposal;

(b) under the Duty-of-Care all persons producing or handling any waste are obliged to ensure that it is transferred only to persons or organisations complying with the legislation;

(c) contemporary attitudes and legislation require us to minimize the environmental impact, both in terms of volume and hazard, of waste production;

(d) all of the waste produced in the College incurs a cost for its disposal - for Special Waste and Radioactive Waste this can be a substantial cost that must be included in project budgets.

In compliance the College has set up suitable routes for the disposal of the different types of waste produced on site and has put in writing adequate descriptions of the waste and made rules to ensure that all waste produced is entered into the correct waste stream.

The College therefore requires departments to provide whatever facilities are necessary to send its various types of waste into the correct disposal routes (see below), to include the arrangements in its departmental rules, and to inform all present and future staff regarding these arrangements and secure their compliance.

All staff have a responsibility to identify any material that they are using or have used which is destined for the waste stream into its' appropriate category and ensure that it is disposed of correctly.

Disposal Categories

Waste arising from activities in the College have been identified as follows:

I. Biological materials
II. Chemicals including pharmacological agents
III. Waste Oils
IV. Batteries
V. Radioactive substances

VI. Domestic type waste

Waste in categories I to V will be disposed of in accordance with this procedure.

Waste in category VI which comprises everyday refuse e.g. paper, plastic, food etc. is disposed of via black sacks and skips.

Bulky combustible waste (e.g. cardboard, plastic sheet, plastic foam) must not be allowed to accumulate as a fire risk in escape route corridors. Packaging waste must be kept in labs or offices (labelled 'Rubbish') for removal by early morning cleaners or may be taken by departmental staff to the Estates department collection point.

Equipment that is to be sent for disposal must be certified free of hazard before it leaves the department. Departmental staff are not permitted to deposit waste articles in any skip on site without the prior specific agreement of the Estates department.

Procedure For Hazardous Waste Disposal

Chemical Waste
Hazardous laboratory chemicals, solvents and pharmacologically active agents must be disposed off according to The Special Waste Regulations 1996.

All waste chemicals classified as Explosive, Oxidising, Highly Flammable/ Flammable, Very Toxic, Toxic, Harmful, Corrosive, Irritant, Carcinogenic, Teratogenic, Mutagenic, Ecotoxic are considered to be Special Waste.

Chemical waste which cannot be disposed of by other means e.g. chemical neutralisation followed by disposal down drains must be clearly labelled and taken to the chemical waste store by arrangement.

All pharmacologically active agents, cytotoxic drugs and controlled drugs must be segregated from all other waste.

Radioactive Waste (including Clinical Waste that is radioactive)
Disposal route(s) must be agreed in advance with the Radiation Protection Adviser and appropriate records must be kept; these are inspected at intervals by HMIP.

Waste liquid scintillant is Special Waste. Disposal is arranged by the College Health and Safety Office, relying on radioactivity records compiled by the Departmental RPS.

Clinical Waste
Please refer to the separate College Policy and Procedure.

Sharps/Glass Waste
Definition: item likely to penetrate either the skin surface, or through the side of a plastic bag e.g. sharp glass, scalpel blades, needles, microscope slides, pipettes (all types), pipette tips, syringe bodies, hard plastic, metal.

Such items that are contaminated with radioactive substances or hazardous chemical residues must be cleaned if it is practicable to do so; if not they must be packed into a suitable protective container (e.g. cardboard box, wide mouthed plastic jar with lid) and sent for disposal as Radioactive Waste or Special Waste (above). Empty bottles used for hazardous chemicals should be triple rinsed and the labels removed or obliterated. The bottles can then be disposed of as broken glass.

Items that are contaminated with human or animal tissues or waste, or with potentially infectious micro-organisms must be treated as Clinical Waste .

Sharp or pointed or fragile items that are free from hazardous contamination must be put into a suitable protective container (e.g. cardboard box or wide-mouthed capped plastic jar) and sealed with 'Broken Glass' tape before being put into a black bag; otherwise they must be put into a sharpsbox for disposal.

Unbroken glass bottles and plasticware that is not pointed or fragile and which is not contaminated should be discarded into a laboratory waste bin or box without a plastic liner; when such waste is removed from the laboratory it should be sent in a stout cardboard box sealed with 'Broken Glass' tape.

Waste Oil
Engineering lubricants, cutting fluids and waste oils must be packed into appropriate drums and disposed of as chemical waste

Batteries
Cadmium, mercuric oxide and lead acid batteries should be kept in a specified container i.e. not mixed with other types waste and disposed of as chemical/special waste. Most other battery types can be disposed of in normal domestic waste.

Issued by:
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