



***MIDLANDS INDUSTRIAL ASSOCIATION  
LIMITED***

**TENANTS HANDBOOK**

**to**

***Albert Wing, The Argent Centre***

**June 2012**

## Introduction

**Welcome to M.I.A.'s The Albert Wing** is the latest addition to The Argent Centre. The area now occupied by the Albert Wing was previously derelict land and redundant "sheds" which have been redeveloped to offer 16 units including 2 retail units.

## A Few Rules

First rule - The front entrance door is automatic and you must ALWAYS use the door fob to gain entrance. You will also need to announce to your visitors to "stand clear of the door" when letting them into the building.

## Internal and external Alterations / Decorations

We understand that some tenants may wish to make changes to their unit, and these will always be considered and are often granted however, no alterations or additions to your unit may be made without the prior written consent of the Association.

You are responsible for the maintenance and decoration of the internal areas within your unit and are required to decorate the unit once in every three years and upon vacation of the unit to the Associations specification. No decoration/signage/alterations allowed to communal areas or exterior of unit doors

You must not fit any other additional locking mechanisms to the premises door or any other part of the development.

You must not fit any cables or wires or any other service mounted communications conduits such as telephone, Internet, networking or any other such fitments through the common parts of the building and within the Premises unless it be within the 3 compartmental ducting that is installed within the unit specifically for this purpose and prior written consent is obtained from the Association.

For the installation of telephone outlets, you will require the correct patrice box for the trunking system. These can be purchased from this office. No other form of installation of phone or power cables are allowed.

All contractors must complete a Permit to Work and read and understand the "Notice to Contractors" terms which are available from this office.

## Electrical:-

You must not alter, modify, tamper, install or remove any electrical and/or communications cables or wires whatsoever such as telephone, Internet, networking or any other such fitments throughout the common parts of the building without the Associations written consent. All electrical power or lighting alterations should be carried out by the Associations electrician at the licensee/tenants cost, or an electrician from our preferred contractors list. Alternatively you can source your own NICEIC (or equivalent) accredited electrical contractor. This is to comply with our insurers requirements.

If you employ your own NICEIC (or equivalent) electrician, prior to commencement of the works a copy of your contractors public liability insurance of £5 million cover minimum is required together with plans of the works to be carried out. Once the Association has assessed the work and permission given, your contractor will need to complete a "Permit to Work" form and return it to the Association. Following completion of the electrical works, we will require the relevant Electrical Installation Certificates to be produced 14 days after completion. Failure to produce these will result in our in house electrician carrying out an Electrical Installation Inspection, the cost of which will be recharged to you.

**Sub Divisions:-** Lightweight aluminium section only, to minimise damage to floors and ceilings and easy to remove if required. A layout plan and specification must be provided before works commence along with proof of approvals from local authorities building regulations and WMFS. Your contractor must provide

proof of professional indemnity and public liability insurance along with professional qualifications and full company details.

**The Works:-** Must not interfere with neighbouring businesses, noise, etc., and to this end, screws not nails. Building security must not be comprised, i.e. doors propped open. Builders radios are not permitted on site and all waste be removed off site immediately.

## **Health & Safety**

You are responsible for the health, safety and security within your unit. You should contact one or more of the following officers as is appropriate for your particular activity. Factory Inspector at Health and Safety Executive, Environmental Health Officer, Crime Prevention Officer.

Advise your staff not to use the lift if they are alone in the building.

## **Fire Risk Assessment**

It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a fire risk assessment of the Centre. The Association has carried out the assessment of the common areas however, it is your responsibility to carry out your own fire risk assessment pertaining to your unit.

If you have 5 employees or less the fire risk assessment does not need to be documented but it is a requirement that you confirm you have carried out a risk assessment and that there are no issues that will relate to other tenants in the case of a fire.

Those tenants with 5 plus employees, a documented risk assessment should be carried out and a copy forwarded to the Association.

Please make sure your staff and visitors are aware of the alarm system and procedure for evacuating the premises.

All corridors must be kept free of any debris, materials or products. Our caretakers are obliged to remove any items they believe to be compromising the safety of the fire corridor.

Regular fire system checks and fire drills are carried out by Midlands Industrial Association in compliance with the fire safety order. Tenants' co-operation in participating in fire drills is mandatory.

If a fire is discovered the fire break-glass must be activated immediately. On hearing the continuous fire alarm bell all persons within the building or units must evacuate the building without stopping to retrieve any personal items. Any attempt to put out the fire with the fire fighting equipment available must only be carried out by trained persons.

Midlands Industrial Association will co-operate fully with any tenant who may wish to have more information about fire safety within their premises.

## **Security**

It is our aim to create a business community at the Centre, but at the same time you are an individual in business and should take all the precautions that you would have to take if your business was located in the High Street or in an unmanaged estate. You would not leave the door open if you went out of the premises even for a moment. You would not leave trade goods temptingly in the corridors or common areas or in your car parked outside.

You would not go home at night without switching off the water and electricity and making sure that your business is safe and secure at all times. We aim to provide suitable workspace for your business and to provide a generally secure working environment without interfering with the congenial atmosphere where

we can all work efficiently at whatever time suits our needs. The rest is up to you. Therefore, the overall security of the Centre is critically dependent upon every tenant's meticulous adherence to sensible security procedures:-

- Always check your unit is properly closed up and secure (windows shut, doors locked, electricity and water switched off, any possible source of fire risk checked, when you leave it). That odd burning cigarette end could destroy not only your dreams but dozens of other people's as well!
- Always check that the main entry doors are locked behind you whenever you use them out of normal working hours.
- Always challenge strangers, asking them to identify the unit number and name they are visiting and the purpose of their visit. If in doubt, go with the person to confirm their visit. No genuine visitor will object to polite enquiry. If you believe the stranger to be an intruder, telephone the Police and Caretaker as soon as you are safe to do so. Security within your own unit is very much your own responsibility and the Crime Prevention Officer will give you free and unbiased advice.

## **Insurance**

You are required to insure against fire and full perils within your unit, including equipment and decoration, loss of profits, water damage, public and employer's liability and personal accident.

## **Waste Disposal**

As you are aware eurobins are provided to the rear of the New Wing for tenants to deposit their "normal office waste" and not for items resultant from any manufacturing or distributive process. A change in legislation requires us to ensure that the waste contained in our skip is of a non hazardous.

If the skip is found to contain hazardous waste, we will incur substantial additional costs which we will have to pass onto tenants through the licence fee or service charge. If a problem persists we may be forced to withdraw the facility altogether and make each tenant responsible for removing their own waste. It is in all of our interests to use the skip properly and therefore, we look forward to your continued assistance in this matter.

A full list of waste categorised as hazardous can be found at [www.environment-agency.gov.uk/yourenv/consultations/consultation\\_response](http://www.environment-agency.gov.uk/yourenv/consultations/consultation_response)  
Click on "Hazardous wastes: A Technical guidance note - their definition and classification"

The container is regularly serviced (Tuesdays and Thursdays), but please do check that it has the capacity to receive your waste before use. Please do not deposit waste bags adjacent to the facility.

## **Smoking**

No smoking anywhere in the building.

## **Services**

Electricity All units have their own electricity meter and you will be billed directly by your preferred supplier. If you vacate the premises, details of your current supplier should be forwarded to the Association for ease of transfer.

Climate Control All units have heating/cooling within their units. These air conditioning units should be maintained by yourself as specified by the manufacturer.

## **Advertisements**

A main directory board in the foyer lists all units and tenant names for visitors to the centre. You may not install any other advertisements or notice boards etc, without the prior written consent of the Association

## **Car Park Security Gates**

Automated gates are provided to access the prepay car park area. Please ensure you park in your allocated car parking space.

### **Invoices and Invoicing Procedures**

Invoices are prepared and issued during the last week of each calendar month. Payment should be made by Standing Order Authority into our bank account by the first day of each month.

### **Licence Fee and Service Charge Reviews**

Licence fees and service charges are reviewed every year so that the overall revenue from the Centre remains in step with the prevailing market for similarly equipped space. At the same time, revised estimates of the operating costs of the Centre will be established so that the estimated service charge for the coming year can be updated.

The revised calculations will be notified to every occupier setting the new licence fee or service charge in accordance with the terms of the licence or lease respectively.

### **Who are M.I.A?**

*Midlands Industrial Association Ltd is a registered Friendly Society No. 23468R founded in 1982. Its declared aims and objectives are to promote employment and fight dereliction through the encouragement of the small firms sector, providing suitable workspace, refurbishing redundant buildings and reclaiming derelict sites in the West Midlands.*

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