

CLIENT PROJECT GUIDE



BY LEE
WELLS

SUSSEX & SURREY PARTITIONING



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"Keep a look out for me!

I'll be answering any frequently
asked questions."



INTRODUCTION



"Hello, my name is Lee Wells and I am the Managing Director of Sussex & Surrey Partitioning.

Thank you for downloading this guide. I hope it gives you everything you need to make an informed decision on whether partitioning or mezzanine flooring is right for you. If you have any questions whilst you're reading this, please feel free to give me a call. We are more than happy to help."

PARTITIONING

WHY PARTITIONING?

Why choose Partitioning?

Unlike solid walls, partitioning allows you to change your existing space as your company expands, meaning you can create a space that allows employees to work in a relaxed environment, with room for all.



Things to consider

You will be able to choose from our comprehensive range of partitioning systems, including fully glazed or part glazed [glass partitioning](#), [stud partitioning](#) and [steel partitioning](#).

PLANNING

Do I need planning permission for partitioning?

Rather than planning permission, you're likely to need to obtain building regulations approval, so it's advisable to check beforehand as part of the planning process. If you need support in this area, we will be more than happy to help.

Do you own your own building, or do you require permission from your Landlord?

"If you don't own your building you will need to obtain permission from your Landlord. For many Landlords however, this type of development will be within their interests and if not, you can always choose a demountable system."



PLANNING

How long should I expect this to take?

This will, of course, vary depending on factors such as the number of partitions and the extent of installation taking place. Our team works to a comprehensive finalisation process in order to minimise downtime as much as possible.

Have you considered Health & Safety?

"Sometimes it may not be practical for workers to continue using their workplace. Not only could it be potentially dangerous in some instances, but also the noise of work will undoubtedly cause a distraction. Hiring temporary offices is an alternative."

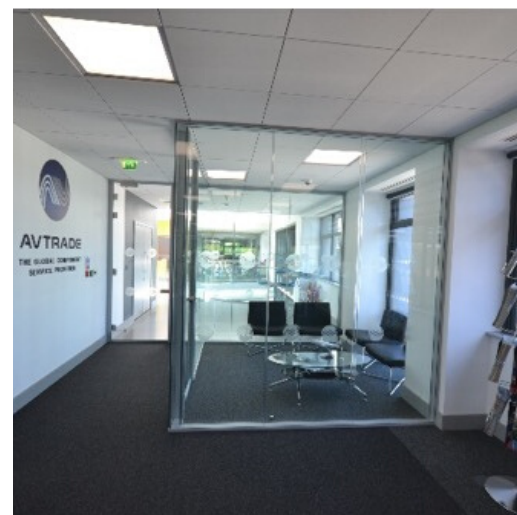


GLAZING OPTIONS

Our glass partitioning systems come with a range of glazing options.

Before making this decision, you should consider what you want to achieve, how you would like your office to function and the level of privacy required.

- **Frameless full height partitioning**
- **Double glazed partitioning**
- **Glass thickness of 10mm or 12mm**



FEATURES

Noise Reduction

Whilst all our partitioning systems come with **noise reduction** capabilities, we have additional **soundproofing** options available as well, for maximum privacy.

To help you gain an understanding of the level of soundproofing most suitable for your site, take a look at the general levels of noise interference below.

- 20Rw (dB) Normal Speech readily audible
- 25Rw (dB) Loud speech clearly audible
- 30Rw (dB) Loud speech audible under normal conditions
- 35Rw (dB) Loud speech audible but difficult to distinguish
- 40Rw (dB) Loud speech faintly audible and cannot be distinguished
- 45Rw (dB) Shouting audible but cannot be distinguished
- 50Rw (dB) Shouting barely audible



We offer noise reduction solutions to handle any of the above



FEATURES

To complement your partitions, we can install **doors, drop seals, bafflers** and other accessories and manifestations.

Door Options

- Full height single glazed
- Full height halo single glazed
- Full height timber
- Full height double glazed.

Drop Seals and Bafflers

Glazed doors can be fitted with a drop-down seal, which provides extra noise insulation when doors are closed.

Noise reduction panels can be fitted in walls or ceilings, depending on your choice of partition.

Manifestations

Manifestations (film applied to glass) or blinds can be added for privacy and to promote your company brand.



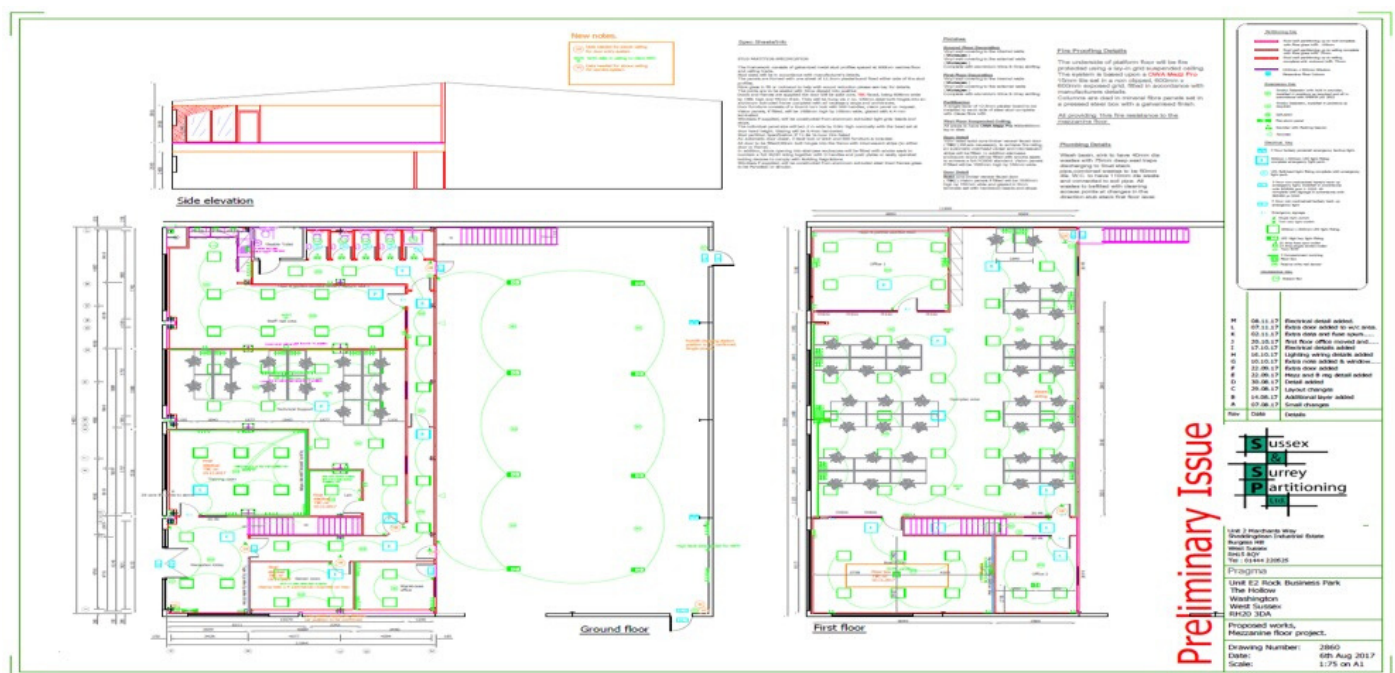
MEZZANINE FLOORS

WHY MEZZANINE FLOORS?

Bespoke Design

Every mezzanine floor is built and designed to your specific requirements, meaning it will help you utilise your existing workspace by creating a second floor in an existing location.

After an initial site visit, we will provide detailed drawings of your proposed layout and advise on the best way to maximise possible working space.



Things to consider

In order to install a mezzanine floor, your building will need over 5m of headroom. You will then have to choose from a **Storage Mezzanine**, **Retail Mezzanine** or **Office Mezzanine**.

PLANNING

Do I need planning permission?

Rather than planning permission, you're likely to need to obtain building regulations approval, so it's advisable to check beforehand as part of the planning process. If you need support in this area, we will be more than happy to help.

Do you own your own building, or do you require permission from your Landlord?

"If you don't own your building you will need to obtain permission from your Landlord. For many Landlords however, this type of development will be within their interests as it adds value to the facility."



PLANNING

How long should I expect this to take?

This will, of course, vary depending on factors such as the size of the mezzanine floor and the extent of installation taking place. Our team works to a comprehensive finalisation process in order to minimise downtime as much as possible.

Have you considered Health & Safety?

"Sometimes it may not be practical for workers to continue using their workplace. Not only could it be potentially dangerous in some instances, but also the noise of work will undoubtedly cause a distraction. Hiring temporary offices is an alternative."



FEATURES

Floor Loadings

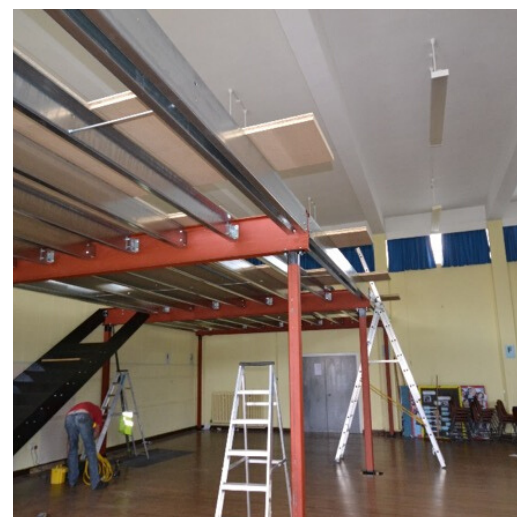
As a general guide, the following list is the recommended loading capacities of different types of floor, specified within [British Standards BS6399](#).

- Office use: 3.5 kN/m² (350kg per square meter)
- Light industrial use: 5.0 kN/m² (500kg per square meter)
- Medium storage: 7.5 kN/m² (750kg per square meter)
- Heavy storage: 9.6 kN/m² (960kg per square meter)

Staircases and Handrails

Our staircases and handrails are fitted as per the clients preference, with a myriad of colours and style available.

- Can be fitted with glass panels or tension wire
- Stair widths of 1000mm - 1200mm available
- Can be sited internally or externally



CONSTRUCTION

The whole team at Sussex & Surrey Partitioning are fully health and safety compliant, with years of experience and industry knowledge.

We offer a unique **one year guarantee** on all our services, and you will be allocated a dedicated project manager upon making an enquiry.

Did you know ...

We only install the best; British Standard Rated floors. Our team are also highly trained and have their own on-site working code of practice."



ADDITIONAL SERVICES

FINISHING TOUCHES

Floor Loadings

At Sussex & Surrey Partitioning, we can provide a full service to complete your project, including:

- Racking shelving
- Air conditioning and fire alarm services
- Refit existing toilet and shower facilities
- Installation of small coffee stations to large staff canteens
- Flooring and office furniture installation



NEXT STEPS

WHAT NOW?

1

Customer Contact

We will guide you through a quick needs assessment to identify your requirements. We'll then assign the most appropriate member of our team to meet you.

2

Site Visit

During your site survey, our team will use a laser and other measurement tools. They will also apply years of experience to maximise the potential in your workspaces.

3

Design

An individual drawing will be produced, detailing your specific project. Our CAD system uses state of the art design to help you visualize your project.

4

Installation

Our team work to a comprehensive finalisation process. We review everything with you so that any issues identified are corrected as fast as humanly possible.

5

Client Satisfaction

We know that your project is unique to you. So, to offer you the best possible peace of mind we offer a one year guarantee on all work undertaken.

6

Completion

Your warranty covers all of our direct works for all installation or manufacturing faults. Our guarantee is to show that we'd like a long-term positive relationship!

GET IN TOUCH

Your options

I hope you now have confidence in deciding if partitioning or mezzanine flooring is for you. If you are considering Sussex & Surrey Partitioning for your upgrade, we would love to hear from you.

A skilled member of our team will happily guide you through a quick and easy needs assessment over the telephone. Once we have accurately identified what your requirements are, we will organise a site visit.

If you feel this guide would be helpful to a friend, business associate or partner please feel free to share it with them.

Finally, should you have any further questions please use any of the methods below to get in touch.

We look forward to hearing from you.

Lee Wells
Managing Director.

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