

BCO SPECIFICATION FOR OFFICES

Quick Guide to Key Criteria

2009 - 2014 Comparison

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BCO SPECIFICATION FOR OFFICES

QUICK GUIDE TO KEY CRITERIA

2009-2014 COMPARISON

The sixth edition of the British Council for Offices (BCO) Guide to best practice in the specification for offices has been published.

We have compared the recommended criteria ranges of the new 2014 guide against the previous 2009 guide in the attached reference document.

FURTHER INFORMATION

Please speak to your Gardiner & Theobald expert, or contact:

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	2009	2014	CHANGE
OCCUPANCY			
Workplace density (NIA per workspace)	8 - 13 m ²	8 - 13 m ²	
Means of escape (NIA per person)	6 m ²	6 m ²	
Core elements (NIA per person)	12 m ²	10 - 12 m ²	(2m ²)
On floor services (NIA per workspace)	10 m ²	8 - 10 m ²	(2m ²)
FLOOR PLATE EFFICIENCY NIA:GIA			
Low rise buildings (up to 9 storeys)	80 - 85%	80 - 85%	
PLAN DEPTH & CEILING HEIGHT			
Deep Plan:			
Window to Window (or atrium)	15 - 21 m	15 - 21 m	
Window to Core	6 - 12 m	6 - 12 m	
Finished floor to underside of ceiling	2.6 - 2.75 m	-	
Shallow Plan:			
Window to Window (or atrium)	12 - 15 m	12 - 15 m	
Window to Core	6 - 7.5 m	6 - 7.5 m	
Finished floor to underside of ceiling	2.6 - 3.0 m	-	
Floor to ceiling/clear height:			
New-build	2.6 - 3.0 m	2.6 - 2.75 m	(0.25m)
Refurbishment	-	2.45m (minimum)	
GRIDS			
Planning grid	1.5 m * 1.5 m	1.5 m * 1.5 m	
Column grid	7.5 m, 9.0 m and 12.0 m	7.5 m, 9.0 m, 12.0 m and 15.0m	
CIRCULATION			
Percentage of primary circulation to NIA	15% to 22%	15% to 22%	
TOILET PROVISION			
NIA per person	12 m ²	10 m ²	(2m ²)
Male/female ratio	60%/60%	60%/60%	
Unisex	100%	100%	
CYCLING PROVISION AND SHOWERS			
Secure cycle spaces	-	1 cycle per 10 staff	
Shower facilities	-	1 shower per 100 staff	
Male/female ratio	-	60% male/40% female	
Secure lockers	-	1 locker per cycle space	

	2009	2014	CHANGE
LIFTS			
Performance requirements:			
Car loading	80% (60-70% scenic)	80%	
Waiting time (up-peak)	< 25 seconds	< 25 seconds	
Handling capacity (up-peak)	15%	12% (85/10/5)	(3%)
Waiting time (two way lunchtime)	-	< 40 seconds	
Handling capacity (two way lunchtime)	12%	13% (45/45/10)	+ 1%
NIA per person	12m ²	10-12m ²	(2m ²)
Hall call system:			
Time to destination	< 90 seconds (up to 15 floors)	< 90 seconds (up to 15 floors)	
RAISED FLOORS			
Typical floors - new-build	150 mm (overall)	150 mm (overall)	
Typical floors - refurbishment	-	100mm (overall, minimum)	
Trading floors	300 - 500 mm (overall)	300 - 500 mm (overall)	
STRUCTURAL LOADINGS			
Live:			
Ground floor and below ground office floors	3.0 kN/m ²	3.0 kN/m ²	
Above ground	2.5 kN/m ²	2.5 kN/m ²	
High load areas (over approx 5% of floor area)	7.5 kN/m ²	7.5 kN/m ²	
Dead:			
Partitions	0.5 - 1.2 kN/m ²	0.5 - 1.2 kN/m ²	
Car parking	-	2.5 kN/m ²	
Loading bays	-	5.0 - 10 kN/m ²	
Plant room	-	7.5 kN/m ²	
Retail space	-	4.0 kN/m ²	
Floors, Ceilings & Services	0.85 kN/m ²	0.85 kN/m ²	
SMALL POWER			
Loading diversified on floor distribution (based on 1 workspace per 10m ²)	25 W/m ²	20 - 25 W/m ²	(5 W/m ²)
Diversified load (1000m ²)	15 W/m ²	13 - 15 W/m ²	(2 W/m ²)

	2009	2014	CHANGE
LIGHTING			
Daylighting (target)	2% average; 0.8% minimum	2% - 5%	+ 3%
Average Maintained Illuminance:			
VDU Use	300-500 lux	300-500 lux	
Paper based tasks	500 lux	500 lux	
Task Uniformity	0.7	0.4	(0.3)
Unified Glare Rating (UGR)	19	19	
Electrical Load Allowance	12 W/m ² (Incl. task lighting & CAT B allowance)	10 W/m ² (Incl. task lighting & CAT B allowance)	(2 W/m ²)
Lighting Energy Use	15-30 kWhr/m ² /yr	12-22kWhr/m ² /year	(3 - 7 kWhr/m ² /yr)
COMFORT			
Airtightness	Not more than 3.5m ³ /hr/m ² for building at 50pa	Not more than 3.5m ³ /hr/m ² for building at 50pa	
Airtightness - naturally ventilated buildings		Not more than 7m ³ /hr/m ² for building at 50pa	
Outdoor air	12-16 l/s per person	12-15 l/s per person	(1 l/s per person)
Occupancy	1 Workspace per 10 m ²	1 Workspace per 8 - 10 m ²	(2m ²)
Air conditioned space:			
Summer	24°C ± 2°C	24°C ± 2°C	
Winter	20°C ± 2°C	20°C ± 2°C	
Mixed Mode/Natural Vent:			
Summer	Not to exceed 25°C for more than 5% of occupied hours. Not to exceed 28°C for more than 1% of occupied hours	Not to exceed 25°C for more than 5% of occupied hours. Not to exceed 28°C for more than 1% of occupied hours	
Winter	20°C ± 2°C	20°C ± 2°C	

	2009	2014	CHANGE
NOISE CRITERIA			
External Noise Intrusion:			
Open Plan	NR40 (Leq)	NR40 (Leq)	
Speculative	NR38 (Leq)	NR38 (Leq)	
Cellular Offices	NR35 (Leq)	NR35 (Leq)	
Building Services:			
Open Plan	NR 40	NR 40	
Speculative	NR 38	NR 38	
Cellular Offices	NR 35	NR 35	
SUSTAINABILITY			
BREEAM 2008 Rating for new & refurbished offices	Minimum: 'Very Good' Best Practice: 'Excellent'	Minimum: 'Excellent' or 'Very Good'. Best Practice: 'Outstanding'	

Note: The cells marked (-) indicate that data of that detail was not included within the publication

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