



LEARNER HANDBOOK for Women's Design Day



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Women's Design Day

© You've surveyed 42 Howard Street -

NOW.....

DESIGN YOUR OWN
CAFFEE/BAR.



The brief:

You are designers and technicians and have decided to open up your own cafe/bar.

You will be running the whole thing, starting off with decisions about style and atmosphere, and how you would plan the lay-out.

You are very aware that you need to get Planning Permission and Building Regulations approval, and therefore need to know about the requirements.

All the information and materials you need will be given to you in your Project Pack on the day.

WHAT YOU WILL NEED TO PROVIDE IN THE BUILDING:

- **seating at tables for 2 - 4 people at each table.**
- **a serving bar for drinks and food**
- **a catering kitchen**
- **1 disabled toilet**
- **1 men's toilet**
- **1 women's toilet**
- **disabled access throughout**
- **adequate fire escape throughout**

Things you need to think about:

- What is your ' theme'? For example: continental and bright? warm and cosy? modern and cool?
- what kind of style do you want? -
e.g.: traditional or modern or funky...
- what kind of materials - wood, steel, plastic? soft or hard, e.g.: luxurious (fur and velvet) or minimal (steel and concrete)?
- what kind of colours - bright and exotic? cool and contrasting? pastel and pretty?
- what kind of lighting?- lots of daylight or dark and intimate?
- what would you do with outside spaces at the front and back of the building?

The task:

In your group,

- draw on top of the plans you have been given to show how you would lay out all the spaces for your cafe/bar, showing where you would knock down or add doors and windows.
- draw the front of the building, showing the 'look' and colours you would give it
- draw some sketches of the inside of the bar, showing the style and colours you would give it.
- Finish off by laying it all out on your tables and give a quick explanation of what you have done to the other groups.

How to work on this:

Working in groups of 4, you will each be given a pack of materials to use, which includes the existing plans of the building, coloured pens and paper, tippex and glue, and component drawings to cut out of seating layouts, toilets, kitchen and bar, ramp and appropriate doorway openings for disabled access.

1st step - Planning:

First of all, have a discussion about what you are going to put where, i.e.: the main entrance, the bar area, the kitchen and toilets, and anything else you fancy - a dance club? You may need to draw on the plans while you are discussing this, so you are supplied with 2 sets of plans and tracing paper. An important part of the planning is to make sure you have made suitable provision for disabled access and fire escape.

2nd step - Design:

Next will come decisions about the style and atmosphere - colours and materials, what the front of the building should look like, how big are the windows and where do they go.

3rd step - Putting it on paper:

Decide who is going to do what - there are three plans for three levels and a drawing showing the front of the building - maybe take one level each and the fourth person in the group does the front of the building.

4th step - Presentation:

Explain to the other groups what you have done and why.

above all - have fun! ©

Design Day Timetable

Outline:

When	What
from 9.15	Arrivals
9.30	Introduction to Design exercise - Relevant legislation / regulations Use of space and plans
10.00	Coffee break and 'return site visit' *
10.30	Start group designs Complete step 1 (planning) - see brief
12-1	Lunch
1-2	Complete design decisions/ ideas & allocate tasks
2.00	Tea break
2.15	Prepare final designs Present designs to other groups Assignment & workshop briefing Copy designs onto individual plans (1:50)
3.45	Evaluation
4.00	Close

*A site survey visit has been carried out on a previous day.

Please remember the additional 2 hr. workshop to help you complete your second assignment.

Assignment Brief and Assessment Criteria

Learning outcomes:

After completing this assignment you should be able to:

- Use the relevant information gathered from your inspection of your building in order to:
- Evaluate whether the proposals of the clients are feasible (i.e. can the property be used as a café-bar)
- Have a basic understanding of Building Regulations and relevant legislation
- Propose an outline design of an alteration scheme that will meet the requirements of your clients.

The Assignment Brief

(This is an example of an assignment brief. it can be set for different levels and may include word count guidance).

The final product for this assignment should be in the form of a professional-looking document which evaluates the feasibility of the project. The proposed adaptations should be appropriate to the needs of your client and the report should contain:

- An explanation of why you have chosen to lay the accommodation out and design the cafe in a particular way (your design rationale) **(30% weighting)**
- Drawings showing the proposed building using the 1:50 plans provided **(40% - 3-4 drawings)**
- A summary of the factors to be taken into account in your design proposal i.e. adequate disabled access, fire escapes, and structural alterations. **(30% weighting)**

The feasibility report should not exceed 10 pages of A4 in length. However, to illustrate your assignment you may want to include additional sketches, photographs and any other documents that you think would be helpful.

Submission date:

All your work must be in your own words with any material taken from published material, books, articles, web sites etc., in quotation marks with clear referencing

Decision Making and Rationale

To help you complete your assignment, please complete this worksheet as you go through the day. You may want to do this as a whole group, or as individuals.

1. Explain your creative design ideas (e.g. what sort of theme have you gone for? What do you hope will be achieved with the interior you have created/materials you have used?)

2. How have the following building regulations influenced your design ideas?

Part A - how have you taken structural stability into account?

Part B - how has the need to provide a means of escape in case of fire (protected fire corridor) influenced your design layout?

Part M - how have you ensured that people with disabilities have access/can use the services in your design?

3. Have you been able to be creative in your response to Building Regulations or have they hindered your design ideas? Please explain your response:

4. Finally, how did you experience the group process in relation to:

- Decision making?

- Putting your ideas into the final plans?

- And how could you improve this process?

Now use your responses to questions 1 - 3 to help you with your assignment and your response to question 4 to provide feedback to tutors to evaluate the experience.

List of Required Materials For The Design Day Activity

Building layout plans. Scale 1:20

Component drawings to cut out: Scale 1:20

Photos or scale drawing of elevation(s).

Examples of contemporary designs - in this case a café bar.

Scissors

Glue (preferably repositioning)

Tracing paper

Highlighters

Crayons

Pencil sharpeners

Tippex

Rubbers

Packs of coloured paper, glitter, textured paper, colour samples - anything that is fun to use for imaginative designs.

For the assignment:

2 sets of building layout plans and elevation. Scale: 1:50

2 sets component drawings to cut out: 1:50.

Tracing paper.



Site Visit

The building has been chosen as being suitable for conversion to a cafe/bar. Use your site visit to assess the building's potential. When inspecting a building you should always wear safety equipment, in the form of a hard hat and a visibility jacket.

Things to look out for:

What is the general condition of the building? Are you likely to have to spend a lot of money on general repairs?

What is the existing provision in the building in relation to:

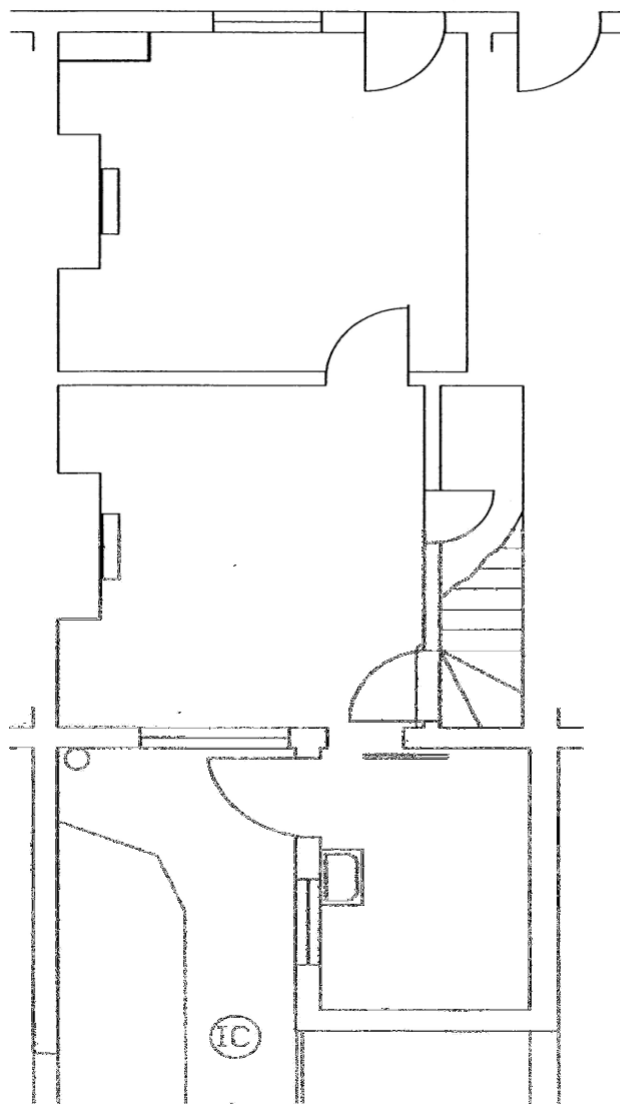
- Disabled access
- Fire Escape
- Toilets and kitchens
- Drainage routes
- Lighting and daylight
- Outdoor spaces
- Public visibility
- Parking and deliveries

Draw all these things onto your plans.

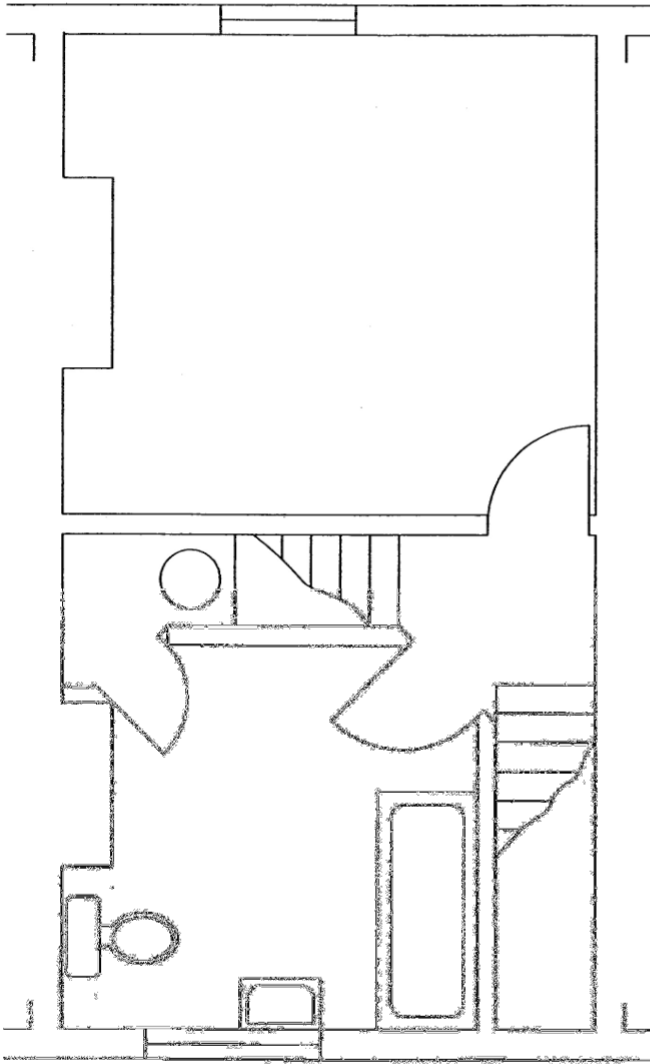


Materials: example plans of building (not to scale)

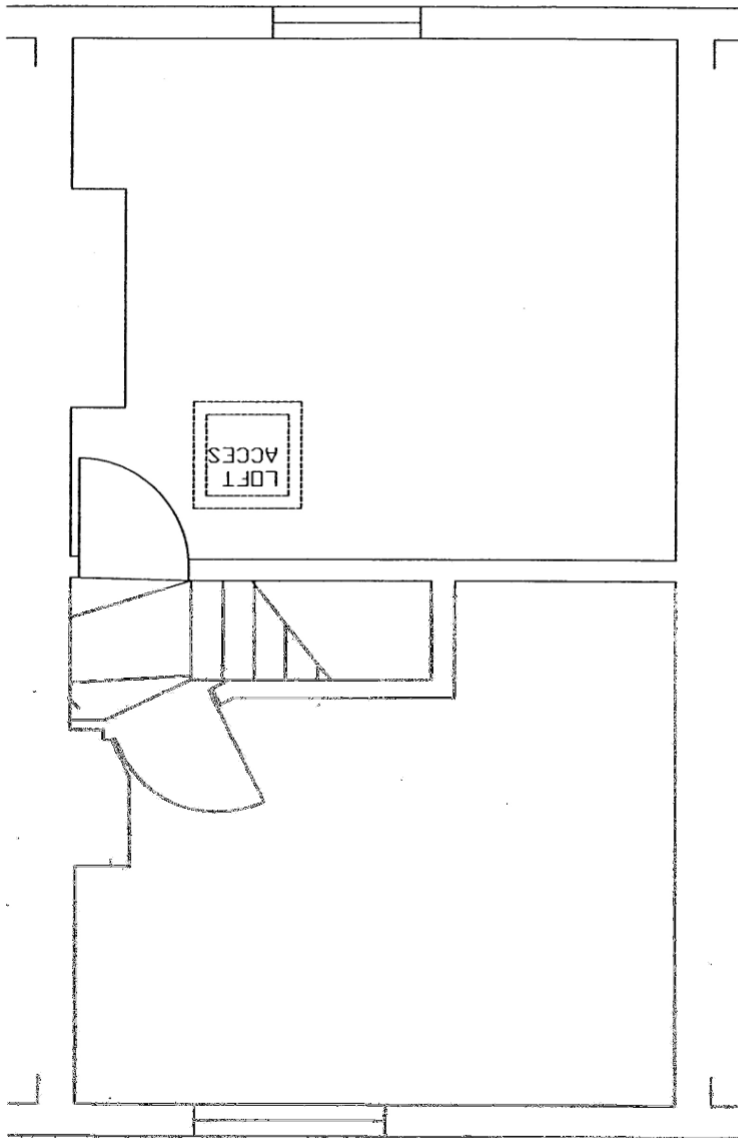
GROUND FLOOR



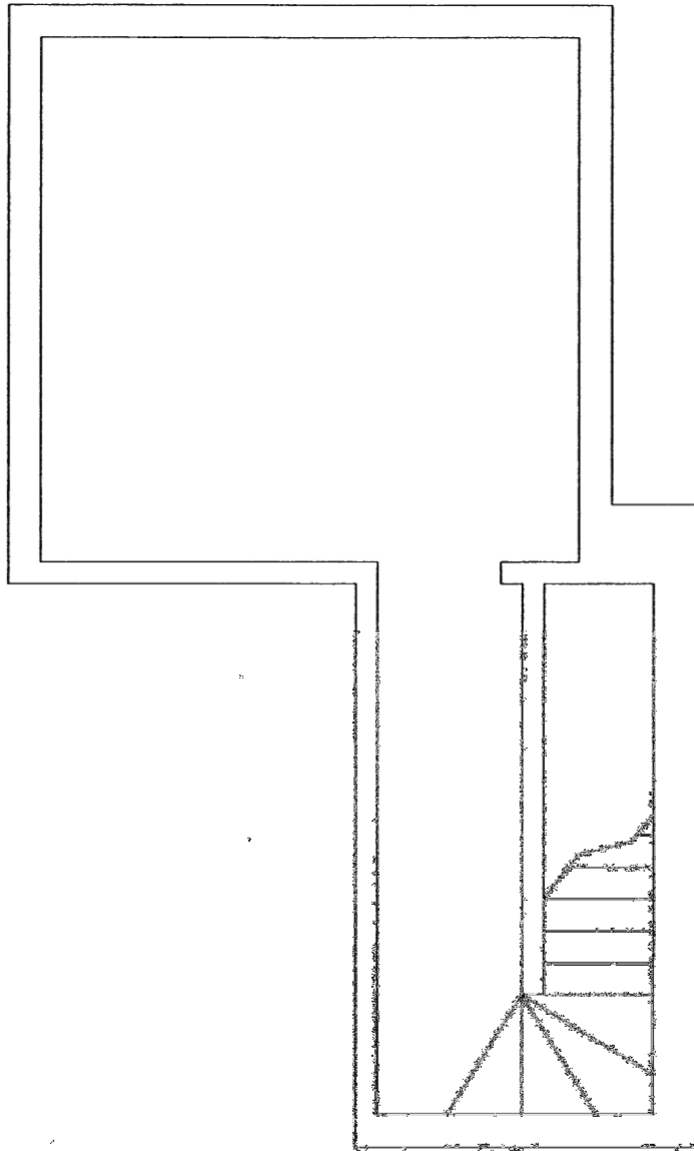
FIRST FLOOR



SECOND FLOOR



BASEMENT



FRONT ELEVATION

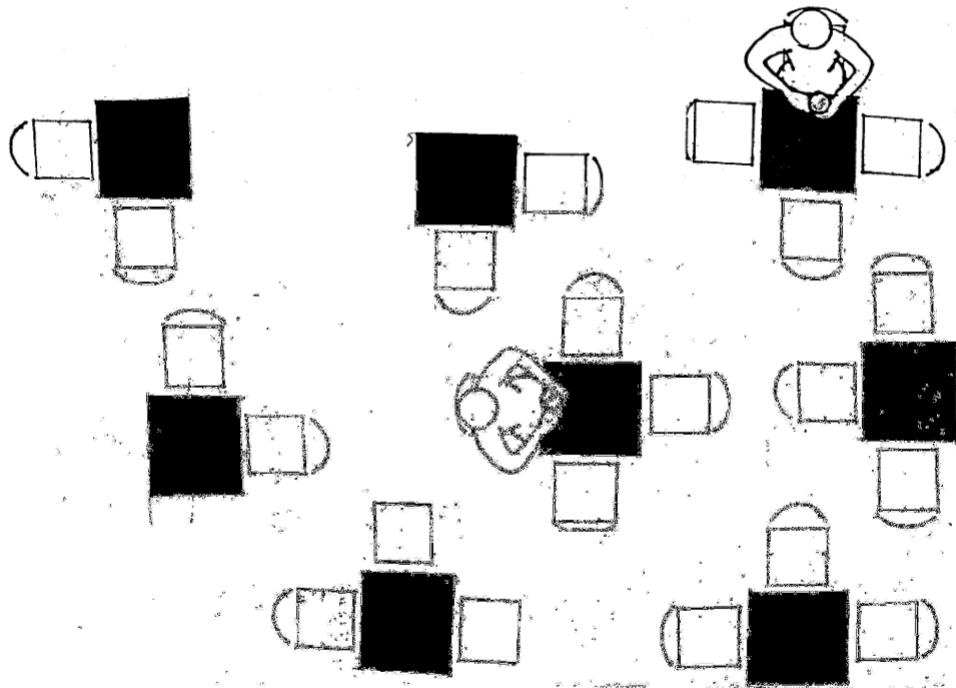


Materials: component drawings to cut out.

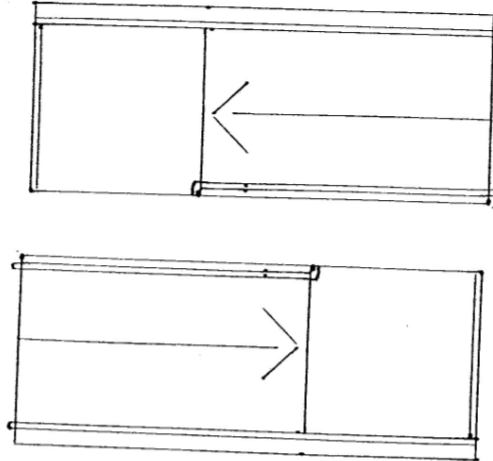
Component drawings at 1:50 scale

To go with 1:50 scale building lay-out drawings.

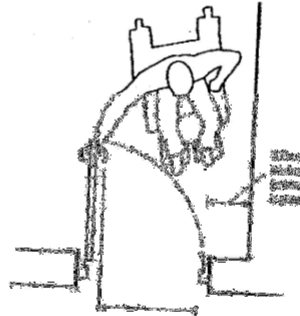
Possible Seating lay-outs:



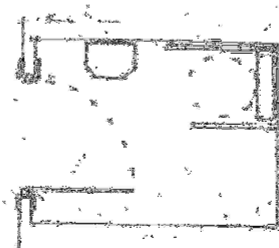
Access ramps, both directions



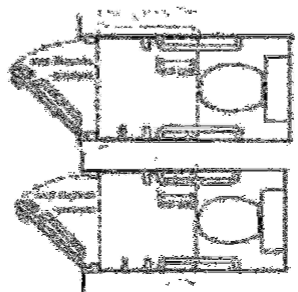
Internal/external doors



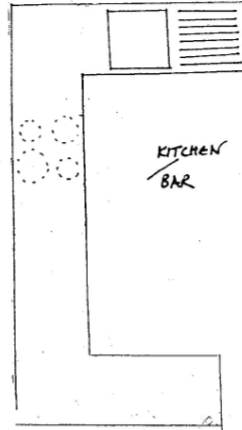
Disabled toilet



Standard toilets



Possible Kitchen layout



Possible bar/servery layout



Contemporary cafés - ideas for design





Women's Design Day

Introductory power-point lecture to design and legislative information.

Stages of the design process

- Understand the requirements of the brief
- Develop your initial design ideas
- Be aware of the requirements of the regulatory framework

The requirements of the brief:

- seating at tables for 2 - 4 people at each table
- a serving bar for drinks and food
- a catering kitchen
- 1 disabled toilet
- 1 men's toilet
- 1 women's toilet
- disabled access throughout
- adequate fire escape throughout

How to develop your initial design ideas

- What are the best places for the different activities and uses?
- e.g. Front door and access
- Bar and servery
- Seating - how much can you get in?
- Kitchen and toilets - must be separate from the other areas and from each other

Design Issues - Internal

- Do you need to knock down internal walls and change openings?
- Do you need to put a lift in the building or change the staircase?
- Do you need to build an extension? if so, how big?

Design Issues - External

- Do you need to change windows and doors at the front and back of the building?
- Do you need to change the roof?
- Do you want to landscape the outside areas of the building?

The Regulatory Framework

- Planning permission:
- Planning permission must be secured from the local council if you are planning:
 - A change of use
 - A new extension
 - Changing the elevations of the building in any way

The Building Regulations

- Building regulations Approval must be sought if you are extensively changing the internal layout of a building.
- The Building Regulations are the only legal requirements which control the quality of buildings
- Approval for the design must be secured before going ahead with building work
- Parts A - N cover every aspect of building e.g: structure, heating, staircase design.

- We will be concentrating on
 - Part A - Structural stability
 - Part B - Means of Escape in case of Fire
 - Part M - Access and facilities for disabled people

Conversion of 42 Howard Street

- Part A – Structural alterations
- Internal structural alterations that are likely to be carried out:
 - - taking down load bearing walls
 - - forming new door openings
 - - widening existing openings
 - - affecting supports to floors or roof structure

Conversion of 42 Howard Street

- Part B - Fire safety
- Protected escape route from all rooms to a place of safety outside (that does not involve passing through another room)
- Half hour fire protection to door and walls of escape route and self-closers to doors that open into escapes
- Fire alarm systems that include smoke detectors

Conversion of 42 Howard Street:

- Part M – Access Issues
- Level approach to building – ramp required
- Entrance door needs to be 800mm clear opening width
- Internal doors need to be min. 750mm clear
- Room for wheel chairs to circulate
- Possible need to access upper floors – is this reasonable?
- Disabled persons toilet

Additional information:

- Approved Building Regulations documents available on government web site to view and download
- <http://www.planningportal.gov.uk>
- Follow the Professional User/Building Regulations/ Technical Guidance links

BUILDING REGULATIONS

PART A - STRUCTURAL ALTERATIONS

Internal structural alterations that are likely to be carried out:

- taking down load bearing walls
- forming new door openings
- widening existing openings
- affecting supports to floors or roof structure

The link below takes you to the Building Regulations Approved Document A - Structure

http://www.planningportal.gov.uk/uploads/br/BR_PDF_AD_A_2004.pdf

BUILDING REGULATIONS

PART B - FIRE SAFETY

B1 MEANS OF ESCAPE

A building must be designed to allow the occupants to escape to a safe place if the building catches fire.

- 1 There must be sufficient exits to allow escape away from the fire.
- 2 The exits must be wide enough to allow for a rapid escape.
- 3 The exits must be so positioned that the occupants do not have a long distance to travel before they reach a safe place.
- 4 There must be a 'fire-protected' escape route throughout the building.

The link below takes you to the Building Regulations Approved Document B - Fire Safety

http://www.planningportal.gov.uk/uploads/br/BR_PDF_ADB_2000.pdf

BUILDING REGULATIONS

PART M - ACCESS AND FACILITIES FOR DISABLED PEOPLE

"Reasonable provision shall be made for disabled people to gain access to and to use the building."

ACCESS

1. Main entrances must have a level or ramped route from the outside.
2. Internal corridors and doorways must be designed for wheelchair users.
3. A lift, large enough to accommodate a wheelchair, must be provided for vertical circulation.

FACILITIES

1. A toilet designed for a wheel chair user must be provided.

The link below takes you to the Building Regulations Approved Document M - Access to and Use of Buildings
http://www.planningportal.gov.uk/uploads/br/BR_PDF_ADM_2004.pdf

ACCESS LEGISLATION

Building Regulations Part M:

Applies to:

- New Buildings
- Material alterations but only where access would be made less satisfactory than before
- Extensions with a ground storey

Does not apply to:

- Domestic extensions
- Areas used only for maintenance repair or inspection

Part M Functional Requirements

It should be reasonably safe and convenient for disabled people to:

- gain access to and within buildings and
- to use such buildings
- provisions apply to both staff and visitors

Requirement for lifts

- More than 280m² nett floor area at first floor level in a two storey building
- More than 200m² nett floor area (per storey) in a building with more than two storey
- Floor of more than 100m² with unique facility - wheelchair stairlift required
- Platform lift acceptable to changes of level within a storey (steps required also)

2004 DDA Provisions

- Removal or alteration of physical features not required until 2004
- May wish to anticipate early during alterations, extensions and refurbishment work
- Use of "access audit" and follow up "access plan" takes advantage of maintenance and minor works to make cost effective adjustments over time

Extracts from 'Designing for Accessibility'

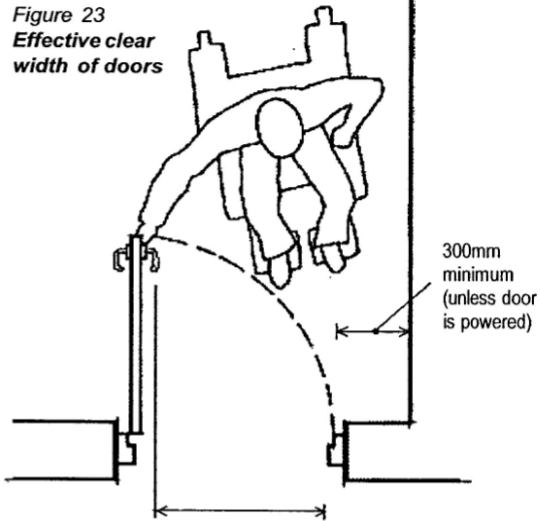
The following two pages are extracts from 'Designing for Accessibility' which is available from the Centre for Accessible Environments. See <http://www.cae.org.uk/publications.html> website for details of how to order this publication. You will also find useful information about entrance foyers, corridors, internal door widths, wheelchair accessible lifts, W.C.s, counters and service desks.

Building layout

Entrance doors

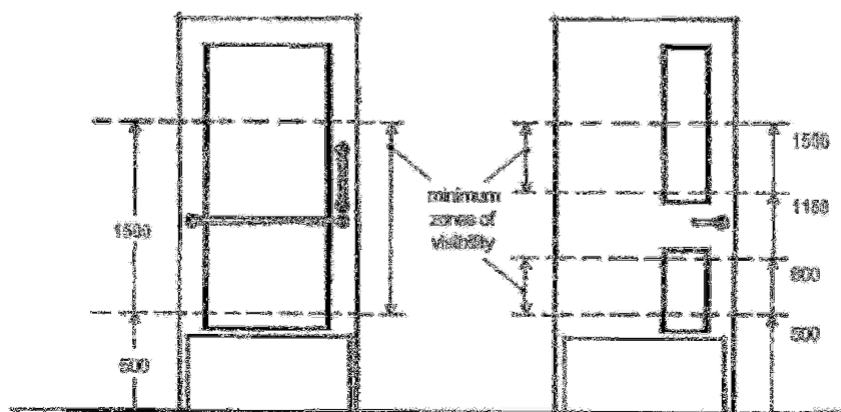
Doors to the principal or alternative entrance should be accessible to all, including wheelchair users and people with limited manual dexterity.

- The minimum effective clear width (see *Figure 23*) of external doors should be 1000mm in new buildings and 775mm in existing buildings (although 1000mm is preferred). Effective clear width should be measured from the face of the door when open to the opposite frame or doorstop (but note that protruding door furniture may reduce usable opening).
- Doors and/or door frames should be clearly identified by tonally contrasting with the wall.
- Doors and side panels wider than 450mm should normally have vision panels (see *Figure 24*).



effective clear width - measured from the face of the door when open to the opposite frame or doorstop taking into account door handle or any other protruding door furniture

Figure 24
Visibility requirements



Entrance doors

Planning permission

You will have to apply to your Local Authority Planning department for permission to carry out the changes to your building for the following reasons:

1 Change of use:

If the building has not been previously used as a bar/cafe.

2 Minor extensions:

If the changes include an extension that is more than 4 metres high and is within 2 metres of the boundary of the building.

If the volume of the extension is more than 115 **cubic** metres.

If a roof extension will be more than 50 **cubic** metres.

If a porch will be more than 3 **square** metres.

If the extension affects the external appearance of the building.

3 Additions:

If you are putting in a ramp at the front of the building.

If the building is in an area of special or historic interest and you are making any changes to the front or back of the building.

You apply for Planning Permission by producing drawings of the changes to your building, floor plans and elevations. You fill in the appropriate forms and pay a fee, related to the cost of the changes. The Planning department has a statutory responsibility to give you an answer within 8 weeks.

For more information go to:

<http://www.sheffield.gov.uk/in-your-area/planning-and-city-development>

Planning and City Development

Development Control

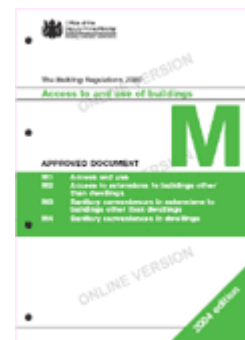
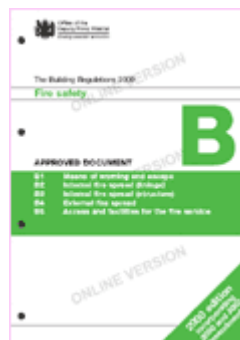
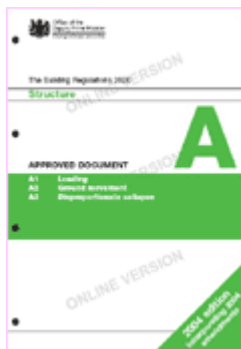
References and Websites:

Building Regulations published by RIBA Enterprises - free to download from <http://www.planningportal.gov.uk>

Approved Document A - Structure, April 2006 (ISBN: 978 1 85946 200 3)

Approved Document B - Fire Safety, April 2006 (ISBN: 978 1 85946 201 0)

Approved Document M - Access to and Use of Buildings, May 2006 (ISBN: 978 1 85946 211 9)



Accessible buildings:

'*Designing for Accessibility*', Lacey, Andrew, 2004 (ISBN: 1 85946 143 3), RIBA Enterprises

Planning applications:

<http://www.sheffield.gov.uk/in-your-area/planning-and-city-development/planning-applications-online>