



## HI-LEVEL<sup>TM</sup> INFORMATION SHEET

# Hi-Level Mezzanines Quoting Guidelines

The following quoting guidelines are to be used with the Enquiry Form and have been designed to help you to provide the information required to produce an accurate quotation. In order to provide you with the most competitive prices we operate a very precise quoting system as part of our QD<sup>3</sup> Pro mezzanine production system. This system is based upon the information that you provide to us so it is very important that the details are accurate. This guide will help you to fill in the form accurately and to understand why we need each piece of information. Please feel free to contact us should you have any queries.

### 1.0 SITE DETAILS

#### 1.1 Full Site Address

Remember to include the post code as this ensures we allow the correct delivery cost.

#### 1.2 Required Delivery Date

Due to the uncertainty of the steel market we can only guarantee our price for three months from date of quotation. For installation dates outside the three months we can still quote as we allow a percentage increase but we would still need to re-quote once this date falls within the three month period. Should the steel price have remained stable or fallen our quotation would be updated to reflect this.

#### 1.3 Access into the Building

Please advise type of access whether a roller shutter door or a single or double door way giving maximum accessible height and width of the opening as this will determine the plant to be used for installation.

#### 1.4 Travel Distance to Build Area

All materials are delivered on the first day of the installation so it is important to know the distance from the off-loading point to the area of build to determine build programme.

#### 1.5 Site Conditions

Will the build area be free of any obstructions? Is the floor to be built over existing shelving, racking, work stations, machinery or ground floor offices, W.C or store rooms? Again this is very important when determining build programme and type of lifting equipment.

#### 1.6 Site Amenities

Please confirm whether power and lighting are available on site.

#### 1.7 Ground Slab

To determine whether the slab is suitable for the new imposed loads we will need to know whether the slab is reinforced or not, the slab and hardcore thickness, is the ground bearing pressure known and is there any undulation to the slab. If any of these are not known further investigation may be required in the form of tests.

#### 1.8 Building Regulation

All mezzanine floors require building control and fire regulation approval. Please confirm whether you require Hi-Level to obtain this or will it be obtained by someone else? If someone else please confirm who.

#### 1.9 Plant

Who will be supplying the plant?

### 2.0 FLOOR DETAILS

#### 2.1 Floor Size

When measuring the length and width make sure these are the overall dimensions. Often warehouse buildings are constructed of a steel frame with a block-work dado wall and cladding above. The cladding sits on the outside of the dado wall and a common mistake is to only measure between the walls.

Length and width: Allow for depth of dado walls

Height: Specify whether clear under to deepest beam or finished floor level is specified, check height of dado walls, check existing areas if matching.

#### 2.2 Column Grid

Establish use for under floor area (i.e. Shelving or racking, production, pallet storage, forklift travel) bearing in mind that an economical grid is between 3m and 4m.

#### 2.3 Loading

BS 6399: Part 1 gives dead loads and minimum recommended characteristic imposed loads for floors of office, retail, industrial and warehouses etc. The Code provides uniformly distributed loads per metre height of storage.

For 'general storage' the Code recommends a uniformly distributed imposed loading of 2.4kN/m<sup>2</sup> per metre of available storage height.

2m of available storage height = 4.8kN/m<sup>2</sup>

*Examples of use; hand pallet truck up to 500kg, shelving with bay loads up to 400kg*

3m of available storage height = 7.2kN/m<sup>2</sup>

*Examples of use; hand pallet truck up to 750kg, shelving with bay loads up to 500kg*

For shelving or racking with bay loads exceeding 500kg please advise layout and base-plate size.

For offices – general use with partitions = 3.5kN/m<sup>2</sup>

#### 2.4 Decking

The industry standard is 38mm moisture resistant particle board. Other types available are;

- 38mm particle board with Class '0' spread of flame
- Chequer or plain steel plate
- Open mesh flooring

### 3.0 ANCILLARY DETAILS

#### 3.1 Staircases & Landings

Mezzanine floors intended for storage use will have at least one Ambulant Disabled Staircase (ADS). Production, office and retail floors where persons are likely to be on the floor for long periods of time must have one ADS and a lift.

Some projects may require a lesser standard of access (conforming to the existing Approved Document K), these may include:

1. Storage floors where it is considered that the storage use of the floor would prevent disabled or frail people from carrying out work tasks associated with the use.
2. Office floors where the new first floor does not constitute a unique facility as an employee or visitor with access difficulties could be accommodated in office facilities on the ground floor.

If the End User wishes to provide an Access Statement then for storage floors a staircase conforming to Approved Document K would be acceptable and, for office floors, an ambulant disabled staircase would be acceptable without the need for a lift.

#### 3.2 Edge Protection

Hi-Level's unique edge-protection system provides a functional and very neat solution that integrates both the handrail and toe plate into the handrail post, also available without toe plate. For public environments an alternative system may be required and details are available upon request.

#### 3.3 Gates

Designed to protect personnel at exposed opening points at the floor edge, safety gates can have a light-weight, fail-safe roll-over operation or be of the sliding 'trombone' type. They can accommodate standard sized pallets and require virtually no maintenance. The gates are powder coated to give a highly durable finish with excellent gloss retention.

#### 4.0 Additional Notes/Sketches of layout