

HAND-OVER BOOK

S3

Sustainable Space Solutions B.V.



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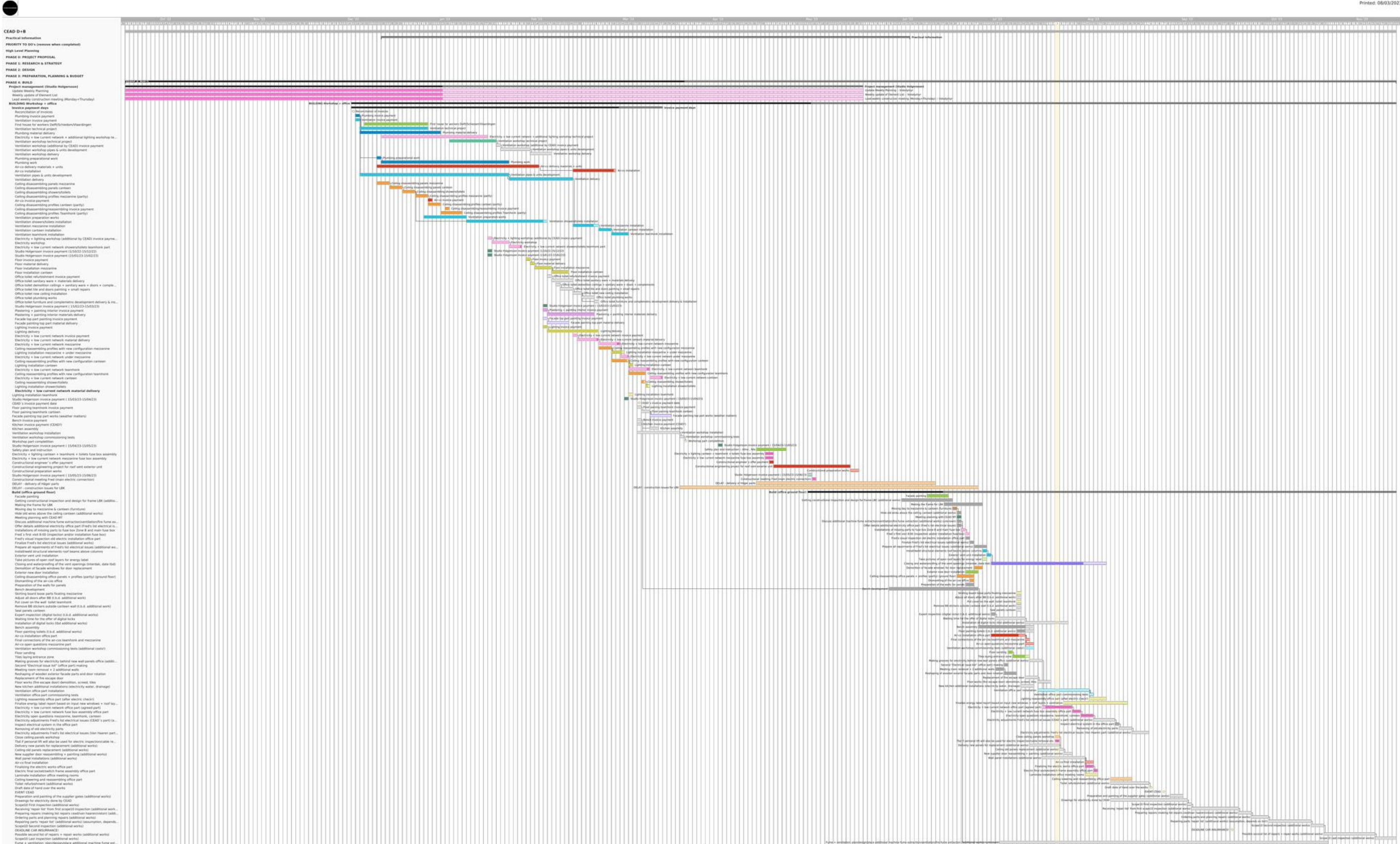
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Detailed online budget overview allows you to control all spends starting preparation phase and during the building process

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TeamGantt

Detailed online planning allows you to control the timing of each project and all processes depending on a particular task



1.1 DESIGN PROJECT



Description:

Phase 2.1: Design - Sketch design
Phase 2.2: Design - Provisional Design
Phase 2.3: Design - Final design (building parts)
Phase 2.4: Design - Final design (interior)
Phase 2.5: Design - Final design (Building parts & interior)
Phase 3: Preparation - Preparation phase

Links to files:

CEAD confidential

Specific alerts/warnings/remarks:

(design based on first budget 2M)

1.3 NEW FLOORS & WALLS Canteen + mezzanine



Description:
New office space and common space in the workshop such as

- “Mezzanine offices”
- “Canteen”
- “Teamhok”
- “Block of toilets and showers”

Internal maintenance/Repairs/Orders:

Lucas Janssen (Cead)

External maintenance/Warranty:
bb HB GmbH

Links to files:

CEAD confidential

Specific alerts/warnings/remarks:

Cead is currently in the process of checking the fire safety regulation and functional regulations of the mezzanine office (meeting rooms).

1.4 FLOOR WORKS Floor coating workshop

BEFORE



AFTER



| |
|--|
| <p>Description: New the floor painting works in the workshop and under the mezzanine.</p> <p>Excluding the m2 of the teamhonk and toilets/showers</p> <p>The used material is EPI hardtop 800 Pox N Comp RAL 7035.</p> |
| <p>Internal maintenance/Repairs/Orders: none</p> |
| <p>External maintenance/Warranty: 28-02-2022 to 28-02-2025 The warranty applies to adhesion to the substrate and product quality. Excluded from warranty: • normal user wear; • Extreme taxes; • Chemical, thermal, mechanical and/or damage by third parties; • tear formation due to settlements or movements of the underlying underlying floor; • external influences; • detachment due to vapor voltage in the substrate; • Too high moisture percentage in the surface and rising moisture. For all conditions regarding work of work, please refer to our attached General assumptions</p> |
| <p>Specific alerts/warnings/remarks: none</p> |

2.1 DEMOLITION & REASSEMBLING Workshop



- Description:
- Demontage inner works
 - Demontage & reassembling of ceilings 884m2 office part and BB parts
 - Demontage of two windows and the bottom part of the facade in the new entrance zone 45,7 m2
 - Replacing broken ceiling panels (office part)
 - Restoration of most damaged stone tiles in the office part

Internal maintenance/Repairs/Orders:
none

External maintenance/Warranty:
none

Links to files:
none

Specific alerts/warnings/remarks:

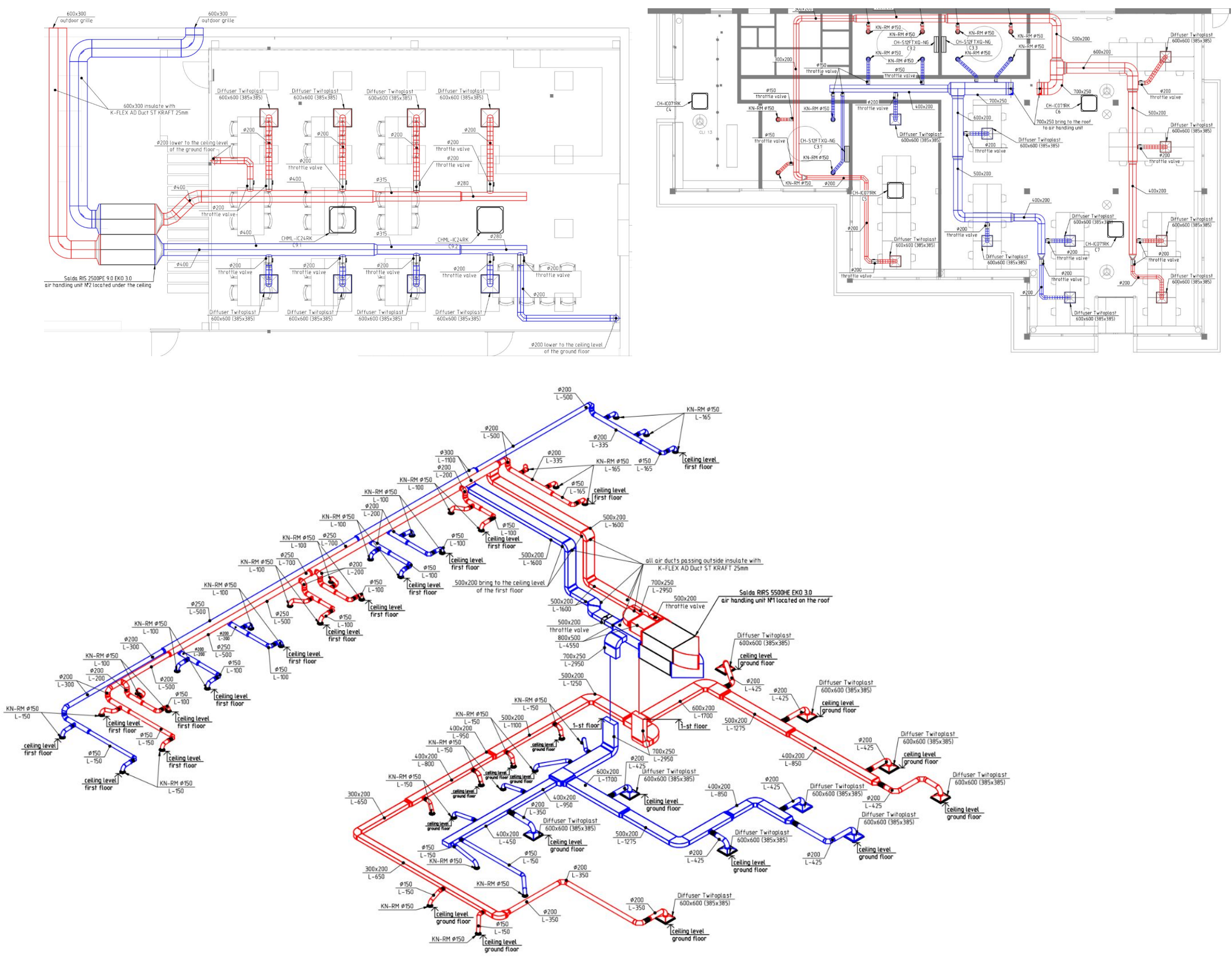
An external company (Detect Milieu Services B.V.) has made an asbestos report:
CEAD confidential

2.2 VENTILATION Workshop+office



| |
|--|
| <p>Description:</p> <ul style="list-style-type: none">• Supply+exhaust machines with exchanger:• 3400 qb m per hour (back part) machine• 5400 qb m per hour (mezzanine+office) machine• Exhaust ventilation in showers and toilets (back part)• Installation+delivery• Technical project (drawings & calculations) |
| <p>Internal maintenance/Repairs/Orders:</p> <p>For maintenance to the machine contact UAB Thermosistemas</p> |
| <p>External maintenance/Warranty:</p> <p>See agreement with Salda</p> |
| <p>Links to files:</p> <p>CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>Do not change the ventilation settings from installed and approved setup during commission tests. System currently connected to 60A and optimized to fit consumption requirements. It can only be adjusted by a ventilation expert of Thermosistemas.</p> |

2.2 VENTILATION ENGINEERING PROJECT Workshop+office



- Description:**
- Supply+exhaust machines with exchanger:
 - 3400 qb m per hour (back part) machine
 - 5400 qb m per hour (mezzanine+office) machine
 - Exhaust ventilation in showers and toilets (back part)
 - Installation+delivery
 - Technical project (drawings & calculations)

Internal maintenance/Repairs/Orders:

For maintenance to the machine contact UAB Thermosistemas

External maintenance/Warranty:

See agreement with Salda

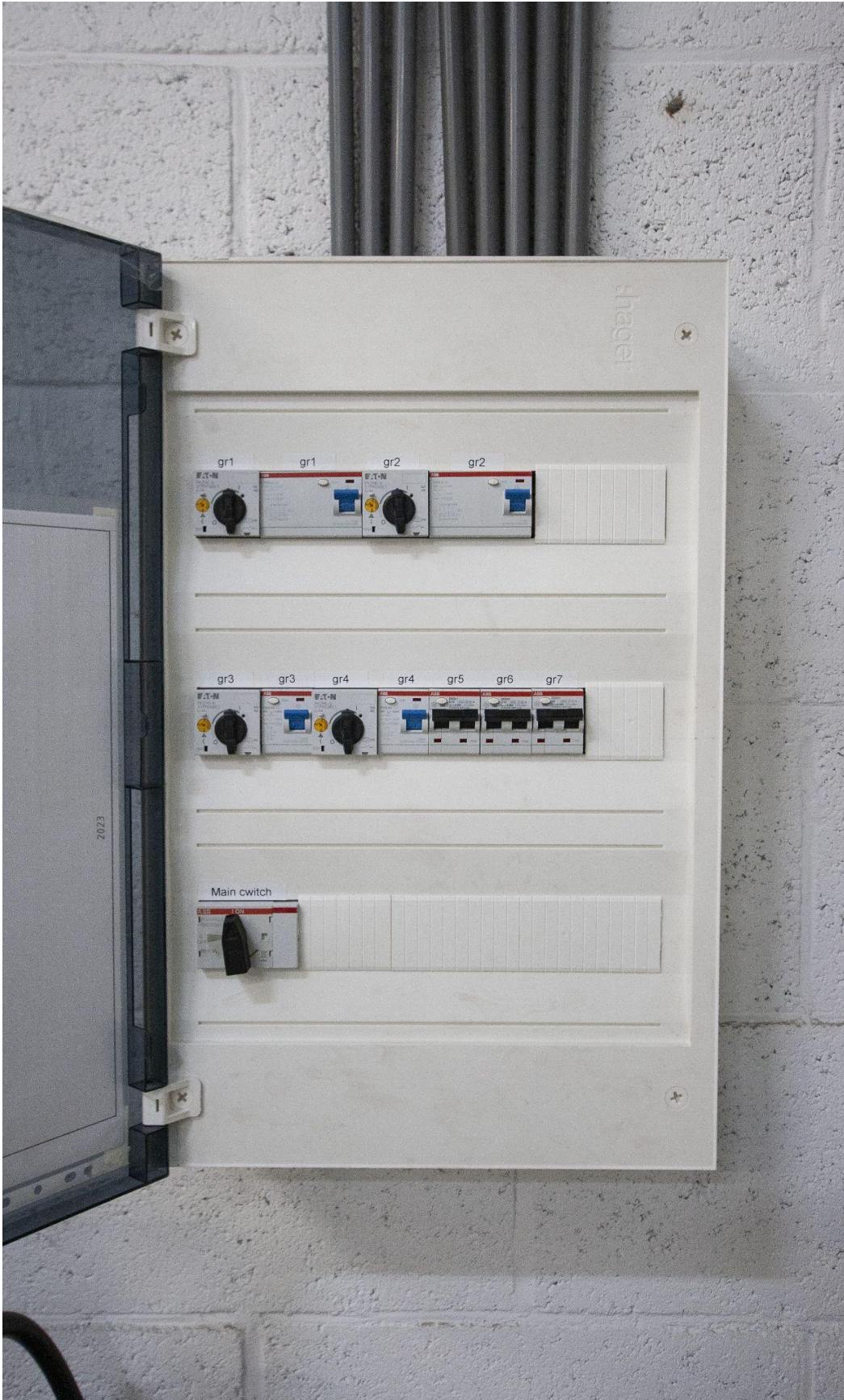
Links to files:

CEAD confidential

Specific alerts/warnings/remarks:

Do not change the ventilation settings from installed and approved setup during commission tests. System currently connected to 60A and optimized to fit consumption requirements. It can only be adjusted by a ventilation expert of Thermosistemas.

2.3 ADDITIONAL ELECTRICITY Workshop



Description:

Design and installation:

- fuse box W1 in the welding zone
- LED panels in two robots spaces
- connected 4 new overhang doors
- connected escape route signs in robot spaces

Internal maintenance/Repairs/Orders:

none

External maintenance/Warranty:

Warranty for installed materials. Installation works was accepted by the Client in the day of official hand over and approved by NEN3140 inspection

Links to files:

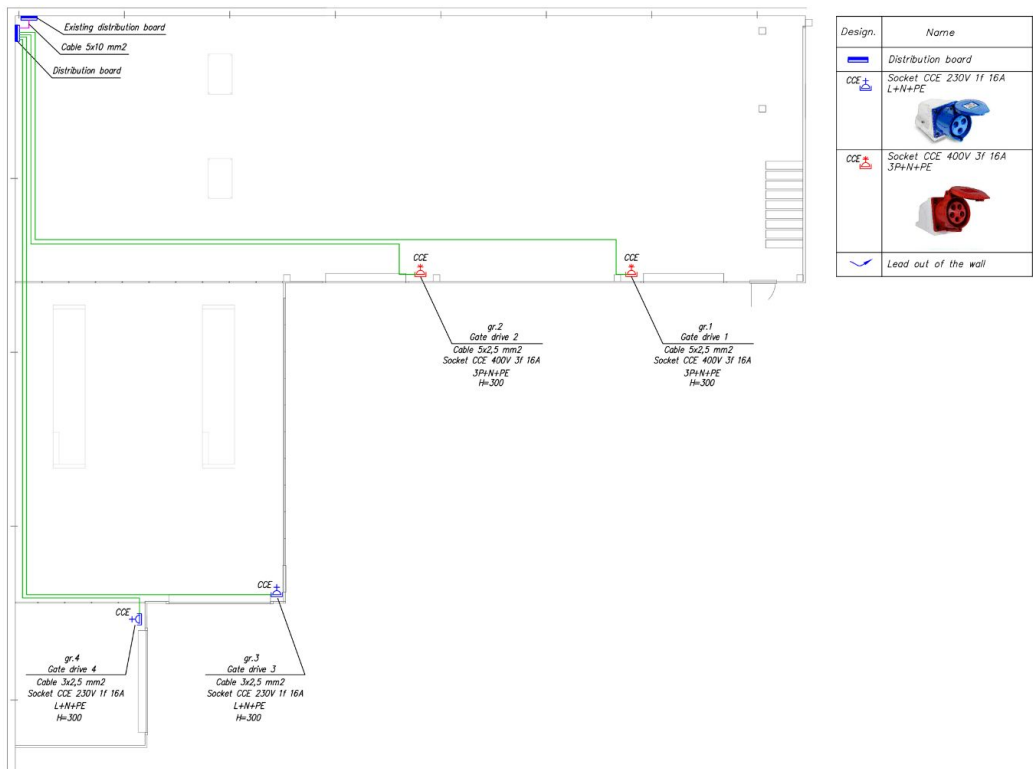
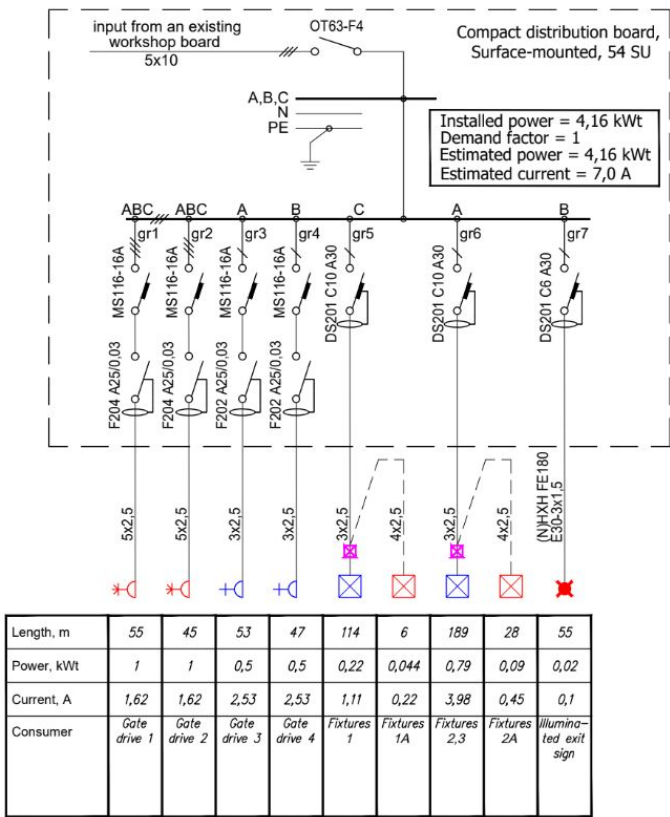
Electrical engineering project:

CEAD confidential

Specific alerts/warnings/remarks:

Before adding new electrical equipment or increase the power consumption check the total power limit. System currently connected to 60A and optimized to fit consumption requirements.

2.3 ADDITIONAL ELECTRICITY ENGINEERING PROJECT Workshop



Description:

Design and installation:

- fuse box W1 in the welding zone
- LED panels in two robots spaces
- connected 4 new overhang doors
- connected escape route signs in robot spaces

Internal maintenance/Repairs/Orders:
none

External maintenance/Warranty:

Warranty for installed materials. Installation works was accepted by the Client in the day of official hand over and approved by NEN3140 inspection

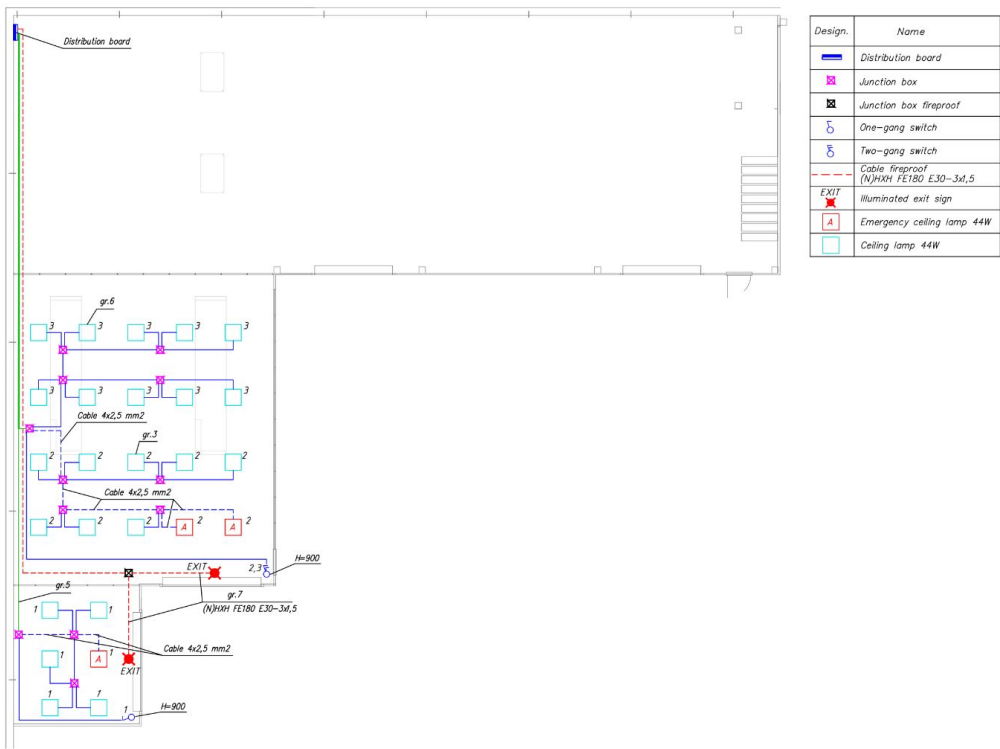
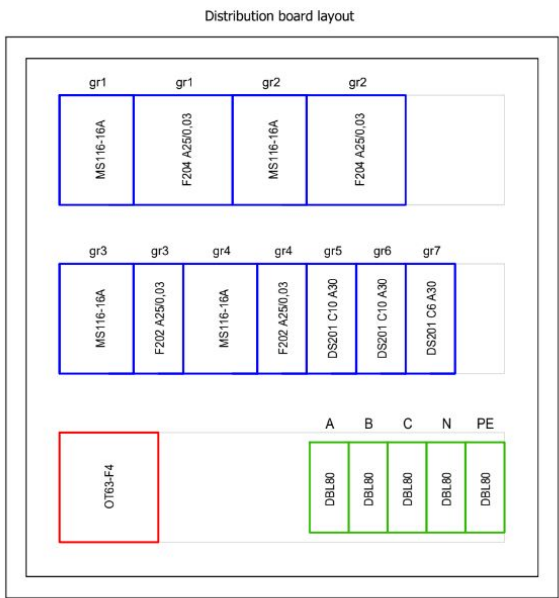
Links to files:

Electrical engineering project:

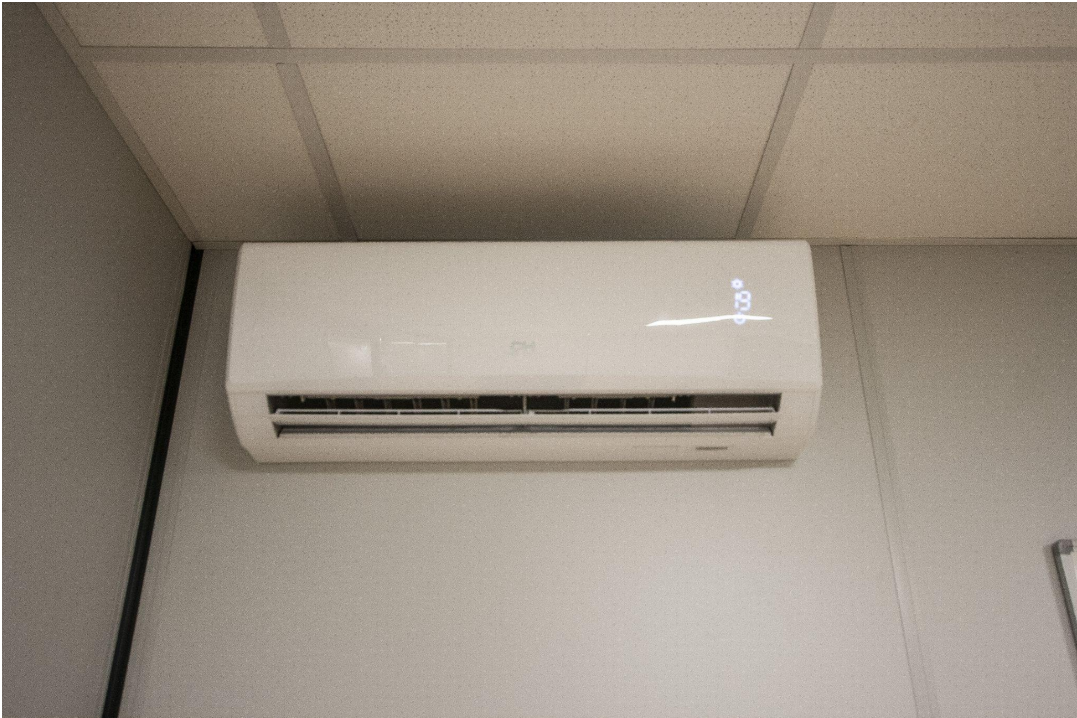
CEAD confidential

Specific alerts/warnings/remarks:

Before adding new electrical equipment or increase the power consumption check the total power limit. System currently connected to 60A and optimized to fit consumption requirements.



2.4 HEATING & COOLING Airco units



| |
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| <p>Description:</p> <p>Supplied and installed 8 ceiling, 9 wall units.</p> <p>Office part: 3 wall units, 4 ceiling units Mezzanine part: 6 wall units Teamhonnk: 2 ceiling units Canteen: 2 ceiling units</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>The maintenance of the air-conditioners UAB Thermosistemas</p> |
| <p>External maintenance/Warranty:</p> <p>UAB Thermosistemas</p> |
| <p>Links to files:</p> <p>Air-conditioning engineering project:</p> <p>CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>Do not change the ventilation settings from installed and approved setup during commission tests. System currently connected to 60A and optimized to fit consumption requirements. It can only be adjusted by a ventilation expert of Thermosistemas.</p> |

2.5 ELECTRICITY ENGINEERING PROJECT



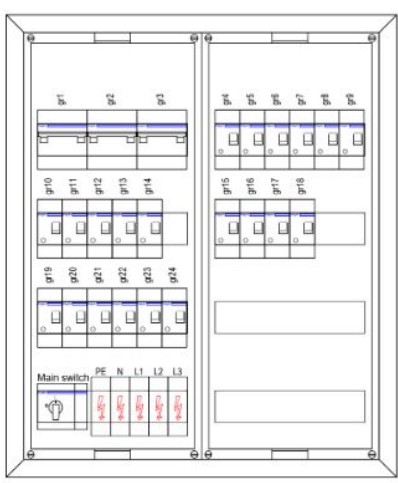
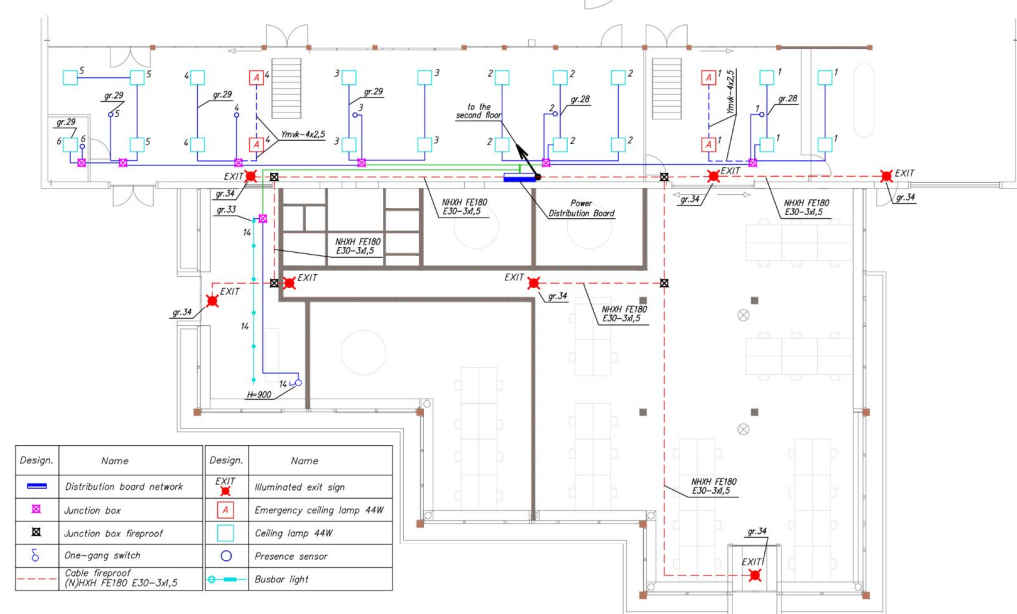
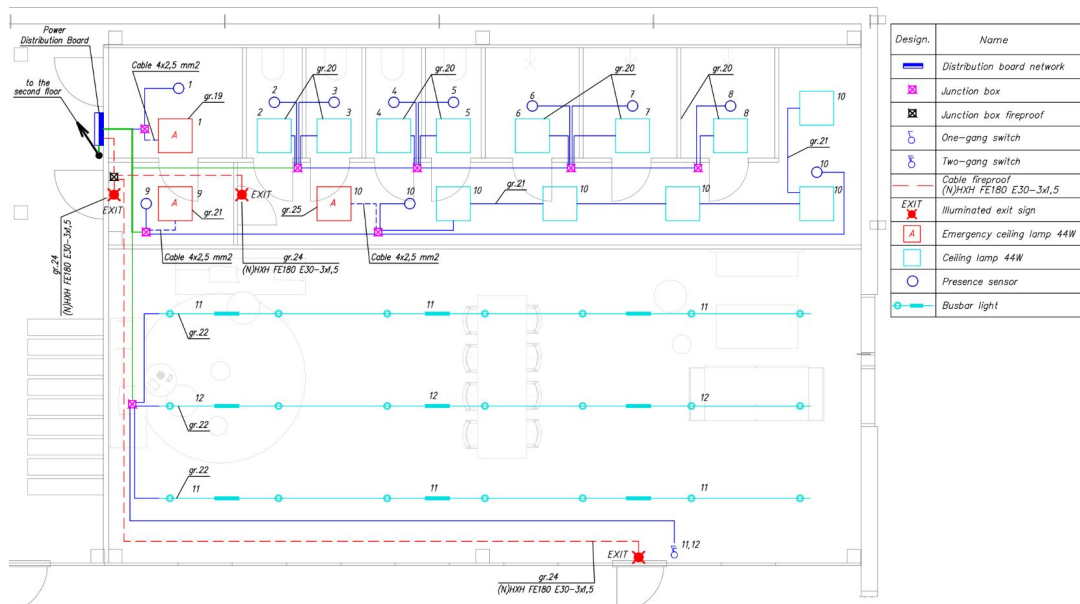
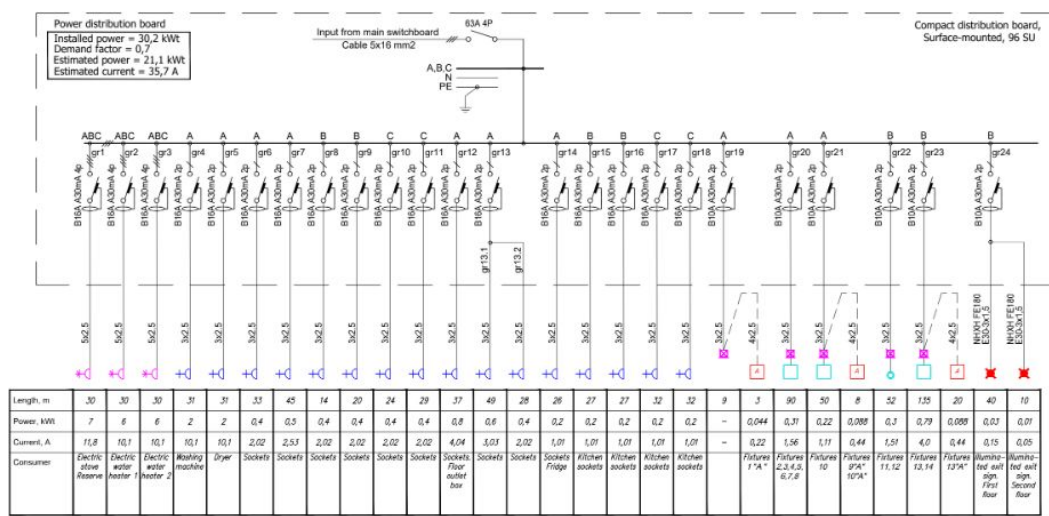
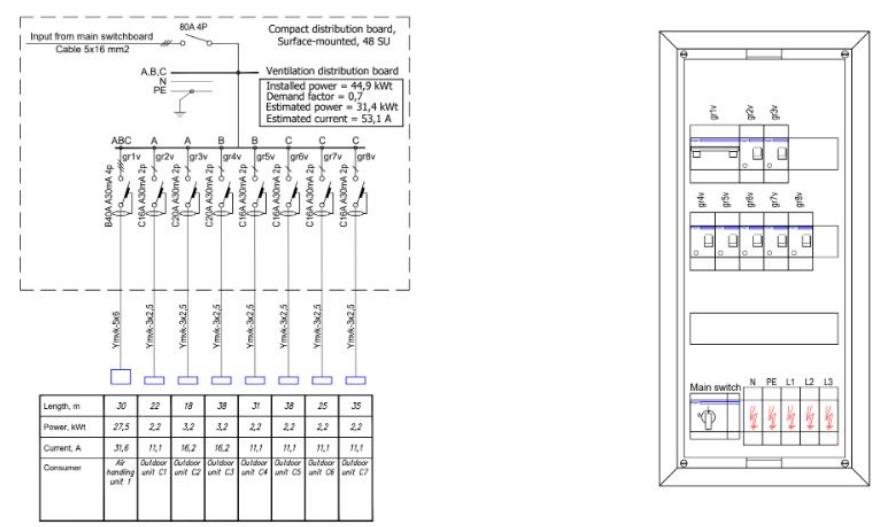
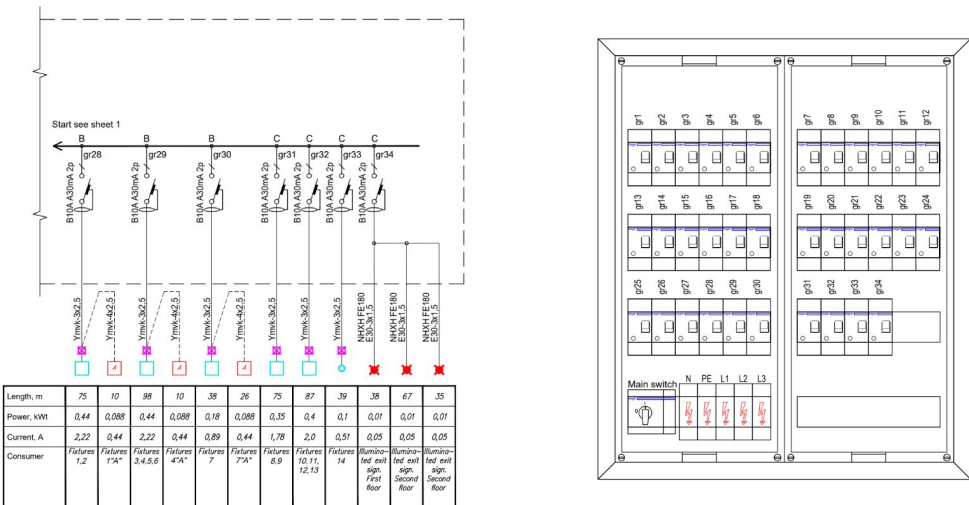
+Electrical equipment. Supply networks

+Electrical equipment. Zone A

+Electrical equipment. Zone B

| |
|---|
| <p>Description:</p> <ul style="list-style-type: none">• Technical project (electrical schemes)• Material + installation• New electrical connections for Zone A (office+mezzanine),• New electrical connections for Zone B (canteen+teamhonk+toilets and showers)• New electrical connections Supply networks (Fuse box next to the main fuse box (meterkast) |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>Hager provides warranty for the electrical equipment in the fuse boxes under standard conditions. Installation works was accepted by the Client in the day of official had over and approved by NEN3140 inspection</p> |
| <p>Links to files:</p> <p>CEAD confidential NEN 3440 report: CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>Before adding new electrical equipment or increase the power consumption check the total power limit. System currently connected to 60A and optimized to fit consumption requirements.</p> |

2.5 ELECTRICITY ENGINEERING PROJECT



- Description:**
- Technical project (electrical schemes)
 - Material + installation
 - New electrical connections for Zone A (office+mezzanine),
 - New electrical connections for Zone B (canteen+teamhok+toilets and showers)
 - New electrical connections Supply networks (Fuse box next to the main fuse box (meterkast))

Internal maintenance/Repairs/Orders:

none

External maintenance/Warranty:

Hager provides warranty for the electrical equipment in the fuse boxes under standard conditions. Installation works was accepted by the Client in the day of official had over and approved by NEN3140 inspection

Links to files:

CEAD confidential
NEN 3440 report:
CEAD confidential

Specific alerts/warnings/remarks:

Before adding new electrical equipment or increase the power consumption check the total power limit. System currently connected to 60A and optimized to fit consumption requirements.

2.6 PLUMBING Workshop



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| <p>Description:</p> <p>Supplied and installed:</p> <ul style="list-style-type: none">• kitchen water sewerage connections in the canteen and teamhonk• installed double sink with 2 taps• Installed 2 boilers• installed 4 toilets• installed 4 urinals• installed 3 shower cabins• installed 2 connections for washing machines and 2 dishwasher machines.• Isolated the water pipe under the roof. |
| <p>Internal maintenance/Repairs/Orders:</p> <p>Clean all drainages in time due to heavy use to avoid blocking of the sewerage.</p> |
| <p>External maintenance/Warranty:</p> <p>See material warranty from the supplier for the boiler equipment and other sanitary equipment.</p> |
| <p>Links to files:</p> <p>Scheme of the plumbing:</p> <p>CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>Do not change the settings of the boilers. Contact maintenance company to adjust the settings during their visit. System currently connected to 60A and optimized to fit consumption requirements.</p> |

2.7 FLOORING



Description:

Light wood laminate, skirting board and underlay was provided by CEAD.

Installed:

- 384 m2 (mezzanine+canteen)
- 219 m1 of skirting board
- 47 m2 of grey tiles (new entrance zone)

Internal maintenance/Repairs/Orders:

Only dry and half dry cleaning without active chemicals. Use rubbers and felt for the furniture and floor standing equipment.

External maintenance/Warranty:

CEAD is responsible for the maintenance and warranty for the used materials. Hand-over of laminate laying works on mezzanine, canteen was approved by Lucas Janssen on 21-02-2023.

Links to files:

none

Specific alerts/warnings/remarks:

This laminate is not waterproof so try to avoid wet cleaning only dry and half dry and check and protect laminate in the places of potentially possible leakages.



2.8 FACADE PAINTING Office part

BEFORE



Description:
Works for painting of the office part facade.

- Removing old paint from frames inside and out 284 m1.
- Sanding of wooden parts 31m2.
- Glass packaging (masking tape+plastic) 118 m2
- Sealing glazing beads with acrylic sealant 284 m1.
- Painting of wooden parts with acrylic paint 284 m1 + 160m2.
- Quartzprimer for stone parts.
- Primer for wooden parts.
- Painting stone parts with silicone paint

Materials

- RAL 7016

Internal maintenance/Repairs/Orders:

Painted parts of the facade require renewal if imperfection and damages become visible after the warranty period to protect the base material and extend the lifetime of whole facade.

External maintenance/Warranty:

20-06-2023 to 20-06-2025

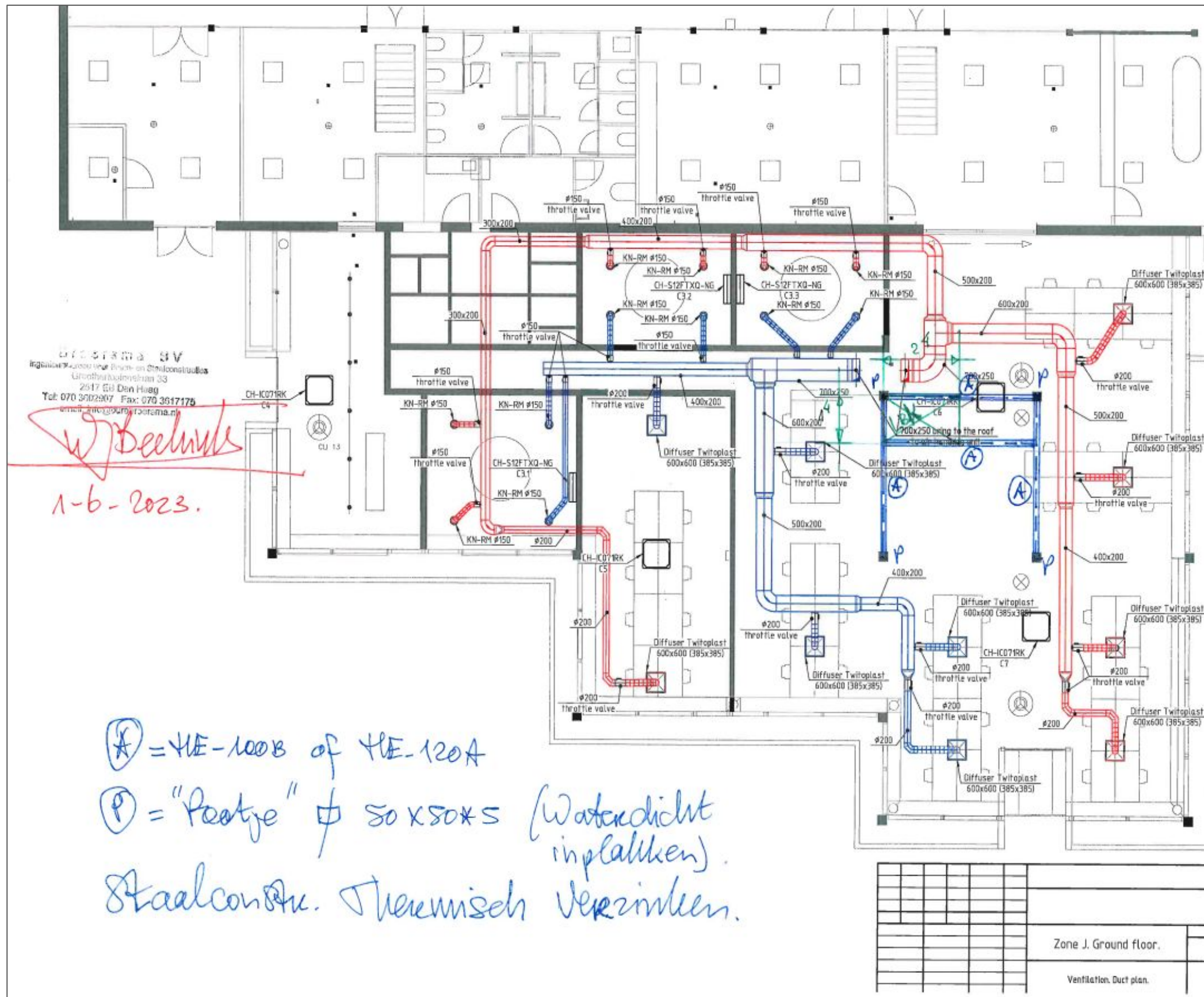
Links to files:

none

Specific alerts/warnings/remarks:

none

3.1 ROOF Constructional engineering scheme



Description:

Company Bureau Broersma visited the location, studied the archive drawings and made measurements on the location and made a constructional scheme for metal frame for ventilation exterior unit that is connected to the columns of the building to avoid additional load on the old roof due to it's condition.

Internal maintenance/Repairs/Orders:

| |
|------|
| none |
|------|

External maintenance/Warranty:

| |
|------|
| none |
|------|

Links to files:

Schemes from constructional engineer:

CEAD confidential

Specific alerts/warnings/remarks:

| |
|------|
| none |
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Contact information:

Company name: Bureau Broersma
E-mail adres(es):
Telephone number(s): 070 360 2907
Contact person: ing-Pim-Beekink

3.2 METAL FRAME For LBK



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| <p>Description:</p> <p>Company MKZ supplied metal elements. Beams EN 10025 EN 10034 HEB100 S235JR Zinked</p> <p>UAB “Thermosistemas” assembled the metal frame and installed it regarding drawings provided by constructional engineer.</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>Make visual checks. After 3 years whether coating degradation would become visible painted element should be covered with additional layer of exterior paint appropriate for metal.</p> |
| <p>External maintenance/Warranty:</p> <p>MKZ on the materials. Metal beam passports were hand over to CEAD.</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.3 FRED’S LIST

Priority

| |
|---|
| Description: Fred van Leeuwen made a list of electrical issues in the workshop area. This list of obviously visible electrical problems “low hanging fruits” was made to terminate non-standard electrical fixtures, connections etc to prepare for Scope 10 inspection. Completed list of all mismatches will be provided by Scope 10 inspector. Tasks from that list will be done by company UAB Thermosistemas. |
| Internal maintenance/Repairs/Orders: See the list with descriptions by the link below |
| External maintenance/Warranty: Warranty for the electrical system will be received after passing Scope 10 inspection |
| Links to files: Fred’s list + photos + tasks: CEAD confidential |
| Specific alerts/warnings/remarks: none |

3.4 MAARTEN’S LIST

Office part

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| Description: Maarten Logtenberg made a list of electrical issues in the workshop area. This list of obviously visible electrical problems “low hanging fruits” was made to terminate non-standard electrical fixtures, connections etc to prepare for Scope 10 inspection. Completed list of all mismatches will be provided by Scope 10 inspector. Tasks from that list will be done by company UAB Thermosistemas. |
| Internal maintenance/Repairs/Orders: See the list with descriptions by the link below |
| External maintenance/Warranty: Warranty for the electrical system will be received after passing Scope 10 inspection |
| Links to files: Maarten’s list + photos + tasks: CEAD confidential |
| Specific alerts/warnings/remarks: none |

3.12 ADDITIONAL WORKS

Requested by CEAD

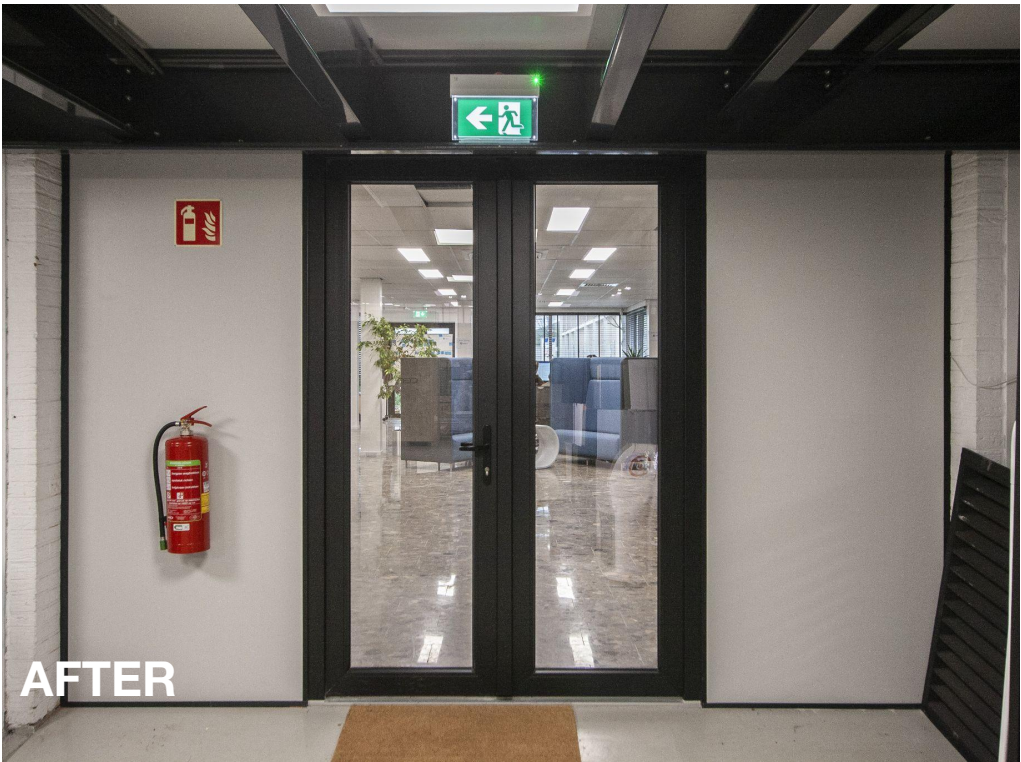
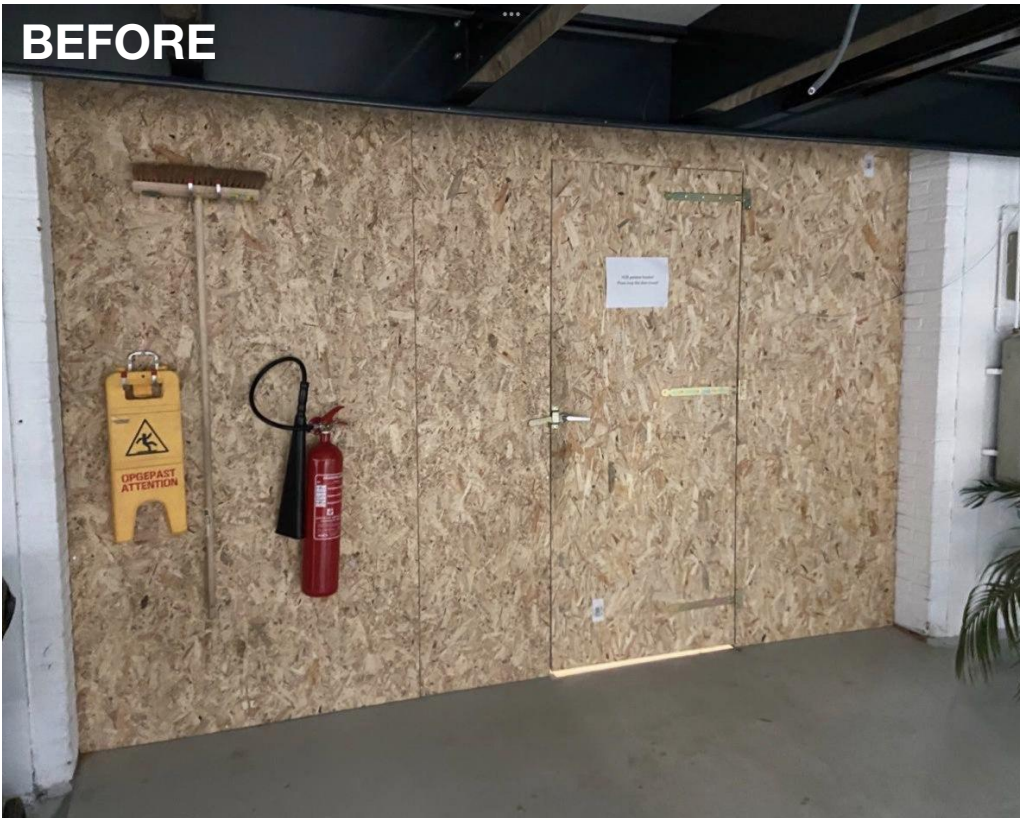
| |
|--|
| Description: UAB Thermosistemas made additional works by CEAD’s request Replacing the water faucet (near mezzanine ceiling) Replacing of cooper pipes (near mezzanine ceiling) materials + 12 hours (plumbing near mezzanine ceiling) Insulation of the fire pipeline (ceiling workshop) Transfer of the limit switch for opening a high-speed curtain (workshop) Transfer of old fire sensors on hanging ceiling (welding zone) Disconnecting of old hanging lamps above the ceiling welding zone (welding zone) Installation of additional wall in the WC with urinals (next to team honk) Materials + 72 hours (ceilings & walls workshop) Closing the wall between canteen and welding zone (canteen) Materials + 48 hours (canteen) give exact number Disassembling and reassembling of the stairs (for laminate installation) works 30 hours |
| Internal maintenance/Repairs/Orders: none |
| External maintenance/Warranty: none |
| Links to files: none |
| Specific alerts/warnings/remarks: none |

3.9 LOW CURRENT WORKS

Additional electricity works including connections for smart locks

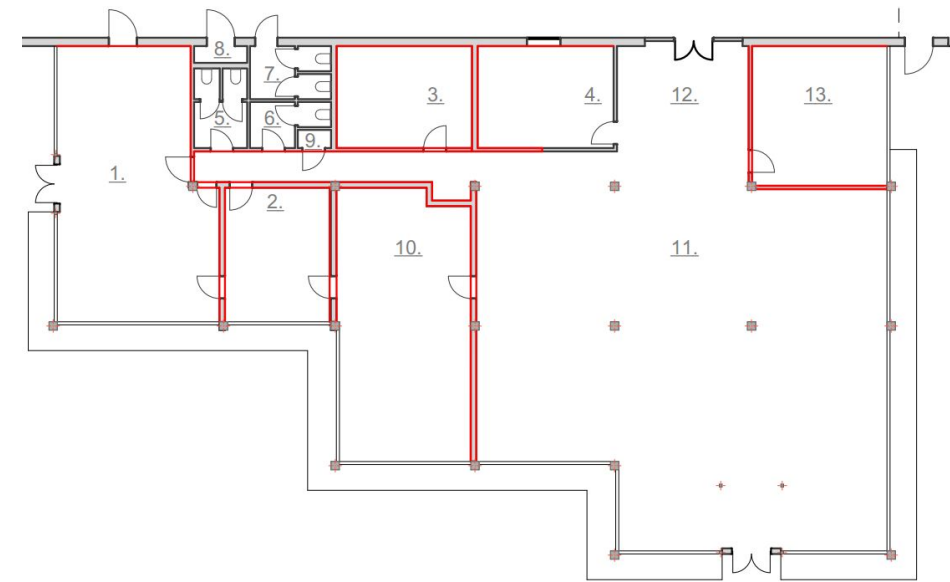
| |
|--|
| Description: UAB Thermosistemas made additional low current network connections, lighting. 337 m1 FTP CAT6 337 m1 plastic pipes clips 20xRJ45 connectors 8 x LED panel (for teamhonk) + wires Installation Delivery |
| Links to files: none |
| Specific alerts/warnings/remarks: Before adding new electrical equipment or increase the power consumption check the total power limit.. System currently connected to 60A and optimized to fit consumption requirements. |

3.13 NEW ENTRANCE DOORS + wooden indoor wall replacement



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| <p>Description:</p> <p>Installation of 2 new sets of double doors including sourcing and buying materials and all installation works. The aim is to have doors with double layered glass if possible within this budget.</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>Doors were bought by CEAD from the company</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.14 OFFICE WALLS Plastering & painting (interior)



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| <p>Description:</p> <p>Installation of the wall particle board panels and readjusted the electrical fixtures on the walls. 320 sq.m. of panels.</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>none</p> |
| <p>Links to files:</p> <p>PDF with the wall panel plan:</p> <p>CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |



3.15 FLOOR PAINTING Toilets & showers



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| <p>Description:</p> <p>Painting of the floors with 2 component floor paint in toilet & shower zone and the floor of the Teamhonk. 138 sq m of floor paint incl. 35sq paint with additional sand</p> <p>Toilet & showers RAL 7016 Teamhonk RAL 7040</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>none</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.16 PAINTING WALLS Mezzanine OSB painting parts works



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| <p>Description:</p> <p>Painting in RAL 7019 colour visible parts of the mezzanine floor</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>none</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.18 FIRE ESCAPE DOOR Replacement with double door & renovation of wooden supplier door



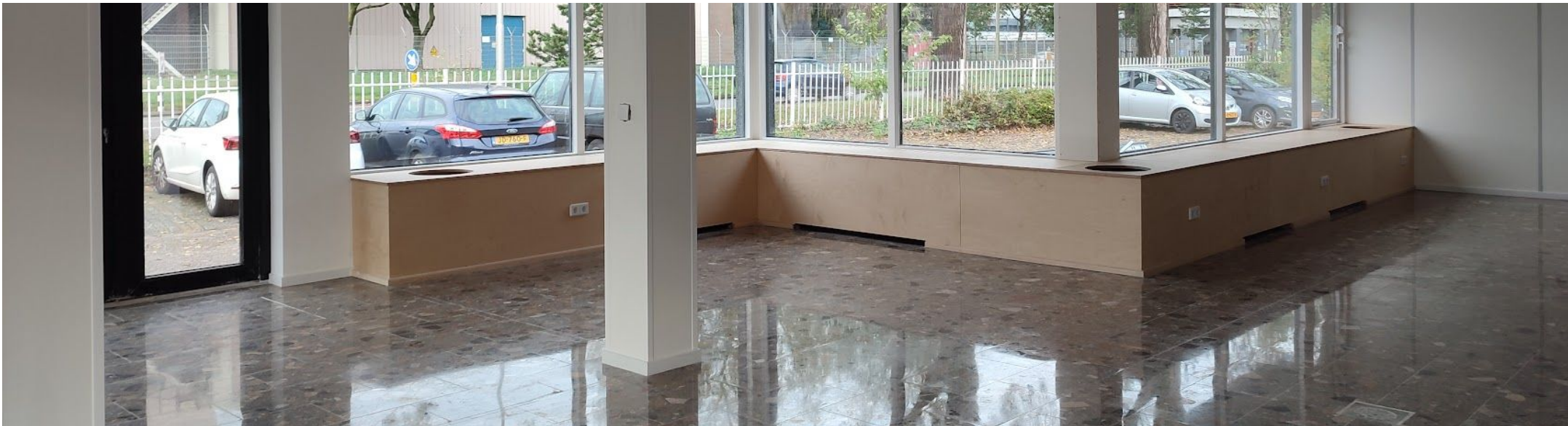
| |
|---|
| <p>Description:</p> <p>Demolishing of the old entrance door and replaced it with uPVC double door. Prepared and produced new door panel (supplier door) Installed new hinges. Primered + painted supplier door. Installation of the door handles etc. together with lock supplier.</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>none</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.19 TOILET REFURBISHMENT Works



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| <p>Description:</p> <p>Making some basic refurbishment. Replaced: 4 sinks (countertop sinks) + 4 taps (sink mounted) 5 toilets (floor mounted) 1 sink drawer for 2 sinks 2 sink drawers for 1 sink Ceiling change 15 sq m Tile wall+floor painting 82 sq m</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>Sanitary ware warranty from supplier.</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.20 BENCH Works



Description:

Making the “bench” on inside of facade to cover cable management etc. and also to function as storage/seats with openings for plants integration. 40.87 m1 of the “bench”

Internal maintenance/Repairs/Orders:

Each 2.5-3 years the additional layer of cover should be applied to protect the birch plywood and avoid possible imperfections that could be caused during use.

External maintenance/Warranty:

none

Links to files:

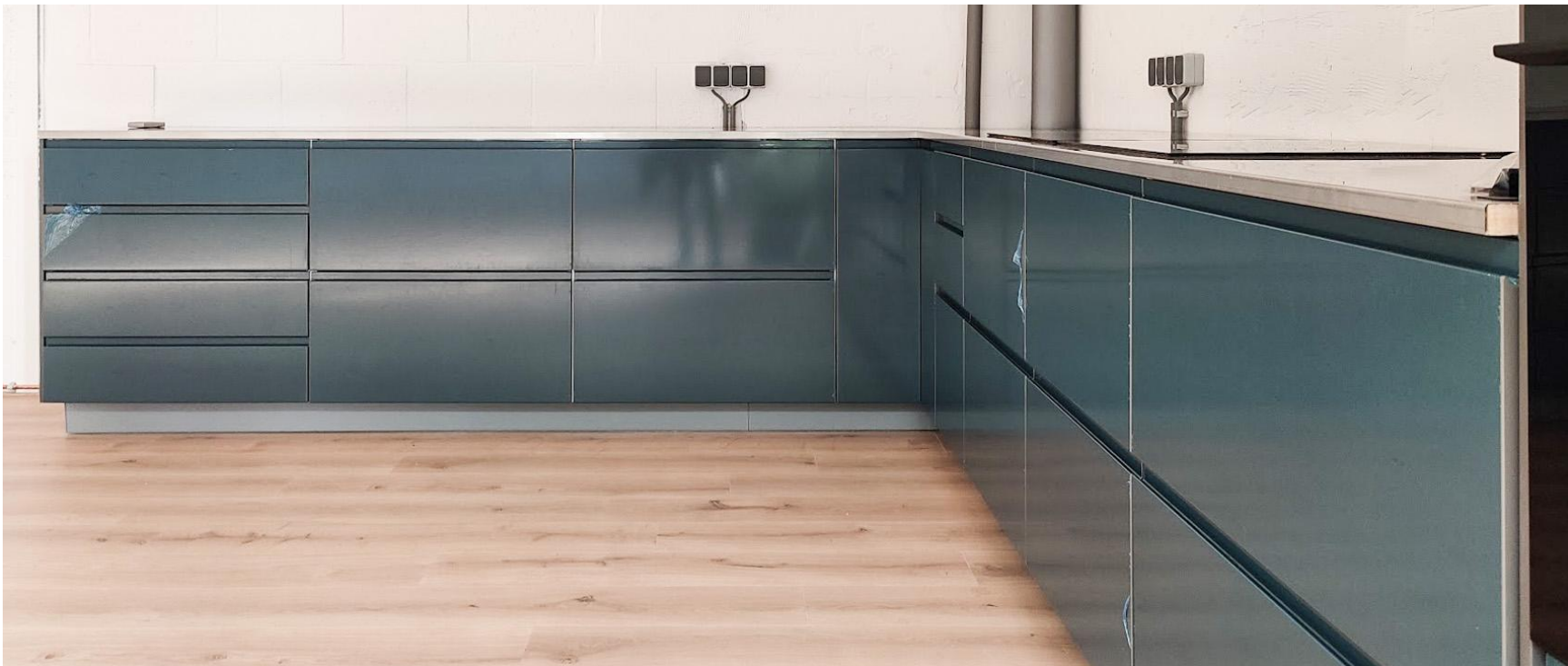
none

Specific alerts/warnings/remarks:

Water the flowers and plants with special attention to avoid overflows to protect the cable gutters from water and moisture



3.21 KITCHEN INSTALLATION Works



| |
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| <p>Description:</p> <p>Installation of a new IKEA kitchen and kitchen equipment in the canteen that was bought by CEAD.</p> <p>CEAD had a direct contract with Florian.</p> |
| <p>Internal maintenance/Repairs/Orders:</p> <p>See Ikea website.</p> |
| <p>External maintenance/Warranty:</p> <p>See Ikea website.</p> |
| <p>Links to files:</p> <p>Kitchen drawings:</p> <p>CEAD confidential</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>Make sure that kitchen equipment will work regarding “Electricity use protocol” while it is connected to 60A to avoid overloading. Don't use all kitchen equipment simultaneously.</p> |

3.22 NEW LED PANELS Office part



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|---|
| <p>Description:</p> <p>Installation of 45 ceiling LED panels in the office</p> |
| <p>Internal maintenance/Repairs/Orders:</p> |
| <p>External maintenance/Warranty:</p> <p>Warranty on the materials from the supplier</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.23 PAINTING WORKS Interior office parts



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| <p>Description:</p> <p>Paintworks in the office and workshop area</p> <ul style="list-style-type: none">• Window paintwork - 178,56 m1• Meeting room carpentry paintworks - 27,7 sq.m• Door paintwork - 20 pieces |
| <p>Internal maintenance/Repairs/Orders:</p> <p>none</p> |
| <p>External maintenance/Warranty:</p> <p>none</p> |
| <p>Links to files:</p> <p>none</p> |
| <p>Specific alerts/warnings/remarks:</p> <p>none</p> |

3.24 OTHERS Extra works



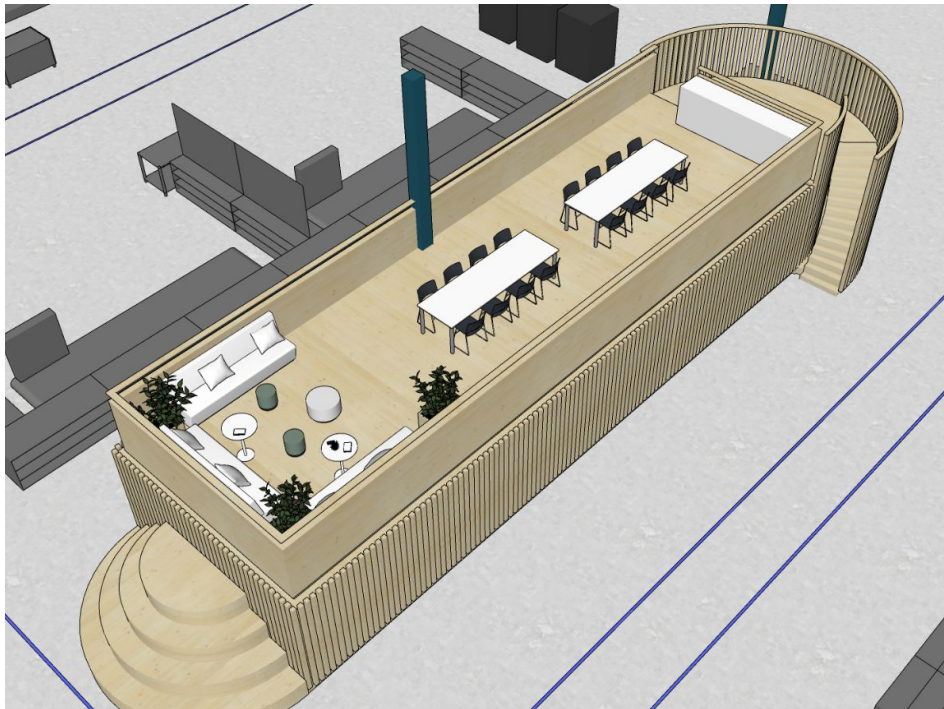
| |
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| Description: |
| Exterior wooden canopy (luifel) box reshaping, plastering and repainting 2 entrances Exterior concrete step with tiles (main entrance) 600x600x20 exterior tiles) Floor hatches 1 stone hatch with slab renovation + 2 laminate hatches Old main entrance exterior wooden walls removal Door rotation new entrance Making vent opening in the welding zone Old kitchen floor additional works (screed demolition, screed pouring, laminate laying) Additional drainage connection to the coffee machine (concrete cutting + plumbing works) BB's glass door adjustment Replacement of all damaged ceiling panels |
| Additional hours for Maarten's list Additional water and drainage connection in the canteen Additional hours of floor restoration (old entrance) Terrazzo stone extraction from old kitchen Floor sanding and polishing 266 sq.m Additional renovation works for toilet refurbishment - Radiators removing and installing Temporary roof waterproofing Additional hours due to changing the LBK position after constructional drawings |

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| Specific alerts/warnings/remarks: |
| none |

APPENDIX



IMAGES FROM INITIAL DESIGN PRESENTATION



OLD CONCEPT IDEAS Description

