

OFFICE BUILDING CLASSIFICATION

1. This Classification is adapted to modern office stock (Class A, Class B+, Class B-) only. All buildings which do not meet the above parameters are classified as Class C buildings.
2. Building to be classified as Class A, Class B+ or Class B- should meet all relevant criteria apart from 1 “Must” criterion and 4 “Optional” criteria.

Class A	Class B+	Class B-
1. BUILDING SYSTEMS		
1.1. BMS (Building Management System)		
must	optional	not applicable
1.2. HVAC (Heating Ventilation and Air-Conditioning)		
HVAC system that provides cooling, heating and humidity control within individual premises	HVAC	
must	must	optional
1.3. HVAC capacities		
Capacity to provide 24-hour cooling in server rooms. Temperature in office areas 22-23 C ⁰ , +/- 1C ⁰ . Fresh air supply 60 m ³ per hour per 10 m ² of office rentable space according to planned occupancy		
must	recommended	not applicable
1.4. Modern fire security system		
must	must	must
1.5. Elevators		
Modern high quality speed elevators of major international brands	Modern elevators for 3-storey buildings and higher	
must	must	must
1.6. Maximum waiting time of lifts around 30 seconds		
optional	not applicable	not applicable
1.7. Power supply		
Two independent sources of power supply with automatic change-over or a diesel generator power supply system emergency back-up (power supply should be minimum 70 VA of the one-time electric load per 1 m ² effective office space), UPS for emergency systems		
must	optional	optional
1.8. Security system		
Modern security system and access control (CCTV at all entrance points and parking, electronic card access, 24-hour security personnel)	CCTV at all entrance points, 24-hour security personnel <u>Recommendation:</u> Electronic card access	
must	must	must

Class A	Class B+	Class B-
2. BUILDING STRUCTURE		
2.1. Clear height 2.7-2.8 m and over		
must	optional	optional
2.2. Layout		
Open floor plates, efficient layout. Regular column grid not less than 6X6	Open floor plates for the whole or more than 50% of office rentable area, efficient layout	
must	must	optional
<u>Recommendation</u>		
Distance from windows to columns not less than 4 m at least for 90% of usable area. Floor plate not less than 1,000 m ² and regular column grid 8X8 or 9X9 are more efficient		
2.3. Floor depth		
Floor depth not more than 18-20 m from window to window. Not more than 9-10 m from window to floor plate core, 12 m – for buildings with non-regular forms and atriums		
optional	optional	optional
2.4. Loss factor. Building loss factor not exceeding 12%		
must	optional	optional
Loss factor = $1 - \frac{\text{usable area}}{\text{rentable area}} * 100\%$		
Areas are calculated according to BOMA standards		
2.5. Load bearing capacity not less than 400 kg/ m² and more		
must	optional	optional
2.6. Fit-out of common areas and facade finishing		
High quality materials used in fit-out of common areas and facade finishing	Quality materials used in fit-out of common areas and facade finishing	
must	must	must
2.8. Raised floors		
	Building is designed for full value raised floor installation	
must*	not applicable	not applicable
* Optional for buildings delivered before 2005		
2.9. Lightning & window grid		
Modern high quality windows providing ample (good) natural lighting, rational window grid		
optional	optional	optional

Class A	Class B+	Class B-
3. LOCATION		
3.1. Location		
Good building location, absence of objects that can have negative impact on a building image nearby (for example functioning industrial buildings, cemeteries, dumps, prisons, etc.)		
must	optional	not applicable
3.2. Transport access		
Convenient vehicle and public transport access, i.e. 10-15-minute walk from the nearest metro station or an adequately organized shuttle-bus service		
must	optional	optional
4. PARKING		
4.1. Parking type		
Underground parking or multilevel parking with covered way to the building. Surface guest parking	Organized secured parking	
must	must	must
<u>Recommendation</u> Convenient pass for cars to parking	<u>Recommendation:</u> Underground parking for newly built buildings	
4.2. Parking ratio		
Parking ratio for buildings:		
1) within the Garden Ring – not less than 1 space per 100 m ² of leasable area (1/100);		
2) outside the Garden Ring, within the Third Ring Road – not less than 1/80;		
3) outside the Third Ring Road and within 10 km from MKAD (along-track direction to the city center) – not less than 1/60;		
4) 10 km from MKAD (along-track direction to the city center) and further – 1/30-40 or more		
optional	optional	optional
5. OWNERSHIP		
5.1. Single ownership (the building is not sold by floors or blocks to different owners)		
must	not applicable	not applicable
5.2. Transparent ownership structure		
optional	optional	optional

Class A	Class B+	Class B-
6. PROPERTY MANAGEMENT & SERVICES		
6.1. Property management		
Professional property management company with not less than 5 buildings under management (not less than 5,000 m ² each) or with relevant international experience	Well-organized property management	
must	must	must
6.2. Telecom providers		
At least two independent high quality telecom providers in the building		
must	must	optional
6.3. Lobby		
Efficiently organized reception area appropriate to building size, providing convenient access to the building		
optional	optional	not applicable
6.4. Amenities		
Professionally organized staff cafeteria adequate to building size and population and at least two more amenities in the building (ATM, news agency, dry-cleaning, shops, etc). Infrastructure nearby should be considered	Staff cafeteria and other amenities in the building (ATM, news agency, dry-cleaning, shops, etc). Infrastructure nearby should be considered	
must	must	must