



## **About**

Moulsham Mill - a Grade II listed building, has a long history with a mill recorded on this site in the Domesday Book. The existing timber building dates back to 1819 - with substantial repairs carried out in 1860, and brick built extensions added in 1890.

Originally functioning as a watermill, the Mill was converted to steam operation in the middle of the nineteenth century. Messrs W H Marriage & Sons, a local Chelmsford based family business, operated the Mill for 200 years until its closure in 1971.

Following a period of disuse the buildings were renovated and re-purposed during the 1980's under a Community Programme scheme financed by the Manpower Services Commission.

Moulsham Mill - which is still owned by the Marriage family, now offers a range of serviced offices, open plan space, virtual offices, retail and studio space, with meeting rooms and parking. Benefitting from on-site management, Moulsham Mill is home to a range of businesses and charities, Chelmsford Community Radio, and an independent coffee shop - Coffee at the Mill, which supports good causes in and around Chelmsford.

## **Information and Services**

### **Cleaning**

A cleaning service is provided throughout the building (Mon – Fri). Cleaners are on site from approximately 5pm. Please note the cleaning service does not include tidying desks etc.

Should you have an unusually large amount of office waste to dispose of please contact Reception. Waste bins are sited at the side of the building, in the recess past the fire escape. Please note our refuse collection is only licensed for transfer of day to day office waste.

### **Conference & Meeting Rooms**

Rooms are available to licensees at a reduced rate. Please contact Reception for details.

### **Fire**

Fire alarms and extinguishers are sited in prominent positions on all floors. Please familiarise yourself with the Fire Action Notices, which are displayed next to the fire alarm call points. Copies of these can be obtained from the Mill Office. Alarms and extinguishers are regularly maintained and inspected.

The alarm system sounds for one minute every Wednesday at 10am. A full evacuation fire drill is carried out twice a year and we request your co-operation at these times in evacuating the building, and leaving doors to offices unlocked.

### **Health and Safety**

Health and Safety is of prime importance at Moulsham Mill. A copy of the Mill's Health and Safety Policy Statement is available on request to all licensees.

### **Insurance**

The Mill is insured for:

Fire – buildings cover only

Public Liability – common access parts of the building only

Licensees are responsible for arranging their own insurance cover, as appropriate. Please ensure the Mill Office holds a current copy of the certificate for your public liability insurance (please see your Licence Agreement for more details).

### **Mill Office**

The Mill Office is staffed from 9am – 5pm (Mon – Fri)

### **Opening Hours**

The building is open to licensees:

8am – 10pm Monday to Friday

8am – 6pm Saturdays

The building is open to the public from 9am – 5pm, Monday to Saturday.

The building is closed on Sundays and all Bank Holidays.

## **Parking**

Parking, for approximately 60 cars, is available at the front and rear of the building. Parking permits are issued to licensees and their staff. Please display your parking permit so we know that you are an authorised user of the car park. All parking is on a first come first served basis.

## **Photocopying/Fax**

Photocopying and fax facilities are available to licensees, with usage added your monthly invoice. You will need a personal access code to use the photocopier. Please request this from the Mill Office. The photocopier is sited on the first floor, and the fax machine is at Reception.

## **Post**

Incoming post will be sorted into licensees' private trays on Reception. Outgoing mail is collected by Royal Mail from Reception (Mon – Fri). Please confirm current collection time with Reception.

A franking service and stamps are available from Reception.

## **Reception**

Reception is staffed from 9am – 5pm Monday to Saturday. Reception staff will welcome visitors to the building and notify you of their arrival. In the interests of security, we ask licensees to collect their visitors from Reception.

Reception staff will sign for mail or parcels on your behalf if required, and take messages in your absence. These will be left in your private post tray.

A daily register of licensees who are on the premises is held on Reception. Please notify the receptionist when you enter or leave the building. This helps us to provide an efficient service, and is essential in case of emergency.

## **Recycling**

Recycling bins are placed throughout the building. Larger items, e.g. boxes, can be disposed of in the recycling waste bin sited at the side of the building, in the recess past the fire escape.

## **Security**

The Maintenance Team are responsible for the day to day security of the building. A member of the Maintenance Team will check external doors and windows, ensuring they are locked outside normal business hours (9am – 5pm Mon to Sat). Access entry codes are provided to all licensees.

Licensees have access to the building from:

8am – 10pm Monday to Friday

8am – 6pm on Saturday

Sunday access is by prior arrangement with Mill Management.

In the interests of security Licensees are asked to observe the following:

1. When you are the last person to leave your floor and/or office, please ensure that all windows are shut, the door to the stairwell is closed - and where applicable, the communicating door to the rest of the building is locked.
2. Outside normal opening hours please enter and leave the building by the side door (between the Mill and Cottage building) and ensure the door closes behind you. An entry access code will be provided to licensees.
3. The building is alarmed from:

>10pm – 8am (Mon – Fri), and

>6pm Saturday until 8am Monday

The alarm system is connected to a monitoring station. When the alarm is set the side door is locked with a deadbolt, limiting access to authorised key holders.

4. Please report any suspicious or unusual occurrences or persons to a member of the Maintenance Team or Receptionist, or in their absence inform the local police station (101).
5. Under no circumstances should any keys to the buildings or the access entry codes be passed to any third party without the agreement of the Mill Management. All Licensees are issued with two sets of keys, as standard, at the commencement of the Licence Agreement. Please notify the Mill Office if you need any additional keys (this may incur a charge). All lost keys must be reported to the Mill Management, any resulting costs will be borne by the licensee.

### **Telephone**

Your office space will come equipped with one phone line connected to the main switchboard as standard. Additional phone lines and other services are available. Please discuss your requirements with Cloud Nine (our current telecoms provider) prior to moving into the building.

## Business Information

Mill Management Co. InterAct Projects Ltd

VAT Registration No. 688 4795 54

Registered Address Moulsham Mill  
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Office Team

Anita, Sarah and Suzanne

Reception Team

Gill, Joe, Lynn, Suzanne and Bekki

Maintenance Team

Chris and Nick