JLL SEE A BRIGHTER WAY

TENANCY FIT OUT GUIDE

Approved By: _____

Date: _____

ISSUE HISTORY

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Revision	Description	By	Date
1	Initial version	PH	2004
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3	WHS amendments	BD/SF/GW	Feb 2013
4	Review and Update	CH/WS	Aug 2018
5	Review and update WHS in line with current risk strategy. Include Silica dust controls.	CH/SM	Nov 2020
6	Tenancy Fitout Review update for fees and requirements	RC	Jul 2021
7	Included corporate social responsibility, BBP waste removal, hoardings, carbon footprint, building contractors, waterproofing, kitchen appliances.	RC	April 2023

8	Include WHS updates regarding silica dust Section 3.17	RC	April 2024

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1 INTRODUCTION

1.1 DOCUMENT INENT

This document has been prepared by JLL, Managing Agent for the Owners of the building. The information contained herein shall be the subject of periodical review as time and circumstance warrant.

As a guideline document, its purpose is to be both instructive and informative to enable Tenants to obtain the necessary Lessor's consents and approvals to tenancy works and thus arrive at a speedy, but nevertheless realistic, tenancy fit out program. It is in the Lessor's interest as well as that of the Tenant to eliminate time delays so that early occupation of the building may take place.

A tenancy fit-out can be a complex operation involving many parties, and in order to ensure the efficient execution of the task from preliminary design stage through to practical completion, it is essential that all parties have a clear understanding of their respective roles and adhere to the procedures in this document.

The objectives of the Tenancy Fitout Guide are to:

- Provide assistance for tenants to ensure that their fit outs complement the base building to maintain the effectiveness of the base building services.
- Ensure that the base building environmental aspirations and design is not compromised through the fitout process, and to encourage tenants to support the NABERS and Green Star objectives.
- Set guidelines to ensure a safe, comfortable, attractive and ecological sensitive working environment for tenants, employees, and their clients.
- Help protect the image, quality and project vision of site for the benefit of both the Owners and Tenants.
- Ensure the long-term asset value of <site name> is not diminished.

1.2 OUR COMMITMENT TO INCIDENT AND INJURY FREE

The Owners and Building Management believe in the fundamental principle that every person associated with our business or properties should be able to go about their daily lives without being injured.

The Incident and Injury free ethos is based on the principle of care and concern for other people. It is focused on Work Health & Safety policies, procedures and statistics, and on relationships with our colleagues, concern for their welfare and ensuring all activities are completed in a manner that is safe for all.

We are committed to the provision of safe environments which are Incident & Injury free for all people: our workers, contractors and service providers, visitors, tenants and their guests.

The Incident & Injury free philosophy extends beyond property and work boundaries. It is a message which we encourage everyone to adopt for all activities they and their families and friends undertake whether these activities relate to work, travel, leisure or at home.

1.3 OUR COMMITMENT TO SUSTAINABILITY

The Building Owner is committed to the long-term operating principle of Sustainability. For us this means optimising the economic, environmental and social values of our business in a responsible manner that ensures our long-term success and that of our stakeholders.

JLL is committed to acting sustainably in all aspects of our business, and more specifically, to the development, implementation and continual improvement of sustainable practices throughout our services contracts. This includes JLL's commitment to achieve Net Zero Carbon emissions by 2040.

In this pursuit of sustainability, we find ourselves in a position where we have the ability to positively influence our stakeholders, their decisions and their activities.

We want you to share our journey and embrace the principles that we see as being vital to this partnership.

Together on this journey we will commit to…

- Proactively reducing our business and personal footprint on the environment.
- Seeking continual improvement in our productivity.
- Innovating sustainable business practices.
- Influencing and educating those stakeholders within our sphere of influence, both in the workplace and at home, and promoting ongoing dialogue.
- Building open and transparent partnerships that provide us with sustainable solutions.
- Acknowledging the upstream and downstream impacts of our activities.
- Recognising and rewarding effort and achievement.

We recognise that there will be challenges and opportunities, both known and unforeseen, that will arise throughout our transition to becoming a sustainable business. By positioning ourselves in a flexible, accountable and transparent partnership, we are confident that we can approach such change with intelligence and passion.

We acknowledge that this journey towards sustainability will be a learning process and a continual evolution for our systems, processes, culture and attitudes. We do not expect all the answers immediately. We do however expect you to embrace this journey and move forward with demonstrated commitment, to partner with us on programs and initiatives that provide sustainable solutions, and to recognise and reward those stakeholders who contribute to our joint successes.

1.4 SOCIAL & CORPORATE RESPONSIBILITY

The Property Owners and Building Management are committed to the highest standards of corporate social responsibility, diversity and inclusion.

Tenants/retailers are encouraged to support diversity and social sustainability through appropriate procurement policies and practices. For example:

- Procuring goods and services from ethically produced and socially sustainable sources.
- Purchasing goods and services from Aboriginal owned and run businesses, from not-for-profit or social enterprise businesses.
- Providing professional development and advancement opportunities for disadvantaged groups such as those from ethnically diverse backgrounds, people with disabilities or Aboriginal or Torres Strait Islander peoples.
- Mentoring young or disadvantaged youth in design and fit out installation skills.
- Designing tenancy fitouts that employ Design for Dignity principles which allow easy access and use by all stakeholders.

Business ethics and social standards can also vary widely in Australia and across different countries. In the current globalised economy, it is reasonable to assume that products used in fitouts may have been manufactured overseas.

By asking questions of your supply chain, you can ascertain how your goods and services are procured and how socially sustainable they are. Managing a business supply chain means that business suppliers are readily able to respond to questions about their ethically and socially supportive work practices.

2 FIT OUT ADMINISTRATION

2.1 DEVELOPMENT APPROVAL PROCESS

The basic stages for fit out, refurbishment, remodelling and general changes to tenanted areas are listed below.

2.1.1 Building Management Approval

Building Management must be informed of your proposal and be provided with suitable documentation, drawings, material sample boards, etc.

Note: Building Management are the only persons authorised to sign statutory authority or private certifier documents on behalf of the Owners.

2.1.2 Development Application (or equivalent)

Some fit out and refurbishment works may require to be carried out under a Development Application, the criteria for which should be discussed with the nominated BCA Consultant or Regulatory Authority.

2.1.3 Construction Certificate (or equivalent)

Before works commence, a Construction Certificate must be provided. This document certifies that all the proposed changes to the tenancy and services are in accordance with the relevant Building Code of Australia (BCA) and Australian Standards (AS). A BCA consultant or regulatory authority will be required to prepare this certificate.

2.1.4 Complying Development Certificate (or equivalent)

Some fitout and refurbishment works may be able to be carried out under a Complying Development Certificate, the criteria for which should be discussed with the nominated BCA Consultant or regulatory authority.

2.1.5 Certificate of Occupation (or equivalent)

At the conclusion of works, a BCA consultant or the local regulatory authority will certify that the fit out, inclusive of all services and equipment, conforms to the BCA, AS or prescribed codes. This certification, together with statements of compliance from each contractor, will enable the consultant to then issue a Certificate of Occupancy.

Where the base building maintenance contractor is not used for the changes to the fire and emergency services systems the Tenants Project Manager will ensure that the base building contractor issues a certificate of compliance that states that the tenancy services are able to perform to the base building design or applicable operating standards.

As a precursor to the acceptance of the final certifications the Building Manager requires the tenant to complete an integrated test with the base building contractors for all mechanical, fire and life safety systems

Note: A tenant is not permitted to populate or conduct business from the tenancy fit out area until an Occupation Certificate has been issued.

The required Folio Identifiers for <site name> are as follows:

CBalternations size and complexity. Note: Payment of invoice is required prior to the fitout review process commencing.

This fee does not cover the cost of any external consultants that Jones Lang LaSalle deem necessary to review the fit out in further detail and where independent expert professional advice is required.

2.2 WORKS COMPLETION

On completion of works, a mutually acceptable time will be arranged to inspect the works with whoever deemed required.

As fitouts and alterations generally impact building Fire & Life and Safety systems. A Fire Safety Certificate (FSC) sign off (or equivalent as required by your local government approving authority) will be required. The fitout FSC is considered an extension to the Building's annual fire safety certification requirements, hence to maintain integrity of these systems the tenant or tenant's representative must engage the company who signs of the buildings annual fire assessment will be required to review all FSC sign offs and inspect or witness the operation of all tenancy installed fire life and safety systems (i.e. emergency lighting, emergency warning and intercom system, fire exit signage, emergency egress routes and hydrant coverage etc).

<JLL's preferred consultant for JLL in NSW is Australian Essential Services Compliance (AESC) and must be engaged at the commencement of the tenancy fitout. The pricing schedule for tenancy reviews can depend on the numbers of installed "BCA Essential Measures" and pricing is to be confirmed with AESC directly this is a fitout cost borne by the tenant or their representative.>

Following confirmation by the tenant representative that the fitout is complete, Section-6 of the fitout Fire Safety Certificate must be completed and signed off by AESC, and then sent to JLL for review and to obtain building owners signature required in Section 8. JLL will return the FSC to the tenant representative to obtain final occupancy certification. Note: a full set of OC documentation must be provided to JLL prior to occupancy.

2.3 THE PROJECT MANAGER

The key to a successful fit out is a competent Project Manager co-ordinating between the tenant, consultants, services contractors, and Building Management. The tenant is responsible for appointing the Project Manager, whose appointment shall be approved by Building Management. The Project Manager must have demonstrated proof of high standards of commercial work.

The property has a suite of services for today's tenant, and to gain the optimum benefit from these services, tenant fit outs must be correctly designed, installed, and commissioned. Experience has shown that the majority of tenant dissatisfaction with services can be traced to modifications done during the tenancy fit out, which can be avoided by proper planning, design, execution and commissioning.

It is the responsibility of the Project Manager to chair co-ordination meetings between the tenant, Building Management, the base building services and sustainability consultants, and relevant specialist service contractors on a regular basis to enable Building Management to monitor the progress of the fit out and service modifications for the benefit of the tenant.

The Project Manager shall appoint and maintain on the site for the duration of the fit out, a competent full time Foreman or Supervisor who shall be fully experienced in all aspects of the works. The Foreman or Supervisor is to be the Project Manager's representative on the site, who shall have the authority to take all necessary actions requested by Building Management in relation to quality, performance and over all control, as well as the daily organisation and planning of the works. The Project Manager shall provide the Foreman or Supervisor with a mobile phone and this person will be required to be contactable 24hrs/7days for the duration of the fitout works.

A full list of required fitout documentation is provided in Section 9 Fitout Meeting Checklist.

2.4 CO-ORDINATION MEETINGS

During the fitout program there will be a series of meetings chaired by the Project Manager and held in the Building Management offices. Attendees will be:

- Project Manager,
- A tenant representative,
- The nominated Building Management representative/s,
- The base building services and sustainability consultants
- Representatives from specialist service contractors as invited by the Project Manager.

The Project Manager shall issue minutes to all Attendees of the co-ordination meetings, within three (3) days of the meeting.

Two (2) weeks prior to the first meeting the Project Manager will provide the Building Management Office the preliminary partition layout, furniture layout, finishes guide, operational profile of tenancy and statutory authority documentation requiring owner sign off.

2.4.1 Concept Design Meeting

Purpose:

- Confirmation of the Attendees and their responsibilities.
- Confirmation of the procedures outlined in this Tenancy Fitout Guide.
- Building Management's assessment of the preliminary design.
- Building Management's signing (subject to design approval) of the documents on behalf of the Owners.

At this meeting the Project Manager shall provide:

- A sample board of materials and colours to be used in common areas or areas visible from the common areas or property exterior.
- Two (2) sets of proposed layout drawings and specialist services drawings.
- These drawings should cover the following requirements as a minimum:
    - (i) Layout partitioning
    - (ii) Services

The tenancy services design drawings are required to show the following information.

- All existing Variable Air Volume (VAV) boxes, Active Chilled Beams (ACB), and ductwork, pipework including flexible connections and air diffusers, should be shown on the drawing.
- All relocated or new VAV boxes, ACB's, ductwork including flexible connections and air diffusers
- All VAV box and ACB temperature sensors should be shown on the drawing.
- The air quantities for all VAV boxes (minimum and maximum), ACB's, and supply air diffuser, and exhaust flow rates should be shown on the drawing along with equipment loads
- All supplementary air conditioning units with piping and valve detail, unit operating pressure, condenser water flow rate and associated pressure drop.

- Fire protection services including EWIS.
- Electrical services including lighting layout, emergency and exit lights and signs with complete circuit details Connected lighting loads (W/m2 NLA) shall be provided.
- Communication Services
- Security services
- Hydraulic services
- Notification should any of the service requirements be in excess of that offered by the base building.
- Implications or elements associated with the Fire Engineered Solution
- Predicted Tenancy NABERS Energy rating
- Green Star Office Interiors credit summary and estimated rating if the fitout were certified.
- Notification of connection to the dedicated condenser water system, gas service, cold water, drainage, waste, communications, security system, BMCS or essential services systems is required. Connection to the base building hot water and low temperature chilled water system is not permitted.
- Copies of current insurance certificates valid for the duration of the fitout program for:
- Preliminary program
- Dilapidation report of the fitout area
- List of personnel who may require security access passes

Summary:

At the end of the first Concept Design meeting, the Project Manager shall have all relevant information to commence contact with the relevant authorities and have provided all services design for initial Base Building consultant review.

2.4.2 Detailed Design Meeting

Purpose:

- Review requirements for modifications or additions to services.
- Approval of base building specialist service consultants.
- Approval of fit out program including access and material delivery requirements.
- Approval of signage
- Approval of finishes
- Approval of progress payment schedule

At these meetings the Project Manager shall provide:

- A schedule of specialist service contractors for approval by Building Management.
- A detailed fit out program clearly showing freeze dates for information from the tenant with respect to design, services, signage, and relocation.
- A schedule of access and material delivery requirements

- A progress payment schedule if the Owners are contributing to the fit out.
- The approved Regulatory Authority Development Application or Complying Development Certificate (or equivalent) application form.
- Construction Certification (or equivalent) completed by an Independent Accredited Certifier (BCA Consultant) or regulatory authority.
- A completed Green Star Office Interiors credit summary indicating the initiatives incorporated into the design to nominally achieve 5 Green Star Office Interiors (v 1.1). Note a formally certified Green Star Office Interiors rating is not required (applicable only if there is a commitment by the owners or tenant towards a nominated Green Star Rating).

Summary:

At the end of the Detailed Design meetings, subject to any requirements in the Lease or Agreement for Lease, the Project Manager shall have the relevant information and approvals from the authorities and Building Management to proceed with construction. The Project Manager is to be aware that there may be separate tenant lease obligations that may be required to be fulfilled prior to access to the fitout being granted.

Building Management must provide formal approval for construction prior to the commencement of any fit out works.

2.4.1 Pre-Construction Checklist for Site Mobilisation

Prior to the start of the construction phase the following actions must be taken and confirmed by Building Management:

- WHS Management Plans and Emergency Response Procedures are in place.
- Temporary power has been set up and operating.
- All base building blind systems have been placed in the stowed position and isolated from operation for the duration of construction.
- All bathrooms to be used, have had protection installed on surfaces.
- All lift reveals have been sealed from dust entering the lift shafts with one lift left available for Emergency use.
- All base building AC is to be isolated and filter material placed over all return air dampers.
- Protection placed on all concrete pillars.
- Goods lift Lobby Floor protection installed.
- Lift Card reader protection installed (supplied by Building)
- Base Build lighting panel protection installed.
- Appropriate construction signage displayed with PPE requirements and Construction contact details.
- PPE made available for visitors.
- Fire Sprinkler Safety Bins on each floor (660L).

2.4.2 Further Meetings

- The Project Manager, the tenant representative or Building Management may call further progress meetings as appropriate should items require discussion.
- It is preferable to have a short weekly or fortnightly formal meeting with all parties present rather than frequent phone calls between specific parties.

2.4.3 Practical Completion Meetings or Tenant Occupation Meeting

- Confirmation that the fit out will be ready for occupation by the tenant on the date of practical completion and the date which the Certificate of Occupancy (or equivalent) will be provided to Building Management.
- Confirmations of bookings for the goods lift, security access, after-hours air conditioning, and other relevant bookings to assist the tenant with their relocation.
- Confirmation of the date of the Practical Completion meeting which shall be no later than two weeks after the date for practical completion.

At this meeting the Project Manager shall provide:

- The proposed relocation date.
- Goods lift, after-hours air conditioning and other relevant bookings as required.
- Progress report on services commissioning.
- List of all tenancy personnel requiring security access proximity cards and schedules if required.

Summary:

At the end of the practical completion meeting, the Project Manager shall have all relevant information to ensure the smooth relocation of the tenant. The Project Manager is to note that tenant occupation cannot proceed until a Certificate of Occupancy has been provided to the Building Management office.

2.4.4 The Final or Project Completion Meeting

Purpose:

- Submittal of "as installed" documentation.
- Agreement to a defect rectification program.
- Finalisation of payments.
- QS Report (prior to final incentive payment)

At this meeting, the Project Manager shall provide:

- Certificates of compliance from the relevant authorities.
- Certification from the contractors that all works have been installed in full compliance with authority requirements and the requirements of the base building services as nominated in this guide and noted in the Coordination Meetings
- “As installed" drawings provided for all services (including air conditioning air balance and commissioning data) and a partition layout in CAD file copy provided on CD-ROM.

- These files shall be structured into folders for the service or discipline in question (i.e., Mechanical, Electrical, Fire, Architectural etc.) and the file shall be titled with the drawing number, name and date of last revision appearing in the drawing title blocks.
- Copies of services warranties, guarantees, and contractual maintenance obligations provided in soft copy.
- Operation and Maintenance manuals provided in soft copy.
- Completed Green Star Office Interiors credit summary and demonstration that initiatives have been incorporated into the fitout to support the 5 Green Stars rating. Note, a formally certified Green Star Office Interiors rating is not required. All maintenance manuals, specifications and reports shall be provided electronically in Microsoft Word and PDF formats with file names to clearly describe the documents and their date of issue.

All CAD files must be provided in one of the following formats (in preference order):

- DWG format,
- AutoCAD R14 or later (preferably R2000)

These should be complete with PCP, PC2 or CTB files to allow line colours to be assigned to pen weights. Where X refs are required, these shall be bound into the file as required and the drawing left in its native state for ongoing editing. The X Ref shall be for the building block only with services provided on separate layers. Where non-standard AutoCAD fonts are used the font file used shall also be provided.

A copy of all “as installed” documentation shall be provided to Building Management in the same format as used for the Base Building Operation and Maintenance manuals. Building Management shall provide details of the required format on request.

After this meeting, the tenancy works will be inspected by a representative of Building Management to ensure all works have been completed and meets the base building standard.

At the end of the Project Completion meeting, and following the tenancy inspection, the only item outstanding should be the defect list with rectification program (as necessary). Note following occupation by the tenant, additional defects may become apparent and shall be added to the defect list.

2.5 BUILDING MANAGEMENT OFFICE CONTACT DETAILS

Management Office Address

Telephone:

Email

Website:

Commercial Address:

Retail Address:

2.6 PERFORMANCE BOND

A performance bond may be required to be provided by the tenant to Building Management for all fit out works being performed. The value of the bond, as determined and advised by Building Management, will be as described in the Heads of Agreement or Lease document, or otherwise directed by the building manager.

This bond will be held until all the requirements nominated within Tenancy Fitout Guide are met. The bond will be used to cover costs incurred in achieving compliance with this Guide if the responsible contractor fails to comply with the requirements.

2.7 INSURANCES

The Project Manager shall arrange insurance for the fit out works and all staff and trades people in accordance with the following minimum requirements:

♦ Public Liability:	$20 million
♦ Workers Compensation:	$Unlimited
♦ Contractor Works:	To the value of the fit out works plus 20%
♦ Professional Indemnity	To the value of the fitout works plus 20% (if required by the Building Manager)

The insurances shall remain current for the duration of the fit out works and as required by legislation, and the Project Manager shall provide copies of the insurance certificates at the Concept Design Meeting to the Building Manager.

2.8 INDUSTRIAL MATTERS

The Project Manager shall ensure that all personnel associated with the fitout works comply with current industrial legislation. The Project Manager is responsible for industrial matters and must consider advice and directions in respect of industrial matters that Building Management may give from time to time.

2.9 PROGRESS PAYMENTS

If the Owners are contributing to the fit out, progress payment claims must be made in accordance to the schedule agreed to in the Detailed Design Meeting, or in accordance with the Lease or Agreement for Lease. The claims shall be submitted to Building Management for processing, less retention (if any), for payment by the Owners. The submission of a progress payment invoice shall occur only after sign off that the works covered by the invoice are completed to the tenant and their Project Manager's satisfaction.

Retention (in the form of a bank guarantee) shall be withheld until the end of the twelve-(12) month defect liability period and shall be released only if all defects are completed to the satisfaction of Building Management.

2.10 SAMPLES

The Project Manager shall supply samples of all materials and colours at the Concept Design Meeting (refer to section 2.4.1) and shall ensure they conform to the quality of approved Base Building samples.

2.11 HANDLING AND STORAGE

The Project Manager is responsible for the handling and storage of all of the fitout materials. Materials delivered to multi-tenanted floors shall be immediately removed from the loading dock via the goods lift to a stacking area within the fit out works.

The Project Manager shall keep these areas clean and tidy and free of rubbish, off-cuts and general debris. The Project Manager is responsible for the security of the materials at all times.

2.12 LOADING DOCK , GOODS LIFT ACCESS AND PARKING

Laneway & Loading Dock Operations

The loading dock area for both the office and the retail is located on Basement Level 1 with easy access to the Goods Lifts at the same level. Vehicle access is via Hosking Place,

Note the maximum height of 3.1m within the loading dock area.

An intercom linked to each tenancy will be located at the car park roller door on Hosking Place, for entry to the loading bay. Short term courier parking bays are positioned in close proximity to the loading bay area within the Basement. Couriers are not permitted to deliver mail and goods to the main building concierge / reception desk located within the entry lobby at ground level to enhance the overall security and appearance of the building.

Facilities for handling tenancy waste and recycling are adjacent to the loading bay. Rubbish removal during fitout works is the Fitout Contractors responsibility. Fees apply to any Tenant, or Tenant representative, found dumping rubbish at any point in time.

The loading dock will have a dedicated dock master who will control all vehicle movements at Level B2

A roller shutter is provided at the entry to the loading dock / carpark and will be shut after hours and have card reader access

The ramp into the loading dock and carpark becomes a one-way ramp when vehicles greater than 6.4m are on the ramp.

The height clearance in the commercial tenant carpark is 2.2m.

No vehicles longer than 6.0m and tenant vehicles are not permitted to enter the laneway between 11.00am and 2.30pm.

For full details on Loading Dock access, Goods Lift size, its use and site parking details, please refer to the House Rules document, the Loading Dock Management Plan and the Car Park Management Plan.

2.13 CLEANING AND RUBBISH REMOVAL

The Project Manager shall, remove from the fit out works area and common areas all rubbish, off-cuts and the like and ensure its offsite disposal in accordance with authority requirements.

The Project Manager shall also endeavour for at least 80% of all construction waste by weight is reused or recycled. Records must be kept by the Project Manager to demonstrate waste generated and waste reused or recycled by weight. If a fitout turns out to be integrated with the Base Building and waste is combined, targeting of 80% should also be undertaken.

In achieving the diversion from landfill target, all construction waste by weight must be reused or recycled in accordance with the Better Buildings Partnership Stripout Waste Guidelines. Refer to the Better Buildings Partnership Stripout Waste Guidelines for more information: http://www.betterbuildingspartnership.com.au/ These guidelines set a new best practice standard to achieve the highest level of resource recovery during the office strip-out and refurbishment process. Clauses should be included within contracts and sub-contracts to ensure service providers are working towards achieving the resource recovery target.

The Project Manager shall also, at least on a minimum daily basis, vacuum the work area and surrounding areas thoroughly. Should cleaning not be of a sufficient standard, Building Management may perform cleaning and deduct costs of such cleaning from the next progress payment or from the performance bond.

2.14 TRADE WASTE

The disposal of waste material, paint, chemicals etc. or the cleaning of tools in sinks, toilets and drains is strictly prohibited. All trade waste shall be removed by the Project Manager and disposed of in accordance to authority and legislation requirements.

2.15 FINISHES PROTECTION

The Project Manager is responsible for protecting the finished work from damage during the course of the fit out works. Particular attention shall be paid to the protection of carpets, stone work to floors and walls, ceilings, light fittings, wall panelling, doors, ducts and skirting cover plates.

Any damage to existing finishes resulting from the fit out work shall be rectified by the Project Manager, or if not rectified to sufficient standard in a timely manner, rectified by Building Management with the costs deducted from the next progress payment or the performance bond.

Particular reference is made to the façade, carpet, ceiling tiles and grid, lift reveals, wall linings, light fittings, and chilled beams.

- All works that may damage the façade glazing such as grinding and the cutting of metal shall be completed in an area located away from the façade.
- Carpet must be protected by a plastic film taped over the joints, and this protection should remain during the period of the fit out works period and removed on completion.
- It is strongly recommended that all ceiling tiles, grid and other ceiling fixtures which are required to be removed or adjusted during the period of the fit out works, shall be protected, removed and stored away from the work area, and only replaced when the work is completed. Items which are marked or which have been touched up will be rejected.
- It is also recommended that light diffusers, air conditioning outlets, chilled beams, smoke detectors, etc., be removed during the fitout work, with these elements sealed with plastic to avoid dust ingress.
- It is recommended that lift reveals are protected by core-flute or plywood during the fitout works particularly if the lifts are to be used to transport fitout materials. The same protection should also be considered for the lift threshold.
- Wall linings and corners should also be protected during fitout works.

2.16 HOARDINGS

For all retail tenancy works, e.g., vacating or incoming tenancy, a hoarding must be erected by a licensed building contractor to the specifications set by the relevant Australian Standard and any requirements of Building/Centre Management (e.g., visual presentation, etc). Shop front repairs or upgrades that require the closure of the tenancy during a trading day must also install a hoarding that meets the specifications set by the relevant Australian Standard and any requirements of Building/Centre Management.

For tenancies that have a rear access door, no door is required in the hoarding unless due to the size of the equipment to be removed, a front door is then required.

Doors in hoardings are to be sliding or swing in toward the shop front.
The door must be secure and lockable from the mall side of the hoarding and must remain locked during Premises trading hours.

The hoarding construction should consist of:

- Steel stud framework to the line of bulkhead.
- 10mm custom board screwed to steel stud.

- All joints taped with masking tape for painting.
- Custom board painted white.
- Black 100mm skirting top and bottom of the hoarding.
- The hoarding is to be a maximum of 1 metre from the tenancy boundary.
- The two ends of the hoarding are to return at 45 degrees to the inter-tenancy walls.
- The hoarding is to be self-supporting or braced back to the bulkhead.
- The hoarding is to be sealed from the top to the bulkhead with clear plastic or calico to stop all dust.
- The hoarding is to be repaired and repainted should any damage occur, to maintain an acceptable standard.
- All hoardings are to be viewed by Building Management for approval of standard and presentation.
- Photos are available from Building Management for presentation standard reference.

2.17 SECURITY

The Project Manager shall ensure that all trades people report to the Building Security Office to be logged in on a daily basis, and for the issue of keys and security passes. All keys and security passes shall be returned to the building security at the end of each working day. Access will not be given to trades people unless a current pass is worn and is visible at all times.

An *Access Request Form* must be completed for any work to be completed within the building. This form must be submitted to and approved by an authorised Building Management representative. Forms must be submitted one (2) business day prior to the works commencing.

2.18 ELECTRICITY

The Project Manager shall arrange to have the electricity supply connected in the Project Manager or tenant's name prior to the fitout works commencing and evidence of the same provided to the Building Manager. Under no circumstances shall house power be used for tenant fit out works.

2.19 LIFTS

Under no circumstances are the passenger lifts to be used by trades people for their transportation or for the movement of goods and materials. During fit out works, the goods lift is the only lift that may be used by trades people.

The Project Manager will remove from the building, any trades people who, after one warning, continue to use passenger lifts.

2.20 TOILETS

During a tenancy fitout on a multi-tenant floor, the trades people shall not use toilets on that floor. Building Management will nominate the trade's toilet facilities available.

The trades people may use toilets on single tenant floors. It is the responsibility of the Project Manager to arrange to keep these toilets in a clean and hygienic condition at all times. The Project Manager is responsible to ensure that adequate and suitable consumables are available at all times. Toilets that will be used must have protection fitted to all surfaces including floors and benchtops. This protection must be fitted prior to commencement of any soft start to construction.

2.21 HAZARDOUS MATERIALS

The use of asbestos and other hazardous materials or materials injurious to health or non-compliant to Australian Standard as a minimum, is not permitted.

2.22 BREACHES OF THIS GUDIE

Any breach of the requirements of this Guide may, after one warning, result in the exclusion of the individual or company from the Project.

All costs resulting from such exclusion may be deducted from monies owing or invoiced to the account of the individual or company.

3 SAFETY

3.1 WORKPLACE HEALTH AND SAFETY POLICY

The Owners will appoint the tenant as principal contractor of the tenant's construction works for the purposes of the Work Health and Safety Act and the Work Health and Safety Regulation (the "**WHS legislation**"). Building Management acknowledges that the tenant may choose to appoint another party as the Principal Contractor for the fit out works. The Principal Contractor/Project Manager will be responsible for all WHS issues arising from the works.

3.1.1 Compliance with WHS legislation

The principal contractor must comply with the WHS legislation.

3.1.2 WHS Induction Training

The principal contractor must:

- attend a prestart meeting with building management prior to commencement on site and receive a 'Principal Contractor Pack".
- only allow another person, including a contractor, to carry out the construction work if the person has undergone WHS induction training as required by the WHS legislation.
- identify any changes in the construction site and in the construction activities which might affect the health and safety of any person on the construction site.
- if any change is identified, ensure that each person carrying out works undergoes further WHS induction training to enable the person to carry out work safely despite the change.
- should, any works involve access to a base building element, relevant contractors (including shopfitters/tenant contractors) MUST be inducted by base building management (or an authorised representative) because they are now working on an element of the base building.
- keep a record containing the following in relation to each person carrying out works for three years after the project is completed:
    - (i) a copy of the WHS induction training statement required under the WHS legislation or a statement that the tenant is satisfied that the relevant WHS training has been undertaken; and
    - (ii) a brief description of the site-specific training that has been undertaken.

3.1.3 WHS Management Plan

If required under the WHS legislation, before the principal contractor carries out construction works, the principal contractor must prepare a WHS management plan complying with the WHS legislation for each place of work where construction work is to be performed. The principal contractor must keep the WHS management plan up to date.

The principal contractor must ensure that:

- The WHS management plan is available for inspection during the construction works.
- A copy of any parts of the WHS management plan that are relevant to a contractor are provided to all contractors including sub-contractors, before any work commences.

- If any change occurs to the WHS management plan during the course of the construction works, a copy of any part of the WHS management plan that has been changed and is relevant to a contractor is provided to the sub-contractor as soon as practicable after the change is made.

3.1.4 WHS Safe Work Method Statement

If required under the WHS legislation, the principal contractor must ensure that each contractor provides the principal contractor with a written WHS safe work method statement (as required by the WHS legislation) for the work to be carried out by the contractors.

3.1.5 WHS Safe Work Method Statement - Contractors

The principal contractor must ensure that:

- A contractor is directed to comply with the WHS safe work method statement and the WHS legislation.
- A contractor's activities are monitored to determine whether the contractor is complying with the WHS safe work method statement and the WHS legislation.
- The contractor, if not complying, is directed to take action immediately to comply with the WHS safe work method statement and the WHS legislation.
- The contractor stops work immediately if a risk to health or safety of a person arises because of non-compliance with the WHS safe work method statement and does not resume work until the WHS safe work method statement is complied with (unless an immediate cessation of work is likely to increase the risk to health or safety in which case the contractor must stop work as soon as it is safe).

3.1.6 WHS Safe Work Method Statement – No sub-contractors

The principal contractor, where there are no other sub-contractors, must:

- Undertake an assessment of the risks associated with the work to be carried out and prepare a written WHS safe work method statement that includes a copy of the assessment of risks.
- Maintain and keep up to date the WHS safe work method statement.
- Ensure that the work is carried out in accordance with the WHS safe work method statement.
- If a risk to health or safety arises because of non-compliance with the WHS safe work method statement, ensure that work is stopped immediately and not resumed until the statement is complied with (unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the tenant must stop work as soon as it is safe).

3.1.7 Hazardous Substances

If required under the WHS legislation, the principal contractor must ensure that:

- A register of hazardous substances is kept during the course of the construction works.
- The register is readily accessible to all persons working at the construction site.
- Copies are kept of any records of atmospheric monitoring or health surveillance.
- Copies are kept of any written report of a risk assessment if specific measures are necessary to control the risks associated with exposure to a hazardous substance.

- If more than one contractor is using hazardous substances, the register of hazardous substances contains details of all hazardous substances being used at the work place.

As of 1 July 2024, Work Health & Safety laws around Australia include a prohibition on the use of engineered stone. As the PCBU of your leased area, Tenants should conduct thorough inspections to identify engineered stone and other potential sources of Silica. If work is being undertaken that may produce silica dust, you must:

- Ensure uncontrolled dry cutting/drilling does not occur.
- Ensure that workplace exposure standards (WES) are not exceeded.
- Conduct air monitoring.
- Monitor the health of workers where there is a significant risk.
- Prohibit cutting of manufactured stone without necessary fit tested respiratory protective equipment and suitable controls.

3.2 COMPLIANCE WITH LEGISLATION

Throughout the fitout period, the Project Manager must comply with all statutory requirements and directions of Building Management in relation to safety matters.

In addition to relevant statutory requirements, Australian Standards or other provisions of this agreement, the Project Manager shall:

- Ensure that the Project Manager's personnel and trades people are conversant with and adhere to all relevant workplace health and safety legislation.
- Provide equipment and materials which are adequately equipped, guarded, protected, approved and serviced on a regular basis so as to maintain the highest safety protection to the Project Manager's personnel and trades people and to the public.
- At the Project Manager's cost, remove immediately equipment and materials which, in Building Management's opinion, could constitute a health or safety risk or which are defective or inadequate for which they were acquired.
- Ensure that all electrical installation, aerials, extension cords, fittings and the like comply with the requirements of all relevant authorities and relevant Standards.
- Provide a Fire Systems Impairment Request form should any area of the fit out during the fit out works period, not comply with the fire code.
- Take all reasonable precautions against fire.

Prior to welding or cutting operations that use or generate heat, flame or sparks, the Project Manager shall complete a *Hot Works Permit* and comply with all associated requirements.

The Project Manager must use authority approved non-flammable shields and must arrange all necessary equipment in case of fire including, without limitation, fire extinguishers securely attached to each electric, oxygen acetylene or Oxy-LPG welding plant and the provision of an adequate supply of water.

- A fire watch must be maintained for minimum 30 minutes after the hot work activities have ceased.
- All Oxy-LPP equipment to be fitted with approved anti flash-back devices.

Note: Hot works will not be permitted when fire sprinklers are out of service.

- Provide appropriate first aid facilities.
- Provide to Building Management, in a form acceptable to Building Management, Safety Data Sheets in respect of chemicals, on request.
- Must advise Building Management if the working loads exceed the safe working load of the structure and shall design and construct temporary supports that are sufficient in all respects to support the working loads of these structures.
- Display appropriate signage at the entry to the works zone.

3.3 SAFETY PROCEDURES

The Project Manager shall ensure that the Project Manager's personnel comply with all safety procedures and requirements that apply to the site.

If the Project Manager fails to comply with a safety procedure, direction or requirement, Building Management may issue a written notice requiring the Project Manager to remedy the default. The Project Manager shall remedy the default within the time specified in the notice, failing which Building Management may remedy the default whereby the Project Manager will be liable for costs incurred or losses suffered by Building management. The Project Manager may also be subsequently excluded from the site.

3.4 SAFETY SUPERVISOR

The Project Manager shall nominate a competent safety supervisor with authority to resolve matters of safety relevant to the activities of the Project Manager. The Project Manager's nominated supervisor must be present at all times when the work is being performed unless agreed otherwise and must attend safety meetings, safety circles, safety inspections, lectures or other similar meetings and be responsible for recording and reporting safety information required by Building Management.

3.5 SAFETY REPORTING

Each week the Project Manager shall provide Building Management with the following information:

- Number of hours worked by all workers and sub-contractors during the preceding week.
- Details of injuries to those personnel including any times of cessation and re-commencement of work.
- Copies of reports to Authorities and necessary clearance for their return to work if and when required.

The Project Manager shall ensure that the Project Manager's personnel and trades people are adequately trained and instructed in the safe and correct usage, handling and operation of materials relevant to the tasks to which they are assigned. Site Management may require reasonable proof that the Project Manager's personnel and trades people are appropriately trained and instructed. The Project Manager shall ensure that its personnel are not directed or expected to undertake work or activities that might be detrimental to the safety, health or welfare of them or others.

If any of the Project Manager's personnel and trades people are involved in an incident required to be notified to a statutory authority, the Project Manager shall notify the relevant authority. A copy of the notice must be forwarded to Building Management as soon as practical and by no later than the following day.

3.6 SITE SPECIFIC HAZARDS

During routine inspections and audits of the site the following work hazards have been noted. These hazards should be considered in your Site Specific Risk Assessment and Safe Work Method Statements. The following list is not intended as a definitive list and the contractors should make their own inspection of all works areas prior to commencement.

Hazard	Typical Location / Goods
Asbestos	See Building Management for register details
Work at heights	On all tenancy floors, balconies, plantrooms and rooftops
Confined space	Basement sumps, Mechanical services air handling plant, water storage tanks and diesel storage tank
Radio Frequency Radiation (RFR)	On rooftops around aerial installations
Pressure Vessels	Chillers and boilers
Dangerous / flammable goods	Cleaners' chemicals, refrigerants, diesel fuel

4 EMERGENCY ACTION

4.1 EMERGENCY ACTION RESPONSIBILITIES

The Project Manager is to arrange with Building Management to conduct a briefing and emergency evacuation drill at the beginning of the fit out works.

The Project Manager shall nominate floor and area wardens as appropriate for all shifts. It is the Project Manager's responsibility to ensure that an adequate number and designation of wardens are available at all times works are being performed in the fitout area.

The Project Manager shall ensure that the Sound Systems and Intercom Systems for Emergency Purposes (SSISEP) speakers are in operation at all times during the period of the fit out works.

4.2 FIRE OR SMOKE

In the event of fire or smoke, the floor warden, or in their absence, the area warden shall alert people on the floor and must direct them to assemble near the fire stairs on the floor. The area warden will then make contact via the Warden Intercom Phone (WIP) and await instructions. Under no circumstance is evacuation to take place until the evacuation tone is sounded.

If it is safe to do so, those trained in the use of portable firefighting appliances such as extinguishers and hose reels may attempt to extinguish the fire.

4.3 BOMB THREAT

In the event of a bomb threat, the recipient must remain calm and try to keep the caller on the line as long as possible. The recipient should listen for background noise, accent etc. which might give a clue as to the age, sex, and location of the caller.

Questions that may assist are:

- Where is the bomb?
- When will it go off?
- Why was the bomb placed in <Site Name>?
- What does it look like?
- How can it be set off?
- What is your name?

If the caller hangs up, under no circumstances must the recipient hang up as the call may be traced.

The recipient must notify the security control desk immediately following the call.

Note: If a suspicious or unfamiliar article is found, do not touch, tilt or tamper with the device.

5 ENVIRONMENTAL

5.1 NOISE RESTRICTIONS

The Building is a live structure and noise can be transmitted some considerable distance from its source. Tenants are entitled to quiet enjoyment of their tenancies, and under no circumstances are disruptive noise activities that affect other tenants to be carried out between the hours of 7.00am to 7.00pm, Monday to Friday.

Some restrictions may also apply to works conducted over the period of weekends. The Project Manager is to liaise with Building Management in order to agree on the activities and times for works to be performed over weekend periods.

Noise activities that have proven to be disruptive must be carried out outside the hours of 7.00am to 7.00pm, Monday to Friday. These works include, but are not limited to:

- Percussion drilling and explosive fastening.
- Angle grinding.
- Carpet smooth edge installation.
- Floor grinding.
- Core holing.
- Attaching fittings such as sprinkler pipe work, ceiling track etc. to the underside of the soffit.
- Cutting of aluminium and stone (unless such cutting is performed in a soundproof enclosure).
- Laying hard floor, (e.g., timber, granite, etc.).

The relocation of ladders, mobile scaffolds, and wheeled rubbish bins may also cause a considerable amount of noise.

It is strongly recommended that all cutting take place in soundproof enclosures rubber isolated from the floor slab, and that existing carpet and/or under-felt is left in place to reduce noise transmission. If no carpet is present, scrap carpet and/or under-felt is to be laid in the fitout areas.

Note: Radios and speakers strictly prohibited from work areas.

5.2 COMPLIANCE WITH NOISE RESTRICTIONS

The Project Manager shall make due allowance to comply with this clause, and shall immediately cease any activities which are deemed by Building Management to create disruptive noise.

5.3 ODOUR CONTROL

The Building has a suite of automatic air conditioning and ventilation systems. Tenants are entitled to quiet enjoyment of their tenancies, and under no circumstances are activities that affect other tenants to be carried out between the hours of 7:00am and 7.00pm Monday to Friday.

Work activities that create odour that may travel to other tenant areas are considered to affect the enjoyment of tenancy areas and must not be conducted during base building hours and must be co-ordinated with Building Management prior to commencement.

Activities that have proven to cause odour include, but are not limited to:

- Painting.

- Pipe cutting and threading.
- Floor adhesive application.
- Grinding.
- Core holing.

5.4 DUST CONTROL

When products or materials containing crystalline silica are cut, sanded, drilled or ground, a very fine dust is created. This dust is harmful when inhaled and can lead to silicosis. Uncontrolled dry cutting and grinding is prohibited. Works that produce dust include:

- Fabrication and installation of composite (engineered or manufactured) stone countertops.
- Excavation.
- Paving and surfacing.
- Brick, concrete or stone cutting; especially using dry methods.
- Angle grinding, jack hammering and chiselling of concrete or masonry.

Controls are to be put into place in line with SafeWork Australia Working with Silica Guidelines, such as:

- Using wet cutting methods.
- Local exhaust ventilation.
- Drills, routers, saws and other equipment designed to be fitted with H-class local exhaust ventilation and a water attachment to suppress dust.

6 ARCHITECTURAL

The architectural elements of the fit out shall conform, as a minimum, to this section of the Guide.

6.1 CARBON FOOTPRINT OF THE FITOUT

The Tenant is encouraged to consider the environmental impact of their fitout and to undertake an assessment of the upfront embodied carbon associated with the works as well as the upfront carbon intensity. The initial design proposal, including finishes, furniture and fittings, should be reviewed to achieve overall carbon savings where possible.

6.2 TENANCY WASTE STREAM REQUIREMENTS FOR OCCUPATION

The Project Manager is to ensure that the tenancy designer is aware of the Building's waste streams. Each stream is required to have suitable receptacles within the tenancy to allow for sorting by the tenants at the time of use within the tenancy. Particular attention is drawn to kitchen areas, staff breakout areas, printing and binding areas etc. that require more than a single under desk bin.

For full details of the Building's waste management streams and systems please refer to the site House Rules document.

The intention of the Building's waste and recycling system is to minimise waste being delivered to landfill and maximise waste diverted to recycling.

The Buildings Tenant Services Manager or Property Services Manager will be able to assist on any queries that you may have on this topic with regards to standard size receptacles able to be provided to the tenant.

6.3 INTER-TENANCY WALLS

Inter-tenancy walls must be constructed to the following minimum standard:

- The wall face shall be clad in plasterboard to a minimum of 2 layers each side of fire rated or acoustic plasterboard of a minimum of 13mm.
- The cavity of the wall shall be filled with polyester acoustic batts (baffle block) or equivalent.
- Where the wall abuts a common corridor the ceiling to underside of slab shall have a security mesh installed.
- If the tenant elects to install a plasterboard wall from slab to slab abutting a common corridor then acoustic transfer ducts must be installed of adequate size to accommodate return air requirements.

The Project Manager shall ensure that the Inter-Tenancy Walls are compliant with the Fire Engineering and Acoustic Reports.

6.4 PLASTERBOARD

All plasterboard shall be installed in accordance with the manufacturer's published instructions and installation procedures and shall comply with the relevant Australian Standards. All Inter tenancy walls shall be at a minimum to Class 4.

6.5 CASING BEADS AND EDGE TRIM

Casing beads and edge trim at heads, jambs and corners shall be installed in accordance with published procedures. All casing beads shall be straight, true, level and parallel to ceiling tiles as appropriate, all butt

joints in casing bead runs shall be cut at right angles, ground smooth and true and filled if necessary before painting.

6.6 CORNERS, OPENINGS AND STANDARD OF FINISHES

All corners and openings are to be constructed straight and true, taped and set in accordance with best trade standards for partitioning including fitting of external corner beads, edge trim, and stopping beads as appropriate.

6.7 SKIRTING

Skirting to perimeter will be 3 channel 50mm x 150mm skirting duct with a powder coated aluminium finish.

6.8 SOUND RATINGS

Sound rated walls, sound rated baffles and above ceiling baffles shall have services and penetrations sealed, all in accordance with the manufacturer's recommended procedures, as detailed in published technical bulletins.

6.9 SEALING OF PENETRATIONS

Services within the ceiling to slab zone, where passing through a sound rated partition or a fire rated partition, must be completely sealed with approved setting compound or mastic to form an acoustic/fire seal, equal in performance to and maintaining that of, the adjacent partition. In the case of fire rating material, copies of the products compliance to code is to be supplied at the final inspection.

6.10 ACOUSTIC CONSIDERATIONS

As the background noise level is low due to the high-performance air conditioning, consideration shall be made as to angled walls that may reflect sound from one area of the fit out to another. Such reflections shall be rectified at the tenant’s cost.

Refer also to base building acoustic report for base building details.

6.11 GLAZING AND JOINTING

All glazing is to be conforming to Australian Standards 1288-2006, set on neoprene blocks and held in place both sides by continuous selected colour neoprene glazing strips. Unframed joints in glass are to be made with a silicone seal and all set in accordance with the glass and silicone manufacturer's published technical bulletins.

6.12 VINYL ETCHING

Vinyl etching or decals (approved or equal) shall be applied to clear glass if the placement of such glass is a safety risk as required by Australian Standards

6.13 FINISH TO GLASS EDGES

All frameless glass panels must have edges ground straight and smooth. At corner junctions, the glass is to be butt jointed.

6.14 PERIMETER INFILLS

Where full height walls meet the external mullions, allow for the wall to be finished in either a glazing infill or a timber infill shaped to fit the opening exactly into the custom track recess. The infill panels shall be fixed to an aluminium T bar section, screw fixed to the end of the wall and the curtain track, adhesive fixed to the sill, and silicone jointed to the mullions. All gaps and joints are to be filled prior to painting.

If the wall is a sound rated or inter-tenancy wall, the wall must continue to the mullion and the cavity filled with minimum 85mm thick noise control material as per the rest of the wall. The perimeter of this section must be sealed.

Please refer to base building acoustic report for details in providing an acoustic junction where a tenancy wall meets a perimeter mullion.

6.15 ABUTMENTS

Where partitions meet existing ducted skirting, allow to cut the existing cover plates behind the partition to allow for the cover plates to be removed for easy access to cables.

6.16 MATERIAL OFF-GASSING

Materials shall be selected that have low off gassing potential and that have no or minimal use of volatile organic compounds (VOCs). This applies particularly to paints, carpets, fabrics and adhesives and sealants.

The emission of formaldehyde from wood-based materials such as MDF and particleboard shall not exceed in their raw state (i.e. prior to machining or coating), the E1 emission limit according to standard EN13986 OR 0.05 ppm, (parts per million) after 28 days when tested in accordance with EN717-1.

6.17 MASTER KEYS

The Building's master key system is designed to provide flexibility and security for tenants, whilst enabling Building Management to access tenant areas in the case of an emergency.

All door locks shall conform to the Building's master key system.

The Project Manager shall procure all locks and keys required for the tenancy fit outs and the cutting of the keys that requires the written approval of Building Management.

Note that in the event that the tenant specifically requests a tenancy keying system that is independent of the Building's master key system, then a tenancy master key is to be formally allocated to Building Management. The tenancy master key must be issued at the time of installation of the tenancy locking system.

6.18 SIGNAGE

The Project Manager shall provide Building Management with formal details of signage requirements on the lobby main directory board(s), which shall be arranged by Building Management at the tenant's expense.

6.18.1 Single Floor Tenants

All tenants who occupy one whole floor may erect their own signage and corporate identification on the floor, subject to the prior approval of Building Management.

6.18.2 Multi-Tenanted Floors

All tenants who occupy less than one whole floor shall erect signage that complies with the standard building signage details as advised by Building Management.

The signage placement shall be made on the basis of how the tenant door relates to the corridor and other tenant's architectural arrangements and may not extend past the tenants leased area unless some particular architectural feature requires special consideration.

If the tenant requires additional signage, such as a logo on the glass entry door or fixed panes, or within the tenancy visible to the common corridor, these require approval from Building Management.

6.18.3 Lift Signage

The lift cars have a visual display unit that may be used to display tenancy information on arrival at a floor (subject to agreement between the Owner and Tenant).

The Project Manager shall advise Building Management of the lift signage requirements for configuration by Building Management.

6.19 PENETRATIONS

If penetrations are required through the floor slab or core walls, the Project Manager shall prepare drawings for approval by Building Management. The Project Manager shall engage the Structural Engineer nominated in the Base Building Consultants table to design and review the penetrations required.

A pre-penetration checklist should also be completed by the contractors to ensure that drilling through live cables or post tensioning does not occur.

Penetrations through a floor slab invariably require access to another tenancy, which shall be arranged by Building Management. The Project Manager shall be fully responsible to co-ordinate the works, and to ensure that any works performed do not degrade the areas worked in. Particular reference is made to ceiling tiles that must be reinstated with T-bars, or if damaged, new tiles must be installed.

All penetrations shall be adequately water sealed, acoustically and fire rated in accordance to C3.13BCA, and the Insurance Council of Australia. Any damage and/or associated costs resulting from penetrations not adequately sealed shall be the responsibility of the Project Manager to rectify at the tenant's cost.

6.20 FLOOR LOADING

The typical floor loading of the Building are:

Live Load:	**3.0kPa**
Moveable Partitions:	**1.0kPa**
Services plus ceiling:	**0.5kPa**
Compactus	**10.0kPa** – subject to location and structural engineer approval

6.21 PAINT

All paint is to be of the low sheen washable type, with a minimum of two colour coats to be painted over the primer or base coat. As outlined in 6.15, all paint is to contain no or minimal levels of VOCs, as outlined within the Green Star Manuals.

The Project Manager shall supply a detailed schedule of all paint types, colours, and special finishes with the as-built documentation.

All surplus paints and equipment such as brushes and rollers must be removed from the site prior to cleaning. Under no circumstances must paint enter into the Building waste stream.

6.22 COMMON AREAS

The common areas are the toilets, kitchen, service corridors, risers, and lift lobbies contained within the core of the Building. Any changes to fixtures and fittings within the common areas require the approval of Building Management. Special maintenance requirements to non- standard fixtures and fittings will be chargeable to the tenant.

The tower building fire stairs have been upgraded to allow their usage for inter tenancy floor movements. The stairs have been provisioned with the required balustrade detail and conduits cast in for the future provision of card readers as required as part of the tenancy fitout.

Other

The tenant shall note the following:

6.23 FITTINGS, FIXTURES & FINISHES

The tenant is required to supply and install the nominated perimeter blinds to Level 3, and Level 5 to Level 31 to the nominated specification or equivalent approved by the co-owners.

No fixing/drilling/screwing allowed to any of the curtain wall framing.

A limited supply of base building spare fittings, fixtures and finishes are kept in storage by the building manager. Please contact the Building Manager should these spares be required.

6.24 EXTERNAL TERRACE AREAS

Loose furniture is not to be used on the perimeter of the terrace areas. All furniture is to be securely fastened to the concrete slab, to the approval of the Property Manager. (No fixing will penetrate the waterproofing membrane).

At any time that the BMU is in use above the Terrace, restrictions on use of the Terrace will be imposed including the closure of any areas as required to ensure the safety of all persons. The Tenant will be required to ensure that all Employees obey the restrictions and that the closed areas are maintained free of any persons for the duration of the activity.

6.25 FAÇADE CLEANING

Cleaning of the external façade glass will be at the Building Managers discretion.

7 BUILDING SERVICES

The Building offers a suite of sophisticated services to meet the demands of today's tenant. It is important to understand that the installation of partitioning will, as a minimum, almost certainly cause alternations to the air conditioning, fire sprinkler system, and lighting layout. Careful attention to the modification of tenancies during fit out shall ensure that the level and quality of services is not compromised. Specific reference is made to air conditioning where tenant's complaints are invariably due to poor tenancy design and/or implementation and commissioning.

Prior to proceeding with the tenancy fit out works, the proposed services design alterations must be reviewed and approved by the Base Building consultants as listed under:

7.1 BASE BUILDING CONSULTANTS

Discipline / Service	Consultant	Contact Number
Mechanical Services		
Electrical Services		
Structural		
Hydraulic Services		
Building Regulations and Certification		
Fire Services		
Architecture		

Tenants must engage these consultants and obtain a written approval of their proposed design prior to works proceeding.

The scope of engagement and approvals must include:

- A review of the proposed installation and confirmation that the design is within base building limits.
- Confirmation that the proposed installation is complimentary to the base building control strategy.
- Confirmation that the proposed tenancy fitout design will not adversely affect the base building NABERS rating.
- Confirmation that the proposed installation is as required under the Tenancy Fitout Guide requirements.
- A written sign-off of the completed works indicating that the design criteria have been met and that the standard of installation is in accordance with acceptable industry standards.
- Review of final commissioning data supplied by commissioning technicians.

It is the tenant's responsibility to pay for the consultant's fees. Copies of consultant's approvals are to be forwarded to Building Management and must also be included in the "as-built" documentation.

Due to the sustainable nature and sophistication of the services offered at the Building, it is strongly recommended that preferred contractors be used for nominated services. In general, these preferred

contractors are either the supplier of existing systems,or have performance obligations to Building Management under existing maintenance agreements.

7.2 AIR CONDITIONING AND CONTROLS

7.2.1 Supply and Return Air

The Tower has a hybrid air conditioning system to each floor consisting of a combination of Active Chilled Beams (ACB's) on the perimeter and low temperature variable air volume (VAV) system supplying the centre zones.

There are 3 chillers located in the roof plant room, together with 7 built up, variable volume air handling units with outside air economy cycle, each complete with variable speed centrifugal supply air fan, variable speed axial return air fan, chilled water cooling coils, heating hot water coils, cooling coil by pass damper, pre-filter bank, deep bed high efficiency filter bank, and motorised outside air, return air and spill air dampers, all mounted in an insulated sheet metal housing with hinged access doors.

Outside air economy cycle is provided as a part of the main central plant.

The master temperature sensors are located either on the columns or are left in the ceiling space with a length of sensor cable to allow the temperature sensors to be drawn down into partition walls, and occupied space, during the tenancy fit out. Sensors must be located to provide accurate space temperature sensing and not introduce biases from local equipment or inter-zone fighting etc. Sensors shall be located such that they are not exposed to direct sunlight and insulated behind the sensor housing where they are located on external columns

Return air is also via a ceiling plenum to common return air risers, with intakes on the North West and north east corner of the core.

Smoke exhaust is via a ceiling plenum to a common return air/smoke exhaust riser, with intakes on the North West corner of the core.

The Project Manager shall obtain from the tenant a detailed plan showing the location of all staff, equipment and lighting to determine the heat load and the usage of all areas. These plans shall be provided to the air conditioning consultant for tenancy design. The VAV boxes and air diffusion equipment layout must be designed and installed to allow correct VAV modulation and thus avoid hot spots, under-sized zones, poor temperature sensing etc.

Areas which are highly partitioned or have a floor to slab partitioning must have sufficient return air grilles to allow return air to traverse the above ceiling space when partitioned doors are shut. Tenancies on multi-tenanted floors may require either acoustic security transfer ducts across the tenancy dividing partition or return air grilles in the tenancy wall to the core corridor and corridor ceiling grilles to allow the return air from the tenancy to leave the tenancy and return to the false ceiling level to return to the return air riser.

Ductwork modifications will be minimised to maintain straight duct runs and resultant pressure loss through system. Use of flexible duct shall be kept to a minimum of 6m with bends kept gentle (bend radius > 1.5 diameters). Compression of flexible duct around structure and other services is to be avoided. Inlet conditions to plenum boxes and supply air boots are to be in line with manufacturers recommendations to ensure proper air diffusion.

Air and water balancing of fit out works shall be performed only by approved balancing contractors. The final balancing detail must be reviewed by the base building services consultant.

7.2.2 Base Building Toilet Exhaust

The toilet exhaust system is designed to meet AS1668.2 requirements.

7.2.3 Tenant Outside air and Tenant Exhaust air systems

The tenant shall, as part of their tenancy fitout, provide fans/packaged plant ductwork etc. to distribute additional O/A to suit the tenancies needs. Tenant outside air and Tenant exhaust air systems are provided, which have blanked off connection points at the core.

Connection to the outside air system requires motorised dampers to be installed at any connected equipment. These dampers are to drive closed whenever connected equipment is not operating. This is to provide diversity, and energy efficiency, to the systems operation.

The fresh air system has been sized to allow 0.3 l/s per m² per floor, with the branch sized for a maximum of 0.75 l/s per m² to a floor.

The tenant exhaust system has been sized to allow an average of 0.2 l/s/m², with the branch sized for a maximum of 0.5 l/s/m² to a floor.

These systems are only available during established building hours unless otherwise agreed by the Owners or Building Management.

7.2.4 Dedicated Condenser Water

The building has 2 tenant condenser water systems, one servicing the tower and one servicing the retail area (floors ground – 3) with the following allowed take off per floor 2.14L/s (25W/sqm) from a 50mm take off pipe (floors 4 – 20).

Refer to Building Management for retail design allowances.

A dedicated condenser water system is available for connection to on each floor level. Generally 65mm take-offs are provided on each level. The capacity available is 35 W/m^2 NLA per floor (Total Heat Rejection) average.

The dedicated condenser water system shall be used for tenant supplementary cooling where:

- The heat loading of a space is in excess of the base building provision.
- The tenant plans to operate a space regularly outside established building hours. Where supplementary systems are not provided for afterhours use where permanent after hours air-conditioning is required, Building Management may require the tenant to install a supplementary system should base building performance be negatively affected

In these applications the base building air conditioning systems can be used for normal operation and the supplementary systems only operating in a high load situation or outside established building hours.

Connection to the dedicated condenser water system for Package Units is generally available subject to the following:

- The provision of a submission setting out details of the proposed installation for review and approval;
- The provision of details of the equipment including the model and manufacturer, the output in kilowatts and the water flow requirements,
- Units shall be set-up to run to suit tenant needs, but not any longer than is necessary.
- The pipe work to the unit shall include the following:
  - Isolating valves on the flow and return pipelines;
  - An electrically operated solenoid valve or motorised valve in the flow to the unit, activated only when the compressor starts;

- A "STAD" water balancing valve in the flow to the unit;
- A mechanical interlock, which disables the refrigeration component on loss of condenser water flow and resets automatically on return of flow.
- Where the tenant is not a whole floor tenant there must be a set of capped off isolation valves left for future connection by other suite tenants.
- Straight pipe runs that minimise system pressure losses

All drawings submitted must include the following:

- All valving as noted above in the approximate area of it intended or actual location
- All pipe work reticulation path and sizes shown in its intended or actual location and dimensions.

The system's capacity is controlled via a differential pressure controller out in the field, and therefore no adjustment of the pumps is required with additional connections to the system (based on designs being within the pressure and flow capabilities of the systems design).

7.2.5 Kitchen Exhaust Systems

There is a dedicated kitchen exhaust serving each floor designed to 0.2 l/s/sqm or 160L/s per floor.

The kitchen exhaust system is provided to the office tower and blanked off at each office level in the core.

Fire separation requirements are to be maintained in accordance with AS1668-1, BCA and the Fire Engineering Report

7.2.6 Fire Control Operation

The building is designed based on a central plant zone pressurisation system, in accordance with AS1668-1.

A Fire Engineered Solution has been utilised for the building. The solution treats each floor as a separate fire zone and the system operates on a zone pressurisation basis (Refer to Fire Matrix).

The commercial atrium on Level 5 through Level 12 is naturally ventilated in the event of a fire. The high level louvers allow the smoke to ventilate while the low level louvres provide make up air into the space to aid the ventilation process.

Any tenancy fitout will require testing of the air conditioning systems performance in fire mode, and confirmation of the performance of the fire stair pressurisation systems within the commissioning period.

Any isolation of the core (and fire stairs) from the general office, as a result of a tenancy fitout, will require the installation of transfer grilles (and possibly ducts) to allow the stair pressurisation air out of the fire stair doors to enter the ceiling space and return to the return air (smoke exhaust) connections at the core.

7.2.7 BMCS

All interface with the base building BMCS, shall be subject to the approval of the Building Manager.

7.3 ELECTRICAL, COMMUNICATIONS, AERIALS AND MATV

Electrical distribution is via the main electrical switch room on level B1

7.3.1 Tenant Lighting

- Open plan office lighting is designed to 320 lux @ 700mm AFFL with no furniture.
- Recessed T5 fluorescent fitting with low brightness louvre and a direct/indirect light distribution, and high frequency ballast.
- Switching zones are in 100 sqm lots and perimeter (to comply with section J of BCA and Green Star)
- Time schedule lighting control will be provided via a dedicated lighting control system and with interface to the BMS.
- To support the environment and energy saving, it is strongly recommended that each office or area (not exceeding 100m2) be separately switched so that electricity is only consumed when areas are occupied.
- It is also recommended that provisions be made in the tenancy fit out to integrate manual control of the lights with automatic controls via the Building Monitoring and Control Systems. In this way, time scheduling of the floor lighting can be implemented with provisions for lighting activation in correlation with floor air conditioning.
- Electronic ballasts shall be used for all fluorescent and metal halide (where available) lighting by the tenant.
- Use of Extra Low Voltage (ELV) halogen lighting shall be minimised. Where utilised ELV lighting shall use IRC (infrared coated) lamps and electronic transformers.
- The lights contain two slots either side of the diffuser for return air. Should other lighting, such as down lighting, be installed, the Project Manager shall ensure sufficient supply and return air grilles are installed for the proper performance of the air conditioning.
- An allowance of +1 W/m2 of tenant lighting over and above a base building allowance of 10W/m2 (circuit watts) is provided to tenants. Calculations are to be submitted by floor / area. Should a tenant require an additional lighting allowance, this will require agreement with Building Management.

7.3.2 Distribution Boards

The Distribution Board in the electrical cupboard on each floor is designed to cater for up to four tenants per floor and has a total of 96 pole. All electrical circuits and GPOs must be numbered, (i.e. Circuit number and distribution board number) and the distribution board permanently labelled as appropriate. The load across phases must be balanced. RCD protection is included to all circuits as per AS3000:2007.

Each tenant floor distribution board is provided with two electricity sub-meters. Where a tenant takes the entire floor these meters can be utilised to meter and monitor light and power loads separately.

7.3.3 Wiring

All tenant wiring shall be coated to distinguish it from the base building wiring. All wiring run in ceiling spaces, including the central service corridor must be supported on trays or catenaries, or clipped to the slab and bundled by means of cable ties.

No wiring whatsoever shall be allowed to lie on the ceiling grid or tiles, be clipped to the sprinkler pipe work or run in the data cable trays.

7.3.4 House Power and Lighting

All common area lighting and power be changed over to the tenant's distribution board as part of the tenancy fit out works should the tenant occupy the whole of the floor.

7.3.5 Voice and Data

A single communications riser room is provided in the core. The telephone riser is located within this room accessed from the goods lift lobby and has a minimum 50 pair block cabling per floor directly connected to the MDF on Level B2. The general tenant communication riser is located near the south end of the small service corridor and is available for voice and data cabling between tenanted floors.

There are conduits from the goods lift lobby false ceiling to the tenanted false ceiling to facilitate additional cabling.

The top channel of the triple ducted skirting is for voice cabling, the centre channel for data cabling, and the bottom channel for power cabling. Access from the ceiling cavity into the ducted skirting is via the columns.

Mobile phone coverage is available to 100% of the commercial NLA excluding lifts, car parks and retail areas.

7.3.6 Master Antennae and TV (MATV) System

A MATV system has been installed with 4 outlets per floor located in the Communication riser cupboard. The MATV system broadcasts free-to-air digital TV signals and selected FM radio stations.

Note: While tenancy cabling and terminations may be performed by the tenants' contractors, final connections to the MATV system must only be performed by the base building preferred contractor.

7.3.7 Aerials and Satellite/Microwave facility

Limited space is available on the roof for microwave/satellite facilities with access to data riser. Provision of equipment, access platform and walkways will form part of the tenant fitout where required. In general, an annual fee shall apply to the installation of roof top aerials for which a Licence Agreement must be established between the tenant and Building Management.

The installation of a roof top aerial is subject to the following:

- The provision of a submission setting out details on the proposed aerial, ancillary equipment, location, and cabling route from the roof top to the receiving/transmission equipment location and/or the tenant's premises;
- Approval of the equipment including model, manufacturer, and the frequency and strength of the output signal;
- Confirmation that the aerial will not interfere with existing aerial operation, and that the aerial will be relocated, modified or removed should it interfere with existing aerial operation;
- Establishment of a Licence Agreement and the payment of annual fees.
- Approval of relevant Statutory Authority

The tenant will ensure that their telecommunication equipment does not interfere with other existing tenant installations.

7.4 ESSENTIAL SERVICES

7.4.1 Emergency Warning and Intercommunications System

The Emergency Warning and Intercommunications System (EWIS) have speakers distributed in accordance with AS1670.4. Tenancy fit-outs generally attenuate the volume of the EWIS speakers and the Project Manager shall ensure that additional speakers are installed or speakers are relocated as necessary to achieve Authority compliance (AS1670.4).

Note: While general EWIS speaker wiring can be performed by the tenant's contractors as part of the fit out works, any disconnection from or connection to the 'live' EWIS must ONLY be performed by the base building preferred contractor. The Project Manager will be held responsible for any damage to the EWIS which results from unauthorised disconnection or connection.

7.4.2 Combined Fire Hydrant & Sprinkler System

The combined wet pipe Hydrant, hose reel and sprinkler system complies with AS2118.1-2006, AS2419.1 – 2005 and AS2118.6 – 1995., NFPA13 and all modification work for tenancy fit-out shall be carried out in strict accordance with these codes. Any alterations to the position of internal walls or ceilings could affect the sprinkler area of coverage and effectiveness.

A clear space of 500mm minimum clearance between the sprinkler heads and the top of storage must also be maintained, and particular reference is made to compactus or filing areas. If new ducts, platforms, hoods, storage racks or the like are installed, sprinklers may be required in or under such items.

Sprinkler heads or flush-fitting escutcheons covering the sprinkler shall not be painted nor shall decorations or signs be hung on sprinkler heads.

Note: While sprinkler pipe work and smoke detection within a tenancy can be performed by tenant contractors, the <Site Name> preferred contractor must be retained to provide the final Fire Safety Certificate or as a minimum a letter of compliance that the completed installation is compliant to the required codes.

7.4.3 Sprinkler System Isolations

Drain down and refill operations and reprogramming of the main fire indicator panel may only be performed by the base building preferred contractor, **without exception.**

Isolation is to be from the monitored valve within the fire stair. The Hydrant riser will remain online throughout the sprinkler service adjustments.

Drain downs must be kept to an absolute minimum. Any drain downs must be requested from and receive approval from Building Management with no less than 24 hours' notice. Requests are to be lodged to Building Management using a ***Fire Systems Impairment Request*** form.

The existing sprinkler system shall be retained in service whilst new pipe work is being installed, and all new pipes shall be cut over during one drain down. It is required that sprinkler systems be refilled and operational over night and on weekends.

If a drain down is left overnight or for an extended period approval will be conditional of approval by the <Site Name> insurers and the meeting of any requirements imposed by the insurers. Any costs associated with this approval and imposed conditions will the responsibility of the tenant.

7.4.4 Smoke Detection System

Smoke detectors interfaced to the base building main fire monitoring system are mounted above each fire exit door, lift lobby as well as the general floor area ceiling. These detectors are sensitive to dust and smoke which may be generated as a result of fit out works. The Project Manager shall notify Building Management in writing when dusty or smoky works may take place so that the detector(s) may be isolated.

A ***Fire Systems Impairment Request*** must be completed and lodged prior to any isolation taking place. Reprogramming the main fire indicator panel will only be performed by the base building preferred contractor, **without exception.**

Smoke detectors shall not be painted on the pipe work network.

> **Note:** Any charges incurred from Fire Brigade attendance for false alarms associated with fit out works will be charged to the Project Manager. Under no circumstances are smoke detectors to remain isolated overnight after works have been completed.

7.4.5 Hose Reels

It is mandatory that the hose reel cupboard adjacent to the fire stair door remains accessible from the fire stair. All parts of a tenancy shall be reachable by a hose reel. The Project Manager shall arrange for additional hose reels to be installed to achieve this if required.

Isolation of the hose reel service is to occur at the hose reel and at selected locations. Coordination and notification to Building Management is required in the event of Hose reel shut down being required.

7.4.6 Hydrant

Hydrants are located within the fire stairs. Hydrants located on floors in limited location adjacent to hose reels. Co-ordination and notification to Building Management is required in the event of hydrant shutdown being required.

7.4.7 Emergency and Exit Lighting

Emergency and exit lighting is installed on an open plan basis to comply with Authority requirements. As a result of the tenancy fit-out, further emergency and exit lighting may be required, and any such additional lighting must comply with Authority requirements of the same / equal self-contained type. An emergency lighting central monitoring system is installed as part of the base-build installation and any such additional emergency lighting must be compatible with and added to the existing base-build system.

Preference should be given to LED emergency and exit lighting.

7.4.8 General

In particular, the fitout designer and builder must consider the potential impact upon:

a) Fire and smoke operations

b) Travel distances after fitout and access to fire exits. This may require creation of alternative paths of travel within tenancies and multiple entry/exits doors depending on the tenancy split.

c) Fire systems design such as smoke detection, EWIS, sprinklers and smoke control systems. For example, fully recessed or concealed sprinkler heads are generally not allowed.

Note: Final interfacing to this base building system, and the programming of the tenancy layout into this system, must be performed by the base building preferred contractor at the tenant's expense. A certificate of compliance for the tenancy area Emergency and Exit Lighting must be supplied as part of the tenancy Fire and Essential Services "as-built" documentation

7.5 HYDRAULICS

7.5.1 Plumbing

The sanitary plumbing system and cold water system is able to serve additional fixtures on each typical floor.

Two waste stacks serve each typical floor, both stacks having a provisional junction for connection of tenant's plumbing.

In general, fixtures may be installed anywhere on the floor, although soil or waste lines may be restricted near the perimeter due to the location of additional services installed between beams or core holes. It is recommended to locate such fixtures adjacent to or in close proximity to the core. Any tenant fittings shall have high WELS ratings. A schedule of fittings and WELS ratings shall be submitted for Building Management approval.

All connections to cold water, soil and waste stacks, including vent pipes, will be in copper tube or PVC suitably fire rated. Under no circumstances are single crimped connections allowed within Building

Any waste pipes run at high level on the floor below must be lagged to provide acoustic insulation.

Cold water is provided in the core and not at the tenancy risers.

Refer to drawings for locations of where the tenancy stacks are located on the floors.

Note: All wet areas must have floor wastes installed to negate possible flooding and damage to building fabric/systems. (refer to section 6.18 re penetrations)

7.5.2 Grease Stack

Connections may be made to the grease stack subject to lodgement of a submission and the prior approval by Sydney Water and Building Management. All piping will be in HDPE and must fully comply with Authority requirements. All penetrations are to be fire rated and pipe work to be acoustically treated.

Any additional heating of the grease line before it enters the grease stack in the form of electrical heating pads or similar is the responsibility of the tenant to install and maintain. Line heating is to be supplied from the tenant distribution board.

7.5.3 Hot Water

Hot water provisions in tenancies must be provided by hot water systems, zip heaters, or similar located within the tenancy. These systems are to be supplied from the tenancy electrical distribution board.

7.5.4 Shower Facilities

As referenced in section 6.21, on a single floor the accessible toilet can be converted to a shower.

7.5.5 Waterproofing

Building Management may require the Tenant to waterproof all or a portion of the slab including slab penetrations in their tenancy to avoid leakage into the floor areas below. Areas prone to water leakage are to be waterproofed prior to installation of floor coverings.

Shower bases and the surrounding area must be suitably waterproofed to prevent leakage to the surrounding floor area.

7.6 KITCHEN APPLIANCES

As part of the design review for any tenancy fitout, the Tenant should consider energy efficiency, water efficiency and electrification. Equipment such as Conventional Gas Ovens / Cooktops and heating equipment should not be installed within the tenancy. Gas appliances used for cooking / heating be transitioned to electricity type equipment such as:

- Electric ovens.
- Induction cooktops.
- Microwave ovens
- Combi oven is a three-in-one oven which lets you cook with steam, hot air (convection).
- Electric Water Storage Heaters.

7.7 LIFTS

If works are being performed in the lift lobby:

- When using a jackhammer near lift landing doors, care must be taken to avoid hitting the door track or dislodging concrete from below the track.
- The car and landing door tracks are to be kept clean at all times and vacuumed when appropriate.
- Lift landing door openings must be screened with plastic sheeting to minimise the ingress of dust into lift wells.
- Care to be taken to protect lift reveals and lift doors.

Under no circumstances shall landing buttons, hall landing plates or globes be removed by contractors of the tenant or Project Manager, as these unauthorised works may result in the failure of a bank of lifts. These works must only be performed by the base building lift contractor. Works of this nature must be requested by the Project Manager and co-ordinated by Building Management.

7.8 SECURITY SYSTEMS

Security access is controlled throughout the common areas by an electronic security access system using proximity card technology. Tenants are encouraged to install a system that has compatible; this means the tenancy proximity access card can also be used for property perimeter and lift access.

The provision and programming of access cards and time zones to control access to the tenancy areas is the responsibility of the Project Manager and/or the tenant.

The base building security access system has the capability of providing individual access control of each of the two fire stairs on a floor to allow inter-floor travel.

The Base Building system uses secure format readers and ISO 14443 (credit card size) type cards.

8 BUILDING SERVICES

8.1 PREFERRED CONTRACTORS

The following contractors are the base building preferred for any work associated with the modification of the base building services at the Premises. They are familiar with the design and requirements of the property and should be able to provide a competitive quote for all works. Should their works not, in your opinion, prove competitive, and then please refer this observation in the first instance to the Property Manager.

For services, other contractors may be used for system design and installation management but their designs and their installed works must be reviewed and approved by the Base Building consultant as detailed in Section 7 Building Services of this Guide.

Service	Company	Contact	Telephone
Mechanical Services			
Fire Services and EWIS			
Hydraulic Services			
Electrical			
Access Control			
Emergency Exit Lighting			
Lifts and Escalators			
Communications			
MATV System			
Master Key System			
BMCS			

The details below, indicate the building design criteria to be adhered to in all tenancy fitout design works.

8.2 SERVICES DETAILS - MECHANICAL

Design and Performance Parameters	Site Name
Air Conditioning	
Type	Central plant, variable air volume system centre zone and perimeter active chilled beams
Internal Conditions	
Summer	
Dry Bulb Temperature (°C)	22.5°C +/- 1.5°C
Relative Humidity (%)	40 – 60 No direct humidity control provided
Winter	
Dry Bulb Temperature (°C)	22.5°C +/- 1.5°C
Relative Humidity (%)	40 – 60 No direct humidity control provided
External Design Conditions	
Summer	
Dry Bulb Temperature (°C)	35
Wet Bulb Temperature (°C)	21
Cooling Towers Capacity (°CWB)	24
Winter	
Dry Bulb Temperature (°C)	4
Internal Loads	
Population Density (NLA) Office	
Building density (average) On floor peak density	1 person / 12m^2 1 person / 10m^2
Lighting (W/m^2)	12
Equipment Allowance (Central Plant Sizing) (W/m^2)	15

Design and Performance Parameters	Site Name
Outside Air	
Minimum (L/s/person)	11.25
Condenser Water System Capacity	
Average (NLA) (W/m^2)	35 (THR)
Maximum for One Floor (W/m^2)	80 (THR)
Water Temperature	30C in / 37C out
Filtration	
Average over the life of the media	
Dust No: 1 (%)	40
Dust No: 4 (%)	90
Maximum Noise Levels	
Office areas (NR)	40
Normal Hours Of Operation of Air Conditioning Plant	
Comfort Conditions	8:00am – 6:00pm Week Days
After Hours Air Conditioning	
Review.	Yes
Cost (subject to annual review and adjustment)	
Whole Floor ($/hour)	Price on Application
Half of Floor ($/hour)	N/A
Control Zones Sizes	
Perimeter	Maximum 80m2
Internal	Maximum 120m2
General Exhaust Riser	
Capacity	
Average per Floor (L/s)	0.2 l/s/m2
Maximum for One Floor (L/s)	0.5 l/s/m2
Toilet Exhaust Spare Capacity (L/s per floor)	50 l/s

Design and Performance Parameters	Site Name
Commercial Kitchen Exhaust	
Capacity	3,000 l/s
Supplementary Outside Air Riser	
Capacity	
Average per Floor (L/s)	0.3 l/s/m2
Maximum for One Floor	0.75 l/s/m2
Return Air Through Ceiling Space	
Through ceiling space east RA riser	Yes
Smoke Spill System to Office Floors	
Smoke extraction	AS1668-1 (1991)
Building Monitoring and Control System	
Type	Schneider
Availability for Tenancy Monitoring (subject to approval)	Yes
Building Envelope – Levels	
Glazing	
SC Maximum	TBC
U Maximum (w/m^2K)	TBC
Building Envelope – Level	
Glazing	
SC Maximum	TBC
U Maximum (w/m^2K)	TBC
Provision for Internal Blinds	Yes

8.3 SERVICES DETAILS - ELECTRICAL/COMMUNICATIONS/ SECURITY

Design and Performance Parameters	<Site Name>
Power Supply	
Substation Arrangement	1 Substations
Number	3 Transformers
Capacity (kVA)	TBC
Configuration	Parallel
Feeder Arrangement	Ring main, Sydney CBD Triplex HV feeders
Main Electrical Switchboard	
Provision for bulk metering of all tenancy floors (some modifications required)	Yes
Tenant Power Supply	
Availability at Substation (NLA) (VA/ m^2)	TBC
Distribution Boards, Max. Load (A)	200
Standby Power – Base Building	
Standby Power for all Essential services and ventilation, including 1 emergency lift per rise	Yes
Standby Power Availability for Tenant Use	
Provision of space and fuel storage only. No standby supply available	-
Tenancy Floor Cabling Facilities	
In ceiling conduits from goods lift lobby to accessible ceiling	TBC
Conduits in topping from IDF to access floor	TBC
Raised Floor System	To all tenanted area

Design and Performance Parameters	<Site Name>
Other Systems (including capacity)	1 off communications riser dedicated for tenant use 1 off Tenant electrical riser
Telephone Cabling	
Incoming Cable Capacity (pairs/10m^2)	1
Expansion Capability (Cable + MDF)	100%
Pairs per Floor	Min 50
Tenancy Lighting	
Average maintained level of illumination (Open Plan) (lux)	320
Fittings	Semi-specular reflector. low brightness louvre
Emergency and Exit Lighting	
Compliance	AS2293
Tenant Fittings	Single Point
Type	Centralised computer monitored system
Security / Access Control System	
Manufacturer	TBC
Card Type	Proximity
Extent Of System	
Car Park After Hours	Yes
Building After Hours	Yes
Lift Control After Hours	Yes
Fire Stair Door Locking and Monitoring	Yes
Plantrooms	Yes
Loading Dock	Yes
24 hour/7 day monitoring from Security Desk	Yes

Design and Performance Parameters	<Site Name>
Closed Circuit Television (CCTV)	
Surveillance	
Building Entry and Exit Points	Yes
Common and Public Areas	Yes
Car Parks	Yes
Loading Docks	Yes
Goods Lift	Yes
Car Park Lifts	Yes
System Features	
Security Desk Monitoring	Yes
Real Time VCR/DVR Recording	Yes
Tape Image Retention Period	30 Days
Dedicated Riser Space	
Availability	
Power Cabling	TBC
Communications	TBC
MATV System	
TV Channels	(Digital)
Radio	AM/FM
Antennae and Satellite Dish	
Space Provisions on roof (subject to review and consideration of existing installations)	Yes

8.4 SERVICES DETAILS – FIRE

Design and Performance Parameters	<Site Name>
Sprinkler Installation	
Standard	AS2118.1 – 2006
Average Spacing per head (m^2)	21
Open Plan Spacing per Head (m^2)	21 Light hazard NFPA 4mm per min/139m2
Ceiling Sprinkler Head Type	Semi recessed pendent fast response
Fire Monitoring System	Floor Area
Type	-
Smoke Detectors - General	AS1670
For Inertia 2000operation of mechanical plant under AS1668	Yes
Emergency Warning and Intercommunications System	
Type	-
Code Compliance	AS1670.4
Maximum Area per Speaker on Office Floor	AS1670.4
Hydrant and Hose Reels	
Number per Floor (In accordance with BCA and the FER)	2/3
Performance	AS2419.1 and AS2118.6 AS1221

8.5 SERVICES DETAILS – HYDRAULICS

Design and Performance Parameters	<Site Name>
Provisional Services On Office Floors	

Design and Performance Parameters	<Site Name>
Trade Waste Service	Yes
Grease Stack available on all levels	Yes
Soil and Waste Services	Yes
Sanitary stacks available on all levels	
Cold Water Service	Yes
Water risers adjacent to stacks with isolation valves	
Floor Coverage for provisional services	Entire Floor

8.6 SERVICES DETAILS – LIFTS

Design and Performance Parameters	<Site Name>
General Lift Parameters	
Number of Lifts per rise	
Speed	
Low Rise (m/s)	TBC
High Rise (m/s)	TBC
Duty (kg)	TBCw
Power System	TBC TBC
Group Control System	Schindler
Lift Performance Parameters	
Average Waiting Interval (s)	TBC
Five minute up peak handling capacity (based on 1 person / 12m^2) (%)	TBC

Design and Performance Parameters	<Site Name>
Door Operating Times	
Fully open to fully closed (Mid rise)(s)	TBC
Fully closed to fully open (Mid rise) (s)	TBC
Door opening, floor levelling (Mid rise) (s)	TBC
Mid Rise (g)	TBC
High Rise (g)	TBC
Noise Level (travelling with fan operational) (dbA)	60
Goods Lift	
Capacity (kg)	TBC
Speed (m/s)	TBC
Door Opening Size (mm)	
Width (mm)	TBC
Height (mm)	TBC
Internal Car Dimensions	
Width (mm)	TBC
Depth (mm)	TBC
Height (mm)	TBCTBC
Standby Goods Lift	
One lift per rise is available to serve level B1 (Loading Dock) as Goods Lift back up.	Yes

9 FITOUT MEETING CHECK LISTS

This checklist is an indication of the compulsory and typical documentation that must be supplied as part of the tenancy fitout process. The documentation is a critical stage of the fitout process.

The delivery of appropriate documentation is a key milestone event that may delay the ability of owners to process items such as incentive payments if applicable.

This checklist must be completed as part of the fitout documentation and it is mandatory that the checklist be completed as part of the fitout meeting process between the Project Manager, Property Manager and tenant representative.

An indicative meeting schedule and items suggested to be covered at each meeting is provided in section 2.5 Co-Ordination Meetings of this Fitout Guide.

Level : _____ **Suite : _____**

Tenant : _____

		Compulsory / Yes/No	**JLL Confirmation Date**
1.	**Pre fitout requirements**		
	• Lease or license agreement must be completed. (to be confirmed by GM/RM)	Compulsory	/ /20
	• Lease documentation or Heads of Agreement owner securities (e.g. insurance, bank guarantee, performance bond etc.)	Compulsory	/ /20
	• The Project Manager has been issued with the property Tenancy Fitout Guide and House Rules.	Compulsory	/ /20
	• The Project Manager confirms in writing that s/he has received and read the Tenancy Fitout Guide and House Rules	Compulsory	/ /20
	• Sample board of finishes for common area or areas visible from common areas including areas visible from the property exterior	Compulsory	/ /20
	• WHS Management Plan (including Emergency Response Procedures		
2.	**Contractor Induction and Site Access** (Section 3 of this Fitout Guide)		
	• The Project Manager has attended the site induction and is familiar with the contractor site access requirements.	Compulsory	/ /20

	• A Site Safety Manual has been received from the Project Manager.	Compulsory	/ /20
3.	**Dilapidation Report** • Report completed and area inspected by JLL and tenant representative. • Items to be rectified and party responsibility agreed (refer to Heads of Agreement or lease)	Compulsory	/ /20

		Company Name	Person Responsible	Compulsory /Yes/No	Sign off Date	JLL Confirmation Date
4.	**Authority Certification (attach copies of)**			Compulsory DA/ CC or CDC		
	4.1 Regulatory Authority DA Approval			Compulsory	/ /20	/ /20
	4.2 Regulatory Authority or Private Certifier CDC Approval			Compulsory	/ /20	/ /20
	4.3 Regulatory Authority or Private Certifier CC Approval			Compulsory	/ /20	/ /20
	4.4 Regulatory Authority or Private Certifier Certificate of Occupancy.			Compulsory	/ /20	/ /20
	Services Contractor & Consultant Certification ***Note:*** *Refer to Section 7 of the Fitout Guide for specific service consultant requirements.*					

5. Mechanical

	• Tenancy consultant design received			Compulsory	/ /20	/ /20

	• Base Building consultant approval on design			Compulsory	/ /20	/ /20
	• Tenancy consultant installation and commissioning review completed			Compulsory	/ /20	/ /20
	• Base Building consultant installation and commissioning review completed			Compulsory	/ /20	/ /20
	Note: Final air balance commissioning figures are required to be included in "As Built" documentation					

6. Electrical

	• Tenancy Contractor / consultant design received				/ /20	/ /20
	• Base Building Consultant review completed				/ /20	/ /20
	• Electricity account changed to tenant name				/ /20	/ /20
	Note: Certification must cover emergency lighting & exit signage as noted in Section 7.4.6 Emergency and Exit Lighting					

7. Hydraulic

	• Tenancy Contractor / consultant design received				/ /20	/ /20
	• Base Building Consultant review				/ /20	/ /20

	completed					
	Note: Include structural engineering approval and fire/water sealing certification of penetrations. Details are nominated in Section 6.18 Penetrations					

8. Fire Essential Services

	• Tenancy Contractor / consultant design received			Compulsory	/ /20	/ /20
	• Tenancy Contractor / consultant design received			Compulsory	/ /20	/ /20
	Note: Certification for fire sprinklers smoke detection, hydrant, hose reel (if applicable) & EWIS are required from the Base Building maintenance provider. Details nominated in Section 2.5 of the Fitout Guide - Certificate of Occupation					

9. BMCS

	• Tenancy Contractor / consultant design received				/ /20	/ /20
	• Base Building Contractor review of installation completed			Compulsory	/ /20	/ /20
	Note for Property Manager: Ensure Building Management's Operation & Maintenance Manuals are updated with supplementary information for tenancy connections.					

10. Architectural

	• Base Building master key requirements met			Compulsory	/ /20	/ /20
	• Signage plans submitted to JLL				/ /20	/ /20
	• Signage plans approved by JLL				/ /20	/ /20

	• Special finishes – Project manager has advised JLL of any special finishes required treatments applicable to the tenancy.				/ /20	/ /20
	• Tenancy waste streams are complimentary to base building waste collection requirements.			Compulsory	/ /20	/ /20
	• Project Manager sign off of completed works			Compulsory	/ /20	/ /20
	• Building Management sign off by GM, RM, PSM			Compulsory	/ /20	/ /20

11.	**"As Installed" Service Drawings**	**Soft copies**	**CAD**	
	Mechanical Services (including commissioning detail)		☐	/ /20
	Electrical			
	• Light Circuit		☐	/ /20
	• Power Circuit		☐	/ /20
	• Distribution Board		☐	/ /20
	• Certification of emergency and exit lighting		☐	/ /20
	Hydraulic			/ /20
	Fire Protection, Smoke detection, Sprinkler, Hydrant and Hose reel, EWIS (incl. base building contractor sign off)		☐	/ /20

BMCS (incl. Base Building contractor sign off) Security & Comms		☐	/ /20
Reflected Ceiling		☐	/ /20
Partition Layout		☐	/ /20

It is required that all drawings supplied are as required in the property Fitout Guide. As a minimum this will include 2 copies of hard copy plans and an electronic version in auto CAD format.

Tenant's Representative _____

Date : _____

The above documentation has been received by JLL.

JLL : _____ **Date :** _____

Position: _____

10 APPENDICES

10.1 LOCAL GOVERNMENT APPLICATION FORMS

The following appendices include Local Government application forms for Development Application and Construction Certification.

Development Applications or equivalent must be signed by Building Management staff prior to lodgement of the application with the Local Authority.

Copies of the completed application, and any subsequent correspondence with the Local Authority and Independent Certifying Authorities (BCA Consultants), must be forwarded to Building Management.

10.2 GREEN STAR INFORMATION AND RATING TOOLS

The attached schedule is to be filled in by the tenant during the design stage as part of their obligations and to demonstrate compliance with the environmental performance requirements of the building, in particular that the tenancy design and operation will support high greenhouse performance as measured by NABERS Energy for Offices for both the Tenancy and the Base Building.

This schedule is complementary to the fit-out design guidelines and is intended to summarise all documentation requirements that would otherwise be spread across multiple disciplines.

Further information on Green Star can be obtained at www.gbcaus.org.

Further information on NABERS can be obtained at www.nabers.com.au.

Sustainability Fit-Out Design Schedule

This schedule is to be read in conjunction with the fit-out guidelines and shall be progressively and completely filled in by the tenant during the fit-out design stage.

	Requirement	Tenant Response
1.0	**General Information**	
1.1	Nett Lettable Area (m^2) by Level occupied	
1.2	Provide tenancy layout plans and reflected ceiling plan with luminaire schedule	
2.0	**Population (Normal occupancy level)**	
2.1	Number of Staff (No. of Full Time Equivalent)	
2.2	Number of computerised workstations in tenancy (regularly used hot desks identified separately)	
2.3	Average number of visitors anticipated (No./day)	
3.0	**Operating Hours**	
3.1	Established Building Hours for Comfort Conditions (e.g. 8am-6pm Mon to Fri)	
3.2	Provide a set of marked up tenancy plans showing the operational profile of each work group where use of the space is anticipated to deviate from established building hours. Supplementary systems are required for those areas where regular / permanent after hours conditioning is required.	
3.3	Summarise the anticipated use of base building after hours air conditioning.	
4.0	**Fit-out Ratings**	
4.1	Confirm if the tenancy has been designed to achieve 4.5 stars or higher NABERS Energy (Tenancy) and provide report where available	

	Requirement	Tenant Response
4.2	Provide a summary of Green Star Office Interiors (v1.1) credits targeted and confirmation of whether a certified rating is proposed.	
5.0	**Lighting**	
5.1	Identify by luminaire type (e.g. 2x18W CF or 35W IRC halogen etc.) the number and circuit watts (inclusive of ballasts) of all tenant light fittings i.e. excluding base building fittings. For lighting provided in tenant areas by the base building indicate the number of base building fittings removed or added as part of the fit-out.	
5.2	Confirm total tenant lighting load (circuit watts) across lettable area in W/m^2 by floor or major area. The tenant installed lighting is to be quantified on a W/m^2 NLA basis by floor or major area. If tenant allowance is more than 1 W/m^2 NLA above the base building open office plan provision, the rationale for a high lighting load shall be explained and approved by Building Management	
6.0	**Business Equipment**	
6.1	Confirm small power loads for will not exceed $15W/m^2$ of heat loading for each zone conditioned by the base building air conditioning systems (i.e. excluding data / comms rooms).	
6.2	Computer and Monitor types – provide details on energy consumption, type, and quantities for each of the following: • Desktop Computers – CPU's • Desktop Computers Monitors – CRTs • Desktop Computer Monitors – Flat screens • Laptops • Describe any other computer equipment	

	Requirement	Tenant Response
6.3	Printing devices – provide details on energy consumption, type, and quantities for each of the following: • Scanners • Laser Printers • Inkjet Printers • Photocopiers • Facsimile machines • Multi-function print devices	
6.4	Confirm all IT equipment will have energy savings / Energy Star power management functions enabled. Any non-compliance with this requirement must be disclosed and justified to Building Management.	
6.5	Describe any central computer room or data processing facility proposed. Describe how this equipment is serviced mechanically.	
7.0	**Tenant Air-Conditioning**	
7.1	Supplementary or Stand Alone Tenant Air Conditioning Units • Provide schedule including served, anticipated operation, equipment capacity (supply and outdoor airflow and heating & cooling capacity).	
8.0	**Kitchen Equipment**	
8.1	Kitchen equipment – provide details on energy consumption, type, and quantities for each of the following: • Fridges (energy rating kWh/pa) • Dishwashers (energy rating kWh/pa, WELS water star rating) • Boiling water units	

	Requirement	Tenant Response
	• Chilled water units • Microwaves (Wattage) • Toasters (Wattage) • Sandwich presses (Wattage)	
9.0	**Water Use**	
9.1	Provide a schedule of tenant installed fittings showing WELS ratings and L/flush L/min flowrates.	

10.3 WORK AT HEIGHT PROCEDURE

The following procedures must be adhered to while working on the roof or any balcony of the Building:

- You must provide identification (for example a company photo identification card issued by the Licensee or a current photo driver's licence) and evidence of authorisation for access to the balcony.
- You must fill out the Restricted / High Risk Works access form and be inducted by Property Management to enter the area.
- You must receive your security pass prior to proceeding to the area.
- You must use the goods lift to gain access to and from the roof or plant room levels.
- You must always lock the access door immediately behind you when you enter or leave the roof or balcony.

When working on the balcony at no stage are you to cross the line defined by the hand rail without the approval of Property Management (which is subject to safe work method statement development for high risk works).

If working with tools or equipment over the parapet or near the edge of the Building (i.e. over the line defined by the hand rails) in compliance with Point 6 above, the tools and equipment must be tied down to the Building or hand rail to eliminate the risk of dropping them over the Building's side.

If at any stage there is a risk of dropping any item over the side of the Building, the Licensee must notify security, and then erect barricades around public areas prior to work commencing.

I, ... understand the above procedures and declare that I accept and will abide by these and their intent and any directions from by Property Management. I show this by accepting the balcony keys.

Name: ..... Signature: .....

Company: ..... Date: .....

10.4 PRINCIPAL CONTRACTOR INFORMATION PACK

The aim of this information pack is to provide persons or organisations nominated as principal contractors pursuant to the Work Health and Safety Regulation 2017 ("The Regulation"), with a broad overview of their responsibilities and obligations. This pack is not a substitute for the Regulation of for contractors obtaining their own legal advice. It is merely provided as a starting point for you to develop your own approach to fulfilling the principal contractor obligations.

Copies of the Regulation, relevant Codes of Practice and general safety information are available from SafeWork NSW. You can download those documents in .pdf format from the SafeWork website, which is located at www.safework.nsw.gov.au.

If you have any queries in relation to the information provided here or regarding the legislation generally, we urge you to seek advice from suitably qualified persons or to contact your local SafeWork NSW office.

Note that all extracts from the legislation shown in this information pack are in italics. All defined terms are shown in red and a dictionary of terms is provided at page 6.

Definitions

- ***Construction Site*** *means the site of construction work (either in progress or suspended).*
- ***Construction work*** *means any of the following:*

  (i) excavation, including the excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes, and the use of caissons and cofferdams,

  (ii) building, including the construction (including the manufacturing of prefabricated elements of a building at the place of work concerned), alteration, renovation, repair, maintenance and demolition of all types of buildings,

  (iii) civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, airports, docks, harbours, inland waterways, dams, river and avalanche and sea defence works, roads and highways, railways, bridges and tunnels, viaducts, and works related to the provision of services such as communications, drainage, sewerage, water and energy supplies.

- ***Construction 'Project'*** *is a project that involves construction work where the cost of the construction work is $250,000 or more.*
- ***Electrical installation*** *means any appliance, wires, fittings, or other apparatus placed in, on, or under any land or premises and used for the purposes, or for purposes incidental to, the conveyance, control and use of electricity supplied or intended to be supplied by an electricity supply authority. This includes the supply authority's installation for the purposes of this code.*
- ***High Risk Construction work*** *means any the following:*

  - structural alterations that are load bearing or require temporary support,
  - work at a height above 2 metres or more,
  - excavation to a depth greater than 1.5 metres,
  - work involving or is likely to involve, the disturbance of asbestos,
  - work near traffic or mobile plant,
  - work in or around gas or electrical installations.

- ***Principal Contractor*** *in relation to construction work (or a construction project involving construction work), means a person who commissions a construction 'project' or is engaged on behalf of a PCBU to have management or control of the workplace and to discharge the duties of a principal contractor.*

Obligations of a Principal Contractor

As the **principal contractor** appointed by the Person commissioning the Construction project, the Regulation requires you to do the following:

Training

You must not allow anyone to work on site without completing WHS induction training in accordance with the Code of Practice "WHS Induction Training for Construction Work". You must ensure that regardless of the work conducted, the training and activities are appropriate to ensure the safety of all persons at that site at all times.

Risk Assessment and Risk Control

WHS Regulations state that a sub-contractor must not commence work until he or she has undertaken an assessment of the risks associated with the work to be carried out and provided to the principal contractor a written safe work method statement that includes a copy of the assessment of risks.

When assessing and controlling risks at a construction site there are general principles that apply, which include the requirements that a sub-contractor carry out the following:

- Establish the context of the work and risks to be assessed;
- Identify all the risks involved in the work;
- Assess those risks using accepted industry assessment tools;
- Assess any controls currently in place;
- Develop controls using the hierarchy of control principles;
- Develop work methods that will ensure the safety of all concerned with the work; and
- Review the whole process on a regular basis throughout the work and make any changes required.

For help on understanding risk assessment and control, contact SafeWork NSW, who have many downloadable documents on their web-site. Refer also to the Australian Standard 4360 on risk management.

Safe Work Method Statement

As the principal contractor you must ensure you obtain safe work method statements for all the work to be carried out on the construction site in writing and prior to starting work. These should be kept with your site specific WHS records for a period of not less than 3 years.

The Regulation requires you to ensure that your sub-contractor complies with the safe work method statement that they have provided and that they also comply with the requirements of the Work Health and Safety Act. In order to do this, legislation requires you to monitor the activities of the sub-contractor to the extent necessary.

If a risk to the health or safety of a person arises because of non-compliance with either the safe work method statement or the legislation, the principal contractor must direct the sub-contractor to stop work immediately and not to resume work until the safe work method statement or the requirements of the legislation, or both, are complied with.

Record Keeping

You must keep WHS records for 3 years, including copies of:

- training records and a brief description of the training conducted;

- safe work method statements;
- risk and hazard assessments; and

Where the cost of work exceeds $250,000 or is asbestos or demolition work for which a licence is required, the principal contractor also has an obligation to ensure that a copy of the work health and safety management plan is available for inspection during the course of the construction work by any person working onsite or about to commence work and any employee WHS representative.

The principal contractor must ensure that a copy of any part(s) of the work health and safety management plan that are relevant to the sub-contractor are provided to that sub-contractor before he or she commences work. Any changes to the plan must be immediately notified.

WHS Management Plan

You must ensure that a site specific WHS management plan is prepared for each construction site prior to commencing work. You must keep it up to date throughout the project. Regulation states the principal contractor must ensure that the work health and safety management plan includes:

- a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for Work health and safety, and
- details of the arrangements for ensuring compliance with the requirements for work health and safety induction training that are set out in the Regulations, and
- details of the arrangements for managing workplace health and safety incidents, including the identity of and contact details for the person or persons who will be available to prevent, prepare for, respond to and recover from workplace health and safety incidents, and
- Site specific emergency response procedures and responsible personnel, and
- Any site safety rules and details of the arrangements for ensuring that all persons at the place of work (whether employees or visitors) are informed of the rules, and
- Safe work method statements for all high risk work activities.

Of course, the responsibilities imposed on you, as a principal contractor together with any sub-contractors that you appoint are in addition to any other responsibilities that you or a sub-contractor may have as a PCBU or self-employed person or other person having responsibilities under other provisions of the Regulation.

This information pack is a summary only, to be used as a general guide to outlining the key requirements of the Regulation relating to the appointment of a principal contractor. It is not a substitute for a reading of the Regulation or for obtaining legal advice. The contents of this information pack are current as at publication and are subject to change as legislation is amended and/or repealed. JLL does not accept liability for any loss or damage caused as a result of reliance upon it.

10.5 RESTRICTED/HIGH RISK WORK ACCESS

Section 1: Request for Access			
Contract Company:			
Contact Name:		Ph:	
Property:			
Location of works:			
Description of works:			

Request Start	**Request End**
Date: / / Time:……am/pm	Date: / / Time:……am/pm

High Risk Works					
Hot Work	☐	Core, Cut, Drill	☐	BMU	☐
Work at Height	☐	Confined Space	☐	EWP	☐
Two Rope Access/ Abseil	☐	Electrical isolation	☐	Other _____	☐

Key Request					
Electrical Riser	☐	Gas Services Riser	☐	Main Switchboard	☐
FIP Room	☐	Mechanical Riser	☐	Lift Motor Room	☐
Fire Pump room	☐	Hydraulic Riser	☐	Plant Room	☐
MDF Room	☐	Fire Services	☐	Generator Room	☐
Other	☐	Comms Riser	☐	Roof / Balcony	☐

Declarations	
• A Risk Assessment has been undertaken and a Safe Work Method Statement (SWMS) has been developed for the specific works to be conducted.	Yes/No/NA
• Personnel conducting the works have been trained in and acknowledged acceptance of the SWMS.	Yes/No/NA
• Personnel conducting the work are competent, experienced and qualified. Appropriate supervision will be provided where required.	Yes/No/NA
• For high risk works, I will use my organisations permits and will have completed copies available on site.	Yes/No/NA
• The works will be conducted in such a manner not to endanger people or property, including barricading and guarding as required.	Yes/No/NA

Contractor Sign off:

I certify that the above work will be undertaken with all nominated controls in place per SWMS and in accordance with all relevant Legislation, Standards, Codes of Practice and Site Rules.

Name: Date: / /

Signature:

Permission for Restricted/ High Risk Works Access given by JLL representative:

Name: Signature:		Date:	/ /

Key Contacts and Resources

1. SafeWork NSW
   400 George Street
   Sydney 2000
   Phone 131050
   Web address www.safework.nsw.gov.au
   SafeWork provide a range of WHS services and publications.

2. Standards Australia
   286 George Street
   Sydney 2000
   Phone 1 300 654 646
   web address www.standards.com.au

   Standards Australia develops and produces many documents that can be searched and purchased via their web-site.

3. WorkCover Victoria
   Web address www.workcover.vic.gov.au, then go to the “Publications” section.
   We include this web-site for reference as it contains many good publications that can be downloaded and relate to construction techniques. These documents they may save you and/or your contractors many hours of system development.

4. JLL – Property Asset Management
   Level 25
   180 George Street
   Sydney 2000

   Contact: Director – PAM

10.6 TENANCY MAKEGOOD

Schedule of works

The Make Good works include removal of all tenancy fit out and services as well as reinstatement of the whole floor areas back to the original base building design and finishes.

Definitions of base building lettable space (as built)

- The vacant office floor without any tenancy fit-out; i.e. partitions fixed or demountable, workstations.
- Floor covering i.e.; commercial quality 100% wool carpet.
- No additional air conditioning VAV's or supplementary units.
- Light fittings laid out as per design drawing provided at the time of lease.
- Air conditioning outlets and sprinkler system are correctly located in accordance with relevant standard and building design, as per drawings.
- The ceiling grid without any fixing holes and ceiling tiles, unmarked and undamaged.
- Brand new tubes and starters for light fittings.
- Fully operational and compliant emergency systems such as EWIS speakers, exit lights etc.
- Provide Form 15A Certificate for Make Good

The following is a summary of those works required for the making good of your premises for the purpose of back to the base building design, in accordance with the provision of your lease.

Walls and partitions

- Remove all partitioning and fixtures and make good all damage caused by the works.
- This should include removal of concealed timber and steel framework related to movable division walls, fixings to mullions, and above ceiling sound proofing and baffle materials.
- Replace all damaged window sills with full length sections to match existing
- Patch walls, columns and doors where necessary and prepare for repainting. All rendered wall should be patched with sand based filler to match existing render finish.
- Repaint all walls existing lift lobbies, plaster ceilings, WC areas and core kitchen applying two coats of Dulux Wash & Wear acrylic paint with specified colour.
- Prepare as required and paint all sides of the service risers/core facility doors and frames with two coats of specified Dulux colour gloss enamel paint.
- Clean internal glass of all windows
- Repaint front of the lift core wall and doors as per specified colour.

Ceilings

- Remove sections of plaster set ceilings as applicable and restore original grid system.

- Replace missing, broken and damaged ceiling grid.
- Ensure all ceiling tile support splines are in place.
- Replace all damaged or broken ceiling tiles as per building specifications.

Note: This includes all ceiling grid and wall angles that have been drilled, cut, painted and/or damaged including all main & cross runners.

Note 2: With the installation of ceiling tiles the manufactures installation specification must be adhered to. E.G. Fricker ceiling system requires offset (staggered) suspension rods, this allows removal of ceiling tile without damage to same.

Furniture/fixtures

- Remove all surplus furniture, decorative fixings, paintings, and prints.
- Remove curtains and blinds installed by the tenant including their support systems.

Fire services

- Restore sprinkler system to original as built open floor plan layout.
- Remove independent fire suppression systems and dedicated alarm monitoring facilities.

Hydraulic services

- Disconnect and remove plumbing, venting and drainage from kitchen sinks, W.C/Shower areas including air conditioning condensation lines, back to this origin.
- Remove all redundant service from under side of the slabs and cap of all services as required at the vertical riser.
- Properly seal and fire rate all inter floor penetrations.

Mechanical services

- Isolate and remove ancillary air conditioners including ducting, and associated pipe work as well as electrical wiring, back to their origin.
- Restore building air conditioning VAV's, outlets, registers and thermostats to their original locations and re-balance air distribution of the system.
- Clean all air conditioning diffusers and air out lets.
- Provide temporary filter media adequately fixed across return air sub ducts to prevent debris contaminating base building system throughout the works.

Security system

- Remove tenant's dedicated security system, back to controllers in the security riser.

Elevators

- Remove any fixtures installed during tenancy fit-outs such as timber architraves around lift doors.

- Repaint all lift doors using electrostatic painting method

Electrical/communications systems

- Isolate and remove all redundant computer, data, telephone, and TV cabling and electrical wiring, back to their origin. Including services ran in common areas.
- Replace missing light fittings as per building design specifications and restore layout and each circuit to original patterns. The lighting control switches to be installed adjacent to lift lobby at the original location, if applicable.
- Remove telephone/PABX and computer equipment.
- Remove additional power points and sockets and repair/replace ducted skirting as required.
- Replace all damaged skirting and duct covers with full length sections to match existing type and colour. Please note that all duct covers that have been drilled, cut, painted and/or damaged.
- Electrical light and power cable to be removed back to floor distribution board circuit breakers, Sub-boards to be removed.
- Remove additional light fittings installed during tenancy fit-out.
- Replace all fluorescent tubes with original type Philip's 36/830 Tri Phosphor 3000K tubes and Philip's S 10 starters.
- Clean all light diffusers.
- Provide the required number of power outlets to the skirting with a maximum of one point to each panel and no more than 4 metres apart.
- Light and power circuit schedule to be revised to reflect the new configuration.
- Telephone cables to be removed back to floor IDF connection point.
- Inter floor cable to be removed from risers with fire rating being maintained.
- Return all building access keys and door keys on completion of make good.

Carpet/floor finishes

- Replace damaged or missing sections of carpet. Vacuum and steam clean.
- Remove sections of floor tiling or special floor finishes.
- Steam clean and vacuum all carpeted floor areas including lobby and services areas.

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