

140 St. Georges Terrace



## **CONDITIONS OF CONSENT TO CARRY OUT WORKS**

# PREFACE

Set out in this document is the requirements for conducting tenancy works in **140 St. Georges Terrace Perth.**

These requirements are prepared to ensure an orderly conduct of works with due respect for the occupancy of existing tenants and the Building itself.

It is considered important to ensure tenants and contractors alike are aware of these procedures, so proper arrangements are made in advance, with a clear understanding of the conditions that apply.

It is important that the contents of this document are clearly understood by all parties involved in any building works to be conducted in **140 St. Georges Terrace.**

We also recommend that a preliminary meeting be conducted with the Facilities Manager and/or the Property Manager prior to works being planned so that any unusual aspects of a project may be clarified and the works program may be discussed.

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Address:

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## **PART 1 DOCUMENTATION AND CONSENTS**

### **1.1 DOCUMENTATION REQUIRED FOR APPROVAL**

Drawings and specifications must be submitted to The Facilities Manager in the following manner: -

- Partition layouts including proposed electrical, mechanical, fire systems, hydraulic and reflected ceiling architectural will be prepared initially by the Lessee and three (3) copies must be submitted to The Facilities Manager's office. Drawings must show the paths of egress from the furthest point on each floor, or within a part floor tenancy. To each available exit. Paths of egress must be marked in red with travel distances noted. A person must certify paths of egress and travel distances acceptable to the authorities. One copy will be returned to the Lessee and marked as "accepted for construction - draft" - subject to Item 1.2 herein.
- It is highly recommended that pre-fit out inspections and meetings take place at an early stage of the design and/or layout preparation.
- The Lessee should then proceed with the design, and produce specifications and drawings of service alterations including, but not limited to, air conditioning, electrical, fire protection, hydraulics, security, voice and data communications, structural, architectural and life safety.
- Any change to fixtures and finishes within the tenancy or common area is not permitted without prior written approval from owners. This includes and not limited to carpet, ceiling systems, paintwork and all hard surface finishes.
- When seeking approval, sample boards and schedules must be submitted listing all details of materials and areas where they are proposed to be used.
- Three (3) copies of all the above final documents must be submitted to The Facilities Manager. One (1) copy will be marked "Accepted for Construction - Final" and returned to the Lessee - subject to Item 1.2 herein.

### **1.2 STATUTORY APPROVALS**

All necessary Statutory and/or Local, State & National Authority approvals are to be obtained and copies of such approvals submitted to The Facilities Manager's office, before taking possession of the site or commencement of any works.

### 1.3 THE LESSOR'S CONSULTANTS TO CHECK WORKS

Should, in the opinion of the Lessor or the Facilities Manager or their representative, any aspect of works following acceptance of the documentation by The Facilities Manager require verification by a specialist consultant, any costs incurred in such verification are to be borne by the Lessee.

Should, in the opinion of the Facilities Manager or it's client, any aspect of works following acceptance of the documentation be required to be certified by a specialist consultant then the cost will be borne by the Lessee.

### 1.4 CHANGES TO APPROVED WORKS

Details of any proposed alterations to the works following acceptance of the documentation by The Facilities Manager and prior to completion of the works must be submitted to The Facilities Manager for approval prior to such alterations being implemented.

### 1.5 AIR CONDITIONING REQUIREMENTS

Air conditioning modifications must allow for comfort conditions throughout all areas affected by the tenancy works. Modifications including air balancing, building automation system and control changes are the responsibility of the Lessee, and must comply with all relevant Regulations and Standards. Proposed modifications should be referred to the Facilities Manager for approval. Pre determined design air quantities allocated to a floor are not to be exceeded by the use of additional air distribution outlets.

Supplementary air conditioning units are to be used where heat loads exceed the base building design allowance. Supplementary units are to be fitted with head pressure control to regulate and minimise the demand on the supplementary condenser water system. Where supplementary units have plate type heat exchangers, adequate filtration is to be installed at the water inlet to the condenser. Desired condenser water flow quantities will need to be discussed with the Facilities manager.

On completion of the fit out final air balance data is to be provided for building records.

Modifications to the air conditioning system shall be reflected in the Building Management System (BMS) if in place. This is to include graphics, control points, temperature sensor locations, supplementary unit location, VAV locations and minimum and maximum airflows etc.

There is provision of dedicated Tenant Condenser Water usage with standard capacity allowance per floor of **40.00kW** of cooling capacity, which equals to **1.78 L/s**. The Tenant is reminded that Tenant Condenser Water requirements must be referred to the Facilities Manager for review and approve.

At completion of works all commissioning data including air and water balancing figures are to be supplied as part of final documentation to the Facilities Manager.

## **1.6 ELECTRICAL EQUIPMENT**

All work to be undertaken by a licensed tradesperson and switchboards and GPO's and any other electrical fitting to be correctly labelled and neutral links numbered.

The total electrical load for each tenancy is to be evenly distributed over the three electrical phases of the floor distribution board. There will be no exception to this requirement

## **1.7 OCCUPATIONAL HEALTH, SAFETY AND WELFARE**

Where contractors are performing any activity on behalf of the lessee, the lessee must ensure that:

- I. Each Contractor company must ensure that all tradespersons engaged to undertake these works have been inducted by Knight Frank to work on the property
- II. Once inducted all tradesperson will be required to sign in/out each day when attending site
- III. Safe work practices are established in accordance with all relevant legislation, prior to any work commencing and maintained, thereafter;
- IV. Risk assessment surveys are conducted in compliance with good risk management principles considering the degree, probability and frequency of the risk;  
The lessee and the contractor complies with the recommendations of the Risk assessment surveys;
- V. All personnel performing any activity at the premises are trained in Occupational Health and Safety, in particular in relation to the risks associated with performing the activities;
- VI. The Lessee informs the Lessor or their nominated Consultant, of any changes in the activities or personnel, corporate structure, management structure or supervisors that may affect the safety of its or other contracted personnel in performing the activities, or other activities within the building.
- VII. Prior to commencement of work on site the lessee must ensure that their contractors complete a Risk Assessment Survey, and a site induction procedure for all staff working on the project, and prepare and issue an OH&S plan.

## **PART 2 INSURANCE**

### **2.1 INSURANCE POLICIES REQUIRED**

The Lessee shall indemnify and keep indemnified the Building Owner, The Facilities Manager, and all other parties affected by the works, from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses and expenses of any nature whatsoever which they may suffer or incur in connection with the works.

The Lessee is to effect and maintain a Contractors All Risks Policy, Public Risk Liability Insurance Policy with the sums insured to be appropriate, and covering all possible liability against loss, damage, claim or injury during or after completion of the said works.

Without prejudice to the Owner and The Facilities Manager's rights for full recovery of costs in this regard, the sum insured is to be not less than \$20 million for any one occurrence.

The Lessee is to ensure that contractors are adequately covered by Contractors All Risks and Public Risk Liability insurances and such insurance required under the Worker's Compensation Act.

Copy of all insurance policies to be provided to the Facilities Manager

## **2.2 COMPLIANCE WITH INSURANCE COUNCIL**

The location and number of thermal fire detectors and/or smoke detectors and/or hydrants and hose reels and/or fire sprinklers and/or EWIS speakers, and/or exit and emergency lighting must comply with the requirements of all appropriate authorities and the requirements of the Insurance Council of Australia. Should the works necessitate any alteration or addition to the existing equipment, the cost of such alteration or addition will be borne by the Lessee.

## **2.3 DAMAGE TO PERSON AND PROPERTY**

### **Indemnity by Contractor and Lessee**

The Contractor and Lessee shall indemnify the Building Owner and the Managing Agent against:

- (a) Loss of or damage to property of the Building Owner and the Managing Agent, including property in or upon which the Work is carried out;
- (b) claims by any person (including without limiting the generality of the foregoing any employee of the Contractor or of any sub-contractor) against the Building Owner or the Managing Agent in respect of personal injury or death or loss of or damage to any property, arising out of or as a consequence of the carrying out by the Contractor of the Work.

The Contractor's liability to indemnify the Building Owner and the Managing Agent under this clause shall be reduced proportionally to the extent that the act or omission of the Building Owner may have contributed to the loss, damage, death or injury.

A **minimum of \$20million insurance** cover is required and proof of the policies currency is to be submitted with proposal documentation.

The provisions of clause 2.3 shall not apply to:

- (a) The extent that the liability of the Contractor is limited by another provision of the Contract;
- (b) Exclude any other right of the Building Owner to be indemnified by the Contractor.



## **PART 3**

### **ACCESS / NOMINATED CONSULTANTS & CONTRACTORS**

#### **3.1 ACCESS HOURS TO BUILDING**

Access to the building will generally only be permitted during the building hours stipulated by The Lessor. If access is required outside these hours, special arrangements must be made through our Facilities Manager.

All costs involved with after hours work shall be borne by the Lessee.

#### **3.2 RIGHTS TO REFUSE ACCESS**

Alterations or modifications to building services may be designed by The Lessor nominated consultants and carried out by The Lessor nominated contractor or sub-contractors for the building, so far as is consistent with the provisions of the Trade Practices Act. The Lessor and The Facilities Manager reserve the right to refuse access to the building or any part thereof to any contractor or consultant at their sole and unfettered discretion.

Entry will be refused if adequate details are not provided. Documentation from the tenant giving approval for after hour's entry to their tenancy is required prior to the commencement of work.

Should the Lessee desire to use their own consultants and/or contractors, full details of these companies must be submitted to The Lessor for consideration and response. Costs of extra work having to be carried out by the Building Owner or Facilities Manager due to the lack of knowledge of the use of their consultants and contractors shall be borne by the Lessee.

#### **3.3 LIST OF APPROVED CONTRACTORS**

A list detailing all contractors to be working on-site must be submitted to The Facilities Manager's office (refer appendix 5). Date of commencement and anticipated completion should also be submitted. All workmen are to be attired properly and must refrain from loud or offensive language. The consumption of alcohol and or drugs or any illegal substance is prohibited during the works, and smoking is prohibited in the Building. Any breach of these restrictions will mean immediate expulsion of the contractor from the Building.

### **3.4 LIFT ACCESS**

Plant and materials are only to be brought into the building by prior arrangement with The Facilities Manager and outside normal business hours where possible, and may only be conveyed by the lift as directed by the Facilities Manager. Twenty-four hours notice is required for trade access to the Building and strict compliance of access times arranged is required. It should be noted that no obstruction to car parking facilities will be permitted. Under no circumstances are goods, materials or contractor access to be brought through the main foyer. There are no on-site parking facilities for trade's persons. Parking of contractor vehicles at the front of the building is prohibited.

An inspection by the lift maintenance company will determine the lift condition and cleanliness prior to starting of works. Another inspection will be conducted after the conclusion of works. All costs to restore the lifts to pre works condition will be The Lessee's responsibility. Contractors and their employees are only to use the dedicated lift.

Passenger lifts are not to be used at any time for transportation of any personnel materials, equipment, furniture, etc.

### **3.5 USE OF ACCESS DOORS**

For the purposes of security and safety all plant room fire doors and roof access doors are always in the locked position. Should it be necessary to use these doors' **THEY ARE NOT TO BE PROPPED OR LEFT OPEN?** Doors must be left closed at all times, failure to comply with this direction will result in the contractor's dismissal from the site.

### **3.6 WORK SUPERVISION**

All work must be supervised and controlled by a responsible and appropriately experienced person, nominated by the Lessee. That person must be readily accessible by the Facilities Manager or Building Engineering personnel at all times during the project.

The "work supervisor" will ensure all Owner requirements are met and that all work is conducted in a timely manner, ensuring that the Facilities Manager is kept informed of progress with the works.

## **PART 4 PREPARATION AND CLEANING REQUIREMENTS**

### **4.1 STANDARD OF WORK REQUIRED**

All work must be carried out by suitably qualified personnel, and in a manner that complies with the relevant standards, regulations, and accepted industry practice.

### **4.2 PROTECTION AND USE OF LIFT**

All goods, materials and tools must be transported by the goods lift, which is to be suitably protected by suitable car covers/panelling at the Lessees expense for the duration of the fit out. Passenger lifts may only be used in exceptional circumstances subject to approval and must also be suitably protected by suitable car covers/panelling at the Lessees expense for the duration of the fit out.

### **4.3 INSPECTION (DELAPIDATION) AND PROTECTION OF FINISHES AND FIXTURES FOLLOWING AN AGREED DELAPIDATION INSPECTION**

All finishes, fixtures and fittings are to be adequately protected against damage to the satisfaction of The Facilities Manager. Any such damage is to be made good immediately, at no cost to The Lessor or The Facilities Manager.

### **4.4 USE OF BUILDING FACILITIES**

Use of building facilities other than those designated by The Facilities Manager is not permitted. Under no circumstances are tools, brushes, etc. to be cleaned in basins located in toilet or tearoom areas.

### **4.5 CLEANING REQUIREMENTS**

The Lessee is responsible to ensure that all areas used by contractors and others connected with the works are left in a clean and tidy condition during and at the completion of works. All surplus building material and debris is to be properly removed from the premises, in sealed bags where possible. Any costs incurred by the Lessor or the Facilities Manager in bringing these areas to an acceptable standard of cleanliness are to be borne by the Lessee.

Lessee is responsible to regularly remove all fit-out rubbish from the building site at all times maintaining the site in a clean and safe condition. The loading bay is not to be used as storage of rubbish or fit-out materials, and the Building rubbish disposal facilities are not to be used.

Common areas are to be cleaned on a regular basis. Frequency of the cleaning will be at the discretion of the Facilities Manager.

## **4.6 CLEANING OF AIR CONDITIONING UNIT & REPLACEMENT OF FILTERS**

Floor A/C to be shut down during refitting and boxes blow through prior to final clean. If A/C runs during fit out, measures to contain/minimise the infiltration of dust must be implemented and discussed with the Facilities Manager.

Where dusty work is conducted, the Lessee must ensure that temporary filters are installed to the return air ducts on the affected floor(s) and removed upon work completion. Builder's dust allowed to enter the air conditioning system will be removed at the Lessee's cost.

All costs associated with the containment and clean up of all builders dust will be to the account of the tenant conducting works.

## **PART 5 ON-SITE GENERAL REQUIREMENTS**

### **5.1 REMOVAL OF REDUNDANT MATERIALS**

Alterations to services, which cause existing tenant modifications to become redundant, must include the removal of all redundant materials including, but not limited to, pipe work or electrical wiring installed in riser cupboards and/or ceiling space above. **Note; No materials are to be transported via the main entrance lobby. All deliveries are to be made via the loading dock.**

### **5.2 STORAGE OF MATERIALS**

Materials, equipment, etc. may only be stored on-site in exceptional circumstances with the prior written approval of The Lessor in areas designated by The Facilities Manager.

### **5.3 INSTALLATION OF HEAVY EQUIPMENT**

The Lessee is to ensure that tenancy fit out design, layout and/or equipment, proposed for the floor/part floor in question, will not exceed or impact on the existing designed floor loading capabilities/performance or any other interacting parts of the structure of the building. Consultation relating to the designed floor loading and the location of areas set aside for excessive loadings must be directed to the Facility Manager prior to design.

Heavy equipment must not be installed without prior approval in writing from The Facilities Manager. Full details must be submitted before approval can be given and must include dimensions, weight, details of supports and proposed location giving dimensions from a fixed point of building structure (excluding partitions). Details must also be provided, explaining how damage to walls, floors and finishes is to be avoided and damage or overstressing of suspended flooring is to be avoided. Equipment includes, but is not limited to, items such as Compactuses, safes and large photocopiers.

If required, these arrangements may include, but without limiting the generality of the foregoing, the attendance of at least 1 lift mechanic and a letter of indemnity from the Lessee to The Lessor and The Facilities Manager indemnifying both of them against all or

any actions, losses and claims for damages as a result of or incidental to the use of the lifts outside their recommended specifications. Should structural engineering advice or structural calculations be required by the Lessor, these will be arranged by the Lessee, at their cost, with a suitable qualified engineer.

#### **5.4 NOISY OR DISRUPTIVE WORKS**

Works that are, in the opinion of The Lessor or The Facilities Manager, of a noisy or disruptive nature, are to be undertaken outside normal working hours. Normal hours are **7.00am to 6.00pm**, Monday to Friday (Public Holidays excepted). The Facilities Manager must be advised of any noisy works proposed so that the work can be Co-ordinated so as not to disturb or disrupt any other planned and authorised activities or the quiet enjoyment of other occupants of the Building or on the same or adjacent floors. Explosive powered tools are only to be used outside of normal working hours and with strict precautions with regard to safety matters. Any breach of this requirement will result in the immediate expulsion of the contractor.

#### **5.5 OBSTRUCTION OF SERVICES**

Under no circumstances are windows to be opened, light fittings, air conditioning outlets/return air inlets and access panels to service ducts to be obstructed. Should the works necessitate relocation of any of these items, such relocation will be carried out in accordance with the instructions of The Facilities Manager and at the cost of the Lessee.

#### **5.6 PARTITIONING REQUIREMENTS TO EXTERNAL WINDOWS**

Where an internal wall meets an external window wall, the internal wall should be in line with a window mullion or column, and should at no time prevent any window assembly from being repaired, or from being properly cleaned.

No fittings are to be attached in any way to the external facade of the building and all partition to external mullions must be reviewed and approved by the Facilities Manager.

#### **5.7 PENETRATION OF FLOOR SLABS PLENUMS AND FIRE RATED PARTITIONS**

Penetrations of fire rated partitions plenums or floor slabs must be separately listed or highlighted on drawings to ensure that these receive the proper attention and are suitably treated to prevent the spread of fire, comply with fire regulations and air conditioning design.

No holes shall be drilled in the structure without the written approval of The Facilities Manager. Core holes must be assessed by a Structural Engineer and certification provided to the Facilities Manager to gain approval.

No holes shall be permitted through beams and columns.

## **5.8 PENETRATION OF WALLS AROUND PLANT ROOMS AND LIFTS**

Fixing to or penetration of fire rated walls around plant rooms service cupboards and lift shafts is not permitted without the prior written approval of The Facilities Manager.

## **5.9 FIXING TO CEILING GRID**

Materials may be attached to the ceiling grid only if they do not impose any load on the grid or do not reduce the structural integrity of the grid or inhibit free removal of the tile. No work relating to this clause may be carried out prior to the written approval of The Lessor.

All cabling must be properly fixed to the floor slab immediately above the ceiling grid to ensure no weight is placed on the ceiling grid by such cabling.

## **5.10 EMERGENCY PROCEDURES**

The Lessee is responsible for ensuring that all employees of the Lessee and the Lessee's Contractors, Consultants, Advisers and/or any persons authorised to be within the Lessee's leased area, co-operate with the appointed emergency control officers for the building, and obey the directions of the officers with regard to both trial emergency procedures and genuine emergencies. The Lessee must appoint floor wardens as required by Australian Standard AS 3745 and the relevant authorities.

## **5.11 SHUTDOWN OF BUILDING SYSTEMS**

Shutdown of Central Building Systems such as Condenser Water Risers or Electrical Switchboards and/or Risers or Security Risers or Air Conditioning Systems, will be permitted at the discretion of The Facilities Manager and only when the work is essential. All shutdowns will only be permitted when adequate notice has been provided and will be strictly controlled, co-ordinated with other tenants and minimised so as to avoid unnecessary disruption to the building and its tenants.

## **5.12 LABELLING OF EQUIPMENT**

Any and all additional equipment, cabling and pipe work must be labelled in accordance with original standards and specifications and identified on as built drawings. Modifications to the fire protection system with installation of items such as VESDA's etc are to be reflected on the fire indicator panel, EWIS panel and Block Plans as required

## **5.13 INTERRUPTION OF EMERGENCY & FIRE PROTECTION SERVICES**

No work on Emergency or Fire Protection services, which involves the isolation or disruption of the service, may take place until The Facilities Manager has received 36 hours notice and has given approval. Shutdown of the services overnight or for periods in excess of 24

hours will only be permitted at The Facilities Manager's discretion and only when a minimum of three working days notice has been provided.

The Lessee will need to appoint an approved static guard for overnight supervision of fire protection services, which cannot be reinstated that day. All costs associated with false alarms attributed to the building works will be the responsibility of the Lessee.

The Lessee is to ensure that the access control system is interlocked with the fire protection system to allow for free egress on a fire alarm.

Any programming of the fire control panel for additional points (eg Vesda, alarm indication etc.) must be completed using procedures set out by the Facilities Manager.

All costs associated with fire system isolation and reinstatement will be borne by the Lessee.

#### **5.14 USE OF RISER CUPBOARDS**

Riser cupboards may only be utilised for their designated use and only with the written approval of The Facilities Manager and at the sole discretion of The Facilities Manager. All penetrations must be re-fire rated (re-plugged) at the Lessee's cost at the completion of the works.

#### **5.15 REPLACEMENT OF LAMPS**

Replacement of lamps in the light fittings may only be done using a lamp of the same size, rating, type and colour rendition. All light fittings and diffusers are to be cleaned at the completion of the works.

#### **5.16 SMOKE DETECTORS**

Smoke detectors are installed on each floor and may be at each fire stair and in the return air path of the air conditioning plant room and they may also be installed through out the floor. Striking may trigger such detectors or situations similar to smoke, dust released from working dry concrete, masonry or gyprock.

The Lessee is responsible for any false fire alarms and consequent charges from the authorities caused by work on their behalf. Detectors must be isolated, protected and cleaned as required when work is being carried out. Detectors must also be cleaned on completion of work.

All work must be at the Lessee's cost.

#### **5.17 ELECTRICAL**

On every switchboard, the load shall be balanced as evenly as possible across all three phases. Accurate, final data is to be supplied to the Facilities Manager upon work completion.

All legends shall be updated in every switchboard. Typed legends will only be accepted and must be in the format building management state.. Final sub-circuit equipment shall be labelled to indicate the origin of the final sub-circuit, along with its circuit breaker number.

All labelling to be traffolyte type, or as directed by the Facilities Manager

Tenant load shall not be installed onto house services supply.  
All work must comply with AS 3000 in force at the time of design.

All work must comply with the Occupational Health, Safety and Welfare Requirements.

Residual Current Devices (RCD's) are to be installed to comply with AS 3000.

The ongoing maintenance of the RCD's (tenant power supply) is the responsibility of the Lessee.

- All main cable feeds from switchboard to be located on trays or catenary in ceiling space.
- No power, light, data or telephone cable is to rest on ceiling tiles.
- The generation of electromagnetic and radio interference by any installation shall not exceed the recommended limits of AS 4015 and other relevant standards or regulatory requirements.
- All meters to be installed by the incumbent electrical contractor.
- Final checks to be conducted by the incumbent electrical contractor at the tenants expense.

## **5.18 HOT WORKS PERMIT**

Prior to any Hot Works being completed, the contractor shall notify the Facilities Manager and fill out the relevant permit and follow the procedure set out in the permit. A copy of the "Hot Work Permit" is in appendix 4 at the end of this document. Failure to comply with this shall result in the contractor being expelled from site immediately.

## **PART 6 INSPECTIONS**

### **6.1 PROGRESS INSPECTIONS**

The Lessor or The Facilities Manager reserves the right to inspect the work at any time and stop all work if the work is not being carried out in accordance with the approved documentation, or if the work is unduly affecting the ability of other tenants to continue their normal business activities or The Lessor's ability to operate the building in a correct and proper manner.



## **6.2 FINAL INSPECTIONS**

On completion of works, a mutually acceptable time should be arranged for The Facilities Manager to inspect the works, including any and all services modifications.

## **PART 7 ON COMPLETION OF WORKS**

### **7.1 AS BUILT DRAWINGS**

On completion, a full set of as-built drawings detailing all works carried out must be submitted to The Facilities Manager for record purposes. These drawings must consist of one full size print, one transparency and a copy provided on AutoCAD V14, disk or CD Rom. Drawings supplied must include a partition layout showing paths of egress marked in red and the location and type of emergency/exit lights, portable fire extinguishers, sprinklers and smoke detectors.

### **7.2 AS BUILT CABLING DETAILS**

As-built drawings must include full details of all cables used and/or installed by the Lessee including, but not limited to, electrical power, voice and data communications. Information must include the cable route and cable identification including point of origin and termination. Lessee's cables must be labelled on each and every floor traversed to indicate the point of origin and termination and the tenant served.

Information on the block cabling used for voice and data must include cable pair numbers SDF and IDF identification. The Lessee must complete record books in each and every relevant distribution frame.

All cables, cable trays, pipes etc. must be securely fixed. Cables must not be laid on ceiling tiles or hung on sprinkler pipes. Cables must be laid in ducts or trays where provided, in other situations approval of alternatives to be sought from Facilities Manager.

### **7.3 SMOKE SPILL / STAIR PRESSURISATION**

At the completion of the fit-out works, the Lessee shall supply documentation proving the correct operation of the smoke spill/stair pressurisation system.

### **7.4 ELECTRICAL CERTIFICATION**

At the completion of the works, provide a Certificate of Compliance to the Facilities Manager for the Electrical Services.

### **7.5 DOCUMENTATION & CERTIFICATES OF COMPLIANCE**

On completion of works and prior to occupation, a Certificates of Compliance must be completed for all Essential Services submitted to the Facilities Manager. For Essential

Services under the ownership/responsibility of the lessee, an Annual Fire Safety Statement or equivalent must be forwarded to the lessor on each of the buildings anniversary dates thereafter. Air balance figures are to be provided in accordance with the layout of the floors in question.

Where appropriate, copies of documents seeking council approval and final inspection results are to be provided to the Facilities Manager (i.e. Certificate of Occupancy)

- I. "Conditions of Consent to Carry Out Works" summary sheet must be completed/signed prior to any works commencing. (Refer to Appendix 1.)
- II. "Conditions of Consent to Carry Out Works" completion sheet must be completed/signed upon completion. (Refer to Appendix 2.)
- III. As per the lease, work cannot commence until the following approvals are in place.
  1. Final Lessor Approval
  2. Appropriate Council Approval
  3. Knight Frank's approval of works

## 7.6 MAKING GOOD AT END OF OCCUPATION/ INSPECTION

At end of occupation, the Lessee will be required to comply in all respects with making good provisions contained in the agreement and inspection over the premises.

- I. "Tenancy Make Good" summary sheet must be completed/signed when the make good provision of the lease is completed. (Refer to Appendix 3.)

## PART 8 SECURITY

### 8.1 LESSEE'S RESPONSIBILITY

The Lessee is responsible for the security of the leased premises. The Facilities Manager will assist the Lessee where possible to secure the premises and provide guidance and advice. However, The Lessor accepts no responsibility whatsoever for the advice provided or any subsequent action taken by the Lessee.

### 8.2 DOOR LOCKS AND KEYS

The Lessee must install locks on those doors they wish to secure and the locks must be compatible with the master key system.

The Lessee will be held responsible for any access device provided by the Facilities Manager. Any access devices lost, by the Lessee, its employees, servant or contractor, it will be replaced at the Lessees cost.

**APPENDIX 1.**

**Conditions of Consent to Carry Out Works – Summary Sheet**

**Summary of major items required to seek approval for works:**

*(Tick boxes to indicate understanding of the issues.)*

<input type="checkbox"/>	<u>The Conditions of Consent has been read and understood.</u>
<input type="checkbox"/>	Partition layout floor plans (2 copies) to Knight Frank.
<input type="checkbox"/>	Partition layout sent back Marked as "accepted for construction".
<input type="checkbox"/>	Pre fit out inspections & meetings to take place at early stage of design.
<input type="checkbox"/>	Statutory approvals to be submitted prior to occupancy.
<input type="checkbox"/>	Ensure that all contractors are covered by Contractors All Risks and Public Risk Liability insurances as required under Worker's Compensation Act.
<input type="checkbox"/>	List of approved contractors to be provided.
<input type="checkbox"/>	Copy of all insurance policies to be provided to Knight Frank.
<input type="checkbox"/>	Hot work permits and Impairment forms to be completed.
<input type="checkbox"/>	Respective smoke detectors isolated and documented to prevent false alarms. (Costs associated with Fire Brigade attendance to false alarms to be borne by the Contractor.)

**Consideration of the following services and on site security requirements:**

*(Design specifications / drawings **must** be provided for any service to be altered)*

<input type="checkbox"/>	Air conditioning.
<input type="checkbox"/>	Electrical with normal / essential power and lighting requirements.
<input type="checkbox"/>	Fire systems.
<input type="checkbox"/>	Life safety (eg) egress.
<input type="checkbox"/>	Hydraulic services.
<input type="checkbox"/>	Security / access control.
<input type="checkbox"/>	Static security guard requirements.
<input type="checkbox"/>	Keys / contractor access.
<input type="checkbox"/>	Voice and data.
<input type="checkbox"/>	Structural requirements (eg) Compactus loading reports.

**Variations to originally approved works:**

<input type="checkbox"/>	Details of any variations <u>must</u> be submitted prior to alterations being implemented.
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<b>Company Name:</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**APPENDIX 2.**

**Conditions of Consent to Carry Out Works – Completion Sheet**

**Completion of building works or fit out works:**

*(Tick boxes as appropriate for works carried out.)*

	Hot work permits correctly signed off on completion.
<input type="checkbox"/>	Smoke detectors de isolated.
<input type="checkbox"/>	Block plans updated as required by statutory & regularity requirements
<input type="checkbox"/>	Cleaning of toilets after trades have completed fit outs.

**Clean up of all areas where building works have taken place. Includes areas such as:**

<input type="checkbox"/>	Telstra riser cupboards.
<input type="checkbox"/>	All electrical riser cupboards.
<input type="checkbox"/>	All data riser cupboards.
<input type="checkbox"/>	All plumbing riser cupboards and risers within plant rooms.
<input type="checkbox"/>	Plant rooms.
<input type="checkbox"/>	Main electrical rooms.
<input type="checkbox"/>	Loading zones where skips may have been used for building refuse.
<input type="checkbox"/>	Goods lift floor, walls and tracks.

**As built drawings and other documentation provided:**

<input type="checkbox"/>	3 full sets of accurate as-built drawings consisting of one full size print AutoCad V14 on floppy or C.D.
<input type="checkbox"/>	Electrical lighting and power.
<input type="checkbox"/>	Data communications.
<input type="checkbox"/>	Voice communications.
<input type="checkbox"/>	Hydraulics.
<input type="checkbox"/>	Air conditioning / mechanical.
<input type="checkbox"/>	Electronic security additions.
<input type="checkbox"/>	Architectural / partition layouts.
<input type="checkbox"/>	Layout drawings completed as required by statutory requirements.
<input type="checkbox"/>	Copies of Electrical Certification eg. Certificates Of Compliance (COC).
<input type="checkbox"/>	Council approval documents.
<input type="checkbox"/>	Final inspection results (i.e.) Certificates of Occupancy.
<input type="checkbox"/>	Return of all access cards and keys to the Building Manager. All issued cards and keys need to be accounted for and if lost, replaced at builders cost.
<input type="checkbox"/>	Comply with all other parts of Conditions Of Consent To Carry Out Works.

<b>Company Name:</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**APPENDIX 3**

**Tenancy Make Good Schedule**

**Prior to expiry of the lease:**

*(Tick each box when the item has been addressed appropriately.)*

<input type="checkbox"/>	Remove all tenant possessions and effects. Lessee to arrange for removal of property from the premises at such times so as to not inconvenience or disrupt the operation of other tenants.
<input type="checkbox"/>	Remove all signage, including directory signage and make good any penetrations / damage.
<input type="checkbox"/>	Remove all Lessee fittings and make good any/all damage to Lessor property.
<input type="checkbox"/>	Remove all redundant services from walls, ceilings - (e.g. cabling back to respective distribution boards / correct termination of all plumbing and waste pipework.) Provide copies of Trades Work Certification eg. Electrical and Plumbing Certificates Of Compliance (COC).
<input type="checkbox"/>	Repair all penetrations to walls, floors & ceilings. Note: <u>ALL</u> penetrations to compartmentation must be properly fire stopped.
<input type="checkbox"/>	All damaged ceiling tiles are to be replaced with matching tiles.
<input type="checkbox"/>	Return all keys, access cards in respect to the premises/property. Lessee is responsible for costs associated with lost keys.
<input type="checkbox"/>	Repaint all painted surfaces in colours approved by the Lessor.
<input type="checkbox"/>	Make good to any damage caused to the common property.
<input type="checkbox"/>	Provide adequate protection of building surfaces that may be subject to potential damage in the removal process. (floors, walls, lift cars etc.) Lessee is responsible for costs associated with damage caused during the removal process.
<input type="checkbox"/>	Use of lifts is to be under the direction of the appointed lift contractor. All arrangements must be made directly with the appointed lift contractor. The maximum lift carrying capacity is not to be exceeded under any circumstances.
<input type="checkbox"/>	Satisfactory security is to be provided by the Lessee outside of normal business hours.
<input type="checkbox"/>	After hours access arrangements are to be made directly with the appointed security company.
<input type="checkbox"/>	Fire services, air conditioning diffusers and light fittings are to be restored to standard layout.
<input type="checkbox"/>	All lighting to be left in good working order.
<input type="checkbox"/>	All damaged floor coverings are to be replaced or repaired to the satisfaction of the Lessor.
<input type="checkbox"/>	The premises are to be left in a clean condition. (all carpets to be steam cleaned)
<input type="checkbox"/>	All building services related to the premises to be left in a clean and safe condition.
<input type="checkbox"/>	Provide documentation as to Essential Services Maintenance carried out by Lessees contractors, as required by statutory & regularity requirements.
<input type="checkbox"/>	Final inspection with Property Manager.

***We verify that all the items listed above have been noted and addressed.***

<b>Lessee Name:</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**APPENDIX 4**

**[insert property name] - HOT WORK PERMIT**

**NAME :** ..... **COMPANY :** .....  
**DATE :** ..... **PHONE NO. :** .....  
**START TIME :** ..... **FINISH TIME :** .....

AREA WORKING : .....  
 WORK TO BE PERFORMED : .....  
 .....  
 SPECIAL PRECAUTIONS REQUIRED :  
 .....  
 IS FIRE WATCH REQUIRED ? .....

**CHECK LIST**

- Y / N Cutting & Welding Equipment in good order?  
**Within 10m of Work**
- Y / N Floor swept clean of Combustibles
- Y / N Combustible floors wet down, covered with sand, metal or other shields
- Y / N No combustible materials, flammable liquids, dust or lint present
- Y / N Combustible and flammable liquids protected with covers, guards or metal shields
- Y / N All wall and floor openings covered
- Y / N Fire retardant drapes suspended beneath work to collect sparks  
**Work on enclosed Equipment (Tanks etc)**
- Y / N All combustible linings and residues removed
- Y / N Containers purged of flammable vapours  
**Fire Watch ( Where combustible construction or other hazard dictate)**
- Y / N To be provided during and 30minutes after operation
- Y / N Hose line or extinguisher present at work site
- Y / N Trained in use of equipment and raising Fire Alarm

**NO** Hot Work to commence within 2 hours of vacating premises

**NOTE:** The location of the proposed work has been examined, the necessary precautions taken and permission is granted for this work as per the Check List.

Permit Expires ...../...../..... Time .....

Time Started ..... Time Completed .....

- Y / N Fire Alarms Isolated
- Y / N Sprinklers in Service
- Y / N Notification sent to Insurers

Knight Frank approval signature .....Contractors signature.....

**Final Check Up**

Work area and all adjacent areas where sparks may have spread were inspected 30minutes after completion and no fire conditions were noted.

Works complete and site clear - Knight Frank signature .....

**APPENDIX 5**



**Building Contractor/ Consultants List**

<b>Service</b>	<b>Contractor</b>	<b>Contact</b>	<b>Telephone</b>	<b>Mobile</b>