

Street Address SUBURB STATE



CHEESE MANAGEMENT COMPANY LOGO

TENANCY FITOUT GUIDELINES



JUNE 2020

Revision 4

Prepared by:

NEW DIRECTIONS IN BUILDING SERVICES® NEW DIRECTIONS IN BUSINESS SAFETY® FIRE ASSESS®





TENANCY FITOUT GUIDELINES

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TENANCY FITOUT GUIDELINES

1. INTRODUCTION

Having decided to lease space in the building, your first step is to plan the design, construction and management of your fitout modifications. Fitout is a complex procedure with many statutory and contractual obligations to be observed.

This guide has been prepared therefore to help you with the planning and execution of the fitout and to outline the responsibilities of the parties involved. Attachments, where applicable, are:

- 🔥 Appendix A - "PROPERTY PERSONNEL"
- 🔥 Appendix B - "LIST OF CONSULTANTS"
- 🔥 Appendix C - "SUMMARY - CONDITIONS OF APPROVAL TO TENANCY ALTERATIONS"
- 🔥 Appendix D - "DELIVERY & ACCESS PROCEDURES"
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- 🔥 Appendix F - "WORK UNDERTAKEN ON ESSENTIAL SERVICES"
- 🔥 Appendix G - "FIRE SYSTEMS IMPAIRMENT NOTIFICATION"
- 🔥 Appendix H - "HOT WORK PERMIT & DANGER TAG SYSTEM"
- 🔥 Appendix I - "MECHANICAL VENTILATION: CERTIFICATION OF DESIGN"
- 🔥 Appendix J - "MECHANICAL VENTILATION: CERTIFICATION OF COMPLETION AND PERFORMANCE"

The "Tenancy Fitout Guidelines" is intended to be used as a guide only. Contractual arrangements between Lessee (tenant) and Lessor (landlord) are contained in the Lease documents. For further details contact the Lessor's Property Manager.

2 PLANNING AND IMPLEMENTATION

These steps outline a procedure designed to achieve your goals in layout, construction and commissioning: -

(a) A Needs Brief

Future staff members, office sizes and staff integration, communications and computer hardware, custom finishes, boardrooms, showers, kitchens and toilets all need consideration.





(b) A Design Team

We recommend you commission an architect or project manager who specialises in space planning to ensure optimum use of your tenanted area. All design for modifications to engineering services such as air-conditioning, electrical, hydraulics fire services and security must be carried out by the engineering contractors of the building. This is to ensure all modifications are carried out with minimum risk to the building's engineering services and to minimise the Lessee's and Lessor's exposure to Statutory non-compliance issues.

Contractual and Warranty difficulties. The Building's Engineering Contractors have been appointed on the basis that fees to the Lessees will be at commercially realistic rates for any modification work that the Lessee wants to carry out in his tenancy. The building's engineering contractors also perform work for the Lessor on the base building's engineering services.

(c) Concept Layouts

The design team translates your "Needs Brief" into a Concept Layout, which recognises the Building's floor layout, fire exits and basic services such as paths of travel, air-conditioning, smoke hazard management, exit & emergency lighting, power, EWIS, smoke/thermal detection and sprinklers.

(d) Cost Planning

Cost estimates for each component of your Concept Layout will help you brief the designers for the final detailing. These will cover:

- ▲ partitioning
- ▲ furniture and built-ins
- ▲ modifications to standard services, such as special air conditioning, security arrangements, drainage or lighting
- ▲ phones, computers and data links
- ▲ storage areas
- ▲ furniture and decor items
- ▲ special features peculiar to your business.
- ▲ material type to allow low or nil emissions of chemicals into the workspace.

(e) Standard Documentation

The Lessor will provide initially one copy of each reflected ceiling plan and a floor plan relevant to your floor(s). Additional appropriate building drawings may be available upon application to the Property Manager.





(f) Fitout Documentation

Please note that the Lessor will need to approve your completed documentation before you proceed with any work. This will also involve a review by the Property Manager to ensure matters such as material handling, temporary services, insurances and care of the building are considered.

To this end, your Architect/Project Manager must also supply one copy of each of your plans for;

- ▲ partitioning layout
- ▲ furniture and occupancy (personnel & equipment) layout
- ▲ mechanical services layout
- ▲ electrical services (lighting, power, SSEP speaker, Exit light) layout
- ▲ hydraulic services layout
- ▲ Any fire engineered performance report
- ▲ fire services layout
- ▲ security system sufficient to determine emergency access and egress
- ▲ proposed location of compactus units/safes or other heavy loads
- ▲ and any other special services
- ▲ the Schedule "A" Council – Certification of design for ventilation, acoustics, fire precautions and smoke hazard management (copy attached)

(g) Construction

Tenancy works can be handled by a Builder or Project Manager of your choice. All engineering services modifications and additions **must** be handled by the **Building's Services Contractors** to minimise the Lessees and Lessors exposure to statutory, contractual and warranty difficulties. The Building's Services Contractors have been appointed on the basis that prices to the Lessees will be at commercially realistic rates.

It is essential that any contractor engaged by you for fitout work before Practical Completion of the building complies with all the site regulations and awards, which are laid down by the Builder. Failure to comply in this regard could involve industrial disputation and cost penalties with detrimental effects on the progress of your fitout.

Construction work after Practical Completion of the building must conform to the overall directions given by the Lessor's Property Management Staff.

All individuals must be properly inducted and made aware of any known hazards, etc. prior to working on site. All equipment and machinery must comply with current legislation.





(h) Occupation and Commissioning

Prior to occupying space for fit-out, a completed Schedule “B” Council Certification for completion and performance of Mechanical Ventilation (ventilation, thermal comfort, acoustic, fire precaution & smoke hazard management), **as well as other certificates** appropriate to your tenancy **relating to “Essential Services”** (Emergency & Exit Lighting, Paths of travel, firestopping, fire protection coverage and SSEP) shall be provided. A joint inspection is then to be conducted involving the Property Manager, the Lessee and shall be required to have a certificate of endorsement from a registered “Principal Certifier (PC)

Your relocation to the building and the successful handover of your premises requires attention to warranties, commissioning and maintenance on items such as office equipment and other items including stationery, daily supplies, etc. These items remain the Lessee's responsibility.

At the conclusion of your tenancy fitout you are strongly advised to have your Architect/Project Manager conduct a defects inspection and complete a list of defects to be rectified by your Builder and a copy of this must be provided to the Principal Certifier prior to provision of any Occupation Certificate..

At this time, you shall provide a copy to the lessor of the certification and the current fire engineering performance report (where applicable and endorsing that the installation reflects concept or approvals) provided to the Local Government Authority:-

Design and Installation of Essential Services: ie. Mechanical Ventilation, Smoke Hazard Management, Acoustic Control, Emergency & Exit Lighting, Fire Protection, SSEP, etc.

The Lessee shall also provide, at this time, Plans (in AutoCAD current) in hard copy and electronic format of all services pertaining to the tenancy at the time of fitout completion. These services shall include, but not be limited to: Mechanical Services, Electrical Services including lighting - emergency lighting – power – data – communication, Fire Protection Services including – sprinkler – smoke and thermal detection – SSEP, Occupancy showing furniture and equipment layout and details of heat loadings etc; Hydraulic Services detailing any tenant installed appliances (water filters, dishwashers, hot water heaters, ensuite, tearooms, etc.)

The Lessee is also required to provide for any updating of the “Building Automation Control System” including: graphics, control points and any modification to controls required to reflect the tenants occupancy.

Before cleaning of your tenancy by the building's cleaning contractor (if applicable) commences on a daily basis, the Property Manager will conduct an inspection of your premises accompanied by your nominated representative in order to ensure that your builder has completed his final clean up to the satisfaction of all parties.

*Note that the Principal Certifier **may not submit any OC** or Fire Safety Schedule Changes unless endorsed by the Building Owner and an accredited practitioner (fire safety) who is accredited for the measures being amended.*





3. GENERAL POLICIES

- (a) **The Lessee (tenant) must –**
commission an architect or interior designer to prepare layouts and details of finishes.

These designs are subject to approval by the Lessor to ensure:

- ▲ The improvements are in keeping with the standard and concept of the building.
- ▲ The design is coordinated with other services.
- ▲ Interruptions to other tenants are minimised.

Changes to standard building finishes and facilities require written approval from the Property Manager.

- (b) **The Lessee is responsible**
for the cost of tenant improvements as well as any alterations to the building finishes and services. The Lessee shall ensure all modifications are carried out in a proper tradesman like manner.
- (c) **Base builder's work and alterations to basic services shall**
be done by contractors approved by the Lessor. This ensures the standard of the project is maintained throughout.
- (d) **All necessary approvals shall be obtained by the Lessee**
from any relevant authorities and evidence of it shall be produced on the request of the Property Manager.
- (e) **Any future requirements imposed**
by any relevant authority in relation to the modifications to the Building or its services within the tenancy shall be the Lessee's responsibility.
- (f) **Any damage caused to the Building or its services**
during installation or removal of the Lessee's fitout modifications shall be rectified by the Lessee at his cost.
- (g) **Should the work require any concrete slab penetrations**
the Lessee shall obtain a certificate from the Building's Structural Engineer confirming that the floor loading capacity of the slab has not been diminished by such penetrations. The certificate shall be produced on the request of the Property Manager.
- No holes will be permitted through beams and columns
- Penetrations of fire rated partitions or floor slabs must be separately listed or highlighted on drawings to ensure that these receive proper attention by your fire-stopping contractor.
- (h) **All contractors must be site inducted & competency verified.**
The building manager shall refuse any contractor to commence any works unless they have been successfully site inducted and where involved in alterations to any essential services, must be accredited for their skillset re Planning NSW requirements.





- (i) **All contractors shall act in accordance with directions** of the Property Manager with regard to operational matters such as use of lifts, hours of work, parking, perimeter security etc.
- (j) **All weekend work** requires 48 hours written notice to the Caretaker and Property Manager. Any overtime costs for after hours supervision undertaken by the operational property staff or contractors shall be met by the Lessee.
- (k) **Lessee identification signs** on sub-divided floors must adhere to the Building's signs criteria.
- (l) **The metal keying system** to the Lessee's premises must be installed to conform to the Building's master keying system. The Lessee will be required to provide the Lessor's Property Manager with two (2) copies of the tenancy floor/tenancy master key for emergency access purposes.
- (m) **If fixed ceilings, such as plasterboard, are used,** access hatches shall be provided by the Lessee to the written approval of the Lessor and shall provide unimpeded access to any services above such fixed ceilings. Note that such hatches shall not degrade the integrity of the FRL for the ceiling below that specified in the current BCA.
- (n) **No dust generating or painting works** shall be permitted during the hours of operation of the base building air conditioning system, without the installation of "high efficiency" filter media (minimum DL1 media) over the Return Air mouth serving that floor.
- Any dust generated shall be removed prior to the operation of the base building air conditioning system unless the precautions described above are adopted.
- (o) **Wiring** shall be generally grouped together and run on suitably sized cable trays within the ceiling spaces and along walls. The cable tray shall be fully supported from the slab or roof structure. Isolated wiring above false ceilings will be fully supported from the structural slab or roof structure. Wiring will not be supported from the false ceiling support structure unless specifically approved in writing by the Lessor's property Manager as to number of wires and their location on the supports. No wiring will run so that it lays on the false ceiling tile's upper surface.
- (p) **Where a significant amount of water is consumed** such as a Lessee's cooling tower or major kitchen a water meter shall be supplied and installed by the Lessee in a location approved by the Property Manager. The water usage and drainage costs will be charged to the lessee.





(q) Upon Practical Completion

the Lessee is to submit three copies of As-Installed drawings of architectural and engineering services together with any relevant technical information. The drawings shall be AutoCAD *current version*.

(r) Where an internal wall meets an external wall

the internal wall should be in line with a window mullion or column and should at no time prevent any window from being properly cleaned. No material should be attached in any way to the external facade of the building.

(s) Materials and furnishings must not -

“off-gas volatile organic compounds” (VOC’s) more than levels recommended by WorkSafe Australia.

(t) All hydraulic appliances

such as water filters, water heaters, dishwashers, etc. shall be fitted with an automatic flow stop device (to prevent flooding due to hose breakage, equipment rupture, etc. The requirements of AS3500 shall be adhered to with special emphasis on backflow prevention devices (required on water filters etc.).

(u) Accessibility

All new work commencing on or after May 2011 must provide access for impaired as detailed in the Commonwealth Premises Access Standard. Such access must include the tenant occupied space, the passage from the designated main point of building entry to the space and from that space to an acceptable accessible washroom/toilet facility.

This may impact upon both the Lessor and the Lessee.

4. MODIFICATIONS TO ENGINEERING SERVICES

The Building is designed to provide a high degree of flexibility in fitout. However, the introduction of walls and partitions by Lessee's fitouts may interfere with coverage of air-conditioning, lighting, fire detection systems and sprinklers.

Apart from the need to maintain a comfortable working environment, there are statutory requirements to be met when relocating these building services.

Full working drawings are available for all building services, from the Property Manager and your Architect/Project Manager can advise on how your fitout can fit best into the basic layout and services of the building.

Where modifications are necessary to the base Building's engineering services, such as air-conditioning, emergency electrical and sprinklers to comply with the Lessee's requirements of fitout, the Lessee shall provide written certification from the Building's Engineers to the Property Manager that such modifications have been correctly designed and installed to suit the requirements of the fitout. Until the certification process is complete, the Lessor is unable to take full responsibility for the performance of such modifications to the base Building's engineering services.

Note: that only FPAS accredited practitioner (fire safety) which used to be known as a competent fire safety practitioner (CFSP) can now assess any essential services in any NSW building.*





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

Where the level for fitout has that level served by a stairwell pressurisation system or zone smoke control system as part of the installed measures, such systems must be tested by the building owner's nominees and accepted as part of the commissioning prior to OC being granted.

5. NOISY OR DISRUPTIVE WORKS

Works which are, in the opinion of the Lessor or the Property Manager, of a noisy or disruptive nature are to be undertaken outside of normal working hours. Normal hours being 8:00am to 6:00pm Monday to Friday. Given that the building is a live structure and noise can be transmitted considerable distance from its source the Property Manager must be advised of any noisy works proposed so that the work can be coordinated so as not to disturb or disrupt any other planned and authorised activities or the quiet enjoyment of other occupants on the same or adjacent floors.

Noise which has proven to be disruptive and must be carried out outside the hours of 8:00am to 6:00pm Monday to Friday include, but not limited to:-

- 🔥 Percussion drilling and explosive fasteners
- 🔥 Angle grinding
- 🔥 Carpet smooth edge installation
- 🔥 Floor grinding
- 🔥 Core holing
- 🔥 Attaching fittings such as sprinkler pipe work, ceiling track etc. to the under side of the soffit
- 🔥 Cutting of aluminium and stone (unless such cutting is performed in a sound proof enclosure)
- 🔥 Laying hard floor, eg. carpentry, granite, etc.

The relocation of ladders, mobile scaffolds, and wheeled rubbish carts may also cause a considerable amount of noise. It is strongly recommended that if no carpet is present, that scrap carpet or underfelt is laid in the fit-out areas to reduce noise transmission.

Radios and cassette players are strictly banned (as their use restricts the effectiveness of SSEP¹ as well as disruption to other occupiers).

The Project Manager and building works supervisors shall make due allowance to comply with this clause and shall immediately cease any activities which has been deemed by Building Management as creating a disruption.

¹ SSEP = Sound System for Emergency Purposes, may also be called EWIS, BOWS or OWS





6. COMPLIANCE OF STATUTORY BUILDING CODES

The Lessee shall be responsible for the provision of “Certification of Compliance, Design and Installation of Essential Services” or required equivalent. A copy of this certificate² is to be given to the Lessor's Property Manager upon Practical Completion.

The Lessor shall be responsible for the portion of provision of the Maintenance and Operation of Essential Services Annual Certificate of Compliance or the equivalent required by any statutory authority applicable to the lessor's tenancy plus their portion of the common areas. All costs of ensuring this compliance will be recouped from the Lessee where such costs are attributable to the tenancy e.g. Emergency lighting, Emergency Exits, tenancy portable fire extinguishers, fire/smoke curtains, etc.

7. REINSTATEMENT OF TENANCY

Prior to the Lessee vacating the premises, the fitout work shall be removed and the premises reinstated to their original condition.

All additional internal fitout wiring above original base electrical wiring shall be completely removed, without leaving loose or cut ends, from within ceiling spaces, risers and ducted skirtings and base electrical wiring shall be reinstated to its original condition.

All additional tenancy mechanical plant, ductwork, pipework and associated electrical wiring and controls all additional hydraulic work and all security work, shall be completely removed from the tenancy and all areas shall be made good to original condition.

At the discretion of the Building Owner, an assessment may be made for the full costs of reinstatement made and an equivalent settlement made.

² The Engineer providing this certification or endorsement of performance must possess Professional Indemnity Insurance Cover of not less than \$10Million for the provision of such endorsement.





APPENDIX A

Street, SUBURB

PROPERTY PERSONNEL

Strata Manager : ***Cheese Management***
PROPERTY MANAGEMENT SERVICES
PO Box
SUBURB NSW 1234
Telephone:
Facsimile:

Property Management Staff : *Property Manager*
Name
Telephone:
Facsimile:
Cellular:

Building Caretaker:
Name
Telephone:
Facsimile
Cellular
E=mail

CARETAKER - 24 hour

04##-###-###



APPENDIX B

STREET, SUBURB

LIST OF CONSULTANTS & PREFERRED CONTRACTORS

CONSULTANTS

STRUCTURAL:

CONTACT:
TELEPHONE:
FAX:

MECHANICAL:

CONTACT:
TELEPHONE:
FAX:

ELECTRICAL/TELECOM:

CONTACT:
TELEPHONE:
FAX:

HYDRAULIC:

CONTACT:
TELEPHONE:
FAX:

ESSENTIAL SERVICES:

<Nominee>
CONTACT:
TELEPHONE:
FAX:
CELLULAR
E-MAIL
INTERNET

THERMOGRAPHIC SURVEYS:

<Nominee>
CONTACT:
TELEPHONE:
FAX:
CELLULAR
E-MAIL
INTERNET

**WH&S SERVICES +
SAFE WORK METHODS**

<Nominee>
CONTACT:
TELEPHONE:
FAX:
CELLULAR
E-MAIL
INTERNET





BUILDING SERVICES CONTRACTORS:

PLEASE CONTACT PROPERTY MANAGER TO ENSURE THAT THIS IS THE CURRENT LIST.

ACCESS CONTROL



AIR CONDITIONING



CEILINGS



CLEANING

Name



ELECTRICAL



EXIT & EMERGENCY LIGHTS



FIRE PROTECTION & EWIS



LOCKSMITHS



PLUMBING



NOTE:

DISCIPLINES marked

indicate that Warranty or other commitments require that these contractors must be used.





APPENDIX C

Street, SUBURB

SUMMARY - CONDITIONS OF APPROVAL TO TENANCY ALTERATIONS

1. Alterations are to be carried out in a proper tradesmen-like manner and at the Lessee's expense.
2. All necessary approvals are to be obtained by the Lessee from any relevant authorities and evidence of it is to be produced upon request. A full set of "as built plans" in pdf as well as dwg format plus the project O&M Manual inclusive of operation, maintenance, spare parts guides, commissioning test data and a copy of all certificates as approved by the planning regulator, all in electronic format (flash memory USB) satisfying AS1388 (current version) will be required to be provided upon practical completion.. Note that scanned images of all documents other than certificates (with signatures), is unacceptable and even these should have searchable pdf format copies to enable searching of embedded data.
3. Any alterations to the building's air conditioning system or to the fire services required as a result of the proposed alterations must be carried out by the buildings incumbent maintenance contractors and such modifications shall be included on Block Plans and other displays and documentation requiring alteration. Maintenance contractors will be "as advised" by the Property Manager.
4. Any future requirements imposed by any relevant authority or the reasonable requirements of the Lessor's insurer, in relation to the alterations are to be the Lessee's responsibility.
5. **Prior to commencing** any dust generating (rubbing down) and or painting works associated with the fitout, high efficiency filter media (of not less than DL1 grade) shall be placed over the return air mouth of the air conditioning system (bagged), and only then shall such works occur. **Removal of this media shall only occur upon completion** of the works.
6. Any damage caused to the building or Lessor's fittings during installation or removal of the alterations is to be rectified by the Lessee at its cost.
7. Before the Lessee vacating the premises, the alterations are to be removed and premise made good (ie. reinstated to its original condition) should the Lessor so require.
8. All contractors are to act in accordance with all reasonable instructions from the Lessor's Building Operations Staff or Management as to the use of lifts, hours of work, noisy works, parking, etc.





9. For any work required to be carried out on weekends, the Lessee is to give the Building Management at least 48 hours notice in writing, ie. by 4:00pm Wednesday.
10. Any overtime cost incurred by the Lessor in attendance by Building Operations Staff or Contractors while the alterations are carried out to be reimbursed by the Lessee.
11. Should the alterations involve any slab penetrations, then the Lessee at its cost shall obtain a certificate from the structural engineer confirming that the floor loading capacity of the slab is not diminished by such penetrations. This certificate is to be produced prior to such works being commenced.
12. Should there be a need for any **welding** to be done, specific approval will be required. See *Hot Work*.
13. Should there need to be any **interruption to the fire services** (ie. sprinkler shut down) this will be limited to the items specified by the Lessor and will be subject to specific approval.
14. Any dishwashers, hotwater heaters, water filters, etc. shall be required to have an automatic flow shut-off device fitted at the supply cock.
15. All electrical works shall meet the required layout and be configured in such a way that it is acceptable by building management, this process shall require an inspection by the Building's nominated electrical contractor.
16. Upon completion of all dust generating (rubbing down), painting works and builders clean associated with the fitout. A complete **cleansing** and testing of all **fire protection** system throughout the effected and adjacent areas shall be carried out by the building's fire protection contractor.
17. Upon completion of all dust generating (rubbing down), painting works and builders clean associated with the fitout. The filter media shall **be removed** from the return air mouth of the air conditioning system, and **only then** shall the final **balance of air distribution** occur.
18. The fitout contractor shall remove any protective coverings from fixtures and fittings (such as light fittings) as part of their scope of works and at no cost to the lessor. Removal of such coverings shall occur at the same time as item 17 above to ensure that no obstruction to the final air balance occurs.
19. Whole floor tenancy fitouts, or fitouts impacting upon air distribution of the core corridor areas, shall require a certification of compliance pertaining to the fire stair pressurisation and any smoke hazard management control.





APPENDIX D

DELIVERY & ACCESS PROCEDURES

Street, SUBURB

These procedures relate to tenancy alterations, maintenance work and materials handling in general;

- * All suppliers, contractors and maintenance personnel are to advise the building management of intended deliveries and access requirements a **minimum** of 24 hours beforehand.

Access for unapproved works will not be given. Goods lift bookings are subject to availability and it is suggested that bookings be arranged well in advance.

The time periods **excluded from lift use for deliveries** are during any business working day from **8:00AM~9:30AM, 11:45AM~2:00PM, 4:30PM~9:00PM – Please advise all suppliers.**

No contractor vehicle parking is available on site. The lessee may authorise fitout contractors to use parking spaces licensed to the lessee. These spaces shall then be unavailable for the lessee's parking.

- * All contractors and maintenance personnel are to provide the following information to the building management 24 hours prior to arrival on site:
 - 1) Name of Company
 - 2) Trade or profession
 - 3) Name of each employee attending
 - 4) Details of proposed works
 - 5) Anticipated duration of works
 - 6) In the case of a sub contractor the name of the head contractor is required

Note the building owner reserves the right to refuse access or deliveries where prior notice has not been given.

Emergency repairs and maintenance can be arranged at short notice direct with the Caretaker – 24/7 contact number **04## ### ##.**





APPENDIX E

FITOUT GUIDELINES

Street, SUBURB

PUBLIC LIABILITY INSURANCE

The Lessee must ensure that the prime contractor (builder) or individual trades and professions have effected Public Liability Risk insurance covering all and any item attributable to the proposed works by all trades and professions.

The policy must:

1. Note the interest of the Owners Corporation SP as owner/principal
2. Be for not less than \$20,000,000
3. Be with an insurer who is duly licensed.

The Lessee must ensure that the prime contractor (builder) or all individual trades and professions, must effect (and keep in place for the duration of the works) all insurance necessary and/or comply with any legislation in force relating to workers' compensation.

Proof of this insurance by the prime contractor (builder) or all individual trades and professions shall be provided prior to commencement of any works.

If the prime contractor or individual trades and professions commits or omits or permits any act, default or omission (whether negligent or otherwise which results in:-

- a) any property being damaged;
and/or
- b) any person suffering injury or death;

the Prime Contractor agrees to indemnify and keep indemnified the Owners Corporation <CHEESE> from and against any claim, demand, writ, summons, action, suit, proceeding, judgement, order, decree, cost, loss or expense of any nature whatsoever which <CHEESE> may suffer or incur arising out of such damage injury or death.

PROFESSIONAL INDEMNITY INSURANCE

The Lessee must ensure that any professional providing expert advice, design, certification, or endorsement of performance of any measures or features at the building shall have effected Professional Risk insurance covering all and any item attributable to their engagement.

Certificates of currency need to be sighted or available for public scrutiny and it is the lessor's responsibility to ensure that this is in place.

The policy must:

1. Be for not less than \$10,000,000
3. Be with an insurer who is duly licensed.





CONTRACTOR ALL RISK INSURANCE

The Lessee must ensure that any contractor installing or servicing and or attesting to the performance of equipment at the building shall have effected contractor all risk insurance covering all and any item attributable to their engagement.

Certificates of currency need to be sighted or available for public scrutiny and it is the lessor's responsibility to ensure that this is in place.

The policy must:

1. Be for not less than \$10,000,000
3. Be with an insurer who is duly licensed.

APPENDIX F

WORK UNDERTAKEN ON ESSENTIAL SERVICES

Any works requiring the impairment of essential services must be authorised in writing by the Property Manager (or his/her nominee) prior to that impairment. The expected duration of the impairment must be provided and the precautions put into effect as part of the authorisation.

This building utilises the NCC/BCA requirements. Care is to be taken that any fitout structures or alterations do not negate or degrade these requirements.

Note that any works must only be conducted by a deemed Competent Fire Safety Practitioner (CFSP) who satisfies Planning NSW and the Building Owner's competency requirements for the measures involved and shall attest satisfactory performance at commissioning by way of a fire safety installer certificate.

Note: It is especially important to note that under no circumstances will any sprinkler system be shut down for any period exceeding 12 hours without specific approval of underwriters.

Hot work permits are required to be completed prior to commencing any work involving welding, open flame or spark (see Attachment H).





APPENDIX G



FIRE SYSTEMS IMPAIRMENT NOTIFICATION

Date: _____ Name: _____ Signature: _____

Equipment Impaired	Comments	Date off-link	Date expected back on-line
<input type="checkbox"/> Hose-reels	_____	_____	_____
<input type="checkbox"/> Sprinklers	_____	_____	_____
<input type="checkbox"/> Hydrants	_____	_____	_____
<input type="checkbox"/> Smoke/Heat Vents	_____	_____	_____
<input type="checkbox"/> Air Handling System	_____	_____	_____
<input type="checkbox"/> Fire Doors	_____	_____	_____
<input type="checkbox"/> Fire Alarm System	_____	_____	_____
<input type="checkbox"/> Emergency Warning System	_____	_____	_____
<input type="checkbox"/> Emergency Lighting	_____	_____	_____
<input type="checkbox"/> Fire Walls, Floors, etc.	_____	_____	_____
<input type="checkbox"/> Lifts	_____	_____	_____
<input type="checkbox"/> Other (specify)	_____	_____	_____

Precautions Effected

- Hot work banned
- System kept partially operational
- System reinstated after hours
- Supplementary fire protection equipment provided
- Building Emergency Control Organisation advised
- Maintenance contractor advised
- NSW Fire & Rescue <STATION> advised
- Insurers <BASE BUILDING FIRE INSURER> advised
- Other (specify) _____

System Restoration

Date: _____ Name: _____ Signature: _____

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For CHEESE MANAGEMENT SERVICES and the Owners Corporation of Street Suburb/SP/etc.





APPENDIX H

HOT WORK PERMIT & DANGER TAG SYSTEM

Repair work or building alterations carried out by contractors may involve welding, open flame or spark producing operations. These are a significant cause of fires, especially if some of the building's fire protection system is deactivated when they are carried out.

A hot work permit system is an organised way of minimising the risk of such operations. Basically it involves the contractor being given a specific set of precautions to follow while carrying out the work. These may include;

- The times, places and equipment to which the permit applies.
- Removing or protecting combustible material in the vicinity.
- Eliminating flammable liquids, gases and dusts from the vicinity.
- Ensuring automatic fire protection in the area is operational.
- Providing appropriate fire extinguishers / hose reel in the vicinity.
- Ensuring the operator or a "watcher" is available during the work, and is competent at raising the alarm and using fire extinguishers / hose reels.
- Ensuring the site is monitored for at least 30 minutes after the completion of the work for signs of fire.

Hot works permits should be issued by a specific Building Staff person such that they will be aware of any conflicts of hot work with other activities or loss of fire protection facilities.

Any hot work should also be advised to the person responsible for supervision of the area, and the building's Chief Warden and affect Floor / Area Warden.

Danger Tags will also be used whenever equipment / power is isolated. A mobile phone contact number or other means of readily accessible contact shall be maintained whilst ever the need for the Danger Tag or Hot Work Permit exists.





APPENDIX I

SCHEDULE "A"

MECHANICAL VENTILATION: CERTIFICATION OF DESIGN

(VENTILATION ACOUSTICS, FIRE PRECAUTIONS. SMOKE HAZARD MANAGEMENT)

Manager Building Services
Planning and Building Division

SUBJECT PREMISES _____

BUILDING APPLICATION NO. _____

Pursuant to the provisions of **Environmental Planning & Assessment Act & Regulations**, I hereby certify that the design of the new/altered mechanical ventilation system meets the current requirements of the Building Code of Australia * and in particular is designed in accordance with the Following:

1. The Council approved Architectural plans dated _____ [See Note (iii)]
2. AS 1668 Parts 1 and 2 and Sydney Ventilation Code where appropriate.
3. All conditions based on recommendations of the NSW Fire & Rescue, Fire Safety Division.

* Where compliance with the prescribed or deemed provisions of the Building Code of Australia is not possible reasons must be submitted with this Certificate, together with evidence of any dispensation granted by Council or the NSW Fire & Emergency Fire Safety Division.

I am an appropriately qualified and competent person in the area of mechanical ventilation and as such can certify that the design and performance of mechanical ventilation systems comply with the Building Code of Australia, AS/NZS1668.1 & 2, and other relevant Codes.

I possess Indemnity Insurance to the satisfaction of the building owner or my principal-

Full Name of Certifier _____

Qualifications & Experience / Accreditation: _____ **Please attach C.V.

Address of Certifier _____

Phone Numbers Bus _____ Mobile _____ Fax _____

Signature _____ **Date** _____

Name of Employer, (Self or Company) _____

**Curriculum Vitae please submit C.V. with your first Certification.

Note

- I. Council reserves the right to inspect, audit, or reject any aspect of Certification submitted.
- II. The Local Government Act 1993 absolves Council from liability by relying on this Certificate.
- III. List and attach colour-coded plans, Drawing Numbers; and revisions to which this Certification applies.
- IV. Departures from the prescribed design provisions of the NCC/BCA must be justified herein & validated when the Certificate of Performance (Schedule "B") is submitted. (eg. smoke test).

List of Drawing Numbers and Issue versions of all drawings to which this certificate pertains:

Job Number	Drawing Number	Issue	Drawing Number	Issue

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APPENDIX J

SCHEDULE "B"

**MECHANICAL VENTILATION: CERTIFICATION OF COMPLETION AND PERFORMANCE
(VENTILATION, ACOUSTICS, FIRE PRECAUTION & SMOKE HAZARD MANAGEMENT)**

Manager Building Services
Planning and Building Division

SUBJECT PREMISES _____

BUILDING APPLICATION NO _____

Pursuant to the provisions of **Environmental Planning & Assessment Act & Regulations**.
I hereby certify that the mechanical ventilation system has been installed or altered at the above premises in accordance with the Certified Drawings and Documentation specified in **Schedule, 'A'** and in accordance with the approved plans released for construction.

The installed mechanical ventilation system has been inspected commissioned and tested, and performs in accordance with the approved plans. the accepted Certified Design. In addition, any dispensation granted by Council or NSW Fire and Rescue.

Details and performance tests as applicable are submitted in the attached documents.

- I. air quantities. air movement and temperature:
- II. acoustics and vibration
- III. fire prevention
- IV. smoke hazard management

I hereby certify that I am an appropriately qualified and competent person in the area of mechanical ventilation and as such can certify that the installation and performance or mechanical ventilation systems comply with the Building Code of Australia, the plans approved by Council, AS/NZS1668.1 & 2 and other relevant Codes.

I possess Indemnity Insurance to the satisfaction of the building owner or my principal-

Full Name of Certifier _____

Qualifications & Experience / Accreditation _____ **Please attach C.V.

Address of Certifier _____

Phone Numbers Bus _____ Mobile _____ Fax _____

Signature _____ **Date** _____

Name of Employer, (Self or Company) _____

**Curriculum Vitae please submit C.V. with your first Certification.

Note.

- I. Council reserves the right to inspect, audit, or reject any aspect of Certification submitted.
- II. The Local Government Act 1993 absolves Council from liability by relying on this Certificate,
- III. Attach all test figures and other documentary evidence to which this Certification applies.
- IV. Attach evidence of performance to validate departure from prescriptive design provisions of BCA.

List of Drawing Numbers and Issue versions of all drawings to which this certificate pertains:

Job Number	Drawing Number	Issue

Drawing Number	Issue





Appendix K

BASE BUILDING DESIGN CRITERIA

Typical

Floor size	
Level G 1 & 2	m ² NLA m ² NLA
Design Occupancy	1 person per 10 m ² 20 Watts per m ² equipment load
Thermal Comfort Capacity	At <= Design Occupancy
Summer Winter	Interior 21.0°C ~ 24.0°C DB when Outside Air =< 32°C DB 23°C WB Outside Air => 7°C DB
<p>Lift –</p> <p>The diagram shows a rectangular lift car with four small square pads at the corners. A horizontal double-headed arrow at the top indicates a 'Door Opening' of 1100mm. A vertical double-headed arrow on the right indicates a 'Depth' of 1540mm. A horizontal double-headed arrow at the bottom indicates a 'Width' of 1800mm.</p>	<p>Car Dimensions Width = 1800 mm <small>without pads.</small> Depth = 1540 mm Height hatch closed = 2200 mm Hatch open = (won't run) Door opening Width = 1100 mm Height = 2200 mm SWL = 780 kg</p> <p>Transporting materials exceeding a total load weight of 1000 kg shall require the engagement of the lift service company, to drive the lift.</p>

All sizes subject to Property Council of Australia methods of Survey

