



333 COLLINS STREET

TENANCY MAKE GOOD SPECIFICATION

PREPARED BY

DATE:

December 2022

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2. INTRODUCTION

This document has been prepared to assist _____ Pty Ltd, their consultants and contractors with meeting the required procedures for the Make Good / Strip Out of the existing tenancy at level XXX, 333 Collins Street, Melbourne, 3000.

This document details the information that _____ Pty Ltd is to provide, along with the timeframes for the provision of that information, in order to ensure a satisfactory outcome to the proposed works.

In general terms _____ Pty Ltd must:

- Inform 333 Choice Properties Pty Ltd of the works prior to commencement and with sufficient time for 333 Choice Properties Management to review the documentation presented by _____ Pty Ltd.
- Provide adequate information to allow the building management to assess the extent of the works and the impact of those works on the base building, other tenants, visitors to the building and members of the public.
- Comply with all control measures and requirements set out in this document and as necessary to comply with building regulations, codes and standards and as required by applicable Statutory Authorities and 333 Choice Properties Management to ensure the safety, quality, minimum disruption to, and acceptable presentation of the building.
- Upon Completion of the works, provide 333 Choice Properties Management with copies of all certificates, records, drawings and other data necessary to demonstrate that the works have been carried out correctly and in accordance with all regulations, codes and standards.
- Upon completion of the works, _____ Pty Ltd is to issue to 333 Choice Properties Management a Certificate of Final Inspection.
- Comply with the directions of the onsite Building Engineer in the day to day site works.

Should the situation or question arise relative to any matter not covered in these guidelines, or a question arises on the information presented in these guidelines, please contact 333 Choice Properties Management for clarification.

3. PRIOR TO THE WORKS

Before commencing with any works, _____ Pty Ltd should have written consent (See Appendix D) from 333 Choice Properties Management to proceed with those works. In order for such consent to be provided, the following information is required for review by 333 Choice Properties Management Pty Ltd:

3.1 TABLE 1 – INFORMATION REQUIRED BY 333 CHOICE PROPERTIES MANAGEMENT REVIEW

Information Required	Reason
<p>A scope of works and specification of works indicating the extent and content of the proposed works to the tenancy.</p> <p>This must include:</p> <p>Main Building Contractors:</p> <ol style="list-style-type: none"> 1. Mechanical Services Contractor 2. Fire Services Contractor 3. Hydraulic Service Contractor 4. Electrical Service Contractor <p>That _____ Pty Ltd proposes to use.</p>	<p>Structural: 333 Choice Properties Management needs to be sure that there are no works proposed that may affect the structural integrity of the building, walls, floors, columns, beams etc.</p> <p>Façade: 333 Choice Properties Management needs to be sure that there are no works proposed that will affect the external appearance of the building (i.e. no window penetrations etc.).</p> <p>Essential Services: 333 Choice Properties Management needs to be sure that the works to any essential services i.e. fire systems, sprinkler systems, emergency lighting, fire escape routes and so on have been professionally designed and are subject to an appropriate building permit.</p> <p>Designer/Constructor: That the works will be designed and carried out by registered, insured and reputable consultants and contractors who are licenced to carry out the works they intend to undertake.</p>
<p>A site specific risk assessment document demonstrating that the main contractor responsible for the site works has considered the Health and Safety issues associated with the proposed project</p>	<p>333 Choice Properties Management needs to understand that the main contractor responsible for the works has considered and addressed the risks associated with carrying out the works onsite. This includes risks to those undertaking the works and also to other building tenants, visitors and members of the public. All identified risks are to be satisfied by providing 333 Choice Properties Management with appropriate Safe Work Method Statements.</p>

Information Required	Reason
<p>Safe Works Method Statement describing, in broad terms, how the works will be carried out and detailing any required interface with the building's systems.</p>	<p>333 Choice Properties Management needs to understand how the main contractor responsible for the works is intending to carry out those works. Additionally 333 Choice Properties Management needs to understand how and where those works are intended to interface with the building's systems i.e. fire, sprinkler and EWIS systems and any disconnections / reconnections that maybe required. Additionally a statement of intent to protect common areas (lift lobbies, lift cars etc.) from damage and disruption must be clearly set out in the Method Statement.</p>
<p>Program of Works</p>	<p>A program of works showing the start and finish dates for the key areas of work must be provided along with details of which contractors will be onsite and when. This must include out of hours works.</p>
<p>Guidelines Acceptance</p>	<p>The acceptance of these guidelines is covered under the lease</p>
<p>Copies of Insurance Policies</p>	<p>A copy of the main contractor's insurance policies (minimum \$20M Public Liability coverage is required). All other insurance policy copies are required in accordance with terms of this document.</p>

333 Choice Properties Management will review the submitted documentation and make formal comments in line with the following categories:

3.2 TABLE 2 – CLASSIFICATION OF REVIEWED DOCUMENTATION

A	There are no 333 Choice Properties Management comments made at this time and the works may proceed
B	Please proceed in line with 333 Choice Properties Management comments noted
C	Rejected – Please re-submit proposal in line with 333 Choice Properties Management comments noted

333 Choice Properties Management will endeavour to undertake an expeditious review of submitted documentation normally within seven working days and make clear comments on any further information that maybe required for the purposes of the review and / or comments on the information already provided. It is in _____ Pty Ltd own interest to ensure that the documentation provided to 333 Choice Properties Management for review, is of sufficient detail and quality to allow for 333 Choice Properties Management’s consent to be given at the earliest opportunity.

The timeline for the submission and review of documentation is shown below:

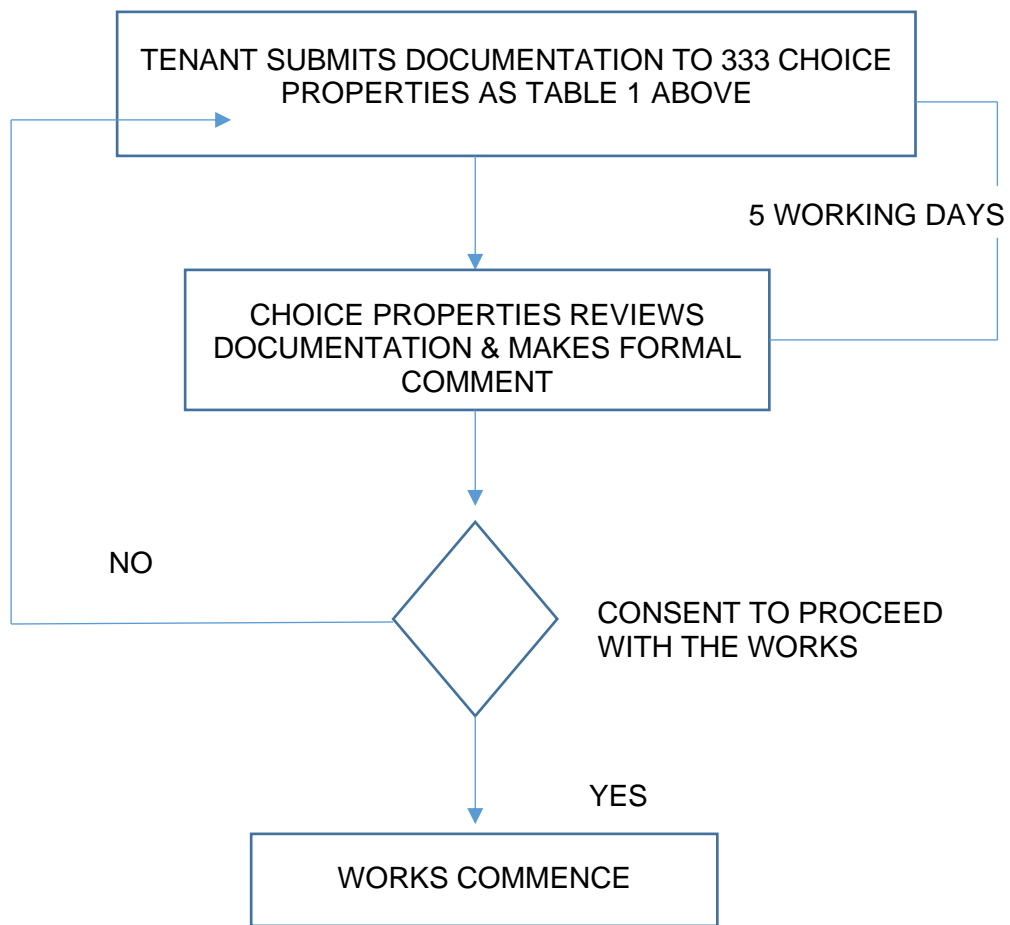


FIGURE 1 – TIMEFRAME FOR DOCUMENT REVIEW

3.3 COST INCURRED BY 333 CHOICE PROPERTIES

In the event that 333 Choice Properties Management incurs costs, i.e. professional fees, in reviewing _____ Pty Ltd proposals, then 333 Choice Properties Management shall advise _____ Pty Ltd accordingly with an estimate of all likely costs. _____ Pty Ltd shall pay on demand all costs, fees and expenses incurred by 333 Choice Properties Management and other consultants associated with the assessment and approval of the works

3.4 APPROVAL OF TENANT'S CONTRACTORS AND CONSULTANTS

All of _____ Pty Ltd proposed contractors must be approved by 333 Choice Properties Management prior to works starting onsite. _____ Pty Ltd shall submit the following information as part of the document submittal process.

- Details of contractor's licences. (Applicable to the state in which the works are to be undertaken)
- Certificates of insurance confirming Public Liability cover for \$20m
- Principal contractors' "All Works" insurance

Works onsite are only to be carried out by persons legally qualified and licenced to do so and in accordance with the relevant Australian Standard or Regulation in force at the time. 333 Choice Properties Management reserves the right to reject _____ Pty Ltd proposed contractors, sub-contractors and consultants.

4. DURING THE WORKS

4.1 RESPONSIBILITY FOR THE WORKS

_____ Pty Ltd must appoint a Principal Contractor to take on the roles and responsibilities of the Principal Contractor under the VIC OH&S Act and Legislation. Should _____ Pty Ltd not appoint a principal contractor, _____ Pty Ltd will be considered the Principal Contractor.

The works shall be carried out as expeditiously as reasonably possible and entirely at _____ Pty Ltd risk. Those employed on the works shall be competent and qualified contractors or tradesmen acceptable to 333 Choice Properties Management. All works shall be undertaken in accordance with the conditions of all permits, approvals, consents and the requirements of all relevant authorities, in accordance with the plans and specifications and to the satisfaction of 333 Choice Properties Management.

_____ Pty Ltd or _____ Pty Ltd contractor shall maintain a register of all personnel working onsite. _____ Pty Ltd shall ensure that all personnel have completed all applicable site safety inductions and are familiar with the fire evacuation procedures within the building. Any contractors which are required to undertake work within the common areas or to any Base Building Systems are required to undertake a 333 Choice Properties Management Site Induction. _____ Pty Ltd is to contact 333 Choice Properties Management site staff who will arrange for the induction to be completed.

4.2 DAMAGE TO THE BUILDING

Should any damage be caused to the building fabric during the works, i.e. lift cars, lift lobbies, doorframes, carpets etc. then _____ Pty Ltd shall be responsible for the costs associated with rectifying the damage and shall do so as expeditiously as possible and in accordance with 333 Choice Properties' requirements

Before commencing the works, and for the avoidance of dispute, 333 Choice Properties Management requires a representative of _____ Pty Ltd and the principal contractor to inspect with the 333 Choice Properties Management Building Engineer, the common areas walls, floors ceilings, lift lobbies, lift cars and so on that could be damaged by the construction activities and document any pre-existing damage with 333 Choice Properties Management.

4.3 STORAGE OF MATERIALS

Except for transportation of materials, all work and storage must be confined to _____ Pty Ltd leased premises only. The contractor will be entirely responsible for the security and safety of the materials and equipment onsite.

Under no circumstances should the electrical and/or pipe risers, staircases, corridors, lobbies or car parks etc., be used for construction storage or as an equipment backup. Such areas are to be kept clear and clean of all materials and refuse at all times

4.4 DISRUPTIVE WORKS

Any disruptive works such as drilling, coring and any offensive odours resulting from painting, carpet laying, varnishing, floor preparation etc. which may affect other building occupants, must be done outside of normal office hours at the discretion of 333 Choice Properties and, if applicable the Local Authority. The Building Engineer may require air conditioning return air paths to be blocked within the tenancy and smoke detectors isolated during such works. No penetrations or noisy works of any kind shall take place between the hours of 8.00am – 6.00pm Monday to Friday. This includes hammer type drills of any size. The playing of radios or music of any kind is strictly forbidden at any time.

4.5 COMPLIANCE WITH 333 CHOICE PROPERTIES MANAGEMENT DIRECTIONS

During the progress of the works, all contractors, sub-contractors consultants and visitors to the building must comply with the directions of 333 Choice Properties' onsite Building Engineer.

333 Choice Properties reserves the right to halt or suspend _____ Pty Ltd works, at no cost, penalty or risk to 333 Choice Properties, if in the opinion of 333 Choice Properties the works are not being carried out with due regard to the requirements of this document or with due regard to Health and Safety requirements or for any other reason relating to the proper and effective operation of the building.

Under no circumstances should any connections, disconnections, extensions or modifications be made to any essential services, i.e. sprinklers, fire alarms, hose reels, EWIS systems etc. without the express consent of the Building Operations Manager. A programme of works showing all such proposed connections and disconnections, start and finish times, etc. shall be provided to the Building Operations Manager in accordance with the requirements of Table 1 of this document.

All works on site are to be appropriately supervised at all times with a person in charge of the works capable of receiving and complying with the directions of the Building Engineer. The Building Engineer must be provided with the contact phone numbers of all such supervisors (24hr contact number) prior to the commencement of any works.

4.6 SAFETY

It is _____ Pty Ltd responsibility to ensure the safety of all persons that may be affected by the works and to ensure that the activities of _____ Pty Ltd contractors or his subcontractors do not compromise the safety of any other person. 333 Choice Properties reserves the right to halt work if, in the opinion of 333 Choice Properties, safety issues are not properly observed. All Statutory requirements, Codes of Practice or requirements under the Occupational Health and Safety Act are to be fully complied with.

_____ Pty Ltd is to ensure that _____ Pty Ltd contractor provides a First Aid Kit located on the job site for the term of his contract.

_____ Pty Ltd is to ensure that all contractors follow the directions of persons appointed as safety or fire wardens.

4.7 CHEMICALS

Any chemicals that are intended to be brought onto site are to be registered with, and approved by, the Building Engineer and provided with a Material Safety Data Sheet (MSDS) prior to being bought on site. Chemicals must be contained within approved containers that fully comply with all statutory requirements, Codes of Practice or any other requirements under the Occupational Health and Safety Act.

4.8 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

_____ Pty Ltd is to ensure that _____ Pty Ltd contractors supply their own safety equipment. The following is a guide to the absolute minimum acceptable safety equipment, however it is _____ Pty Ltd responsibility to ensure the safety of all persons on site and to ensure that the activities of _____ Pty Ltd contractors or subcontractors do not compromise the safety of themselves or any other person.

Use of power tools	Safety glasses/goggles/ear protection
Power grinding and sawing	Safety glasses/goggles/ear protection
Dust creating activities	Safety glasses, approved dust mask
Welding and/or burning	Appropriate welding goggles/face mask, welding spats, gloves and clothing
Areas with overhead dangers	Hard hats
All work	Enclosed footwear/applicable safety barriers and signage
Demolition works	Hard hat, safety boots, gloves and ear protection

4.9 MECHANICAL SERVICES

Welding – No “hot works” are to take place without a “Hot Works Permit” being issued by the Building Engineer. A fire extinguisher is to be positioned adjacent to any personnel engaged in welding or soldering or any other works where the possibility of a fire risk exists. 333 Choice Properties are to be notified, where possible, at least 24 hours in advance of any such works commencing so that a “Hot Works” permit can be issued, smoke detectors / sprinkler systems isolated and 333 Choice Properties insurers notified accordingly.

No electrical circuits, fans or pumps are to be turned off without the prior permission of 333 Choice Properties Building Engineer.

_____ Pty Ltd contractor shall ensure that all air-conditioning ductwork and registers are connected and balanced to the correct air quantity and also ensure that all thermostats etc. are correctly positioned, working and calibrated correctly.

All modifications of control systems, electronic or otherwise must be approved by the 333 Choice Properties’s Building Engineer.

4.10 FIRE PROTECTION SERVICES

Abandoned core holes must be filled with concrete or other approved fire stopping materials, not wood or insulating materials. This is to preserve fire separation between floors and such works must be listed on, and subject to, the Building Permit. A certificate of fire rating compliance is to be provided to 333 Choice Properties on completion of any fire stopping works.

The fire integrity of risers is to be maintained and fire-stopping bags and materials must be correctly replaced whenever disturbed by the installation of cables, pipes etc. in the risers. If _____ Pty Ltd contractor notes any deficiency or shortfall with fire-stopping material then this should be immediately reported to 333 Choice Properties’s Building engineer

_____ Pty Ltd contractor / consultants shall ensure that all fire service regulations are adhered to, i.e. fire ratings, thermal/smoke detectors or sprinklers etc. where applicable. Sprinklers, smoke detectors, thermal alarms and EWIS systems are to be relocated to cover all areas formed as required by current Australian Standards, and certify accordingly. If subsequent testing of the essential services reveal any deficiencies or shortfalls in _____ Pty Ltd installation i.e. insufficient EWIS audibility levels, then 333 Choice Properties shall rectify any such deficiencies at _____ Pty Ltd cost.

The smoke detector, sprinkler system and all essential service systems are to be left in a fully operable state whenever modification work is being carried out. Under no circumstances are any areas within the building to be left unprotected by essential services overnight or over weekends / public holidays.

Any work that is likely to raise dust/smoke may result in the activation of the fire alarm system. It is recommended that smoke detectors are isolated or dust covers fitted prior to the dismantling of partitions, cutting plasterboard etc. _____ Pty Ltd contractor / consultant should satisfy themselves that their actions will not cause the activation of the fire system. Any charges incurred by 333 Choice Properties Management from the Fire Brigade and any costs associated with the associated disruption and/or building evacuation due to false alarms caused by _____ Pty Ltd works shall be payable by _____ Pty Ltd.

On completion of all works _____ Pty Ltd is to provide 333 Choice Properties Management with all applicable certificates of compliance (applicable to the statutory requirements of the state in which the work is undertaken).

4.11 ELECTRICAL SERVICES

No power circuits of any description shall be isolated, disconnected, relocated or otherwise worked upon by anyone other than a licensed and experienced "A" Grade Electrician. Under no circumstances are works to be carried out to live electrical equipment.

All redundant electrical services including communications wiring and cabling, telephone wiring etc. must be removed from the ceiling plenum, walls, floors, ducted skirting, switch rooms, control cabinets, distribution boards etc.

All modifications to electrical switchboard circuits shall be updated on a daily basis as the work is carried out. On completion of modifications, _____ Pty Ltd must ensure that the electrical contractor provides a new electrical circuit legend for the distribution board and provide a copy of the same for 333 Choice Properties Management records. Switchboard loads are to be balanced on completion of the works. Load figures per phase are to be supplied to 333 Choice Properties.

All electrical leads are to be fitted with clear plug and socket ends so that the connections can be observed without removal of covers and are to be suspended above head height.

All power tools and electrical leads are to be inspected and tagged by a certified tester in accordance with applicable codes and statutory requirements and protected by a Residual Current Device (RCD) Safety Trip.

"Piggy back" type plugs and double adaptors are not be used. Power boards are only permitted where they are fitted with an overload device.

All circuits isolated must be tagged with the appropriate isolation tag.

It is _____ Pty Ltd responsibility to provide electrical power during the works.

4.12 RUBBISH REMOVAL

_____ Pty Ltd contractor is required to remove all debris and garbage from the tenancy in sealed containers on a daily basis and protect all building finishes from damage and dust / rubbish accumulation.

All equipment and materials presently installed within the tenancy which become redundant as a result of the works are to be stripped out and removed from site.

It is _____ Pty Ltd responsibility to ensure that their contractor(s) leave foyers, toilets and lifts clean after use. These areas will be cleaned regularly by the 333 Choice Properties cleaning contractor and if these areas are found to require additional cleaning as a result of activities of the tenant's contractors, the costs associated with the additional cleaning will be passed onto _____ Pty Ltd.

4.13 PASSENGER LIFTS AND MATERIALS HANDLING

All building materials and equipment delivered to or removed from the building must be conveyed to the appropriate floor by a goods lift or the lift nominated by the Building Engineer. The conveyance of equipment and materials in an unprotected passenger lift is strictly prohibited. The lift used for handling materials must be lined to protect all internal surfaces.

Deliveries which restrict access to the building during peak times 7.00am – 9.00am and 4.30pm – 6.30pm will not be permitted. All equipment and materials are to be delivered outside of peak hours and are to be coordinated with the Building Engineer.

Floor surfaces shall be protected with carpet runners or similar, adequate protection to and from lifts during the transfer of materials.

At all times lift car protective lining must be used. Lift car wall protective linings will be supplied by the Building Engineer only. Lift floor coverings must be installed by _____ Pty Ltd and must be of 8mm MDF or equivalent. Lift wall coverings must be removed by _____ Pty Ltd contractor and returned to the Building Engineer upon completion of the works. Lift protection must not be removed from site and if lost or stolen, then the replacement cost of new lift protection shall be borne by _____ Pty Ltd.

Any costs associated with repairs to the lifts due to construction work will be the responsibility of _____ Pty Ltd.

4.14 WORKING HOURS

The works are to be carried out during the normal work hours of 7.00am to 6.00pm, Monday to Friday, unless permission is obtained from the 333 Choice Properties Building Engineer. This is to ensure that 333 Choice Properties security contractors are notified when _____ Pty Ltd contractors are in the building after hours or over weekends. Council approval for work outside of normal work hours must be sought by _____ Pty Ltd where appropriate. The cost of the provision of any additional security, permits etc. is to be borne by _____ Pty Ltd

4.15 PARKING

During normal working hours no parking is available onsite. After hours parking maybe available. Request for after-hours parking should be directed to the Building Engineer.

4.16 SECURITY

After-hours access should be organised through the Building Engineer. The building has a monitored alarm system and any unauthorised access which generates alarms will incur a fee payable by _____ Pty Ltd. All after hours' security costs will be charged to _____ Pty Ltd

4.17 STRUCTURAL

All heavy building materials such as wallboard shall only be stacked in areas approved by the Building Engineer and across beam lines at columns. Loading of access floor systems shall only be carried out subject to the limitations of the access floor capacity. It is _____ Pty Ltd responsibility to ensure that this loading capacity is not exceeded.

Before drilling or coring of any slab, written approval must be obtained from 333 Choice Properties as a part of the document submittal process. Additionally _____ Pty Ltd must seek the written consent of the building's structural engineers stating that the proposed work will not have a weakening or detrimental effect on the structure. Such approval must be presented to 333 Choice Properties before any work commences as part of _____ Pty Ltd document submittal process. Fire stopping for such penetrations must be included in the Building Permit application for approval.

For the avoidance of doubt, floors may not be chased for cables, conduits etc. or for any other reason.

5. COMPLETION OF THE WORKS

5.1 AT COMPLETION OF WORKS

At the completion of the works, 333 Choice Properties must be supplied with a copy of each of the following documents:

- All test certificates for essential fire measures
-]Air balancing data and certificates (for the air conditioning system)
- Electrical switchboard schedules and load figures

On completion of the works, _____ Pty Ltd shall ensure that all Council Regulations and requirements are correct and that a Certificate of Final Inspection is issued. A copy of the certificate is to be deposited with 333 Choice Properties Management.

On completion, _____ Pty Ltd will ensure the principal contractor and/or sub-contractors provide a twelve month defect liability period for all works performed, materials and labour inclusive.

5.2 FINAL CLEAN

Upon completion of the works a final clean must be carried out at _____ Pty Ltd expense, of the developed space along with all corridors, lift lobbies and common areas where works have been carried out or the works have affected areas etc. 333 Choice Properties cleaning contractor shall be used for these works and this can be arranged via 333 Choice Properties Building Engineer.

6. APPENDIX A – TENANCY MAKE GOOD SCOPE OF WORKS

6.1 GENERAL

All works are to be carried out in accordance with the terms of this document and the requirements of the lease.

6.2 PARTITION AND WALLS

Dismantle and totally remove from site all partitions, internal walls, doors, frames and screens. Remove all screws and fixings from carpets, ceiling tiles, ceiling T-bars etc.

6.3 FURNITURE

Completely dismantle, remove and dispose of all fixed joinery, desks, cupboards, shelves, compactus, etc. as required. Remove and dispose of moveable furniture such as credenzas, chairs, etc.

6.4 KITCHENS AND TEA STATIONS

Dismantle and remove from site all kitchens, including cupboards, basins, taps, worktops, dishwashers, water heaters and the like. Cut back and strip out all plumbing, waste and electrical supplies to base building distribution point. Fill all slab penetrations with concrete to achieve designed fire rating of surrounding slab.

6.5 ELECTRICAL POWER

Make safe all electrical cabling prior to demolition works. Remove all redundant cabling and accessories as required and completely strip back wiring to tenant's main electrical distribution panel. Reinststate electrical power outlets to suit open plan layout.

Label all power outlets to a standard approved by 333 Choice Properties Building Engineer showing the circuit breaker reference.

Replace all lids on skirting ducting where installed and fix back securely. Where holes have been drilled in the ducting or lid and / or sections are missing or damaged then those sections of ducting or lid are to be replaced and decorated to match the existing adjacent section(s) as required.

6.6 TELEPHONE WIRING AND ACCESSORIES

Completely remove all telephone outlets and wiring from internal partitions / walls, ceiling space back to IDF frame or termination box as directed by 333 Choice Properties Building Engineer.

6.7 DATA WIRING AND ACCESSORIES

Completely remove all data outlets and strip out wiring from internal partitions / walls / ceiling voids back to patch rack or termination box. Completely remove all patch racks, computer hubs, frames etc.

6.8 LIGHTING

Remove and dispose of all non-base building fluorescent light fittings and associated power supply cables such as low voltage halogen type and decorative fittings. Realign fluorescent light fittings to suit reflected ceiling plan.

Relocate lighting switches to suit open plan layout, provide a multi-gang lighting switch adjacent to the main entrance door with two way / intermediate switching at other entrance doorways.

6.9 EMERGENCY LIGHTING

Install / relocate Emergency and Exit light(s) as per the Reflected Ceiling Plan. Carry out necessary testing and issue compliance statement in accordance with Australian Standard 2293.2.

6.10 FIRE PROTECTION SYSTEM

Carry out modifications to the fire protection sprinkler distribution system as to satisfy the appropriate design code i.e. (Ord 70). This may include but is not limited to, deletion of redundant sprinklers, deletion of sub-fire indicator panels, deletion of VESDA and gas suppression systems, addition and relocation of sprinklers as required to suit the base building open plan layout. Carry out flow and pressure testing of completed works and issue compliance statement in accordance with Australian Standards and base building design parameters.

6.11 DROPPED CEILINGS

Completely remove all dropped and set plasterboard ceiling sections, hangers and components. Reinstall ceilings to removable suspended ceiling grid to match base building Reflected Ceiling Plan drawings and replace all damaged, marked or stained ceiling tiles as required.

6.12 SUSPENDED CEILINGS

Following the removal of partitions and services, T-bar sections that have been damaged by fixing screws maybe repaired if:

1. There are no more than two holes per linear metre of a given T-bar section
2. Those holes are no more than 2.5mm diameter per hole
3. Those holes can be repaired to the complete satisfaction of 333 Choice Properties Management using approved filler and paint re-spray

In all other cases of holes in the suspended ceiling T-bar sections, those T-bar sections must be totally replaced where damage has occurred due to the installation / removal of partitions and services.

Minor scratches to the T-bar sections maybe repaired to the complete satisfaction of 333 Choice Properties Management using an approved filler and paint re-spray.

In all cases where it is proposed to repair instead of replacing damaged T-bar sections, guidance must be sought from 333 Choice Properties Building Engineer as to whether or not repair is acceptable over replacement. The decision of the 333 Choice Properties Building Engineer as to whether or not repair is acceptable is final and binding to the contractor.

Provide additional suspension hangers and laser align the suspended ceiling throughout following partition and services removal.

Provide new lay in ceiling tiles where missing or damaged in any way following partition and services removal.

All new and repaired T-bar sections and lay in tiles must match the existing ceiling in colour, quality and finish to the entire satisfaction of the 333 Choice Properties Building Engineer.

6.13 MAKE GOOD OF DISTURBED SURFACES

Following demolition and services relocations: repair all surfaces, fill, patch and paint all damaged walls, base building doors to toilets, bathrooms, fire stairs, columns and other surfaces as required. Apply undercoat and at least 2 coats of paint type pre-approved by the 333 Choice Properties Building Engineer.

6.14 MECHANICAL SERVICES

Relocate thermostats (if required) to suitable alternate locations following partition removal. Install additional thermostats, if required, to suit the open plan space.

Supply and install all necessary parts, labour and materials to air conditioning system as maybe required and including, but not limited to, rigid metal and flexible ductwork, supports, blanking pieces, lighting boots etc. to return air distribution system to base building design.

Balance the air distribution system and calibrate all thermostats, valves, actuators etc. as required to base building layout and designed commissioning figures. Supply a copy of the balance figures on completion.

Remove all / any tenant installed supplementary air conditioning systems and associated equipment including kitchen and spray booth exhaust systems and computer room systems. Condenser water piping is to be removed / terminated at the main riser and any dead legs are to be removed or an approved recirculation solution provided. Electrical and controls wiring is to be removed and terminated at the appropriate base building riser / switchboard.

Base building BMS / BAS is to be modified to remove control and or monitoring of these supplementary items.

6.15 FLOOR FINISHES

Remove and dispose of existing floor finishes throughout the tenancy (exception of bathrooms and disabled facilities, lift thresholds), including carpets and underlays, stone / tile / timber / vinyl etc. and relay (dual bond direct stick method) new carpet and foam underlay (carpet as specified by 333 Choice Properties Management).

6.16 WINDOW FINISHES

Remove and dispose of any non-base building window coverings. Repair or replace any non-functional base building window coverings to match existing base building coverings.

7. Appendix B – APPROVED SUB-CONTRACTORS & BUILDERS

MECHANICAL	Entire Air Conditioning Kon Athan 09699 4777 or 0418 323 634	
ELECTRICAL	Datanet Electrical Tory Butera 8470 952*9, 0418 383 195	Datanet Electrical Chris Butera 0401 804 005
HYDRAULICS	CBS Plumbing Michael Camilleri 9411 3901, 0437 093 589	
FIRE (Sprinklers)	Chubb Fire Safety Troy Palin 9264 9822 or 0401 779 149	
FIRE ALARM	Chubb Fire Safety Troy Palin 9264 9822 or 0401 779 149	
SECURITY	Siemens Access Control Noel Pierre 0419 335 105	
CARPET	Coveney Interlay Neil Venter 0409 994 011	

BAS	Siemens Building Controls Noel Pierre 0419 335 105	
KEYS	API Security Master Keying Department Gary Hatwell 131 539	
SIGNAGE (Glass Frosting)	Visual Graphics Hector Henriquez 9706 3428	
BUILDERS	Proline Building Services John Kovacevic 0412 183 466	FDC Construction David Su 9225 9505 or 0402 969 817
	Tornado Office Fitout Tony Lukic 9338 7690 or 0410 664 697	Styleline Commercial Interiors Michael Vella 9419 2211 or 0412 532 739
OFFICE FURNITURE	Aspect Furniture Mark Maiorana 1800 696 334 or 0409 559 138	
LED LIGHTING SUPPLIES	Australume 02 9602 6288	

8. Appendix C – tenant’s works information form

(INFORMATION REQUIRED)	TENANT TO COMPLETE
Name of Tenant:	
Location of Tenancy - building, level etc.:	
Name of Person Responsible for _____ Pty Ltd Works and position in _____ Pty Ltd Company:	
Telephone No:	
Fax No”	
Email address:	
Date that the works are proposed to start:	
Name and address of main contractor:	
Licence No:	
Name and address of Mechanical Services contractor:	
Licence No:	
Name and address of Fire Services Contractor:	
Licence No:	

Name and address of Hydraulic Services contractor:	
Licence No:	
Name and address of Electrical Services contractor:	
Licence No:	
Name and address of Sub-Contractor (1) and discipline:	
Licence No:	
Name and address of Sub-Contractor (2) and discipline:	
Licence No:	

9. Appendix D – tenant’s works information form part 2

(TO BE COMPLETED BY 333 CHOICE PROPERTIES MANAGEMENT PTY LTD)

ITEM	INFORMATION TO BE PROVIDED TO 333 CHOICE PROPERTIES BY _____ PTY LTD	PROVIDED Y/N	IF NO – DATE INFORMATION IS TO BE PROVIDED
1	SCOPE OF WORKS		
2	DRAWINGS (TENANT TO LIST)		
3	SPECIFICATION OF WORKS		
4	RISK ASSESSMENT		
5	WORKS METHOD STATEMENT		
6	PROGRAMME OF WORKS		
7	SCHEDULE OF CONNECTIONS / DISCONNECTIONS		
8	COPIES OF TENANTS AND CONTRACTOR’S INSURANCE POLICIES		
9	SIGNED COPY OF THIS DOCUMENT AGREEING TO THE TERMS LISTED		

10. Appendix E – 333 choice properties management consent form

(TO BE COMPLETED BY 333 CHOICE PROPERTIES MANAGEMENT – NO WORKS ARE TO COMMENCE UNTIL _____ PTY LTD HAS RECEIVED A COPY OF THIS FORM)

Issued to:	(Name of tenant and address)
Date consent form issued:	
Issued by:	
Date that the works are to commence:	
Date for completion of the works:	

This consent is issued subject to:

- All of the works being carried out in accordance with the requirements of 333 Choice Properties Management Tenancy Make Good Guidelines document
- All of the works being carried out in accordance with the drawings and scope of works submitted by _____ Pty Ltd and reviewed by 333 Choice Properties Management
- All of the works being carried out by the contractors and consultants identified by _____ Pty Ltd and approved by 333 Choice Properties Management.

Signed on behalf of 333 Choice Properties. _____

Date: _____ Position: _____