

**333 CHOICE PROPERTIES PTY LTD**

**TENANCY FITOUT MANUAL**

**FOR**

**333 COLLINS STREET**

May 2023

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# **1. TENANCY CO-ORDINATION**

The Building Engineer is a representative of 333 Choice Properties Pty Ltd (333), and is the main point of contact with the project and will ensure that any queries or requests by either or its consultants are directed to the relevant person.

Tenancy co-ordination will be necessary from the initial phases of the fitting out process through to occupation of the fully fitted out premises by the Lessee, and hand over to the building management.

The Building Engineer will assist the Lessee in the fitout process including design and documentation approvals, site access, handover procedures and any other matters related to the process. The Building Engineer will also assist the Lessee in all aspects of communicating with 333 management, staff and consultants.

## 2. FITOUT PLANNING AND DOCUMENTATION

### 2.1 Design Consultants

The Lessee is to appoint its own Project Manager.

333 Choice Properties Pty Ltd specify the following consultants for 333 Collins Street:

Structural Engineer: Meinhardt Bonacci    Stephen Payne    9418 4000

Mechanical, Electrical and Fire Services Engineers:

Norman Disney & Young    Lisa Kelly    9682 6800 / 0400 991 843

Hydraulics: CBS Plumbing    Peter D'Aurora    9419 2833

Building Surveyor    PLP Building Surveyors & Consultants    9650 7999

Quantity Surveyor    WT Partnership    9867 3677  
Rider Hunt

The project consultants have been involved with the building from an early stage and have detailed knowledge of the building

### 2.2 Information Provided to the Lessee

The Lessee will be provided with the following base information:

- Fitout Manual
- Relevant drawings for the leased area
- Selected building specifications

Further information is available via the Building Engineer. Informal discussion between the Lessee's consultants and project consultants are not discouraged, however 333 require that formal requests for information be made to the Building Engineer.

Regular meetings between 333 and Lessee representatives (Project Control Group) will be held with the frequency and structure of the meetings being determined by agreement to accommodate the needs of both parties.

### 2.3 Site Visits and Surveys

All site visits and surveys prior to handover by either the Lessee, the fitout project managers or consultants are to be arranged through the Building Engineer. At the time of the request, the names of the visitors, the employer and the purpose of the visit is to be provided.

## 2.4 Standard of Documentation

As a guide to the standard of fitout documentation required by 333 the following points are to be noted:

- All engineering design drawings and schedules are to be standardised throughout using standard orientation and notation methodology
- All plant and equipment shall be referenced as included in the main building system. Additional equipment shall be identified by either a following reference or number or to approval by 333 in cases of new items of plant
- Additional equipment being provided by the Lessee is to be identical to that already being provided in the building. This is particularly important with electrical and air conditioning equipment
- Specifications are to be compatible with the building specifications and are to specify workmanship of an equal standard
- On completion of fitout works, the fitout contractor is to provide 333 with proper and accurate “as installed” drawings. These maybe the final issue of design drawings modified to exactly “as installed” and with all superfluous information removed. “As installed” drawings are to be good quality, full size reproducible (transparent) drawings, with 3 paper copies and a copy of the plans on disk in CAD and PDF versions
- Three copies of maintenance and operating manuals for all new building services equipment shall be provided to 333
- Three copies of the finishes schedule are to be supplied to 333.

## 2.5 Lessor's Approval

It is a requirement of 333 that the Lessee's fitout documentation be approved by the lessor prior to commencement of the works. Detailed drawings and specifications are to be submitted to the Building Engineer for formal approval. Lessor's approval is also a pre-requisite of the Melbourne City Council Building Surveyor's Department for the issue of the necessary Building Approval for commencement of fitout works.

Detailed drawings are to be submitted in A1 hard copy, CAD and PDF Versions.

### **2.5.1 Approvals in Principle**

It is advisable that during the course of design, preliminary sketches be forwarded for approval in principle so that design efficiency can be optimised. This is particularly relevant to any changes to the building design such as:

- Lessees' inter-floor stairwells and telelifts
- Special floor loading areas
- Penetrations through core walls and floors
- Relocation of doors, hydrants and other fixtures
- Changes to the air conditioning and hard duct system
- Loading for Lessees' additional air conditioning systems
- Location and size of special facilities such as kitchens, toilets/showers, libraries and compactus loads
- Special power demands for Lessee equipment
- Any other item which may significantly affect the building or its function.

All proposed changes to the building are to be listed in summary form as well as preliminary sketches/designs.

Approval in principle of special requirements will facilitate the firming up of the tenancy layout for approval by 333.

### **2.5.2 Formal Approval**

Final working documents are to be submitted for 333 approval and shall include:

- Floor layout plans
- Reflected ceiling plans and light fitting layouts
- Partition heights and types (partitions abutting window glass are not acceptable).
- Detailed services documentation
- Total electrical load for Lessee's power stating three phase power requirements
- Details of all electrical equipment so that heat output can be ascertained if necessary
- Refrigeration and heating equipment characteristics and physical dimensions
- Proposed condenser water demands in litres/second/floor and 'heat rejection' per floor
- Locations of heavy equipment

- Details of all alterations and additions to the air conditioning, building automation system and fire alarm and protection system installed by 333
- Details of any additional kitchen, toilet and shower facilities and associated equipment together with exhaust and waste disposal requirements
- Security systems and details of additional security requested to be provided by 333
- All finishes, materials, colours, fixtures and fittings.

### **2.5.3 Service**

All service documentation must adhere to and reference the Technical Specifications at the back of this book.

### **2.5.4 Submission Procedures**

333 will use its best endeavours to expedite the documentation checking process and will respond to written requests for approval within a period of two weeks from receipt. The Lessee is requested to provide a written cover letter with each submittal for approval, stating the level or extent of approval sought and the target for such approval.

The procedures for processing 333 approvals are briefly described as follows:

- The Lessee submits a written request for approval to the Building Engineer together with two copies of the associated documentation
- One copy of the documentation is retained by the Building Engineer for record purposes and the remaining two copies are distributed by the Building Engineer for comments from the base building consultant
- Written comments will be received from the base building consultant and the Building Engineer will facilitate the appropriate approval/response
- Inspections will be undertaken by the consultants during fitout to check that relevant installations are in accordance with documentation. This does not however mean that the consultants are performing quality control functions and so accepting the responsibility that goes with it.

The following points should be noted in view of the above procedures:

- Project consultants are not authorized to approve or disapprove Lessees' documentation
- 333's approval is not an acknowledgment that the Lessee's documentation fully complies with regulatory requirements. The responsibility for ensuring compliance remains with the Lessee.

### **2.5.5 Variations**

In order to obtain 333's approval of the fitout works, the Lessee is to submit a written request detailing the nature of any variations of the fitout documents. Where necessary, approval of the variation will follow the same procedure as the original approval. However, the Building Engineer will endeavour to expedite the process to avoid unnecessary delays to the programme.



## **2.6 Authority Approvals**

The Lessee is responsible for ensuring that documentation fully complies with all relevant regulations and for obtaining the required approvals from relevant authorities. The Lessee is responsible for all necessary applications to controlling authorities including:

- Modifications to the Victorian Building Regulations.
- Building approval for fitout works.
- Council and Fire Brigade inspections for Certificate of Occupancy or Works Completed Notice of the fitted out premises.
- Any other authority's requirements.

Copies of all authority clearances and approvals are to be forwarded to the Building Engineer and in particular, it should be noted that the provision of the building approval is a pre-requisite to 333's approval for commencement of fitout works.

## **2.7 Fees**

The Lessee is responsible for the approval of payment of all fees of its fitout consultants as well as fees and costs associated with obtaining the necessary authority approvals and clearances.

The Lessee is also responsible for approving all other fees associated with the checking of the fitout documentation for approval as described above.

The payment of fees and costs is governed by the Agreement for Lease and Lease.

## **3. INSURANCE OBLIGATIONS OF THE LESSEE**

### **3.1 Introduction**

The responsibilities of the Lessee and Fitout Contractors in regard to all forms of insurance are governed by the Agreement for Lease and Lease.

### **3.2 Fitout Contractor Arranged Insurances**

The Fitout Contractor must submit policies and/or certificates of insurances to the value of \$20,000,000 to 333 on request for scrutiny by 333 or their authorised representative.

Insurances which are required to be maintained by the Lessee and/or contractors are to be specified in all contracts entered into by the Lessee.

#### **3.2.1 Insurance of the Works**

The Fitout Contractor in the joint names of 333, the Lessee, itself and all sub-contractors (all of whom are referred to in this Clause as "the Insured") for their respective rights and interests shall have or effect insurance upon such terms and conditions including exclusions and excesses (if any) as shall be agreed by 333 and the Fitout Contractor or failing such agreement as shall be reasonably required by 333 under a Contractor's Risk Insurance Policy or Policies which shall at all times cover the whole of the Works including any associated temporary works and existing conditions and including material incorporated or to be incorporated therein the property of the Insured or for which they are responsible and whilst on or adjacent to the Site of the Works, in storage off-site and in transit to or from the Site all of which are in this Section called "the Works" in respect of loss, destruction or damage of or to the property insured for the full reinstatement and replacement cost. The sum insured shall take into account but be not limited to:

- The full amount of the Contract Sum
- An amount to provide for additional costs of demolition and removal of debris;
- The amount to cover fees of the Building Engineer and other consultants;
- The amount of any materials or things to be supplied by 333 for the purposes of the works.

#### **3.2.2 Public Liability Insurance**

The Fitout Contractor in the joint names of 333, the Lessee, itself and all sub-contractors (all of whom are referred to in this Clause as "the Insured") shall have or effect insurance under a blanket policy which shall at all times cover liability to the public (including 333) for an amount as agreed by 333 in respect of personal injury to or death arising by accident of any person whomever and in respect of any injury loss or damage whatsoever to any property real or personal including property (other than the Works) belonging to 333 or in which it is interested and where the injury, death or loss or damage arises out of or is caused by the execution of the Works. The policy may exclude personal injury to or death of a person who at the time is defined as a worker of the Insured under any legislation in relation to workers' compensation insurance of the State or Territory in which the Works are situated where such claims are made directly by the worker of the Insured or any dependant of such worker.

### **3.2.3 WorkCover**

The Fitout Contractor and warrants as follows:

- The Fitout Contractor shall obtain and keep in force a policy of insurance with an authorised insurer in compliance with Part 2 of the Accident Compensation (WorkCover Insurance) Act 1993 ("a WorkCover Insurance Policy") and will punctually pay the premium payable therefore.
- The Fitout Contractor will procure that any sub-contractor used in connection with the Works shall obtain and keep in force a WorkCover Insurance Policy.
- The Fitout Contractor shall produce on demand to 333 a certificate under section 13 of the Accident Compensation (WorkCover Insurance) Act 1993 certifying that the Fitout Contractor or any sub-contractor has so obtained and kept in force a WorkCover Insurance Policy.
- If the Fitout Contractor fails to comply with the above paragraphs in that the Fitout Contractor or any sub-contractor has failed to obtain and kept in force a WorkCover Insurance Policy 333 may refuse access to the Site to the Fitout Contractor or such sub-contractor or refuse to pay upon any Progress or other Certificate until the Fitout Contractor or such sub-contractor to the satisfaction of 333 remedies such failure.

### **3.2.4 Period of Insurance**

The insurances referred to in Clauses 3.2.1, 3.2.2 and 3.2.3 shall be effected so as to be in force as and from the date of the Fitout Works Agreement and shall be maintained effective in respect of damage to the Works until Practical Completion or the Works and in respect of Public Liability and of Workers' Compensation and Employers' Liability until issue of the Final Certificate.

Notwithstanding the foregoing provisions of this Clause, the insurance of the Works under Clause 3.2.1 shall be continued effective so as to provide cover as work not completed as at the Date of Practical Completion is executed and completed and so as to provide cover as work resulting from compliance by the Fitout Contractor determined by the Fitout Works Agreement the insurance policies established pursuant to Clauses 3.2.2 and 3.2.3 shall continue for a period of not less than fifteen (15) days after the date of determination of the Fitout Works Agreement.

### **3.2.5 Insurers and Policies**

The Fitout Contractor shall have or effect the insurances required under clauses 3.2.1, 3.2.2 and 3.2.3 with an insurer or insurers nominated by it and approved by 333 and the Fitout Contractor shall:

- A bank guarantee of \$5,000 is required, which will be returned once all final documents are submitted to 333 Collins Street. This must include building permits, certificates of occupancy plus full size plans, manuals, CAD and electronic PDF versions. The expiration date should be no less than three months after the expected project handover date.
- Maintain such insurances in full force and effect for the periods of insurance referred to in Clause 3.2.4
- Deposit with the 333 certified copies of the cover notes, policies and premiums receipts or other evidence of compliance;
- Deposit with the 333 such certificates of the currency of such insurances as may be requested by the 333 failing which 333 may affect such insurances and claim the premiums from the Lessee or Fitout Contractor;

- If any insurance required under Clauses 3.2.1, 3.2.2 and 3.2.3 is subject to any excess, reimburse and pay to 333 any sum which 333 is unable to recover from the relevant Insurer or Insurers by reason of the excess;
- At all times observe and perform the duties, requirements and conditions of, relating to or implied by the policy of each of such insurances and any claim made by the Fitout Contractor thereunder.

## **4. POSSESSION OF PREMISES FOR FITOUT**

### **4.1 Condition**

It is suggested that the Lessee checks the condition of each floor before commencement of fitout works and if necessary, forward a condition report to 333. Should the Lessee consider the floors to be unfit for the commencement of fitout works, it is to immediately notify 333 in writing of the reasons why fitout works are unable to commence so that appropriate action can be initiated.

### **4.2 Pre-Requisites for Commencement of Fitout Works**

In all cases, 333's written consent is required for the commencement of fitout works on relevant floors. The key pre-requisites to the issue of this consent are listed below:

- Copies of building approval permits and other authority approvals submitted to 333.
- Demonstration to 333 that the Lessee's insurance obligations have been met.
- Demonstration to 333 that all necessary industrial requirements have been effected.
- 333 approval of all fitout documentation is in effect.
- 333 approval of all Fitout Contractors and subcontractors has been obtained.
- The Lessee has advised 333 of all the required electricity demands as well as demands on tenant's condenser water if relevant.
- Agreement has been established between 333 and the Lessee as to the extent of defects (if any) required to be rectified by 333.
- The Lessee has submitted to 333 the required hoisting schedule and program of works.
- The Lessee shall provide details of how the existing finishes and equipment will be protected.
- Sealing of Mechanical services to prohibit entry of dust, etc. to the building's systems.

## 5. FITOUT WORKS

### 5.1 Fitout Sub-contractors

The Fitout Contractor is requested to use the base buildings subcontractors for the works. These include:

Electrical:	Datanet Electrical
Mechanical:	Entire Service and Maintenance
Fire Alarm and Services:	Chubb Fire Safety
Hydraulics:	CBS Plumbing
Building Automation System:	Siemens Building Technologies
Security:	Siemens Access Control
Keys:	API Security

333 reserves the right to withhold approval of the use of any subcontractor.

**Note:** If base building contractors are not used then 333 reserves the right to request a comprehensive independent audit of all works carried out. This will be performed by a consultant of 333's choice and the tenant will be responsible for all costs associated with this exercise.

### 5.2 Site Access

Access to the site will be from the car park entrance off Flinders Lane via the loading bay and the goods lift. Use of the loading dock will be managed and coordinated by 333 as appropriate.

Personnel access to the site will be via a single point of entry/egress which shall be via the car park entrance. All car parking is at the owner's expense.

333 retains the right to implement appropriate controls at the site entry/exit points. These may include security provisions and certain industrial controls.

The hours of access to the building will be between 6:30am and 7.00pm on normal working days. Any after-hours access by the Lessee's Fitout Contractors is to be specifically arranged with 333.

The Fitout Contractor is to provide a first aid officer on site.

The Lessee will be required to approve any additional costs incurred by 333 for the provision of after-hours access such as hoisting facilities.

Day time deliveries are to be kept to a minimum. Thirty minutes is the maximum time allowed for deliveries or costs will incur.

If Building Management requires access to site to perform work then the Fitout Contractor must facilitate this.

## 5.3 Hoisting

The availability of lift facilities for tenancy works is as follows:

- Materials and personnel hoisting will be via one of the two goods lifts. The use of passenger lifts for materials hoisting or contractor access will not be permitted.
- The goods lift will be manned by the Fitout Contractor, but controlled by 333's Security Control Room. The normal hours of operation are Monday to Friday, 7:00am to 3:30pm.
- Co-ordination of the use of the loading dock and lifts will be via the Building Engineer who is to be notified as early as possible (but no later than 48 hours prior) of the date and time of significant deliveries. The Security Control Room will then check and confirm the availability of lift services. The Building Engineer should be copied in any communications between the Security Control Room and the Fitout Contractor.
- Any damage or breakdowns to the goods lift caused by the Lessee's Fitout Contractor shall be rectified to the satisfaction of 333 Collins Street Building Management at the Fitout Contractors cost.
- The Security Control Room will use his best endeavours to allocate lifting facilities to the various tenancies on an equitable basis.

It is important that the Lessee submits the required hoisting schedules at the earliest possible time (but no later than 48 hours prior) so that the demand level may be properly assessed.

It should be noted that 333 cannot guarantee the provision of hoisting as per the submitted hoisting schedules. However, the Fitout Contractor will be alerted to constraints arising from the compounding of demand.

After the operation of unloading and transporting of any materials on site, the Fitout Contractor is to clean and remove all associated rubbish. This must be done during and immediately after all material has been delivered to the fitout levels.

## 5.4 Amenities and Services

### 5.4.1 Power

Fitout contractors are to make the necessary applications to the Electricity Provider for the connection of metered power to the Lessee switchboard. This is to be the basic source electrical power for fitout purposes and the Lessee or Fitout Contractor is to be responsible for the cost of power supply.

### 5.4.2 Water

The provision of water during fitout will be by means of an approved tapping from the building supply system.

### 5.4.3 Pumps

Drainage pumps are not permitted. Drains must be by way of gravity.

### 5.4.4 Toilets

The use of the building toilet facilities on each level for fitout purposes is permitted, however the toilets must be returned to their original condition. We insist that protection of the toilets be carried out. A bank guarantee is required prior to commencement of fitout (see Clause 5.4.8). Specific lessor's approval will be required for use of the building amenities.

#### **5.4.5 Rubbish Removal & Final Clean**

Fitout contractors are responsible for the removal of rubbish from the site and will be responsible for the provision of bins, transportation, etc. The location of such bins must be approved by 333. No builders rubbish is to be disposed of in the buildings compactor/bin unit. The goods lifts, loading dock area, area surrounding the bins, and any other public area used by the fitout contractor, is to be kept in a clean, tidy and rubbish free state. 333 also insist that the bins are watered down in order to minimise dust.

Fitout contractors are also responsible to ensure that all public areas, etc., are finally cleaned and made good to the satisfaction of 333 Management. Failure to comply will result in 333 Choice Properties Pty Ltd arranging for cleaning to be undertaken and all associated costs will be on charged to the Lessee.

#### **5.4.6 Other Amenities**

Other amenities such as lunch rooms, showers, etc., are to be provided by the Fitout Contractor at its own cost and located on the level(s) undergoing fitout.

#### **5.4.7 Passenger, Goods Lift Lobbies & Loading Bay**

Passenger, goods lift lobbies and loading bay are to be fully protected on the floors, walls, and lift reveals and kept in a clean and tidy manner. All passenger lift lobbies are to remain locked whenever possible.

#### **5.4.8 Bank Guarantees**

A Bank Guarantee of \$15,000 is required for all of the public areas (including toilets, tea rooms, passenger and goods lift lobbies etc.). This includes the use of one toilet only (subject to 5.4.4), and does not in any way relieve the Fitout Contractor of its responsibilities to return these areas to their original condition. Should any extra toilets be used, an additional Guarantee of \$10,000 per toilet is required. The expiration date should be no less than one month after the expected project handover date

### **5.5 Storage**

Fitout Contractors are to make their own storage provisions on the levels undergoing fitout. Requests for additional facilities are to be directed to the Building Engineer.

### **5.6 Security**

Fitout Contractors are to make their own provisions for security on the levels being fitted out and, if applicable, for other areas made available for storage and/or handling. The demised premises being fitted out may be made secure by means of tenancy lock-up doors subject to appropriate measures being taken for safety conditions. However, regulations do not permit the lobby areas to be isolated from the rest of the building. The site as a whole will be patrolled by 333's security personnel and security supervision of entrance/exit locations will take place. It should be noted that 333 do not accept liability for tenancy fitout security.



## **5.7 Industrial Requirements**

It is essential that all contractors comply with any industrial conditions/awards prevailing in the industry and that all contractors employees are covered and comply with such conditions/awards.

## **5.8 Authority Requirements**

The Lessee Fitout Contractor is responsible for obtaining all necessary permits and clearance required for all tenancy works, including applications for electricity supply, telecommunication services and Board of Works connections.

It will also be the responsibility of the Lessee/Fitout Contractor to arrange for all the necessary authority inspections and for the issue of the Certificate of Occupancy for the fitted out premises. Copies of all authority inspection reports and certificates are to be forwarded to the Building Engineer.

## **5.9 Hot Work Permit**

It is the requirement of 333 that the Lessee's Fitout Contractors obtain from 333 a Hot Work Permit for each Hot Work activity, i.e. hot cutting or welding, a minimum of 2 days prior the event. Permits can be obtained from 333 building management.

Hot Work will not be permitted to occur without the Permit being completed for Authorisation by 333. Within 30 minutes of completion of the Hot Work, the area shall be inspected by the Fitout Contractor's Supervisor as per the instructions on the Permit. The Permit shall then be completed and returned to 333.

## **5.10 Work Categories**

To maintain control of building quality and services, inter-tenancy influences, lessor liabilities and ongoing building operation and maintenance, and also to optimise the strength of building warranties, it is necessary to implement certain controls upon the scope of works allowable to Fitout Contractors. For this purpose, the following has been decided:

- Work which is to be done only by the building sub-contractors, the cost of which is to be approved by the Lessee.
- Work which is to be done by the Fitout Contractor under specially controlled conditions.

A strict categorisation of all possibilities is not practical, therefore should further clarity be required on any specific item, queries are to be directed to the Building Engineer who will advise on the matter.

### **5.10.1 Category 1 Works**

The Fitout Contractor is to notify the Building Engineer at least 14 days in advance of any Category 1 works and show evidence that such work will be completed by an approved sub-contractor.

Works included in Category 1 are:

- Work in plant rooms
- Electrical work upstream from the Lessee and public area switchboard fuse boxes
- Work on the perimeter A/C system
- Floor to floor A/C balancing
- Work on the Distributed Digital Control (DDC) system and the Building Automation System (BAS), (subject to reasonable delineation)
- Any new connections to main risers of all types
- Any additional services to be installed in risers
- Work on the block cabling system
- Work on the lift control system

### **5.10.2 Category 2 Works**

The Fitout Contractor is to notify the Building Engineer at least seven working days in advance of commencing Category 2 works. The Building Engineer will then arrange and implement the appropriate controls and supervision of these works. Works included in Category 2 are:

- Modifications to switchboards
- Work on the A/C hard ducts system, including adjustment of controls
- Work on the sprinkler distribution system other than adjustment of droppers
- Connections to spare ducts, vents, condenser and chilled water tapping's and connections to stacks
- Commissioning of services
- Relocation of VAV boxes
- Placement of ceiling tiles.

## **5.11 Works Affecting Existing Tenants**

Any works which may affect the existing tenants such as noise, disrupting existing building systems, etc., are to be scheduled outside of business hours (i.e. 8.00am - 6.00pm Monday to Friday).

All works during business hours are subject to strict noise levels. If these are not adhered to 333 Choice Properties reserves the right to terminate all access during business hours and works will need to be completed out of hours at the tenant's expense.

## **5.12 Warranties**

The Lessee/Fitout Contractor is to supply details of all warranties for new equipment installed.

The Lessee/Fitout Contractor is also to be fully responsible for not voiding the lessor's equipment warranties.

## **5.13 Dust Prevention**

The Fitout Contractor shall provide filters to all return air ducts to ensure that dust intrusion to the main air conditioning system is prohibited.

## **5.14 Smoke Detectors**

The Fitout Contractor shall ensure that all smoke detectors are isolated when required and cleaned regularly so as not to cause any false alarms. A final clean of the detectors is required at the completion of the fitout.

## **5.15 Depreciation Schedule**

Where a fitout allowance is provided to the Lessee by 333, the Fitout Contractor shall provide a detailed depreciation schedule to a format acceptable to 333.

## **6. TENANCY COMMISSIONING**

### **6.1 General**

The Fitout Contractor is required to submit commissioning information as described in this section. Prior to submission to 333, the Lessee's designer or superintendent is to examine and approve the commissioning information.

Copies of contractor's/consultant's letters of compliance for equipment and installation are to be forwarded to 333 as are the necessary compliance certificates required from authorities.

All space within a 250mm high zone immediately above the suspended ceiling is reserved exclusively for light fittings and light air boots.

### **6.2 Mechanical Services**

#### **6.2.1 Variable Air Volume (VAV) Boxes**

The Fitout Contractor is required to commission the boxes to suit the actual box duty. The commissioning figures should include:

- An air quantity for each outlet (Vmax)
- An air quantity for each box (Vmax)
- An air quantity in each supply duct with all boxes at Vmax.

#### **6.2.2 Condenser Cooling Water System.**

The Fitout Contractor is required to provide a proper water balance including:

- To obtain from the Building Manager the allocated condenser water for the area
- Water quantities at the branch connection from the riser
- Pressure differential at the branch connection from the riser.

#### **6.2.3 Kitchen & Toilet Exhaust**

The Fitout Contractor is required to provide a proper air balance including:

- Air quantity at the riser
- Static pressure at the riser.

#### **6.2.4 Building Automation System**

The Fitout Contractor is required to ensure that all changes are to include an update to the BAS software and graphics, and full commissioning shall include details of additional training to 333's staff.

Any alterations/additions to the BAS manual are to be provided to 333.

## **6.3 Electrical Services**

The complete electrical installation including the Lessee's switchboard and circuits should be tested and commissioned. The loading on each phase should be measured to ensure the demand is within the 60VA/m<sup>2</sup> allowance and that phases are correctly balanced. Any additional equipment installed on tenants' switchboards should be identical to existing types to maintain consistency.

Prior to commissioning the Lessee shall advise of any electrical equipment which may result in harmonics being transferred back into the mains supply or cause radio interference to areas outside the tenancy.

Any equipment connected to the telephone block cabling system shall be of a type approved by Telecom.

The emergency warning and intercommunication system within the Lessee's areas should be tested for compliance with all of the relevant standards.

The Lessee's emergency and exit luminaries shall be tested for compliance with all of the relevant standards including initiation and duration tests.

### **6.3.1 Cables**

All cables are to be labelled every two metres within the ceiling space. All cables within the risers are to be labelled every two floors. Any redundant cables need to be removed back to the appropriate riser.

### **6.3.2 Cable Trays**

All cables must be contained within a welded wire mesh cable tray and with extra capacity for future cabling expansion works.

## **6.4 Fire Protection**

### **6.4.1 Sprinklers**

Any drain down of the sprinkler and or hydrant systems must be done by the 333 Collins Street preferred contractor.

The Lessee shall provide modifications to the standard sprinkler layout to suit their tenancy partitioning, in accordance with Australian Standards Code requirements.

On completion, the sprinkler piping system shall be pressure tested, and certified by a certifier acceptable to the MFB.

### **6.4.2 Hydrants and Hose Reels**

Except in the most unusual circumstances, the Lessee would not be required to provide additional hose reels. However, should additional hose reels be required by the MFB then the Lessee shall provide additional hose reels, the hydrant/hose reels system shall be retested and certified by MFB or other acceptable certifier.

### **6.4.3 Smoke Detectors**

The Lessee shall install the LED of the concealed smoke detectors onto the ceiling under the detector.

#### **6.4.4 Main FIP**

Any alterations to the main fire panel must be completed by the 333 Collins Street preferred contractor.

#### **6.4.5 Fire Subpanels**

Any subpanels installed as part of the tenancy fitout are to be compatible with the base building system.

#### **6.4.6 Protection Impairments**

Any time a fire prevention, protection, alarm or supervisory system is shut off, impaired or otherwise taken out of service, an impairment notification form must be submitted to 333 Building Management. This form must be submitted at least 2 business days prior to the impairment and can be obtained from 333 Building Management.

### **6.5 Security System**

The Lessee is required to ensure that all changes are to include an update to the security system software and graphics and full commissioning shall include details of additional training to 333 staff.

An appropriate number of access cards for the Lessee are to be supplied directly to 333 by the fitout contractor. Any extraordinary access level or time task programming is to be performed by the Fitout Contractor.

All keys must be on the Building Master System.

### **6.6 Hydraulics**

Any additional hydraulic equipment must have stop valves installed as part of the tenancy fitout.

Stop valves are to be installed at all existing toilets and tea rooms as part of the fitout works. Costs relating to these installations will be borne by 333 and must be agreed by the Building Engineer prior to commencement.

### **6.7 Partitions**

Tenancy partitions, etc. are not to be screw fixed to any perimeter walls in the Demised Premises. Details of partition/perimeter wall junctions, etc. are to be submitted to the Building Engineer for approval.

### **6.8 Tenancy Bathrooms**

Tenancy bathrooms are required to be fit with electric hand dryers matching existing base building models. Details of approved hand dryers can be obtained from Building Management.

## **7. DURATION**

This manual has been issued in November 2022 and is expected to remain in force for the later of, 6 months from that date or reissue of the manual.

## APPENDIX A

### 333 COLLINS STREET PREFERRED SUB-CONTRACTORS & BUILDERS

PLEASE REFER NOTE IN SECTION 5.1

<b>MECHANICAL</b>	Entire Air Conditioning Kon Athan 0418 323 634	7
<b>ELECTRICAL</b>	Datanet Electrical Tory Butera 9484 2621, 0418 383 195	
<b>HYDRAULICS</b>	CBS Plumbing Michael Camilleri 9411 3901, 0437 093 589	
<b>FIRE</b>	Chubb Fire Safety Troy Palin 9264 9822 or 0401 779 149	
<b>SECURITY</b>	Siemens Access Control Sheryl Kong 0437 558 588	
<b>BAS</b>	Siemens Building Controls Sheryl Kong 0437 558 588	
<b>KEYS</b>	API Security Master Keying Department 131 539	

<b>BUILDERS</b>	Tornado Office Fitout Tony Lukic 9338 7690 or 0410 664 697	FDC Construction David Su 9225 9505 or 0402 969 817
<b>OFFICE FURNITURE</b>	Aspect Furniture Mark Maiorana 0409 559 138, 1800 696 334	